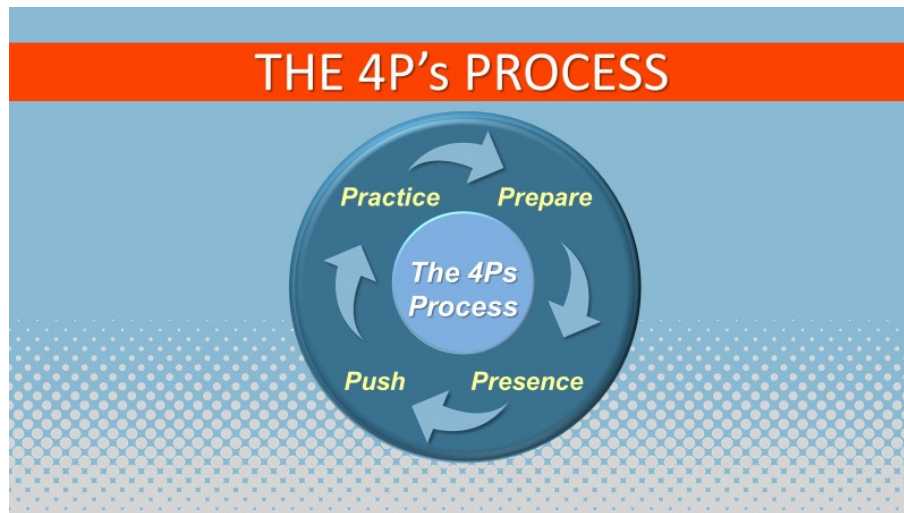




Succeeding as an Introverted Leader: Making it Your Way



Prepare

1. How has preparation helped you in the last month?

2. How can you prepare now for an upcoming project?

Presence

3. Who do you know who exhibits strong presence? What actions do they take? What positive impact does this have on you and others?

4. What distractions can you eliminate to be more present?

Push

5. How have you pushed yourself out of your comfort zone recently? What did it feel like? What impact did it have?

6. How will you push yourself this week? What small step can you take to feel some necessary discomfort?

Practice

7. What communication or leadership skill have you improved? (ex: initiating a conversation, listening, expressing gratitude, etc.)

8. What strength can you enhance by practicing this week?

HOW TO Communicate with Extroverts

- Extroverts tend to work through their ideas out loud, so expect to do some brainstorming and plan for some phone or face-to-face conversations.
- Be prepared to jump in from time to time with extroverts. Interrupting is not usually considered rude.
- Paraphrase to keep the conversation going.
- If you are caught by surprise with a question, respond that you need a moment to consider it, and only share what you are comfortable with sharing.
- Send short emails and concise voice mails and follow up in person with more detail if needed.



HOW TO Communicate with Introverts

- In meetings and casual conversations, slow down, pause, and give introverts time to reflect and respond.



- Since introverts need alone time, support remote work and configure office space to encourage quiet reflection.
 - Before meetings, send talking points via email or text to give introverts thinking time.
- Schedule phone calls and give a heads-up about what you want to discuss.
 - Encourage balanced participation in meetings and engage all team members. Monitor how much you speak.
 - If someone seems reserved or quiet, don't ask, "What's wrong?" Most likely, nothing is wrong — the person is just thinking.
-
-
-