

Adjust Yourself

Observe Self & Others

- Extroverts prefer action and activity
- Introverts prefer thinking and planning
- Identify the level of noise, activity, people you prefer
- Don't label. Respond to the situation/need
- Pause to think before reacting

Discuss:

- When do you gather with others? When do you prefer to be alone?

Respond

- Plan time to rejuvenate – socialize/take a walk alone
- Recognize what others need and support them
- Pause and allow quiet time for reflection
- “Bounce ideas” off of others
- Respect others' needs for conversation or for quiet

Discuss:

- What “strong” personality-behavior do you struggle to accept?

Stretch Yourself

- Speak up – set a goal to ask one question
- Network – prepare and use starter questions
- Promote yourself – share a recent success
- Listen – take notes at the next meeting
- Stay focused – limit stimulation (noise, etc.)

Discuss:

- Which “stretch” is hardest for you?



Closing

“Understanding why others may have very different approaches to work than you do and appreciating those differences will make you a better colleague and a better leader.”

Brenda Bailey-Hughes



Resources: Adjust Yourself

LinkedIn Learning

Finding Your Extrovert/Introvert Balance in the Workplace (~1 hour)

<https://www.linkedin.com/learning/finding-your-introvert-extrovert-balance-in-the-workplace/welcome?u=50844473>

Aligning your communication style to your personality traits (~3 minutes)

<https://www.linkedin.com/learning/search?keywords=Aligning%20your%20communication%20style%20to%20your%20personality%20traits%20&u=50844473>

Managing Your Career as an Introvert (~37 minutes)

<https://www.linkedin.com/learning/managing-your-career-as-an-introvert/your-career-as-an-introvert?u=50844473>

Online sources

OKA Intro to Extravert-Introvert

https://www.youtube.com/watch?v=_1t-bHN6Ld8

Extraversion or Introversion

<https://www.myersbriggs.org/my-mbti-personality-type/mbti-basics/extraversion-or-introversion.htm>



More Resources: *Adjust Yourself*

More Online sources

How to be Good at Managing Both Introverts and Extroverts

<https://hbr.org/2015/11/how-to-be-good-at-managing-both-introverts-and-extroverts>

JMU Talent Development Resource Collection Books

- *Introvert: The Friendly Takeover* ©2016 by Linus Jonkman
- *Quiet* ©2012 by Susan Cain
- *Gifts Differing: Understanding Personality Type* ©1995 by Isabel Briggs Myers with Peter B. Myers
- *The Little Book of Talent: 52 Tips for Improving Skills* ©2012 by Daniel Coyle
- *Type Talk at Work: How the 16 Personality Types Determine Your Success on the Job* ©2002 by Otto Kroeger with Janet M. Thuesen and Hile Rutledge
- *Type & Time Management* ©2001 by Sharon Fitzsimmons, Ph.D.

