

Richard Etienne's

INTROVERT SURVIVAL GUIDE

A little guide packed with big ideas



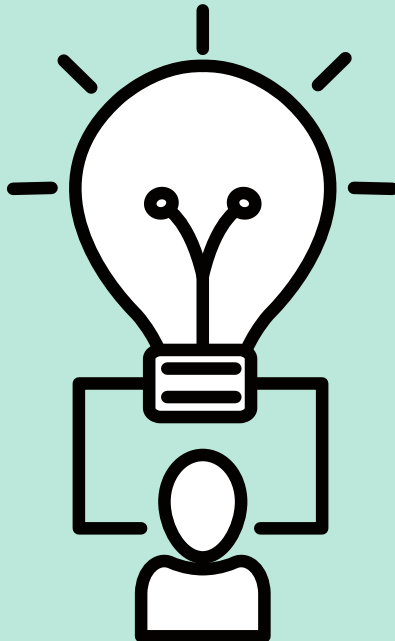
As seen in the
Guardian



welcome

The world is a strange place for us all at the moment so now seems like the perfect time to share my toolkit of positive changes for introverts everywhere.

From improving your wellbeing at work (whether in person or remotely) to boosting your leadership presence - this guide has everything you need to make this the year you truly grow your potential.



Why this guide will change your life

Simply put: Your very career depends on it.

And here are three reasons why:

1. Introverts don't like being the centre of attention, promoting themselves or standing out in a crowd. This is something you will need to unlearn.

2. Personal branding is invaluable. You need to understand that marketing and self promotion isn't optional. If you want to be perceived as a leader in your field or want to land your dream job, you will need to maintain a digital presence that tells people who you are and why you're a vital asset.

3. Extroverts (or ambitious introverts who read this guide) will take up your bandwidth. Look up the saying 'The squeaky wheel gets the grease'.



But first...a word for both introverts and extroverts

The terms introvert and extrovert may come loaded with value judgments, but in reality they describe a simple distinction between how and where someone gets their energy. Introverts recharge in times of solitude and extroverts lean on the social engagement of others to feel energised.

Although most workplace cultures tend to reward outspokenness and dynamism in their employees, with introverts making up only 2% of senior executives, almost 50% of the population have introverted personalities.

Adapting your work habits to treat differences as assets - rather than as barriers to be overcome - can have a profound effect on the productivity and wellbeing of your team.



Top tips:

*How to be heard
as an introvert*



Being heard in meetings

Survival tip 3 of 10 (my most popular)



Considering the average employee spends about one-third of their working week in meetings, this environment automatically becomes the best opportunity to showcase your personal brand. Here's how to make the most of the occasion.

Don't underestimate the value of your ideas

Remember that you are there for a reason, like everyone else. If your expertise was not needed you would not have been invited. It's that simple.

Be among the first to speak

The sooner you contribute, the less time you have to generate self-doubt. This also prevents the chance of someone else poaching your ideas (read: *Feel the fear and do it anyway* by Susan Jeffers).

Choose a topic ahead of time

Pick out one item on the agenda that you can positively contribute towards and prepare your content and responses to possible rebuttals.

Ask probing questions

By probing deeply into someone's comment, you'll feel and appear as an engaged, active participant. Also recognise that disagreements are inevitable and a helpful way to collectively problem solve.

Don't give your power away

It's common to defer to a person in authority. Instead, showcase your knowledge and expertise to gain their respect.

BONUS: online conferencing

Say the name of the person speaking (or thank the person who last spoke) to interject instead of saying "sorry" to introduce yourself.

Having your accomplishments heard

Survival tip 4 of 10

You know what's just as hard as being confident without seeming arrogant: Being humble without selling yourself short. There are many ways you can be both confident and humble in the professional environment. I've observed how people successfully walk this line — and here's what I found.

They take credit

"Thank you! I really enjoyed working on [your share of the assignment]. And Kathy did a brilliant job with [Kathy's share of the assignment]."

They share what they know

Share just enough so that you are memorable and interesting, but not so much that they are overwhelmed. "That's a great point, [name]. I'd like to add..."

They let others have their share of the limelight

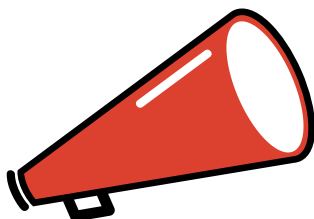
By now, you will have your work and others singing your praises, so your presence alone will suffice.

They ask questions

Asking questions doesn't make you sound unintelligent or uninformed. On the contrary—people respect your willingness to learn more.

They ask for feedback

"Hey, [name]! It was great collaborating on that project with you. Do you have any thoughts on how I could improve my [work, presentation style, leadership skills, etc.]?"



Exercise:

***Scrub these seven
phrases from
your vocabulary***



The deadly seven

When writing your next email, or speaking up in a meeting, focus on removing verbal tics that undermine the way others see you. You'll soon realise that you don't need to fake confidence in your abilities, it's already there.

Just - Delete this immediately. You don't need to apologise for asking for what you need, and doing so only implies you fear rejection.

What if we tried - You'll be taken more seriously if you are straightforward, and present statements rather than questions using I think or I believe

Am I making sense? - Until you said that, you were. Rather than speak to your own self-doubt, try I look forward to hearing your thoughts.

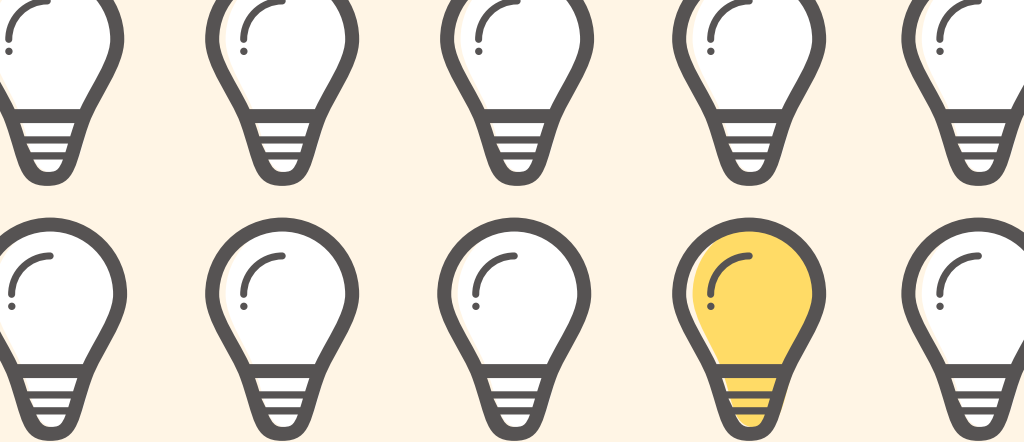
! - Exclamation marks are associated with people pleasing (unless you're looking at a Trump tweet). Instead of relying on punctuation, use a thesaurus to find more emphatic language to make your message heard..

I can't - Henry Ford once said "whether you think you can or you can't, you're right". Replace negative phrasing with I choose not to or I prefer the alternative instead.

I'm no expert, but - In an effort to come across as humble, you're actually negating your credibility. Pause and breathe before making your point instead.

How are things going? - Using generic terms devalues your question, whereas meaningful enquiries like Can you share an update on our timeline? show the recipient you respect their answer.





This is not the end

Thanks for checking out this ebook – a snapshot of my top survival tips for introvert professionals.

I host a series of masterclasses and webinars on introversion in the workplace to help you if:

- you consider yourself introverted
- you want to become bolder in your professional life
- you are about to change careers or enter the professional workplace for the first time
- you manage a team and wish to identify with and develop introverts

As seen in the
Guardian



Contact me (Richard) on me@richardetienne.co.uk
to book a session for you and your staff today.

www.richardetienne.co.uk