

What associations do you make with these words? When it comes to personality styles, these terms have to do with where a person gets their energy and which personality traits, they show the outside world.

Extroverts

Gather their energy EXTERNALLY from the outside world of people, activities and things. Extroverts show their dominant personality traits to the outside world – what you see is usually what you get.

Introverts

Gather their energy INTERNALLY from their inside world, thoughts, ideas, and reflections. Introverts use their dominant personality traits internally and may show more of their other personality traits to the outside world.

Work Environment Preferences Include:

- Opportunity for interaction
- Open door policy
- Brainstorming meetings
- Low walls/open spaces
- Welcome phone calls and interruptions
- Face to face contact
- Music/Stimuli/Chance to talk
- Feedback and compliments
- Telecommunicating
- Private office
- Minimal meetings
- High walls for cubicles
- Minimal phone contact/distractions
- Use of email
- Silence or soft music
- Working independently

Tips for Extroverts

- Instead of expecting an immediate response, allow others time to process what you've said.
- Silence does not mean agreement nor is it a "golden opportunity" to fill it with more of your own insights.
- Silence does not mean they didn't hear you, are ignoring you, don't care or don't have an opinion on the subject.
- Let others finish their thoughts and sentences. Check out the situation at hand for more than a few seconds before diving in with your agenda.
- Respect the privacy needs of introverts. Avoid insisting they share as much as you do and mistaking politeness for interest.
- Find some resourceful ways to interact with the outside world on a regular basis to renew your energy.

Tips for Introverts

- If you are feeling pressured for a response, state your needs for time to think and reflect first.
- Just because you rehearsed something in your head does not mean you shared it out loud. Remember to share out loud.
- Allow extroverts to speak, brainstorm, and change their minds several times before anticipating a final statement.
- Instead of just becoming silent to ponder let extroverts know you heard their question and are thinking about your response.
- Practice nodding, smiling and gesturing to give extroverts clues as to what you are currently thinking.
- Honoring your needs for solo time does not mean you are anti-social. Take reflective time for yourself to renew your energy.

