

Making Everything Easier!™

Success as an Introvert

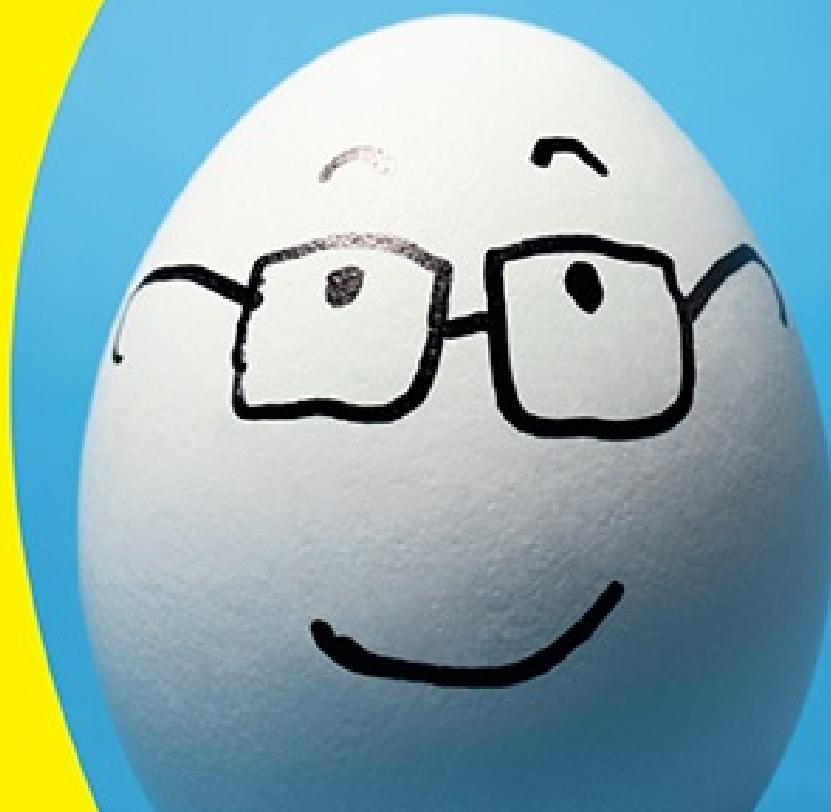
FOR
DUMMIES[®]
A Wiley Brand

Learn to:

- Boost your confidence and develop strategies for asserting yourself at work
- Improve your relationships with partners, colleagues, friends, and kids
- Manage the stress of hosting or attending big social events

Joan Pastor, PhD

*Organizational and clinical psychologist
President, JPA International, Inc.*



Success as an Introvert

FOR
DUMMIES[®]
A Wiley Brand

Joan Pastor, PhD

FOR
DUMMIES[®]
A Wiley Brand

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the Publisher. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at <http://www.wiley.com/go/permissions>.

Trademarks: ~~Wiley, For Dummies, the Dummies Man logo, Dummies.com, Making Everything Easier, and related trade dress~~ are trademarks or registered trademarks of John Wiley & Sons, Inc., and may not be used without written permission. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc., is not associated with any product or vendor mentioned this book.

Limit of Liability/Disclaimer of Warranty: while the publisher and author have used their best efforts in preparing this book, they make no representations or warranties with respect to the accuracy or completeness of the contents of this book and specifically disclaim any implied warranties of merchantability or fitness for a particular purpose. no warranty may be created or extended by sales representatives or written sales materials. The advise and strategies contained herein may not be suitable for your situation. you should consult with a professional where appropriate. neither the publisher nor the author shall be liable for damages arising herefrom.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002

For technical support, please visit www.wiley.com/techsupport.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at <http://booksupport.wiley.com>. For more information about Wiley products, visit www.wiley.com.

~~ISBN 978-1-118-73837-5 (pbk); ISBN 978-1-118-73832-0 (ebk); ISBN 978-1-118-73843-6 (ebk);~~
ISBN 978-1-118-73866-5 (ebk)

Manufactured in the United States of America

Success as an Introvert For Dummies®

Visit

*www.dummies.com/cheatsheet/successasintrovert
to view this book's cheat sheet.*

Table of Contents

Introduction

[About This Book](#)

[Foolish Assumptions](#)

[Icons Used in this Book](#)

[Beyond the Book](#)

[Where to Go from Here](#)

Part I: Getting Started Understanding Introversion

Chapter 1: Introverted? Good for You!

[How Introverts and Extroverts Differ](#)

[The biggest difference between introverts and extroverts](#)

[Other ways introverts are different from extroverts](#)

[Why Being an Introvert Is Cool](#)

[Introverts are great friends](#)

[Introverts are creative](#)

[Introverts are natural leaders](#)

[Introverts are studious](#)

[If Being an Introvert Is So Great, What's the Problem?](#)

[Thriving in an Extroverted World](#)

Chapter 2: Are You Really an Introvert?

[Qualifying as an Introvert](#)

[Exploring the introvert continuum](#)

[Taking the test: Do you score as an introvert?](#)

[Considering Shyness](#)

[Separating shyness from introversion](#)

[Taking the test: Are you shy?](#)

[Dealing with shyness](#)

[Comparing normal, healthy shyness to serious disorders](#)

[Getting in Touch with Sensitivity](#)

[Identifying the difference between sensitivity and introversion](#)

[Taking the test: Are you highly sensitive?](#)

[Managing sensitive issues](#)

[Meditating your stress away](#)

[Chapter 3: What Makes You an Introvert, and Will You Always Be One?](#)

[Nature or Nurture: Determining What Makes You an Introvert](#)

[Your genes](#)

[Your brain's wiring](#)

[The influence of culture](#)

[The effects of upbringing](#)

[Acting Like an Outie: When Temporarily Playing the Extrovert Can Work](#)

[Mastering the skills of the pretend extrovert](#)

[Recognizing the pros and cons of being a pretend extrovert](#)

[Can You \(and Should You\) Become a Real Extrovert?](#)

[Can you truly change your stripes?](#)

[Will you get more innie or outie as you age?](#)

[Part II: Triumphant in an Extrovert's Work World](#)

[Chapter 4: Playing to Your Strengths: How to Shine in the Workplace](#)

[The Facts of Office Life](#)

[Thriving in a Noisy Workplace](#)

[Making a break for it](#)

[Creating an innie oasis in your cubicle](#)

[Scheduling blocks of "alone" time](#)

[Getting physical](#)

[Telecommuting](#)

[Establishing Yourself at Work](#)

[Shining a light on your successes](#)

[Flexing your quiet power at meetings](#)

[Standing up to workplace troublemakers](#)

[Making allies in the workplace](#)

[Finding Your Niche: Jobs that Appeal to Introverts and Extroverts](#)

[Identifying careers that are a natural fit for innies or outies](#)

[Picking the career that fits you best](#)

[Chapter 5: Making Your Mark as a Quiet Leader](#)

[Assessing Your Leadership Strengths](#)

[Your research and decision-making skills](#)

[Your knack for encouraging independence](#)

[Anticipating the Challenges of Leading as an Introvert](#)

[Setting the Stage for Success](#)

[Building your transformational skills](#)

[Reinforcing effectively](#)

[Acing the art of structured brainstorming](#)

[Boosting your emotional intelligence](#)

[Mastering the art of focused conversation](#)

[Six Survival Tips for Innie Leaders](#)

[Delegating more](#)

[Outing yourself as an innie](#)

[Guarding your internal energy by scheduling wisely](#)

[Wearing “power clothes”](#)

[Creating a battery-recharging retreat](#)

[Pairing up with an extrovert](#)

[Chapter 6: Keeping a Team Happy and Productive](#)

[Understanding the Stages of Team Development](#)

[Taking Charge in the Forming Stage](#)

[Creating a contract with your team](#)

[Establishing accountability](#)

[Projecting quiet confidence](#)

[Getting your team members acquainted](#)

[Leading in the Storming Stage](#)

[Creating a team support agreement](#)

[Analyzing team dynamics](#)

[Communicating clearly and beware the innie “cone of silence”](#)

[Troubleshooting effectively](#)

[Leading in the Norming Stage](#)

[Focusing on key results](#)

[Keeping an eye on your norms and goals](#)

[Building relationships](#)

[Leading in the Performing Stage](#)

[Ending on a High Note in the Adjourning Stage](#)

[Chapter 7: Becoming a Confident Public Speaker](#)

[Calming Your Innie Nerves: Preparation Is the Key](#)

[Visualizing success](#)

[Identifying your pivotal points](#)

[Mastering your material](#)

[Focusing on your priorities](#)

[Getting the details down pat](#)

[Practicing your technique](#)

[Grabbing Your Audience: Six Ways to Win Them Over](#)

[Making your listeners feel comfortable and connected](#)

[Grabbing their attention with stories and humor](#)

[Persuading with power](#)

[Changing things up to keep your listeners' attention](#)

[Handling hecklers with ease](#)

[Being yourself](#)

[Catching Your Breath and Briefly Taking the Spotlight Off Yourself](#)

[Asking your audience for input](#)

[Offering handouts](#)

[Scheduling battery-recharging breaks](#)

[Chapter 8: Managing Up](#)

[The First Step in Managing Up: Knowing Your Manager](#)

[Responding to your manager's style](#)

[Identifying your manager's goals](#)

[Earning your manager's trust](#)

[The Second Step in Managing Up: Expanding Your Role](#)

[Spotting avenues for growth](#)

[Becoming a problem solver](#)

[Stepping outside your comfort zone](#)

[Volunteering as a peer coach](#)

[Avoiding Pitfalls When You're Managing Up](#)

[Making a Habit of Managing Up](#)

[Chapter 9: Moving On: Acing a Job Interview the Introvert Way](#)

[Identifying Your Strengths and Challenges](#)

[Prepping for an Interview](#)

[Doing your detective work](#)

[Creating a powerful portfolio](#)

[Rehearsing with a friend who won't go easy on you](#)

[Writing down your key points](#)

[Making a wish list](#)

[Scoring in a Phone Interview](#)

[Performing on the Big Day](#)

[Getting ready for your interview](#)

[Looking assertive at interview time](#)

[Assessing Fit: Are the Job and the Workplace Right for You?](#)

[Asking the right questions](#)

[Gathering clues on a tour](#)

[Weighing the pros and cons](#)

[Handling a "No"](#)

[Responding to a "Yes"](#)

[Negotiating salary](#)

[Talking about vacations, schedules, and benefits](#)

[Setting a start date](#)

[Planning Your Path to Career Success](#)

[Setting smart goals](#)

[Gaining the job skills you need](#)

[Chapter 10: Succeeding as an Entrepreneur](#)

[Starting Off on the Right Foot](#)

[Creating your business plan](#)

[Strengthening your entrepreneurial skills](#)

[Overcoming the urge to procrastinate](#)

[Marketing Yourself](#)

[Building your reputation as an expert](#)

[Teaming up with other entrepreneurs \(especially outies\)](#)

[Asking extroverts to help you make contacts](#)

[Integrating Internet and face-to-face marketing](#)

[Polishing your online presence](#)

[Creating Long-Term Loyalty](#)

[Being available](#)

[Influencing in the right way](#)

[Building deeper relationships with your clients](#)

[Giving back to your community](#)

[Thanking your clients in small ways](#)

[Avoiding marketing approaches that irritate clients](#)

[Coping When Prospects Don't Pan Out](#)

[Dealing with disappearing acts](#)

[Handling rejection](#)

[Building Your Dream Team](#)

[Interviewing wisely when you're hiring staff](#)

[Choosing employees who can complement your skills](#)

[Hiring the right person to make your website sparkle](#)

[Considering a business coach](#)

Part III: Finding Personal Happiness as an “Innie”

Chapter 11: Being Your Personal Best

Being Kind to Yourself

Using the dump-sheet-and-flower technique

Reframing your thoughts

Practicing thought-stopping

Treating life as an experiment

Visualizing your happy, healthy inner child and inner adult

Gaining More Control Over Your Life

Taming self-pity

Taking charge of your problems

Cultivating optimism

Harnessing the power of gratitude

Getting Your Stress Under Control

Interpreting stressful events accurately

Understanding your stress threshold

Considering a personal coach or mental health professional

Making New Friends

Looking for friends in all the right places

Setting realistic goals

Breaking the ice

Keeping friendships healthy

Chapter 12: Falling in Love and Staying in Love

Navigating the Dating Scene

Spotting people you'd like to date

Making a first date work

Addressing expectations

Enjoying a Deep and Healthy Relationship

Grasping the basics of a good relationship

Recognizing how different personalities mesh in relationships

Handling Innie-Outie Differences Successfully

[Identifying each other's needs and interests](#)

[Figuring out how to talk with each other](#)

[Looking for win-win solutions](#)

[Analyzing your different arguing styles](#)

[Being wary of perfectionism](#)

[Identifying the real source of your issues](#)

[Splitting Up Sanely](#)

[When you're getting dumped](#)

[When you're doing the dumping](#)

[Chapter 13: "Cheers!" Taking the Stress Out of Big Social Events](#)

[Understanding Why Social Occasions Stress You Out](#)

[Coping When You're an Innie Guest](#)

[Planning ahead](#)

[Escaping the crowd](#)

[Breaking the ice](#)

[Scheduling some unwinding time — before, during, and after](#)

[Coping When You're an Innie Host](#)

[Taking the focus off yourself](#)

[Creating innie sanctuaries](#)

[Teaming up with a cohost](#)

[Recharging your batteries](#)

[Getting those last guests to go home](#)

[Deciding Whether to Say Yes or No to an Invitation](#)

[Determining which invitations to accept](#)

[Declining invitations tactfully](#)

[Part IV: Supporting Introverts](#)

[Chapter 14: Being an Understanding Friend to an Introvert](#)

[Accepting Innies Just as They Are](#)

[Recognizing that introversion is healthy](#)

[Recognizing the special strengths of the innies you know](#)

[Making an Innie-Outie Relationship Work](#)

[Respecting an introvert's need for "alone" time](#)

[Allowing an introvert to think before talking](#)

[Minimizing multitasking demands](#)

[Understanding an introvert's desire to stay out of the spotlight](#)

[Grasping an introvert's approach to new activities](#)

[Partying in Ways That Suit You Both](#)

[Getting the introvert's perspective on social occasions](#)

[Being okay with early departures](#)

[Accepting an introvert's right to skip some events](#)

[Chapter 15: Parenting an Introverted Child](#)

[Identifying Introversion in a Child](#)

[Distinguishing Between Introversion and Medical Conditions](#)

[Considering ADD and ADHD](#)

[Ruling out autism spectrum disorders](#)

[Creating an Innie-Friendly Home for Your Child](#)

[Appreciating your child's innie-ness](#)

[Steering clear of the overscheduling trap](#)

[Helping your innie child handle change](#)

[Bridging the communication gap](#)

[Keeping sibling relationships positive](#)

[Giving your innie her own private space](#)

[Encouraging Friendships](#)

[Helping a younger child make friends](#)

[Helping an older child or teen make friends](#)

[Helping an introverted teen handle romance — or the lack of it](#)

[Enhancing Your Child's Self-Image](#)

[Explaining introversion to your child](#)

[Avoiding the urge to praise outie behaviors](#)

[Acknowledging your child's emotions](#)

[Helping Your Young Innie Have a Good School Experience](#)

[Working with your child's school and teachers](#)

[Considering alternatives to public schools](#)

[Part V : The Part of Tens](#)

[Chapter 16: Ten Notable Innies](#)

[Charles Darwin](#)

[Neil Armstrong](#)

[Elizabeth Barrett Browning](#)

[Johnny Depp](#)

[Eddie Murphy](#)

[Johnny Carson](#)

[Jerry Seinfeld](#)

[Tom Smith](#)

[Calvin Coolidge](#)

[Abraham Lincoln](#)

[Chapter 17: Ten Tips for Making a Networking Event Work for You](#)

[Be Picky](#)

[Do Your Homework](#)

[Set SMART Goals for Each Event](#)

[Think about Trout Fishing \(Really!\)](#)

[Arrive Early](#)

[Focus on One Person at a Time](#)

[Grab a Plate](#)

[Manage Your Leads](#)

[Be the One Who Reaches Out](#)

[Say Thanks](#)

[Chapter 18: Ten Things an Introvert Doesn't Want to Hear](#)

[“We were just in the neighborhood and thought we'd drop in.”](#)

[“Turn to the person next to you and introduce yourself.”](#)

[“Guess what — I told the waiter it's your birthday!”](#)

[“We’re having so much fun; can we stay with you a few more days?”](#)

[“Oh, I just thought of one more great story. . . .”](#)

[“Surprise!”](#)

[“Give your Aunt Ruth a big hug.”](#)

[“You’re so quiet; what’s wrong?”](#)

[“Yay! Our class reunion is coming up!”](#)

[“I’m so glad you returned my call; we have a lot to catch up on.”](#)

[Chapter 19: Ten Ways to Make a Workplace Innie-Friendly](#)

[Let Innies Migrate to the Edges of Your Office](#)

[Cut Down on Meetings](#)

[Make Your Meetings Better](#)

[Provide Privacy Screens](#)

[Ask about Acoustics](#)

[Create Private Zones](#)

[Give a Thumbs-Up to Headphones](#)

[Let Your Workers Telecommute Part of the Time](#)

[Offer Innies Opportunities to Work Independently](#)

[Rethink Your Interview Process](#)

[About the Author](#)

[Cheat Sheet](#)

[Connect with Dummies](#)

- [*Happy Valley \(Text Classics\) here*](#)
- [Doctor Who and Philosophy: Bigger on the Inside \(Popular Culture and Philosophy\) pdf, azw \(kindle\)](#)
- [download online Blindsided: Why the Left Tackle is Overrated and Other Contrarian Football Thoughts](#)
- [**download online The "I Ching": A Biography \(Lives of Great Religious Books\) here**](#)
- [download online Helpless](#)

- <http://chelseaprintandpublishing.com/?freebooks/Baked-Explorations.pdf>
- <http://econtact.webschaefer.com/?books/Peculiar-Crossroads--Flannery-O-Connor--Walker-Percy--and-Catholic-Vision-in-Postwar-Southern-Fiction--Southern->
- <http://www.celebritychat.in/?ebooks/Blindsided--Why-the-Left-Tackle-is-Overrated-and-Other-Contrarian-Football-Thoughts.pdf>
- <http://transtrade.cz/?ebooks/Now-and-Forever.pdf>
- <http://test.markblaustein.com/library/Helpless.pdf>