

Yin and Yang at Meetings

FACET	ADVICE FOR INTROVERTS AND INTROVERT-LEANING AMBIVERTS	ADVICE FOR EXTROVERTS AND EXTROVERT-LEANING AMBIVERTS
Social Style	<p>Small Talk Serves a Purpose: When you and your extroverted colleague are both the early birds to the meeting, take a minute to ask “How’s your week going?” It’s a small gesture that can build the social bonds Extroverts thrive on.</p>	<p>Connect with Introverts Around Shared Topics of Interest: Take the time to remind yourself of some topics that light up your introverted colleagues – whether a shared project, vacation spot, or hobby. Introverts love to connect around their passion areas.</p>
Processing Information	<p>Understand the Value of Extroverts Thinking Out Loud: Introverts can sometimes feel frustrated when extroverts speak up before they know exactly what they want to say. But for many extroverts, this is how they think best. Their first ideas are often not their best ones – but they are crucial pathways to the best ones.</p>	<p>Tactfully Encourage Introverts to Participate: Most people want their ideas to be heard, even if it doesn’t come naturally to them. Before the meeting, let your introverted colleague know that you’d love them to speak during the meeting on such and such topic of their expertise. This small gesture can be just the push they need.</p>
Conflict Resolution	<p>Make Needs Explicit: Extroverts usually prefer to talk in real time and hash things out as quickly as possible. If you would prefer to communicate digitally, or meet and then follow-up after consideration, make it clear to your counterpart. At the same time, be sure to let your counterpart know that you value your relationship and want to work things out.</p>	<p>Precondition: Introverts prefer to have time to prepare for conversations, especially difficult or fraught ones. Rather than confronting your introverted colleague in the moment, ask via email if she can meet — and let her know what you want to discuss.</p>
Energy Management	<p>Use Solitude as a Prelude: You probably regain your energy best by being alone or in quiet situations. The first thing you want to do after that intense all-day meeting is to escape. Which is OK but might not always be best for your relationships with extroverted team members who want to socialize. What if you excuse yourself for a brief period of time and when your energy levels are on the rise join the group for some team bonding?</p>	<p>Find Alternatives to Happy Hour: Your favorite way to unwind and rejuvenate after an intense day might be inviting as many people as you can find to join you for happy hour. But to your introverted colleagues, happy hour is often a complete drain on their energy. What are some other ways you might energize together? Maybe a walk. Or a smaller group gathering over a meal? Get creative!</p>
Decision Making	<p>Let It Go: Once an Extrovert feels like a decision has been made, he often prefers to move on to the new task at hand — unlike Introverts, who often continue mulling over conversations. Good partnership with extroverts often means trying to move on with them.</p>	<p>Check In: Introverts tend to ruminate even after you might consider a decision made. Let them know you are open to reconsidering earlier decisions, and make space for them to share further thoughts with you.</p>