Success as an Introvert

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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

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Success as an Introvert For Dummies®

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"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!"
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"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!"

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Introduction

Are you an introvert? If so, I have good news: It's your time to shine!

Yes, you're still living in a world that's geared for extroverts. From cocktail parties to crowded cubicle farms, the universe seems to be designed for social butterflies. But behind the scenes, a "quiet power" revolution is going on. Introverts are coming into their own, both personally and professionally — and in the process, they're starting to remake the world so it works for them.

Success as an Introvert For Dummies is part of that revolution. In these pages, you discover why introverts are so wonderful and why the world couldn't get along without them. Better yet, I show you how to use your introverted strengths to reach your full potential. And I also tell you how to redesign your professional and personal environments so they empower you to be happy, healthy, and successful.

About This Book

Success as an Introvert For Dummies is all about introverts. (You guessed that, right?) But one thing I want to say right upfront is that although I'm a huge fan of introverts, I'm a huge fan of extroverts, too.

Why do I mention this? Because I'm surprised by the number of books and websites that pit introverts and extroverts against each other, as if one personality type is "right" and the other is "wrong." That's a big mistake, because the truth is that both introverts and extroverts are terrific. And they're both more successful when

they're trying to understand and help each other, not when they're at war with each other.

So I've written this book to empower both *innies* (introverts) and the *outies* (extroverts) who support them. Whether you're an innie or an outie, I hope you'll feel welcomed and respected as you read these pages.

By the way, I use the terms *innie* and *outie* frequently in these pages. I've borrowed the terms from psychologist Marti Laney, who deserves a hat tip because I think she's the first person to come up with them.

Foolish Assumptions

As I wrote this book, I tried to imagine who its readers would be and what they'd want to know. And here's what I'm assuming about you:

- ✓ You're an introvert or you have an introverted partner, relative, or friend who you want to understand better.
- ✓ You're more interested in practical advice than in scientific theories. However, you're also a little bit curious about what makes introverts tick.
- ✓ You lead a busy life, so you want information you can quickly translate into action.
- ✓ You're interested both in personal fulfillment and in career advancement. (And here's good news: The information in this book is geared for introverts, but whether you're an introvert or an extrovert, you'll find tips that will help you both professionally and personally.)

Icons Used in this Book

To make this book even more useful for you, I include special icons to help you spot ideas and information you may find particularly useful. Here's what each one means.

This icon draws your attention to a piece of advice that's worthy of special attention.

This icon flags important information to keep in mind as you expand your knowledge about introverts.

I use this icon to help you steer clear of mistakes that can cause problems at work or in your personal relationships.

If you're interested in the science behind introversion, keep an eye out for this icon.

Beyond the Book

You got more than you bargained for when you bought this book. You can access bonus material online at www.dummies.com:

- ✓ You can download the book's Cheat Sheet at www.dummies.com/cheatsheet/successasanintrovert. It's a handy resource to keep on your computer, tablet, or smartphone.
- ✓ You can read interesting companion articles that supplement the book's content at

<u>www.dummies.com/extras/successasanintrovert</u>. There's even an extra top-ten list for your amusement.

Where to Go from Here

If you want to skip around as you read this book, feel free! You can read each chapter on its own, and I include handy cross-references. So dive into any chapter or section that interests you. Here are some suggestions:

- ✓ If you're fascinated by what makes you an introvert or you're wondering whether you really are an introvert you may want to jump into Chapters 2 and 3.
- ✓ If you're more interested in making your introverted nature work for you in the business world, Chapter 4 is a good place to start. And if you want to climb the career ladder quickly, check out Chapters 5 through 10 as well.
- ✓ If you want to increase your personal satisfaction, make new friends, and find true romance the introverted way, check out Chapters <u>11</u> and <u>12</u>.
- ✓ If you're seeking tips for surviving (or even enjoying) social occasions, take a peek at Chapter 13.
- ✓ If you're an extrovert who wants to be supportive of an introverted friend or child, <u>Chapter 14</u> or 15 is a good jumping-off point.

No matter where you start, I think you'll enjoy discovering more about the remarkable gifts and talents that introverts possess. And if you're an introvert yourself, I hope you'll come away feeling proud about how amazing you are!

Part I Getting Started Understanding Introversion

getting started understanding introversion



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In this part . . .

- Understand the differences between introverts and extroverts.
- Recognize the traits of an introvert and see whether you qualify by taking a couple of informal quizzes.
- ✓ Find out how to live in an extroverted world and explore techniques for pretending to be extroverted when you need to.
- Understand that shyness and sensitivity don't necessarily mean introversion.
- Discover what makes you an innie.

Chapter 1 Introverted? Good for You!

In This Chapter

- ➤ Spotting the differences between introverts and extroverts
- ► Valuing the talents and assets of innies
- ► Identifying the challenges of being an introvert in an extrovert's world
- ► Knowing the five basics for succeeding as an introvert

Does the following sound like you? You're happier reading a book than going to a dinner party. You love your friends, but you treasure your moments alone. And you'd rather eat nails than attend a corporate teambuilding event.

If any of these ring a bell, I'm guessing you're an introvert. And what's more, I'm guessing that your extroverted friends don't understand you *at all*.

Oh, sure, these people love you. But they don't get why noisy team meetings and brainstorming sessions wear you out. They can't figure out why you prefer hiking or puttering in your kitchen to singing karaoke in a crowded bar. And above all, many of them think they can (and should) change you.

Well, here's the truth: If you're introverted, odds are you're hard-wired that way. You can be wildly successful in a world that's largely geared for extroverts — and, in fact, that's what this book is all about. But deep down

inside, you'll always be exactly what you are: an introvert. And as I explain shortly, that's a very, very good thing!

But before I talk about why introverts totally rock, I need to explain just what an introvert is. And to talk about that, I need to talk about extroverts as well.

How Introverts and Extroverts Differ

Did you ever wonder why your extroverted friends think and behave so differently from you? I explain why in this section, and I also look at a wide variety of behaviors that distinguish innies from outies.

The biggest difference between introverts and extroverts

The first thing to know about introverts and extroverts is that they charge their batteries in different ways.

For extroverts, being in the middle of a crowd of people is energizing. They can talk for hours and come away feeling refreshed and invigorated. So they surround themselves with friends and family, and they can't wait to meet even more people and try even more activities. For them, walking into a room full of strangers is like taking a shot of a high-caffeine energy drink.

If you're an introvert, this behavior is hard for you to understand. It's not that you dislike people. In fact, you truly enjoy them; however, you enjoy them in small doses. You love meeting a good friend for lunch or hanging out with close family members on the weekend. But making endless small talk at a party filled with strangers doesn't energize you. In fact, it does just the

opposite: It drains you, and you can't wait to recharge your batteries with a quiet walk, an evening at home with your family, or a good book.

Other ways introverts are different from extroverts

Because introverts look inward and extroverts look outward, they respond very differently to the world around them. If you're an introvert, here are some of the ways you're unlike your extroverted friends:

- ✓ You generally think before you talk, while outies tend to say whatever comes to mind.
- You like to focus deeply on a few interests, while extroverts tend to explore a lot of activities more superficially.
- ✓ You probably like texting or e-mailing people, while extroverts enjoy phone calls or face-to-face meetings.

What's the ratio of introverts to extroverts?

Estimates vary widely, but many experts believe that about 30 percent of people are introverts. Some estimates run as low as 25 percent, while others are as high as 50 percent.

But just for the record, not everyone is an introvert or an extrovert. Many people are *ambiverts*, which means they land in the middle of the introvert-extrovert spectrum and can fit comfortably into either world.

- ✓ You may find multitasking stressful, while extroverts are usually pretty good at it.
- ✓ You likely weigh risks more carefully than an extrovert.

- ✓ You have a few very deep friendships rather than a lot of casual acquaintances.
- ✓ You tend to dress in colors and act in ways that help you blend in rather than stand out.

People often attribute a lot of other behaviors to introverts, but some of these behaviors actually stem from two other traits: shyness and sensitivity. In Chapter 2, you can test yourself to see whether you're introverted, shy, or sensitive — or a combination of these three.

Why Being an Introvert Is Cool

Because you're very different from your outgoing friends, it's all too easy to think that something's wrong with you. And it's even easier to feel like an oddball if you're surrounded by social butterflies who tease you about being a "loner" or a "party pooper." (I talk more about this in Chapter 14.)

But here's the most important message of this entire book: Innies and outies are equally great. The world needs both, and smart people recognize this fact. So does Mother Nature, who has good reasons for wiring innies and outies in different ways biologically (see <u>Chapter 3</u>).

And here's another fact: As an introvert, you're amazing! You're likely to be a loyal friend, a creative and independent thinker, and a true scholar — and you can also be a natural-born leader. The following sections give you a closer look at why you're so terrific.

Introverts are great friends

An extrovert can walk into a room full of strangers and walk out a few hours later with five new best buddies. If you're an introvert, on the other hand, making new friends is a challenge (which I address in Chapter 11). So at first glance, it sounds like your outgoing friends have the advantage here.

But what happens when you do make a new friend? That's where you clearly shine.

First of all, you're as loyal as they come. Because you work hard for each friendship, you highly value your relationships. You're likely to be forgiving when disputes arise, and you'll probably never dump a friend for someone who's more trendy or interesting. For you, a friendship lasts for life, and any time a friend needs your help, you'll give your all.

And here's another area in which you excel as a buddy: You're a listener, not a talker. So if your friends come to you with their problems, you'll be happy to let them vent (as long as they don't go on forever!). In fact, your friends may be more likely to open up to you than they are to bare their souls to their extroverted friends. That's because they know you're sensitive, you're thoughtful, and you'll keep their secrets safely tucked away.

Want another pat on the back? As a quiet innie, you're not a drama queen or a spotlight-stealer. That guy arguing loudly with his girlfriend at a restaurant? Not you. That woman showing off her belly-dancing skills at your company's holiday party? Nope, not you either. Because you hate making a scene, your friends know you'll never embarrass them in public.

Introverts are creative