

5 Critical Tips on How to Be Successful as an Introvert in the Workplace

Summary: *Being quiet does not mean you are weak. It means you listen, prepare and take time to formulate your thoughts. Learn how to utilize these traits at work.*



You may think that being an introvert means you can't be a successful leader in your workplace. This is not the case. While being quiet may seem like a negative quality, there are positives that you can come from being a more introverted person. It is your responsibility to make sure your boss understands how valuable introverts are to the workplace by following these five tips that will show you are a valuable member of the workforce.

Being an introvert does not necessarily mean a person is shy. It simply means they react to stimulation differently. They respond to low-key environments. Since not all parts of the workplace



will be low-key, learn how to survive and come out on top as an introvert.

1. **Networking**

Many refer to networking as a necessary evil, but if you change your attitude about the event, you can change how difficult and draining the event is. Introverts prefer to connect with others on a deeper level, so chit-chat is not necessarily something they are comfortable with. Change this by attending events that you are truly interested in. Go prepared with topics to start a conversation, using your skill of being a great listener to keep others invested in the conversation. You can also try to obtain a list of attendees so that you reach out to those you are most interested in meeting before the event through LinkedIn.

2. **First Client Meeting**

Meeting a client for the first time is nerve-racking for everyone. You are excited but stressed over the thoughts of making a good impression. Luckily, two skills that introverts excel in – listening and preparedness – come in handy when working with new clients. Research the client and their company thoroughly before the meeting so that you will have an idea of what their needs may be. Create an agenda with talking points so that there is no need for improvising.

3. **Public Speaking**

Whether you are giving a speech at a conference or to your team, having to get up and speak is not something introverts enjoy. Tackle your fears by viewing the task as a storytelling role. Perfect your story beforehand by practicing and then sharing it with others. Practicing can involve examining speeches others have given that you enjoyed, perhaps a TED talk. Use your strengths however possible to make yourself more comfortable.

4. **Attend Conferences**

Going alone to a conference can be intimidating. Try to arrive a few days before the conference so you can acquaint yourself with the area. Eliminating the stress of trying to find the workshops and



seminars will greatly help your confidence. If the conference has an event on Facebook or LinkedIn, look through the attendees to see if there is anyone you recognize and can connect with before. Otherwise, treat the conference like a networking event where you go prepared with topics to talk about. Remember that you don't have to attend every session. You can take a break from one session that doesn't interest you for some well-deserved downtime alone in your room.

5. Participate in Meetings

Go to your group meetings with a list of topics you want to address. Think of the topics and what you plan to say before so that you will feel prepared and relaxed going into the meeting. Don't be afraid to ask for more time to think. State something like "I have heard some great opinions, but am still formulating my own and would prefer to get back to you later on that."

To learn more about being a valuable member of the workforce, read these articles:

- [4 Easy Ways to Improve Your Career](#)
- [10 Things You Need to Stop Overanalyzing at Work Now](#)
- [Top 10 Soft Skills You Should Work on Developing](#)

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