

*“We want to make this dialogue – about personality style and success at work – no big deal.”*  
*–Susan Cain*

## Mixed-Temperament Team Communications Tool

Use this tool for concrete tips on working and communicating with your temperamental complement.

### TIPS FOR EXTROVERTS WORKING WITH INTROVERTS

	Give introverts time to prepare for meetings by offering advance notice and a detailed agenda. Similarly, allow for processing time during meetings.
	Understand that you’ll get more of an introvert’s heart and mind if you make some time to talk to her one-on-one.
	Get to the point. Introverts can often grow impatient with “superficial” chit-chat, as it reduces their time to work on other tasks.
	Make sure that introverts have ample time to work alone and autonomously.

### TIPS FOR INTROVERTS WORKING WITH EXTROVERTS

	Establish a connection before getting to the point. Build a personal bridge before getting to the heart of a conversation.
	Plan a strategy for speaking up in a meeting. Prepare a comment in advance, but don’t get tripped up on a script. What is the spirit of what you want to say?
	Let your body demonstrate your level of engagement. Ask a clarifying question. Or offer the comment at the end that synthesizes it all.
	Create opportunities for extroverts to work in groups, where they thrive on bouncing ideas off of other people.