

Quietosophy®

TOP 10 TIPS

FOR BEING HEARD -
WITHOUT HAVING
TO SHOUT

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Introverts can find it hard to speak up, which may mean missing out on opportunities or feeling left out. The good news is there are simple adjustments you can make to help yourself be heard while staying true to your quiet nature.

No shouting required!

01

Prepare

Introverts like to be prepared, and this is also helpful when it comes to speaking up. Think of a few things you could talk or ask about before you go into a situation. Knowing you have some ideas up your sleeve will help you feel more relaxed.

Here are a couple of examples:

Contributing in a meeting or classroom

Prepare a couple of opinions or questions that you have on the topic before the event starts. Knowing that you have something to say, means you can relax and listen carefully to what others are saying without panicking about what you will say.

It can also help to add your thoughts early in a discussion so you have contributed and no one else will be able to say what you were planning to say. Phew!

Meeting new people

Have a couple of questions that you can ask to get to know them. Introverts often don't like small talk, but sometimes you need a couple of straightforward questions to get you to the point of connection and shared experience.

Ask open questions that begin with what and how which will encourage longer answers that can give you more information about what to say next – and more time to think!

- What did you most enjoy about the class/ movie/ book?
- What are your plans for the weekend?
- How did you find the presentation?

02

Pause

If you are feeling anxious it can make it much harder to speak. Give yourself a moment or two to compose yourself and centre your thoughts before talking. It's unlikely that anyone will notice, even though it may seem like a lifetime to you.

You might like to take a couple of deep breaths or cross your arms over your chest and slowly tap your hands on the opposite upper arm one hand at a time. This is called bilateral stimulation, which is great at calming you down.



Tap your hands alternately and slowly on your upper arms. One arm at a time.

03

Practice

It might take time for you to become comfortable with speaking up, so give yourself a chance to practice rather than putting pressure on yourself to nail it immediately. Set yourself a target. Maybe contributing in one meeting or class per day if you normally would stay silent.

Remember to congratulate yourself on the steps you make and adjust your goals as necessary.

You can even practice what you are going to say beforehand out loud or in front of the mirror. Once you have said the words aloud once it becomes easier to repeat them another time.

04

Visualise

Visualisation is a powerful tool. Think about what speaking up successfully looks like to you. Imagine yourself achieving this whether that's having a conversation with someone or answering a question successfully in a meeting or the classroom.

Your brain is unable to distinguish between things that really happen and things that are imagined, so if you visualise yourself speaking successfully, your brain will know you can do it and it will feel easier when you come to do it in real life.

05

Start Small

Introverts generally don't like to be forcefully pushed out of their comfort zone, and that's just fine. We often prefer to take things step by step.

So, don't put pressure on yourself to leap out of your comfort zone all in one go if that doesn't feel right to you. Give yourself the opportunity to lean into discomfort a little bit at a time.

06

Manage your energy

Remember that social or stimulating environments will drain you – even if you are having fun.

You need quiet time to gain energy, so make sure that you have time to recharge after, or even pre-charge before events. Sometimes you may not have a lot of time for this, but stepping outside, listening to some music or even escaping to the bathroom can give you a moment of peace that will help to sustain you for whatever comes next.

07

Remember your strengths

Introverts have so much to offer. When speaking up it can be easy to compare yourself to louder, more outgoing people, but the level or amount someone speaks has nothing to do with the value of what they say.

You will likely have thought a lot about what you are going to say before you say it. I'd take considered contribution over speaking for the sake of it any day.

Remember that introversion is actually your superpower: you're a deep thinking, reflective, complex problem solver and excellent listener. This is what helps to distinguish you from the crowd. Use those skills to your advantage.

08

Explore your fear

This is one of the most important things you can do. If you think that whatever you say will be a disaster challenge those thoughts. Remember they are only thoughts, not facts.

Ask yourself how likely your worst-case scenario is? What is the worst thing you think will happen? Maybe you worry you won't be able to think of anything to say and it will be the end of the world. Ask yourself if this is really true. While it may be uncomfortable if that happens, it will not be the end of the world.

Remember what you are capable of while not putting excess pressure on yourself. Think about how you would advise a friend in the same situation. I'm guessing you would give your friend kinder advice than you do yourself.

09

Embrace silence

Now, this may seem to go against tips for being able to speak up, but hear me out! If someone puts you on the spot asking you a direct question you can buy yourself some time to compose your thoughts. Say something like:

“That’s an interesting question. I just need a minute to think about it”

Or “Let me think “

Short pauses will help you process what you think and give you a chance to respond in a considered manner. Do not panic! I bet the silence feels like ages to you, but I’m sure the others around you won't even notice.

10

Pay attention

Introverts generally are super-observant and will notice things that other people miss. This may be how people react or what is left unsaid. You can use your observations add value when you speak.

Trust that what you have to add is valuable.

Those are my top ten tips for how to be heard as an introvert. I hope you find them useful.

I'd love to hear how you get on.



And before you go, one bonus tip:

Be Kind to yourself

Remember that things won't always be easy, but if you follow these tips, step by step you will find it easier to be heard – without having to shout!