

# thequietachiever

tiny habits for introverts to have impact & influence  
at work without pretending to be extroverts

**Next cohort**

10 Apr - 5 May 2023

# Just because I'm quiet doesn't mean I have nothing to say.

Before the industrial revolution, your work colleagues were likely the same people you went to school with that you've known for 20+ years. Working and meeting new people you did not know was a novelty rather than a norm.

Fast forward to the modern world: we live in high-density buildings in cities with neighbours and colleagues you barely know. Every other social interaction we have is with someone we've never met.

It's no wonder that society and the workplace has optimised to favour the extrovert ideal: individuals who thrive on social interaction and stimulation. It has also shaped our popular view of what a leader looks like: a leader commands the center of attention. A leader is outgoing, is dominant. A leader is able to deliver charismatic speeches at the drop of a hat.

A leader, is in essence, an extrovert.

Studies in neurodiversity suggest that 30-40% of the world's population skews towards introversion. A third to nearly half of us are introverts. Additionally, popular opinion suggests that diverse teams yield better business results. So love each other or hate each other, we need to work together.

Yet, in this world where the extrovert ideal is desired, introverts in the workplace feel less heard and less seen than our extroverted peers. Speaking up is valued over speaking sense, and the quiet ones amongst us are viewed as disengaged, disenchanted or just plain weird.

Surely there's a better way?

Introducing The Quiet Achiever. We help introverts have impact and influence without pretending to be extroverts. Use our tiny habits and easy-to-apply practical techniques to have impact the very next day.

# course curriculum

The course is entirely online with a mix of live and async learning. 2 hours of live video calls a week to review the week's curriculum. 2-3 hours of async practice between video calls.

## week 1

### The 4Ps Framework and Introductions

- Introducing the 4Ps framework: Prepare, Presence, Push and Practice
- Ways of introducing yourself and scenarios of use
- Record a video to introduce yourself with impact

**Learning outcome:** Introduce yourself with confidence. Easy to remember 4Ps framework to apply hundreds of tiny habits without being overwhelmed

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## week 2

### Meetings

- Tactics when you are put on the spot
- Managing your calendar
- Tell others beforehand to pull you in
- Note taking tactics
- Calling out how long you intend to speak or the number of points you want to make

### Public speaking

- If you start well, you end well
- Speak slower
- Pause
- Silence
- Stand up before you speak

**Learning outcome:** Be heard and be seen in meetings by making positive, impactful contributions. Speak publicly with confidence. Perform with impact in meetings, workshops and presentations.

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## week 3

### Small talk

- What is small talk's purpose?
- Developing 2-3 opening topics to and how to avoid awkward silences

### Handling difficult conversations

- Tactics for saying no politely and how to push back
- When and how to give feedback using the Situation, Behaviour, Impact, Consequence and Change framework
- Practice scenarios of difficult conversations

**Learning outcome:** Participate in work interactions without awkward silences. Stop being a push over and tackle hard conversations head on. Speak up, rather than swallowing your words, when it's the right thing to say.

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## week 4

### Being more visible in your organisation

- How to be noticed in virtual and in-person meetings
- How to be assertive and offer an alternative view politely
- Schedule a content calendar of insightful content to stretch the thinking of your team

### Networking

- Framework for introducing yourself in 20 words or less
- Prepare an intro and exit script
- Tactics for networking in real life (e.g. walk the room, join a queue)
- Tactics for networking online (e.g. cadence to social media, recurring catchups)
- How to have a measurable output for your networking activities
- Tactics for growing the people you know exponentially

**Learning outcome:** Networking that feels authentic and natural. Be seen in your organisation as a thought leader. Exponentially grow the network of people you know who you can help and who can help you.

## testimonials



*"Watching Tim's videos is like listening to a supportive, knowledgeable, empathetic friend. Tim gave me incredible advice and methods I could use in real-life scenarios. I highly recommend."*

Leonardo Mattei

Senior Product Designer, Apple



*"Tim gave me a lot of space to unpack what I struggle with as an introvert, and then tackled each part with an actionable tip. I think the actionable nature of the conversation was what really helped. The professional "advice" I've gotten about introversion in the past has always been too abstract or philosophical to be truly helpful."*

Kumari Pacheco

Content Designer, A Book Apart



*"I love how much your work is about allowing introverts to unlock their full super power rather than feeling like this is something they need to work around. The tools you suggest do exactly that-allows introverts to own, celebrate, & understand who they are."*

Nada Salem

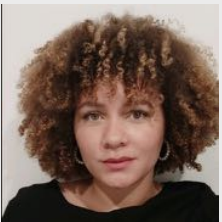
Design Strategist, McKinsey & Company



*"Tim was filled with great advices on how to navigate my workspace and start to be more active at my own pace and by my own meaning. He made me feel comfortable and gave me motivation to start working on my communication skills, step by step, without rushing."*

Daniela Montanez

Visual Designer, Huge



*"Tim is such as an inspiration. He was very approachable, made me feel comfortable and I can see his passion on helping others that are introverted. The biggest message for me was to embrace and respect myself."*

Melanie Owubokiri

UX Designer, Pushpay



*"Tim went above and beyond. He didn't just help me get unstuck with all the surrounding problems I was facing, but he reminded me that I was taking the right steps. He shared some actionable tips, was a great listener, patient, observative, and clever. I highly recommend; our session was therapeutic!"*

Wilson Thai

UX/UI Designer

## testimonials



*"Tim gave me valuable feedback and insights that I haven't even thought of. The way he shared strategies and experience positioned me better on the market and got my first job. Thank you!"*

Sophie Matrai

Product Designer, Hipages



*"Tim is great; we covered every query I got and I left having closure, rare find! His experience resonated with mine, having gone through what I am currently going through."*

Lewis Kang'ethe Ngugi

Senior Product Designer, HubSpot



*"I highly recommend Tim. He provided tactics and strategies I can use as an introverted designer. He listened very attentively and asked me to describe work scenarios so that he could give advice appropriate to them. He also provided some handy questions that I can use for my 1:1 conversations and meetings."*

Andrew Cuevas

UX Designer



*Tim gave me incredible advice and methods I could use in real-life scenarios. He showed me how to build confidence to speak up in uncomfortable situations. I highly recommend."*

Ezra Ju

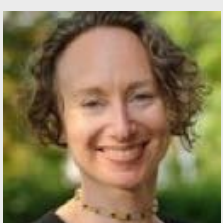
Product Designer, Domain



*"He was extremely engaging and I took away the feeling that he was focussed on helping me specifically (stopping to take notes and targeting key growth areas I had addressed). I would not hesitate to book in a follow up session! I plan on first implementing feedback real time as I continue to build out my design career."*

Beth Bridges

Experience Designer, BCG Digital Ventures



*"Tim is a generous resource for introverted designers and those who want to lead them successfully."*

Capra Jneva

Autodesk

## meet your instructor

Tim Yeo is a designer, leader and chief introvert at The Quiet Achiever (TQA). 18 years in design. 40+ years an introvert. First design leader in 3 fintech startups. Keynote speaker - Design leadership for introverts.

Best known for saying complex things simply.



## The Quiet Achiever story

**Being an introvert in a world that desires the extrovert ideal is hard.** Like you, I struggled to manage my introversion. For years, I read self-help books on public speaking. I modelled social butterflies at networking events. I watched in awe as company leaders delivered speeches effortlessly.

**I thought: if I tried hard enough I could be like them.** Mostly, it didn't work. When it did work, I was exhausted pretending to be someone else. It always felt unnatural. Maybe there was something wrong with me. Maybe I wasn't good enough.

**Yet, the voice inside me would not shut up.** There had to be a better way. I did not realise it at the time. But I took the best of what I learned. I stopped pretending and started practicing, making those techniques my own. Enter The Quiet Achiever.

**The Quiet Achiever's mission is to help introverts have impact and influence without pretending to be extroverts.** Maybe you are tired of keeping quiet in meetings even though you have something to say. Perhaps you wish you were better at networking and didn't find it awkward and embarrassing. Or maybe you just wish you were more visible in your organisation because you have something valuable to say; if only people heard you. There is a better way; and you don't have to do it alone.

Welcome to The Quiet Achiever.



Speaker, IxDA Milan 2020



Guest, UX Podcast, Aug 2022



Keynote Speaker, UX Australia , Aug 2022