



EXTROVERT VS INTROVERT

HOW THEY THINK



TALK TO THINK

Extroverts are verbally inclined. Speaking enables extroverts to work through ideas. Because they verbalize so naturally, chatting comes easily to them.



THINK TO TALK

Introverts process the world by thinking through and even writing down thoughts. They require time to carefully process data before responding.

HOW THEY SOCIALIZE



IN A GROUP

Extroverts engage strangers in conversation with ease and are comfortable with diverse people and circumstances. They enjoy social functions.



ONE-ON-ONE

Introverts strive for depth in relationships and experience. Rather than socializing with everyone, introverts do best by focusing on a few individuals.

HOW THEY RE-ENERGIZE



ENERGIZE WITH OTHERS

Extroverts gain energy from socializing and get energized by casual conversation. They prefer social interaction over silence.



ENERGIZE ALONE

Introverts renew their energy alone or with a close companion. Introverts are inner-directed, and they crave alone time.

TIPS FOR BETTER BUSINESS MEMORY

In business, it is important to have good memory for people, facts, and numbers. For this month's InfoPays, we are sharing some tips to help you develop better business memory and increase your efficiency at work:

1. Make a conscious effort to remember.

The first step in being able to remember important information is to simply tell yourself that the facts, numbers or people you are about to see are in fact important.

2. Pay attention and work on your observation skills.

Become keen at observation. Look around you. Try to remember as much detail about an important situation, whether that is physical or spatial information, information communicated via people's body language or information relayed through people's interactions.

3. Visualize.

Visualization is perhaps the most important tool that you can use for improved business memory. Create a mental image of the information, the numbers or the people you want to remember. It often helps to create associations that are amusing or unusual. This will make the information more interesting and likely much easier to remember.

4. Associate new with old information.

The easiest way to remember new information is to associate it with something that is already stored in your memory. Place the new info into a frame of reference that you have already developed. For example, if a new client's name sounds like the name of a famous person, associate the name of the new client with the image of the famous

person. You are sure to remember their name this way!

5. Recall spoken information by asking questions.

To recall spoken information, define your intentions well in advance. Know why you need to remember this information before engaging in a conversation. Ask good questions and make sure that the feedback you are given is easy to understand. Ask more questions if something doesn't add up. Being engaged in a conversation will help in remembering the information because instead of being a passive recipient, you are acting as an active participant who can influence the form in which the message is being delivered.

6. Try the "Roman Room" mnemonic.

This technique will help you visualize and associate complex information efficiently. The "Roman Room" technique starts with picturing a house that you are familiar with. Then it goes on to creating associations by pairing each room with a certain category of information. Every time you want to absorb a new fact, associate a house object to the new information and mentally place the object in the "room" that it belongs to.

7. Try the detective technique.

A detective is always looking for clues. When reading a document, summarize each paragraph to one key fact, visualize it in your mind and associate it with something you already know (tips 3 and 4). When you need to recall the information, you will know at least 3 or 4 "clues" in each page, which in turn will help you remember the gist of the document.

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