



Got Executive Presence? (Hint: It's Important)

Do you feel like no matter what you have accomplished, you're not getting ahead in your career? Have you stopped to consider whether or not you have executive presence? It is more important than you realize and could be the very reason you are not advancing.

Here's what you need to do to develop the executive presence that is keeping you from your high-level position.

1. Be Seen

There's no hiding in the back of the room if you want to be a leader. Speak up during meetings when you have something of value to share. Show up to meetings early. Shake hands with people and introduce yourself.

2. Think Before You Speak and Answer Strategically

Before you share your ideas, really think them through. Then, give others a strategic answer. Talk about the big picture and don't get bogged down in the smaller details.

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Managing Your Energy

Authors Jim Loehr and Tony Schwartz introduce a scientifically based approach to managing your energy more skillfully on and off the job in *The Power of Full Engagement*.

Four Things To Avoid In Your Work Email

While some things are just understood and best left unspoken, there are times where email is forgotten in this model. Sure you don't want to bash your boss when they can hear you or let a coworker hear you whine about the performance. However, are you careful with your email correspondence?

Often, employees forget to be cautious with their work email. This has gotten people in trouble because emails last longer than the spoken word. In fact, email is a written record and can come back to bite you if are not considerate of what you say and how you say it.



Be sure to avoid these four types of conversations in your work email:

1. The Quality of One's Work – Make it a habit to never talk about the performance and work quality of anyone at the office in an email. You miss the inflection of someone's voice and can't tell whether they are joking or being serious when you email. It is better to just avoid talking about how someone is performing because it can be misinterpreted and once it's written, it is out there forever.

2. The Rumor Mill – Nip all gossip when it comes to your work email. The rumor mill is an ugly place to be and with email, the info is out there and can't be changed or edited. Gossiping in an email will likely haunt you in the future.

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One Minute Ideas

Positive Thinking Produces Positive Results

Just as someone can affect your attitude, you can influence your attitude as well as the attitudes of those around you. How? With affirmations! An affirmation is telling yourself that "you can" instead of "can't." An affirmations is a positive statement which describes the "you" you want to become.

Affirmations should have the following criteria:

- 1) Affirmations should be positive.
- 2) Affirmations should be statements in the first person, present tense.
- 3) Affirmations should be related to your goals.
- 4) Affirmations should be within the realm of possibility. (realistic)

"The function of leadership is to produce more leaders, not more followers."
 ~ Ralph Nader



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If you are a strategic thinker, people will recognize that and want to hear you out.

3. Dress Like a Professional

Even if your office has a casual Friday or out of work event, you should still dress the part. Never be too casual in your workplace, no matter what day it is. If you want to be an executive, you should dress like one.

4. Listen To Your Own Voice

As weird as it may be to listen to your own voice, you should hear what others are hearing. Record a video and listen to how you sound. You might be shocked by what you hear. Use those recordings to train yourself to speak in a way that is clear and distinct.

5. Get Honest Feedback From People You Trust

Find a few people that can be honest with you about your presence. These need to be people that you trust, and that will share with you openly a few things you can change. Ask them to give you 2-3 specific things they suggest to increase your executive presence.

After you hear what those advisors say, you should make the changes. Really listen to them without becoming defensive. Go back to those individuals after a few months and check in on how you are progressing.

If you are ready to move to the next level, you must develop the right presence. Start separating the way you do things from those that are lower level. Pay attention to what executives are doing and then follow suit. ❖

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Maybe you trust the person you are emailing completely. While that is fine, the person looking over your shoulder or theirs when the email is read could be an issue for you. Also, the email could get sent to someone by accident, forwarded, or used as something to hurt you in the future.

3. The Critical Eye – Don't be overly critical in email. People get offended easily and remember the way an email comes off is in the "eye of the beholder." You can't be sure that they will take the criticism well. Try to keep those conversations out of email and in-person instead.

4. The Touchy Topics – Leave the touchy issues and sensitive topics out of email and discuss them in person instead. This can include discussions about pay, annual reviews, opinions about someone's recent work, and work schedule.

You'll be glad you avoided these types of conversations in your work email and so will your superiors and coworkers. There is wisdom in keeping appropriate conversations in-person rather in a written record. ❖

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