

BRING YOUR "A" GAME

LEAVE FRUSTRATING RELATIONSHIPS
BEHIND, AND FAST-TRACK YOUR WAY
TO SUCCESS

NEED TO CHANGE HOW YOU'RE
PERCEIVED? USE ANY OF THE **50+ TIPS**
WE'VE PUT TOGETHER FOR YOU...AND
SEE WHERE STARS GET THEIR GLITTER.



POLISH & BUFF

Your "A" game is a blend of qualities which allow you to stand apart, **improve your status** and **become highly regarded**. People aren't born with it, but those who excel are astute learners of what it takes to move up the chain of command.

If you're looking to increase your value and paycheck, consider our in-person workshops or online course offerings. Reviewing our free content can help you identify **the gap between where you are right now and where you want to be**. With a little attention, polish and a quick buff, you'll make remarkable progress and present a polished image with immediate results!

ClientCare@BusinessClass.Expert

SELF-AWARENESS



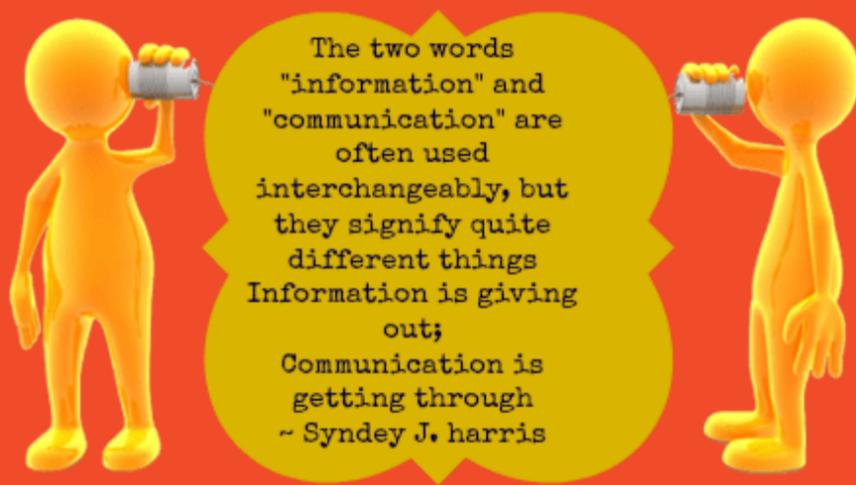
- Communicate confidence both in **what you say** and **how you say it**.
- Good **posture** is essential.
- Make eye contact with **everyone in your immediate area**.
- Body language and **movements** must **match** your message.
- Ensure your voice has good **pitch**, **volume**, and **pace**.
- Create an air of confidence, with vigor and **energy** about you that draws people in.
- You are **not meek**, but rather **courageous**, unafraid of taking risks, but **respectful** of others.
- When you speak with a **strong voice**, others take note, and there is no doubt of **the conviction behind your words**.

BUILD BUY-IN



- The **language you choose** to deliver your message impacts the personal commitment you receive.
- Respectfully **assert your position**, opinions, and always be prepared with back-up data.
- You're **regarded as trustworthy**, and as such, a large and loyal following is built.
- Do you project that you're **in control** or react with fear? The path you choose in times of uncertainty will make a strong and lasting impression.
- What's your brand? Brands are **consistent, attractive, pleasing and memorable**.
- Demonstrate that you're **decisive and able to take charge**, if need be.
- **You're welcome** in circles of high level, or strategic planning, and can just as easily feel comfortable with those much lower on the organizational chart.
- You **greet everyone**, and whenever possible, lend them a moment of your time.

BLUF YOUR AUDIENCE



- There's time in the business day for pleasantries and a time to get to the bottom line.
- **B.L.U.F. or BOTTOM LINE UP FRONT** is a term used in the military for precise, to the point communications.
- When action is required by the recipient, the word "**Action**" will appear in your subject line, likewise for "**Decision**", "**Sign**", or "**Request**".
- When providing information "**Info**" is the term to use to advise recipients the email is for informational purposes only, and they don't have to get back to you.
- Start your emails with a short, staccato statement, e.g. "**Bottom Line**" so everyone immediately knows the purpose.
- By implementing the B.L.U.F. method your communications will be more **efficient and effective**.
- Not only will you witness a ripple effect, you'll also become a champ by **reducing needless back-and-forth chatter**.

CLEAR & CONCISE



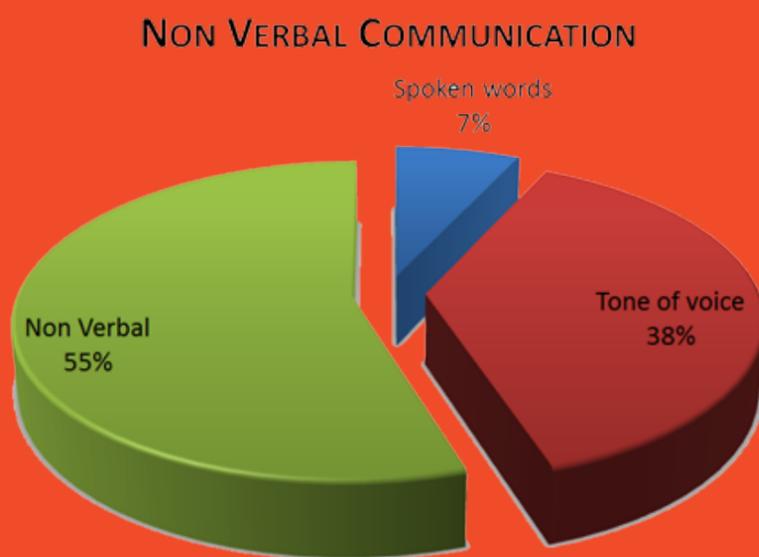
- To **exude power and presence**, your ability to clearly communicate is fundamental.
- Being **verbose dilutes** your message.
- Ask yourself, “**What is my message** in 10 words or fewer?”
If you can't articulate it to yourself, you're not ready to communicate it to others.
- Speak with **brief, impactful** statements, then **solicit feedback**.

You've Got This!

To make an impact, it's essential to know how to increase your professional influence. Your **body language, attire, and your behavior** says more about you and who you are than anything you may verbalize. **It takes mere seconds to create a lasting impression** and sometimes a career lifetime to undo a negative impression.

We have just two additional areas to cover...

INFLUENCE VIA COMMUNICATION



- Your statements end with a 'period', not a question mark. When you are tentative and uncertain, everyone sees that you too don't **believe in yourself**.
- When invited to a group meeting, **contribute to the discussion**.
- Speak with the intent to **add value**.
- You're prepared. Your **speaking, presenting, and writing** abilities are **continuously practiced** and ready to take center stage, at any time.
- Being wrong is better than being silent. **Silence**, on a regular basis telegraphs that you have **little value** to offer the group.
- You **know everyone's name** (yes, everyone).
- **Start conversations**. Take the **lead**. Recognize that others are self-conscious than you.

CHARISMA ON COMMAND



- Charisma is not just saying "Hello", it's **stopping what you're doing to say "Hello"**.
- Your **emotional intelligence** gives you the ability to **read a room, read between the lines, read people and situations**, and adjust your own communication or behavior accordingly.
- When you embody charisma, you have the ability to **draw others like a magnet**.
- You express to others that they and their **opinions matter** to you.
- Your **manners are impeccable, socially appropriate and gracious** to all, regardless of status or position.
- You have the ability to make conversation easily, yet **listening is ALWAYS** your main source of **information**.

BRING YOUR 'A' GAME



- **Packaging matters.** Do you dress as if you care about your trajectory?
- **"Professional" is not a label you give yourself** – it's a description you hope others will apply to you.
- **Mirror** the style and **admirable qualities** of those at the top.
- You **convey** respect, **success** and **self-assuredness**, regardless of your **position**.
- You attract positive attention when you enter a room, a meeting, or a group setting, and **people want to gravitate** toward you.
- You have a strong **physical presence** and a sense of **style** in the way you dress and present yourself and this **makes your brand consistent**.
- **Eye contact** must be made when you speak, and when spoken to.
- Confidence is first visualized. **Stand and sit tall**.
- There's no 'B' game, only an 'A' game, and you never know when it **will open doors for you**.

Move Forth and Master Your Day!



What are other ways you can bring your "A" game? Like, Follow and Connect with us and leave a comment.



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