

## Workbook - 7 Strategies for Career Success

### Strategy 1 – Listen Up

Notice how well you listen as others speak. Make a conscious effort to put aside your own thoughts and focus on the person who is speaking.

Make note of:

- How often you are able to do this (even doing it once or twice a day is good)
- What happens when you put aside your own thoughts and focus on the person speaking

### Strategy 2 – Listening to Yourself

Notice the internal conversations going on in your own head when in conversation with others.

Use distanced self-talk to try bring yourself back to the actual conversation and reduce unhelpful emotional charge. You will likely drift again, but each time you come back, you gain information and build connection with the person who is speaking.

Make note of:

- How often you notice your internal conversations (even being aware of an internal conversation once or twice a day is good)
- What impact your internal conversations have on your ability to communicate well

### Strategy 3 – Curiosity Wins

Notice how often you show 'interest' vs trying to be 'interesting'.

Experiment with listening and asking more questions than what you share. Sometimes all it takes is to listen until someone has finished speaking and ask 1 question before you share your own input.

Make note of:

- How often you use the 'shift response' vs the 'support response'
- What happens when you show interest and ask a questions before speaking

### Strategy 4 – Moods Matters

Notice how you are feeling as you enter conversations. Consider how this will impact the conversation.

If you believe it could have a negative impact, experiment with some of the options suggested.

Make note of:

- How often you notice yourself entering conversations in an unresourceful mood
- What happens when you take a moment to consider options for dealing with an unresourceful mood

## Strategy 5 – Body Talk

Notice your body before you speak. Are you in a confident posture or are you making yourself small.

Experiment with moving your body into a more 'confident' posture, this includes putting your feet on the ground, sitting or standing up tall, shoulders back and head strong.

Make note of:

- How often you notice yourself in a confident vs small posture
- What happens when you change your posture

## Strategy 6 – Preparation Pays Off

Notice how often you enter important conversations without any preparation. What difference would it have made if you had taken one or two minutes to prepare?

Select one conversation and take an extra two minutes to prepare. Even a conversation with a family member can be important (and a good place to practice)

Make note of:

- How often you notice yourself entering conversations without any preparation
- What happens when you take the time to prepare?

## Day 7 – Creating Your Own Roadmap

Which strategy from this course made the most difference for you? Which one was the hardest? Which one do you need to practice the most?

Select one strategy to practice every day over the next week. Know that you will NOT be perfect and celebrate even the small changes you are able to make. Notice the difference it makes for you.

Make note of:

- The techniques that made the most difference for you
- The techniques you want to continue to practice

## Want to Continue Learning? I can support you.....

If you found the techniques useful, started practicing and know that you want to go further to continue to improve, then I can support you. You may want to;

- address a particularly challenging communication situation you are facing?
- address underlying internal challenges with communicating effectively and confidently
- communicate effectively with a challenging person or group
- make further changes in order to get where you want to be in your career

[Contact me](#) to talk about one on one coaching support. This is personal, confidential support designed to help you discover internal blocks, take action and make changes that will serve you for a lifetime.

Read more about my [coaching support](#)

Thank you for joining me on **Mastering the Art of Communication: 7 Strategies for Career Success**

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