

I. Professional Presence

How will you tell your story? What impact will your presence make before you even say a word? How will you make sure that you're memorable? How will you remain yourself while putting your best foot forward? How will you prepare to pursue the opportunities that align with your road map? What will you do to create a network that will open those doors to allow you to powerfully introduce yourself and stand out during an interview?

Telling your story goes beyond what you say. What you do says a lot about you as well. Remember, first impressions last. Don't let something as small as professional attire or body language block all your roads before you've even said a word.

Professional presence—self-reflection profile

Let's assess where you are right now. Choose your response. There is no right or wrong answer.

<i>How comfortable are you with ...?</i>	<i>(1: Not at all 5: Very)</i>				
<i>Being yourself in all situations?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Easily and openly expressing your ideas/opinions in a group conversation?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Knowing how to dress appropriately for each setting and event you attend?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Speaking before a group of people?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Making eye contact with people you have just met?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Introducing people in formal settings?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Starting conversations with people you don't know well?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Disagreeing with someone else in a way that doesn't cause conflict or angst?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Apologizing when you're wrong so that the other person accepts it?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Accepting responsibility when your efforts fall short?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

<i>How consistent are you at...?</i>	<i>(1: Not at all 5: Very)</i>				
<i>Following up and delivering on promises?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Being prompt for appointments, deadlines, due dates, class, dinner, meetings?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Doing what you say you will do, when you say you will do it, at the quality to which you commit?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Keeping track of details, calendar events and commitments?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Keeping confidences?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Not repeating, encouraging or engaging in gossip?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Conveying positivity in your interactions?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Entering a room with confidence?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

How consistent are you at...?***(1: Never 5: All the time)***

<i>Prepare your thoughts in advance of a discussion?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Practice how you will articulate your thoughts?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Write your goals?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Evaluate your goals?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Seek out a mentor or coach as a sounding board?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Be aware of your body language?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

Do you...?***(1: Not at all 5: Absolutely)***

<i>Have an email address that projects a professional image?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Re-read email before you hit "send?"</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Have a Facebook page that you would show to your prospective employer, clergy or parents?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Have a voicemail greeting that conveys your best self?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Take notes when making commitments, listening in meetings or gathering details?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Have a great handshake?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Have a professional and memorable self-introduction?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Focus on your grooming and professional appearance?</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

Distil

Highlight areas for improvement and focus on necessary changes.

- Select two items that are most in need of improvement and that you believe will have the most impact on your life and opportunities. Write them in column one of the table below.
- Next to them, write a description of how each will be different when you have mastered them.
- Next to that, write three practice opportunities where you will use these throughout the next month.

(Continues on next page.)

<i>Improvement item</i>	<i>Description of desired outcome</i>	<i>3 Practice opportunities</i>
		1.
		2.
		3.
<i>Validate: 30 days result</i>		
		1.
		2.
		3.
<i>Validate: 30 days result</i>		

Validate

Seek feedback from your feedback/accountability partners (friends or a trusted mentor) as you make your changes.

- Ask two people with whom you interact to be your feedback/accountability partners. Share your two key goal areas and what you intend to do. Ask them to give you feedback throughout the month and/or at the end of the month on what they have observed.
- Write your 30 day results in the table above.
- How did it feel? Did you achieve it?
- If you need to develop further, what help will you seek? From whom? By when?
- Repeat this activity on those items you deem important. This process can help you achieve your goals throughout your career.