



MindTeam Solutions

Proven Techniques You Can Use to Communicate, Cope, and Lead in Uncertain Times

First Impressions

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You make your own choices as to how others initially react to you. Examine your choices objectively and honestly regarding what you wear and how you look. Do not get angry with people when they respond to you a certain way. Realize that first impressions are based solely on how you present yourself to others. Evaluate your appearance and other people's initial reactions to you. Decide for yourself if you will change or live with the results.

Appearance

- Make your online presence as positive as your in-person presence. One of the first places a potential employer or client researches you or your organization is the Internet. Keep inappropriate content from ruining a positive reputation.
- Dress and present yourself for the position or level to which you aspire. Show that you are ready to serve in your next role. You already have your current position.
- Locate bargains and find alternatives to paying full price for business attire. Observe how people dress in the workplace you seek, then look at discount and borrowed alternatives that can give you a similar look. Only you and the cashier need know you paid less than full price.
- Establish a strong—and varied—social support network with different people at different levels of intimacy. When you establish relationships while things are going well in your life, your support is more likely to be there for you—and with you—when times are tough.
- Associate with people who inspire and uplift you. Positive emotions are contagious; so are negative ones. Stay infected by positive people and you project a positive appearance.
- Save copies of supportive and complimentary notes and “thank you” in a “smile folder”. When you need an uplifting word, refer to those notes. A smile on your face and in your spirit shows in the way you carry yourself and in your outward appearance.
- Exercise regularly. Regular exercise—even a short, brisk walk—releases endorphins in the brain, reducing stress and anxiety and improving concentration and morale. When you feel good, you look good.
- Believe in something greater than and beyond yourself. Continually explore your beliefs. When you need to look beyond yourself to refresh your attitude you have a resource to turn to.
- Say affirmations daily. Create positive statements that define what you want to achieve as if you already succeeded. When you train your mind to visualize positive results your body responds in kind.



MindTeam Solutions, Inc.

Great things happen when groups get together!

www.MindTeamSolutions.com

Tips from “Stuff for Busy People” pocket
reference book series
