

# BUSINESS TOPICS

:

[NEWS SLIDES 2024 - 2025](#)

## RESOURCES:

- [JUSTIN MECHAM](#)
- [BRILLIANCEBRIEF.COM](#)
- INFOGRAPHICS: [ULTIMATE CHEAT SHEETS](#)

How do you think speaking with confidence can change the way people perceive your ideas or opinions?

Reflecting on the reframes from the infographic, how could you use them to sound more confident in your own conversations or presentations?



Students, write your response!

# SPEAK LIKE A LEADER

## 10 reframes to sound more confident at work



Looking at the infographic about what not to say in a job interview, what's one thing you think might be a common mistake people make when interviewing for a job?

How could you avoid making that mistake when you're ready to start applying for jobs?

# What Not to Say in Job Interviews

## And What to Say Instead

**✗ Don't say:** "I don't have questions"

**Why:** That's a big missed opportunity - and a red flag in terms of your curiosity

**✓ Say:** "What would success look like in the first 6 months of this role?"

**✗ Don't say:** "I'm looking for any job right now"

**Why:** Seems desperate, rather than genuinely interested

**✓ Say:** "I'm looking to use XYZ strengths, and I'm excited about how this role aligns"

**✗ Don't say:** "I hated my last boss"

**Why:** Never bash a former boss to a future boss

**✓ Say:** "I learned a lot in my previous job, especially about X, but I'm excited for a new challenge now"

**✗ Don't say:** "I don't know much about your company"

**Why:** Suggests a lack of preparation and interest in the role

**✓ Say:** "I've researched the company and I'm particularly impressed with X - I'd love to hear your perspective on it"



© George Stern

**✗ Don't say:** "How much does this job pay?"

**Why:** You can get this answered without sounding like you care more about pay than the role itself

**✓ Say:** "I'm excited about this, and I'd love to understand the comp range to ensure it fits my expectations"

**✗ Don't say:** "I don't have weaknesses"

**Why:** This seems arrogant and like you lack self-awareness

**✓ Say:** "I've been working to improve on X recently, and after taking Y steps I've grown substantially"

**✗ Don't say:** "I'm not great at time management"

**Why:** On the flip side, don't just say weaknesses without also showing growth

**✓ Say:** "Time management has been a focus for me - I now use X tools to stay organized and hit deadlines"

**✗ Don't say:** "I know I'm underqualified, but..."

**Why:** Don't undercut yourself - focus on your strengths

**✓ Say:** "I'm excited to use my experience to lean into the challenges of this role and learn and grow quickly"

**✗ Don't say:** "I was fired from my previous role"

**Why:** Fair or not, being fired carries a stigma

**✓ Say:** "My previous role ended unexpectedly, but it gave me the chance to reflect and strengthen my skills in X"

**✗ Don't say:** "I don't really have career goals"

**Why:** Most employers prefer to see a degree of hunger to learn and grow

**✓ Say:** "My short-term goal is to excel in this role, and long-term, I aim to grow in X areas"

**✗ Don't say:** "When can I get promoted?"

**Why:** In contrast to the last one, blatant climbing isn't ideal either

**✓ Say:** "What does career growth look like, and how are employees supported in reaching their potential?"

Looking at the 6 proven techniques to increase productivity from the infographic, which one do you think would be most helpful for you in managing school work or extracurricular activities?

How might you apply it to improve your daily routine?

# Time Management

## 6 Proven Techniques To Increase Productivity

### Eisenhower Matrix

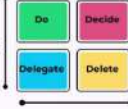
**What** - A system to prioritize

**When** - You feel busywork is keeping you from "real" work

**Why** - The least important tasks keep rising to the top because they're the easiest

**How** - Sort your tasks into quadrants:

1. Important and urgent: *do it now*
2. Important but less urgent: *schedule it*
3. Not important but urgent: *delegate it*
4. Not important and not urgent: *delete it*



### 80/20 Rule

**What** - A rule for focusing only on the most impactful work

**When** - You feel over-capacity, and you need to cut things

**Why** - 80% of outcomes come from 20% of causes, and then results diminish quickly

**How** - Focus on just the most critical 20%:

- 20% of effort → 80% of results
- 20% of products → 80% of sales
- 20% of habits → 80% of impact
- 20% of innovations → 80% of growth



### 1-3-5 Method

**What** - A tool for simplifying your to-do list so you can complete it

**When** - Your list is never-ending, and it's hard to know what to tackle

**Why** - In reality, committing to work on less lets you finish more

**How** - The night before or morning of, choose for the day just:

- 1 key project (only 1!)
- 3 medium items
- 5 smaller items
- Leave everything else off



### Eat Your Frog

**What** - A commitment to do your most critical item first

**When** - You keep putting off an important (but scary or intimidating) task

**Why** - Doing it likely won't be as bad as you thought, and it builds momentum

**How** - Follow these 4 simple steps:

- *Identify* the big task you're avoiding
- *Schedule* time for it early in the day
- *Eat your frog*: actually complete the task
- *Celebrate* an early win and progress



### Deep Work

**What** - A block of distraction-free time to work on a key item

**When** - You constantly get interrupted and can't focus

**Why** - Multitasking doesn't work - you 5x productivity by focusing on just one thing

**How** - Create a deep work environment:

- Schedule time on your calendar
- Put away your phone, exit your email, close Slack, shut the door
- Focus on just 1 task for at least an hour (and preferably 2 to 3)



### Pomodoro Technique

**What** - A style of working in intervals

**When** - Your energy fades over time or your work feels too big

**Why** - Short bursts paired with breaks keep your energy and productivity up

**How** - Alternate medium work, short break:

- Typical: work for 25 minutes, break for 5
- Experiment to find what's best for you
- Your break should be restful (breathing, time outside) not staring at your phone



© George Stern



THE MOMENT YOU FEEL DEFENSIVE IS THE MOMENT YOU NEED TO PAUSE.

CONVERSATIONS BUILT ON LOGIC, NOT EMOTION, LEAD TO SOLUTIONS.

STAYING IN CONTROL OF YOURSELF KEEPS THE DISCUSSION ON TRACK.

YOUR WORDS SHOULD REFLECT YOUR GOALS, NOT YOUR FRUSTRATION.

HOW YOU HANDLE TOUGH MOMENTS IS HOW PEOPLE WILL REMEMBER YOU.

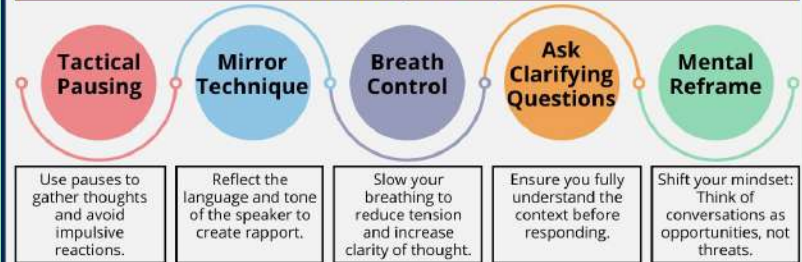
# DIFFICULT CONVERSATIONS

## HOW TO STAY CALM WHEN IT COUNTS

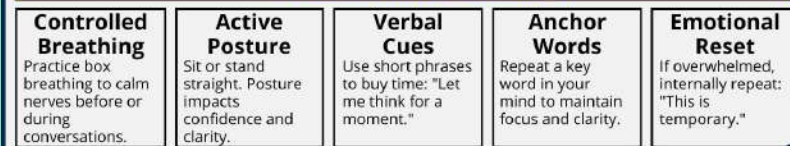
### The C.A.L.M. Model



### Essential Steps to Stay Calm



### Real-Time Conversation Tips



# REFLECT

Can you think of a time when being direct helped you communicate more clearly with someone? How did you make sure it wasn't perceived as rude?"

## HOW TO BE DIRECT WITHOUT BEING RUDE



Students, write your response!

# REFLECT

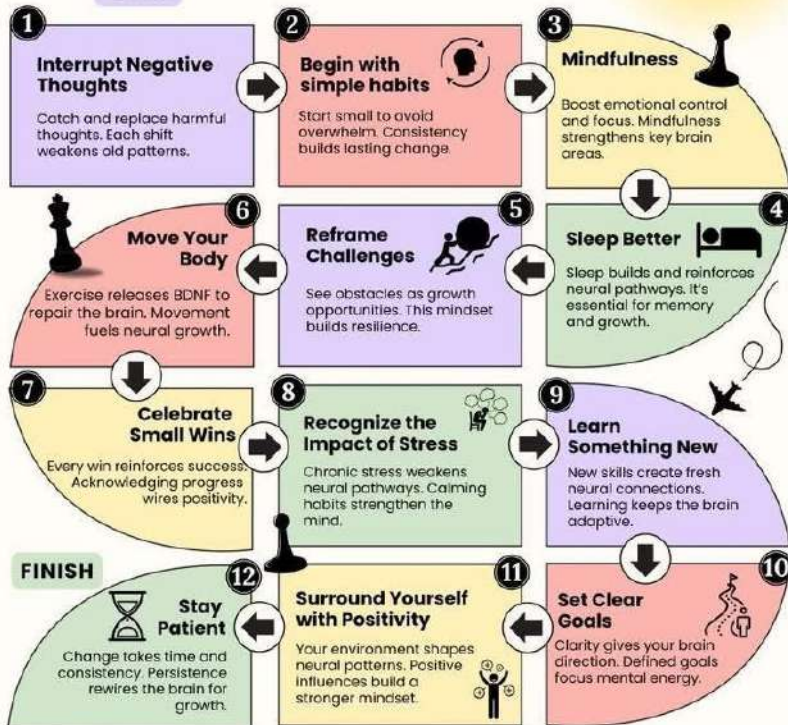
What are some strategies you think could help you change negative thinking patterns, and how might these strategies improve your mindset and overall well-being?

## 12 WAYS TO REWIRE YOUR BRAIN

By Benjamin Bargetzi



### START



Follow Benjamin Bargetzi for Neuroscience of Growth

Europe Top 30 Keynote Speaker

# THINK CRITICALLY

How do you think emotional intelligence can impact your interactions in a business setting, and can you share a situation where understanding emotions helped you communicate more effectively?

## 8 WAYS TO DISPLAY EMOTIONAL INTELLIGENCE

By Justin Wright





Every email is a chance to show clarity and respect. Before you hit send, ask yourself: will this email help or add to the noise? Because good communication saves time— and makes everyone's work easier.

#### Do's:

- **Use a Professional Email Address:** Ensure your email address reflects your name or your company's name. Avoid using unprofessional or personal addresses for work-related correspondence.
- **Be Concise and Direct:** Clearly state your purpose at the beginning of the email. Use short paragraphs and bullet points to convey your message efficiently.
- **Use a Professional Sign-Off and Signature:** Conclude your email with an appropriate sign-off, such as "Best regards" or "Sincerely," followed by your full name and contact information.
- **Respond Promptly:** Aim to reply to emails within 24 hours. Timely responses demonstrate respect and reliability.
- **Be Mindful of Tone:** Without vocal cues, emails can be misinterpreted. Read your message aloud to ensure it conveys the intended tone.

#### Don'ts:

- **Don't Use Informal Language:** Avoid slang, abbreviations, or overly casual language. Maintain professionalism in all workplace communications.
- **Don't Neglect the Subject Line:** Leaving the subject line blank or vague can lead to your email being overlooked. Always include a clear and relevant subject.
- **Don't Overlook Attachments:** If you're including attachments, mention them in the body of the email and ensure they are properly attached before sending.
- **Don't Discuss Sensitive Information:** Email is not always secure.
- **Avoid sharing confidential or sensitive information that could be compromised.**
- **Don't Overuse Formatting:** Excessive use of bold, italics, or different fonts can make your email hard to read and appear unprofessional. Use formatting sparingly to highlight key points.
- **Don't Reply When Emotional:** Sending an email in frustration can damage relationships. Pause, rethink, and respond with clarity and professionalism.

# BYE, BYE BAD EMAILS

## DO'S AND DON'TS FOR BETTER EMAILS

By Justin Mecham

### Focus Your Subject Line

- DO:** Use a clear, descriptive subject like "Agenda for Aug 20 Meeting."
- DONT:** Use vague subjects like "Quick Question."

### Lead with the Main Point

- DO:** Start with your key message or request immediately.
- DONT:** Bury the point in lengthy introductions.

### Set Clear Expectations

- DO:** Specify what you need and the deadline, like "Please review by Friday."
- DONT:** Leave out crucial details or deadlines.

### Follow Up Thoughtfully

- DO:** Wait a reasonable time, then send a polite reminder.
- DONT:** Bombard the recipient with follow-ups.

### Use "Reply All" Wisely

- DO:** Use "Reply All" only when necessary for all recipients.
- DONT:** Overuse "Reply All" filling everyone's inbox.

### Include a Call to Action

- DO:** Clearly state what you want the recipient to do next.
- DONT:** End emails without clear instructions.

## COMMON EMAIL PHRASES MADE SIMPLE

### Asking for an Update — ↗ ✕

- ✕ Just checking in.
- ✓ Will you please share an update on the status by [specific date]? Your insights are appreciated.

### Acknowledging a Mistake — ↗ ✕

- ✕ Sorry for the mess-up.
- ✓ Thank you for catching that. I'll get it corrected right away.

### Requesting Feedback — ↗ ✕

- ✕ Let me know what you think.
- ✓ I'd love to hear your thoughts by [specific date]. Your feedback is very valuable to me.

### Suggesting a Meeting Time — ↗ ✕

- ✕ When are you free?
- ✓ Would you be available for a meeting on [specific date and time]? I look forward to it!

### Closing an Email — ↗ ✕

- ✕ Thanks.
- ✓ Thank you for your attention to this. Please reach out if there's anything else you need.

### Making a Request — ↗ ✕

- ✕ Can you do this?
- ✓ Will you please take care of this by [specific deadline]? I appreciate your help.

### Clarifying a Point — ↗ ✕

- ✕ Does this make sense?
- ✓ If anything needs more clarity, I'm happy to explain further. Just let me know!

### Offering Help — ↗ ✕

- ✕ Let me know if you need anything.
- ✓ If there's anything I can assist with, don't hesitate to ask. I'm here to help!

# THE ULTIMATE BOUNDARY SETTING CHEAT SHEET

## Eisenhower Matrix (Urgent vs. Important)

- "Can you think of a time when you said yes to something that was urgent but not important? How did it impact your time or stress levels?"
- "How do you usually decide what tasks are urgent versus important in your life? How could you use that to decide when to say no?"

## The 80/20 Rule (Focusing on the Most Impactful Tasks)

- "How do you identify the 20% of tasks that have the biggest impact on your goals? What might happen if you said no to the other 80%?"
- "Can you think of something that took up a lot of your time but didn't lead to much progress? How would you handle a similar situation differently next time?"

## The 2-Minute Rule (Quick Decision-Making)

- "Have you ever felt overwhelmed by small tasks piling up? How might the 2-minute rule help you say no or deal with those tasks more efficiently?"
- "What are some small tasks you can say no to or delegate in under two minutes to free up time for more important things?"

## Warren Buffett's 25/5 Rule (Prioritization)

- "Buffett says we should focus on the top 5 things we want to achieve, and avoid everything else. What are your top 5 goals, and how do you make sure to stay focused on them?"
- "What's something you've been spending time on that isn't aligned with your long-term goals? How could you start saying no to it?"

# How To Say No

## The Ultimate Boundary Setting Cheat Sheet

### 4 Decision-making Models

#### The Eisenhower Matrix

This helps you to prioritize options by urgency and importance.

	Urgent	Not Urgent
Important	SAY YES TO	SCHEDULE FOR LATER
Not Important	DELEGATE	SAY NO TO

#### The 80/20 Principle

This aims to maximize your efficiency by helping you focus on the most impactful options.

**Identify:** The tasks that require 20% of your effort but drive 80% output.  
**Focus:** On those tasks to obtain the best results.  
**Say No To:** The tasks that are not driving 80% outcomes.



#### The 2 Minute Rule

This encourages you to take immediate action on quick tasks.

- **Break Down:** Complex tasks into 2-minute, bite-size chunks. (e.g., Break down writing a book into writing 200 words.)
- **Say No To:** The tasks that can't be done within 2 minutes.



#### Warren Buffett's 25/5 Rule

This helps you focus on your most important goals and avoid distractions.

- **Write Down:** A list of your top 25 projects and intentions.
- **Rank:** The 25 projects by importance.
- **Select:** The Top 5.
- **Say No To:** The 20 tasks below your Top 5.



### 8 alternative rules for saying no with grace

Rules	How to Execute
1. Discuss existing commitments	"I'd love to help, but I have prior commitments that I need to prioritize."
2. Offer constructive feedback instead	"I'm unable to participate, but I'd be happy to provide feedback or guidance if that would be helpful."
3. Set boundaries without giving too much detail	"I've reached my limit for taking on new projects at the moment, but I appreciate you thinking of me!"
4. Politely decline with gratitude	"Thank you so much for considering me, but I'm unable to take on any additional responsibilities right now."
5. Be concise and respectful	"I'm afraid I have to decline, but I truly appreciate the opportunity!"
6. Express genuine regret	"I'm really sorry, but I won't be able to commit to this. I hope you understand."
7. Offer alternative forms of support	"While I can't participate directly, I can offer assistance in other ways, such as sharing resources or connecting you with someone who can help."
8. Acknowledge the request's value	"Your project sounds amazing, but unfortunately, I'm not able to contribute at this time."

How can focusing on habits that require zero talent, such as being punctual, having a positive attitude, and being coachable, shape your success and relationships both now and in the future?

# 7 CAREER GROWTH HABITS THAT REQUIRE ZERO TALENT

by Victoria Repa

01

## Be on time

Respect others' time.  
Punctuality speaks volumes.

02

## Be kind

Kindness can open doors  
you didn't know existed.

03

## Take initiative

Don't wait to be asked.  
Act.

04

## Seek solutions, not excuses

Focus on what can be done, not why it can't.

06

## Be easy to work with

Be the teammate people  
enjoy working with.

05

## Be coachable

Feedback isn't criticism.  
It's your growth fuel.

07

## Stay consistent

Success comes from small,  
steady actions over time.

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Victoria Repa | BetterMe CEO & Founder

# AUTHENTIC LEADERSHIP

**Honesty:** Think of a time when being honest was difficult for you. What made it hard, and how did being truthful impact the situation?

**Self-Awareness:** In what areas of your life do you feel the most self-aware? How does understanding your strengths and weaknesses help you grow as a person?

**Genuineness:** What does it mean to you to be genuine with others? How do you feel when someone is being authentic with you?

**Consistency:** Can you think of someone you admire who is consistent in their actions and behavior? How does their consistency make you trust them more?

**Purpose-Driven:** What do you believe is your personal purpose or passion? How does having a sense of purpose influence the way you make decisions and approach challenges?

**Emotionally Intelligent:** How do you recognize and manage your own emotions in difficult situations? What strategies could help you better understand the emotions of others?

**Ethical:** Have you ever faced a situation where you had to make an ethical decision? How did your values guide you in that moment?

**Humble:** What does humility look like in a leader? How can someone demonstrate humility while still being confident in their abilities?

## 8 RARE TRAITS OF AN AUTHENTIC LEADER

Infographic By Justin Wright





# 7 SIMPLE STEPS TO MASTER YOUR SWOT ANALYSIS

## Define Your Objective:

- Clearly state what you want to achieve with this analysis.
- Whether it's improving your career prospects, launching a new project, or increasing personal habits, a well-defined goal will guide your analysis and make it more relevant.

## Gather Relevant Information:

- Collect data and insights pertinent to your objective.
- This could include performance reviews, market research, or personal reflections. The more accurate and comprehensive your information, the more effective your analysis will be.

## Identify Internal Factors:

- List your strengths and weaknesses.
- Strengths might include skills, resources, or experiences that give you an advantage.
- Weaknesses could be areas where you lack expertise or resources.

## Analyze External Factors:

- Examine opportunities and threats in your environment.
- Opportunities could be emerging trends, market gaps, or new technologies.
- Threats might include economic downturns, increased competition, or changing regulations.

## Prioritize Your Findings:

- Not all factors are equally important.
- Rank your strengths, weaknesses, opportunities, and threats based on their potential impact on your objective.
- This helps in focusing your efforts on areas that will drive the most significant results.

## Develop Actionable Strategies:

- For each prioritized factor, create a specific action plan.
- For example, if a weakness is limited technical skills, an action step could be enrolling in a relevant online course.
- Specific plans make it easier to track progress and stay motivated.

## Review and Adjust Regularly:

- Set aside time weekly or monthly to assess your progress.
- This allows you to make necessary adjustments to your action plans and stay aligned with your objectives.

# USING SWOT

## Strengths

Core abilities that set your business apart. The internal skills, resources, or processes that give you an edge.

# S

## Weaknesses

Internal challenges that hinder your progress. Areas where your business falls short compared to others.

# W

## Opportunities

External factors that can propel your business forward. Emerging trends or shifts that you can leverage for growth.

# O

## Threats

External risks that negatively impact your business. Changes in the market or competition that may put your goals at risk.

# T

By Justin Mecham

## Action Steps



### Strengths

- Identify and focus on the top three strengths.
- Develop a plan to leverage these in your key projects or strategies.



### Weaknesses

- Choose the two most critical weaknesses.
- Create a 90-day action plan to address and improve them.



### Opportunities

- Pick one opportunity with the highest potential.
- Assign a team to explore and capitalize on it within the next quarter.



### Threats

- Prioritize most immediate threat.
- Develop a mitigation strategy to manage or eliminate this risk quickly.

## Common Mistakes to Avoid



### Being Too Broad

Ensure each item in your SWOT analysis is specific and actionable.



### Ignoring External Factors

External factors like market trends and competition are crucial.



### Overlooking Feedback

Failing to incorporate input from your team or customers can lead to an incomplete analysis.



### No Follow-Up

A SWOT analysis without action is pointless. Always tie it to a concrete action plan.



# OPENNESS ISN'T A WEAKNESS — IT'S LEADERSHIP STRENGTH.

Some leaders avoid transparency thinking it might:

- Cause confusion
- Slow things down
- Make them look weak

What transparency actually does:

- Clarity reduces fear.
- Openness builds trust.
- Sharing ideas moves things forward.
- Transparent leaders don't just manage change –they inspire it.

Final Thoughts:

Transparency is the foundation of trust. When leaders openly share the 'why,' they build a bridge between intention and action.

Clarity in communication removes doubts and prevents misunderstandings before they start.

Consistency in words and actions reassures teams that leadership is aligned and dependable.

When leaders share openly, fear is replaced by trust.

# LEADING CHANGE OPENLY

## THE POWER OF TRANSPARENCY FOR 2025

Purpose

Noticeable

Engagement

Simplicity

O

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Ownership

Empathy

Nurturing

Support

3 Keys to Transparent Change

Honesty

Explain the 'why' behind changes simply and directly.

Clarity

Share clear steps to reduce confusion and align the team.

Consistency

Regular updates build trust and keep everyone aligned.

Top 5 Myths About Transparent Leadership

Myth	Reality
▶ Transparency makes leaders look weak.	▶ Openness shows strength and builds trust.
▶ Sharing details causes panic.	▶ Sharing reduces fear and clarifies purpose.
▶ Leaders don't need to explain everything.	▶ Explaining creates respect and support.
▶ Transparency slows things down.	▶ Transparency improves efficiency, not delays.
▶ Transparency means revealing everything.	▶ Clear communication avoids confusion.

Why Transparent Leaders Succeed

By Justin Mecham

<div>Trust Builders</div> <div>They earn trust by being open and honest.</div>	<div>Calm Influence</div> <div>They ease stress by keeping the team informed.</div>	<div>Thoughtful Decision-Makers</div> <div>They involve input for better decisions.</div>	<div>Clear Communicators</div> <div>They make people feel valued by explaining the purpose.</div>
<div>Empathetic Listeners</div> <div>They value team concerns and respond thoughtfully.</div>	<div>Accountable Role Models</div> <div>They set an example of accountability.</div>	<div>Focus Drivers</div> <div>They cut through confusion, keeping the team on track.</div>	

Follow me for more | [Justin Mecham](#) | <https://fullpotentialzone.beehiiv.com/>

Read and reflect on the infographic  
“Understanding Algorithms”

Question:

In what ways can you actively alter your social media algorithm to ensure that the content you see is more positive and uplifting? Reflect about your social media habits, such as unfollowing negative accounts, following positive influencers, or engaging with uplifting content.

Provide at least three specific actions you can take to achieve this.

# UNDERSTANDING ALGORITHMS

## AT-A-GLANCE

### WHAT ARE ALGORITHMS?

Algorithms are sets of instructions that digital platforms use to decide what content to show you based on your behavior and preferences.



#### HOW ALGORITHMS WORK

Algorithms analyze your actions, like likes or searches, to recommend content you might enjoy.

- Look at your social media feed and identify how your recent activity might have influenced what you see.



#### FILTER BUBBLES

Algorithms often show you similar content, limiting your exposure to different ideas or viewpoints.

- Search for a topic you don't usually follow and see how your recommendations change.



#### ALGORITHM BIAS

Algorithms can unintentionally favor certain types of content, excluding others.

- Research one example of algorithm bias and write about how it affects people or communities.



#### PERSONALIZATION VS. PRIVACY

Algorithms use personal data to personalize your experience, which raises privacy concerns.

- Review the privacy settings on one app you use and adjust them to limit data collection.



#### BREAKING THE ALGORITHM

Intentionally changing your activity to diversify the content you're shown.

- Follow or interact with accounts on a topic you're curious about but haven't explored before.



#### EVALUATING CONTENT

Not everything recommended by algorithms is accurate or meaningful; critical thinking is essential.

- Pick one video or article recommended to you and research its accuracy and source.



Sympathy and empathy aren't the same.

Here's the difference: empathy is often misunderstood.

It's not just listening, it's really understanding someone.

Empathy isn't about solving problems, it's about showing up for someone.

When people feel understood, they feel valued.

Today we are going to help leaders master this by using the:

'True Empathy: Understanding Beyond Words'.

## 6 Real-Life Ways to Put Empathy into Action







# TRUE EMPATHY

## UNDERSTANDING BEYOND WORDS

MISCONCEPTIONS ABOUT EMPATHY	WHAT TRUE EMPATHY LOOKS LIKE
<b>Turning Focus on Yourself</b> Keep the focus on their feelings.	<b>Showing Patience</b> Give them time to share.
<b>Taking Over the Conversation</b> Dominating the conversation doesn't help.	<b>Expressing Curiosity</b> Show interest in their experiences.
<b>Dismissing Problems</b> Downplaying their issues isn't supportive.	<b>Active Listening</b> Focus completely on their words.
<b>Rushing Through</b> Patience shows you care.	<b>Being Aware</b> Notice their feelings and context.
<b>Minimizing Emotions</b> Saying "Be strong" minimizes their feelings.	<b>Respecting Feelings</b> Honor their emotions and views.
<b>Ignoring Emotions</b> Every feeling matters.	<b>Being a Safe Listener</b> Make it safe for them to express themselves.
<b>Offering Solutions</b> Support them without fixing it for them.	<b>Providing Comfort</b> Reassure them without taking over.
<b>Assuming Understanding</b> Every person's experience is unique.	<b>Validating Emotions</b> Acknowledge their feelings as real.
<b>Invalidating Their Experience</b> Saying things like "I know how you feel" can invalidate their unique experience.	<b>Being Present</b> Engage fully in the moment.

### 6 WAYS TO DEVELOP EMPATHY

By Justin Mecham

 <b>Listen Actively</b> Focus fully on their words. Summarize to confirm understanding.	 <b>Ask Open-Ended Questions</b> Encourage sharing questions. Deepen understanding of their feelings.
 <b>Stay Present</b> Engage completely, noticing non-verbal cues. Avoid distractions, give full attention.	 <b>Practice Self-Compassion</b> Treat yourself with kindness. Understand your emotions to connect better.
 <b>Manage Personal Filters</b> Stay open-minded to new details. Recognize assumptions and adjust view.	 <b>Engage in Perspective-Taking</b> See the world from their viewpoint. Understand their feelings and experiences.

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# HOW IMPORTANT IS REPUTATION?









What are some small habits or actions you've witnessed (or experienced) that seemed insignificant at the time but had a big impact on someone's reputation? How can you avoid these habits to protect and build your own reputation?

After reviewing the 8 steps to fix reputation-killing habits, which one do you think would be most challenging for you (or someone you know) to apply, and why? How can you make that step more effective in your own life?

## Reputation Killing Habits

THE SMALL THINGS THAT COST BIG CAREERS


These Habits Will Delay Your Next Promotion

<b>1. Breaking Promises</b> <ul style="list-style-type: none"><li>Flaking on commitments shows you're unreliable.</li></ul> 	<b>2. Engaging in Gossip</b> <ul style="list-style-type: none"><li>Talking behind backs destroys trust and workplace culture.</li></ul> 	<b>3. Interrupting Others</b> <ul style="list-style-type: none"><li>Cutting people off makes you seem dismissive.</li></ul> 	<b>4. Dodging Accountability</b> <ul style="list-style-type: none"><li>Blaming others for mistakes makes you seem untrustworthy.</li></ul> 
<b>5. Being Chronically Negative</b> <ul style="list-style-type: none"><li>Talking behind backs destroys trust and workplace culture.</li></ul> 	<b>6. Avoiding Constructive Feedback</b> <ul style="list-style-type: none"><li>Ignoring or dismissing feedback stunts growth and relationships.</li></ul> 	<b>7. Seeking Credit Over Collaboration</b> <ul style="list-style-type: none"><li>Taking all the credit creates resentment and distrust.</li></ul> 	<b>8. Overpromising and Underdelivering</b> <ul style="list-style-type: none"><li>Setting expectations too high and failing damages credibility.</li></ul> 

How To Fix Them

1. Be selective with commitments and always follow through.	5. Reframe problems as challenges and focus on solutions.
2. Refuse to participate in negative conversations.	6. Embrace feedback as a chance to improve and learn.
3. Listen fully before speaking and practice patience.	7. Celebrate shared wins and give others their due recognition.
4. Own your errors and focus on solutions, not excuses.	8. Be realistic about what you can accomplish and deliver.

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# **Video Slides**

# Gen Z is Getting Fired

1. They come unprepared for the job
2. Generally not wanting to do the work
3. Unprofessional and poor communication skills

What are your thoughts?



Students, write your response!

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# Navigating ambiguity

University cancels all classes after noon.  
Your class starts at 11:45.

Would you show up?  
What is the lesson to be learned?





# Subconscious Power of Your Cell Phone

What does your cell phone use  
communicate to other people?

Do you have your phone out while  
you are talking to other people?

Do you have your phone out at  
dinner?



Students, write your response!



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# The Power of Rejection

It's a superpower to move through rejection and failure.

What is in your control is the ability to move through failure.

Resilience is about getting back up, recalibrating, and continuing to pursue our goals with even more determination.

Question: "How can effective communication help you overcome rejection or failure in a business setting, and what strategies would you use to bounce back after experiencing a setback?"



Students, write your response!

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