

Seven Simple Strategies for Giving You the Extra Edge

1. Stand up for Meetings

Conduct all short-term decision-making meetings standing up. Studies show that standing conversations are significantly shorter than sitting ones and the person who conducts a standing meeting is perceived as having higher status than those who sit. Standing whenever others enter your workspace is also an excellent timesaver, so consider having no visitors' chairs in your own work area. Standing decisions are quick and to the point and others don't waste your time with social chatter or questions such as 'How's the family?'

2. Sit Competitors with Their Backs to the Door

As discussed, studies reveal that when our backs are towards an open space we become stressed, blood pressure increases, our heart beats faster, our brainwave output increases and we breathe more quickly as our body readies itself for a possible rear attack. This is an excellent position in which to place your opponents.

3. Keep Your Fingers Together

People, who keep their fingers closed when they talk with their hands and keep their hands below chin level, command the most attention. Using open fingers or having your hands held above the chin is perceived as less powerful.

4. Keep Your Elbows Out

When you sit on a chair, keep your elbows out or on the arms of the chair. Submissive, timid individuals keep their elbows in to protect themselves and are perceived as fearful.

5. Use Power Words

A study showed that the most persuasive words in spoken language are: *discovery, guarantee, love, proven, results, save, easy, health, money, new, safety* and *you*. Practice using these words. The new results you'll get from the discovery of these proven words will guarantee you more love, better health and will save you money. And they're completely safe, and easy to use.

6. Carry a Slim Briefcase

A slim briefcase with a combination lock is carried by an important person who is concerned only with the bottom-line details; large, bulky briefcases are carried by those who do all the work and are perceived as not being sufficiently organized to get things done on time.

7. Watch Their Coat Buttons

Analysis of videotaped confrontations, for example, between unions and corporations, show a higher frequency of agreement is reached when people have their coats unbuttoned. People who cross their arms on their chest often do it with their jacket buttoned and are more negative. When a person suddenly unbuttons their jacket in a meeting, you can reasonably assume that they have also just opened their mind.

Summary

Before you go to an important interview or meeting, sit quietly for five minutes and mentally practice seeing yourself doing these things and doing them well. When your mind sees them clearly, your body will be able to carry them out and others will react accordingly.