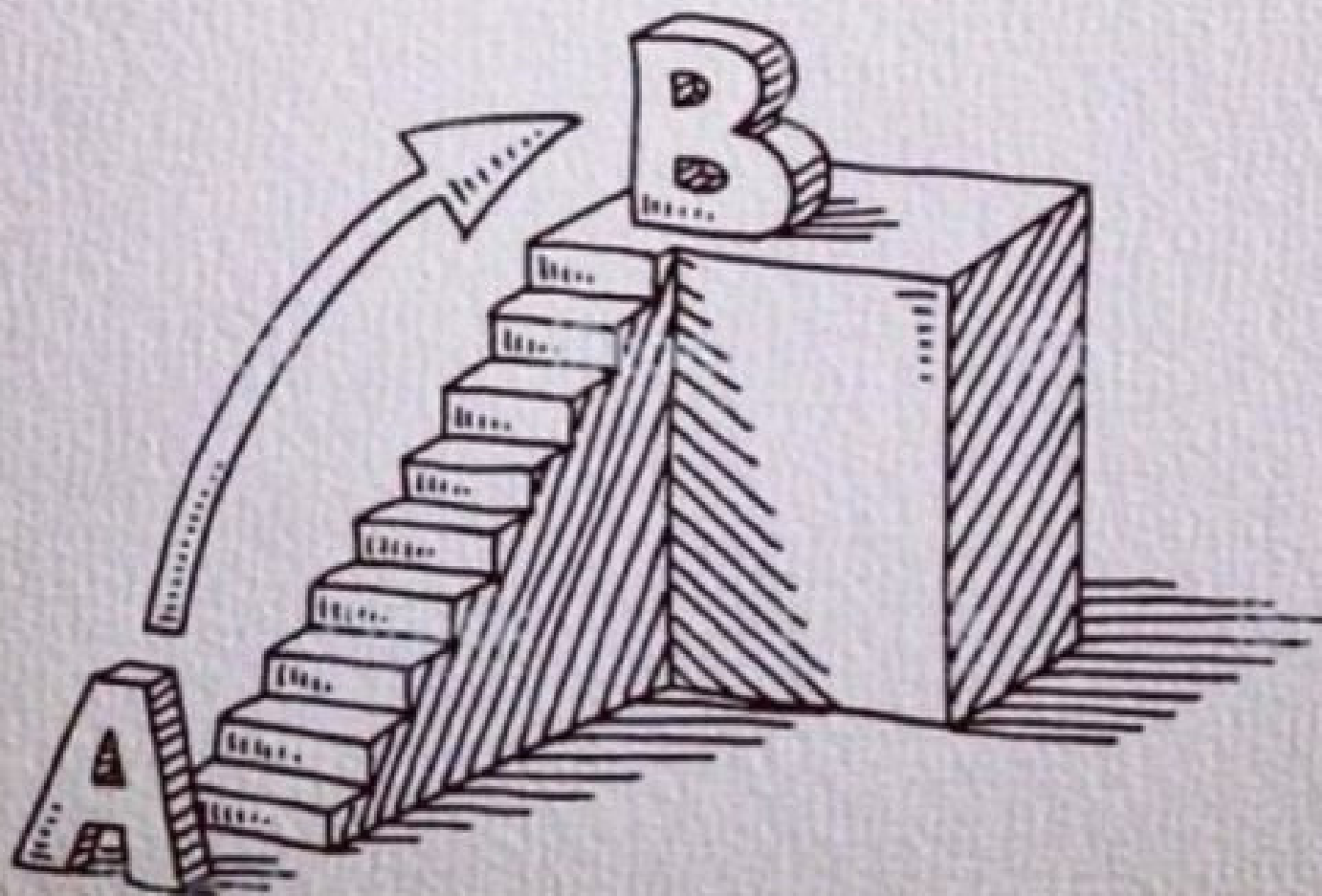


# 8 soft skills to fast-track your career:



( Swipe Left )

# Make People Feel Important (SHR Method)

## Seen

- Make direct eye contact
- Offer a specific compliment

## Heard

- Ask good questions
- Be interested, not interesting

## Remembered

- Follow Up
- Remember name(s)
- Recall something you discussed

# Hone Your Body Language (7-38-55 Rules)

People will like/dislike your communication based on:

- 7% words
- 38% tonality and face
- 55% body language

Stand up straight, pull your shoulders back, make eye contact, smile, give a firm handshake...

You will be dangerous.



# Master the 4-Bullet Update

Powerful people are busy.

(They might not remember what they asked you to do.)

**Give an update with this outline:**

- Here's what you asked me to do
- Here's what I did
- Here are the risks/blockers (if any)
- If given more time, I'd do this

# Ask Rapport-Building Questions

Your network is your net worth.

**Build bonds with these Qs:**

- What neighborhood are you in?
- Do you have any siblings/kids?
- How'd you meet your partner?  
(if mentioned)
- Any fun upcoming trips?

It's simple, but most people miss this.

# Send 'Friday Highlights'

If you're new to a team, do this to build trust.

Every Friday, send your supervisor(s) a short email

**Two parts:**

## **1) Highlights from the prior week**

- Big tasks completed
- People networked with
- Extracurricular activities (like affinity groups)

## **2) Upcoming activities for next week**

- Forward-looking big tasks and networking

**Friday Highlights will help you:**

Build trust

Hold yourself accountable

Tactfully self-promote (perception is reality)

- Have everything you need for self-reviews



# Record and Study Your Speaking

Record your calls. Then replay them study them.

(like an athlete watching a game film).

You'll cut the "ums" and "likes."

99.9% won't do this. Be the outlier.

# **Don't Complain or Gossip. Ever.**

Nobody likes to hear complaints.

So why do we do it ourselves?

(Respectfully standing up for yourself is different.)

Separately, when you talk bad about others, people wonder if you talk bad about them too.

Just don't do it.



# Remember ALL the Names

A person's favorite sound is their name.

I have a theory about their 2nd favorite sound:

The names of their loved ones and pets.

Whenever you hear one mentioned, write it down.

Later, ask \*by name\* about them.

You will stand out.

RITIKA THAPA



FOUND IT HELPFUL?

FOLLOW ME FOR MORE

