

POWER DOWN ATTRIBUTES

CONVERSATION STYLE

- Rushed speech
- High tone
- Softer volume
- Use incomplete sentences
- Apologize for things
- Explain what you just said
- Let others interrupt you
- Informal speech
- Gradual topic shifts
- More indirect
- Fill silence
- Use everyday words instead of trade jargon
- Deflect praise or compliments
- Relaxed pronunciation
- Inclusive language (we, us, ours)
- Less humor
- Use speech qualifiers such as: I think, just, so, actually, in my opinion

POSTURE

- Choppy movements
- Loud heels - they hear you coming
- Touch your hair or face
- Fidget
- Placing yourself in a physically lower position than others
- Lean forward
- Point toes in
- Use very little space
- Move to give others more room
- Make yourself small - cross legs and arms
- Excessive notetaking if you are not the minutes keeper
- Shoulders forward
- Shift weight back and forth
- Over-express excitement
- Appear stressed or hurried
- Sit while others are standing

FACE

- Show emotions and reactions
- Cover face with hands
- Cover bottom lip when smiling
- Chin down
- Watch for approval of others
- Avoid eye contact
- Look down
- Lots of head movements

POWER UP ATTRIBUTES

CONVERSATION STYLE

- Use full sentences
- Slow down speech
- Low tone
- Slightly louder volume but not shouting
- Use pauses for effect
- Speak cryptically with no explanation
- Lots of acronym use
- More formal speech
- Abrupt topic shifts
- More direct
- Declarative statements
- Exclusive language (I, me, my)
- Careful pronunciation
- Use few words in email and take time to reply vs. responding immediately
- Standing up for others who get interrupted
- Use humor

POSTURE

- Soft to no sound shoes
- Take up lots of space
- Spread body for comfort
- Lean back in chair
- Encroach on others' space
- Use large sweeping gestures
- Come with only what you need
- Place elbows on chair arms or wrap arm around back of chair next to you
- Glide as you move
- Little to no notetaking
- Physical distance
- Talking while moving away
- Shoulders back
- Firmly planted on feet
- Sitting in a power position to the immediate right or left of the key players
- Arrive early to claim your space

FACE

- Controlled expressions
- Hold head high
- Maintain still head
- Make eye contact
- Lift chin and look down
- Disregard others' reactions to what you are saying
- Smile big and often
- Show confidence in what you are saying