



December 13, 2017 *In The Know* Summary

OPEN MIC

End-of-year Inspiration & Tips from our Book Club

What did we discuss?

This month, we strayed from our typical format. Instead of focusing the discussion on one book, each of our attendees shared a book of their choice, an article and helpful strategies. It was a rich holiday feast of food for thought. An overview is below. Bon appetit!

Focusing on What Matters

Clearing by Martha Postlewaite

Do not try to save
the whole world
or do anything grandiose.
Instead, create
a clearing
in the dense forest
of your life
and wait there
patiently,
until the song
that is your life
falls into your own cupped hands
and you recognize and greet it.
Only then will you know
how to give yourself
to this world
so worth of rescue.

Create your
clearing!

BOOK: **Essentialism: Disciplined Pursuit of Less** by Greg McKeown

- This book teaches you to identify what's essential and recognize the trade-offs you make as you choose the tasks and obligations you will fulfill.
- From the presenter: Instead of working my way down my to-do list, the book gives me the "confidence and courage" to start to make choices about 'what I am here to accomplish,' rather than being pushed by others' expectations.
- Discussion among the group: Move from a 'way of doing' to a 'way of being.' Also relates to need for us to shift awareness rather than focusing on time management.

To-do vs.
Must-Do list!

Women's Leadership

BOOK: **Confidence Code** by Katty Kay & Claire Shipman

- This book explores the notion of confidence and challenges particular to women in the workplace. It discusses the correlation between success and confidence—not just competence. You really have to show up in a way that is commensurate with the position that you hold.
- The book provides guidance to help women stop “over-analyzing” issues—i.e., think less and take action more—and take more risks.
- From the presenter: What do women do? They OBSESS! Recommendation from the book? “Think less. Take action. Be authentic.” The real key is to learn to “think less.”

Think less.
Take action.
Be authentic.

Leadership & Executive Presence

BOOK: **Leadership Presence** by Belle Linda Halpern & Kathy Lubar

- This book started as an acting workshop and has evolved into a training for corporate leaders. There is research that looks at voice, body, and content—and evaluates how much each element is responsible for how you come across. This book talks about how your delivery is more important than what you say and provides tips to help you hone your delivery for maximum impact with the audience.
- Practical guidance in the book:
 - How to work with your voice—volume, pacing, pitch, pauses.
 - How to use your whole body—face, gestures, stance, proximity to your audience.
 - Storytelling tips and techniques such as how to identify compelling stories from your own past, how to tell them (i.e., use present tense).

How you say it is
more important
than what you say.

ARTICLE: **Do You Have 'Executive Presence'?** Forbes Magazine.
Jenna Goudreau.

[View Survey Results](#)

- This article explores what it takes to be “Leadership Material” and presents survey data from executives. In this study, executive presence is conflated with “gravitas.”
- Survey results include:
 - Nearly 60% of executives surveyed say sounding uneducated negatively impacts the way people perceive you.
 - More than 66% of executives surveyed say unkempt attire distracts from executive presence. 73% say provocative clothing is a detriment to presence.
 - Women and racial minorities are found to struggle more with executive presence.
 - 56% of minority race professionals feel they are held to a stricter code.
 - Women say the guidance they receive on presence is unclear and confusing—so it is hard to act on the recommendations.
- Discussion among the group: One’s physical stature is important to exuding “gravitas.” Group shared examples of how height matters. Leaders who are short can struggle more to exude “gravitas.”

Listening Skills

BOOK: **We Need to Talk: How to Have Conversations That Matter** by Celeste Headlee

- This book is written by an NPR journalist—someone who is in interviews every day!
- It's a valuable resource to help people become better listeners. The book teaches you why listening is important and provides techniques for listening more deeply.
- As a journalist, the author's technique is to focus on listening to what her interviewer is saying—rather than running down a list of prepared questions.

Listening tips from a pro journalist.

Living a Full Life

BOOK: **The Laws of Lifetime Growth: Always Make Your Future Bigger Than Your Past** by Dan Sullivan

- This book presents laws for living that are a great reminder to us every day—and may help us manage awkward holiday dinner table conversations, or at least help put things in perspective!
- Discussion among the group: The biggest lie we tell recent grad is to follow your passion, and the money will come. What should you say instead?
- The laws include:
 - Law One: Always make your future bigger than your past
 - Law Two: Always make your learning greater than your experience
 - Law Three: Always make your contribution bigger than your reward
 - Law Four: Always make your performance greater than your applause
 - Law Five: Always make your gratitude greater than your success
 - Law Six: Always make your enjoyment greater than your effort
 - Law Seven: Always make your cooperation greater than your status
 - Law Eight: Always make your confidence greater than your comfort
 - Law Nine: Always make your purpose greater than your money
 - Law Ten: Always make your questions bigger than your answers

Rules to maintain a growth mindset.

BOOK: **Designing Your Life: How to Build a Well-Lived, Joyful Life** by Bill Burnett and Dave Evans

- The idea for this book evolved out of a class at Stanford University; the authors have a design background.
- The authors observed that their students had the mindset of needing to find the one path to land their dream job or career. Aiming to shift this mindset, the authors talk about how there are many paths to consider—and many paths that will lead to success.

Design thinking approach to career management.

- The book discusses the importance of having a support group to help you assess the choices of paths and coach you along the way.
- This is a great book for Millennials, but it works at all phases of life.

BOOK: **Overworked & Overwhelmed: The Mindfulness Alternative** by Scott Eblin

- The book includes a streamlined assessment to help you develop habits.
- The author talks about “killer apps” which are the things in each category that will get you the farthest.
- From the presenter: This book inspired my current diet! Talk about life changing!

Mindfulness habits made easy.

Leaders Managing Change

BOOK: **Leadership On the Line: Staying Alive Through the Dangers of Leading** by Ronald Heifetz and Marty Linsky

- Managing change can be a personal challenge for leaders, and this book helps leaders who are managing times of change.
- The authors make the distinction between two types of issues that show up during times of change—technical issues and procedures vs. issues related to adaptability. A leader must manage both paradigms when managing change.
- The book talks about how a leader’s style can impede results in change, and how leaders must “go to the balcony,” step back, and look at what is happening.
- It also teaches leaders to go inside, look at where your energy comes from, and create a “sacred space” or place of retreat before it is needed.

How leaders can divorce themselves from change – and manage it

Additional Resources (as if you need more!):

- Laura’s New Year’s Blog: [Slowing Down to Move Ahead](#)
- Podcast recommendations
 - [Hidden Brain](#)
 - [By the Book](#)
 - [Happier Podcast](#)
 - [The Road Back to You](#)