

**UP**

ACCURATE & TIMELY



**Sideways**



PEER LEADERS COMMUNICATE SAME MESSAGE



**Down**

EXPLAIN THE "WHY"  
AND CHECK BACK IN

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## Learn From A Career Prosecutor How To Break Free From The Prison In Your Mind.

"You hold the key to the prison door in your head and freeing your confining thoughts will enable you to adapt to change and connect."



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Tips to reconnect to yourself, your team, and your purpose.

### Connection & Communication Checklist

We are not meant to live by only counting the days to vacation and retirement. Accomplished leaders ban negative thoughts from their minds, adapt to changing times, and create productive, unifying habits.

This checklist gives you the keys to unlock tools for successful communication and purposeful connection you can use every day.

#### RECONNECTING WITH YOURSELF:

It is impossible to connect with your team and your purpose without first reconnecting with yourself. Follow these tips to get in touch with who you are and what you want

1. **PICTURE EXERCISE:** Do you remember that exercise, where I asked you to think about a picture of you as a child? Get a copy of that picture on your phone. Make it easy to quickly access. When you are having a stressful day or if you find yourself being a critic in your own head, then take a few minutes and look at that picture.

Close your eyes. Remember that the kid in the picture is still a part of you. Be kind to that little girl or boy with your thoughts and your actions. Protect that child.

2. **REMEMBER TO DREAM:** Do you remember the dreams that you had for your life as a child, a teenager and even in your 20's? Take a minute and recall what you wanted for yourself and your life.

What do you want for your life now? What are your goals for your personal life? What are your goals for your professional life? Write them down.

Now write a list of actions that you can take towards those goals. Include even the smallest of actions.

Every single day, take one action toward your goals. No matter how old you are, don't forget to dream, then continue to move forward every day, taking one step on your list toward getting the life that you want.

3. **SPEND 5 MINUTES ALONE EVERYDAY:** Whether it is going for a walk, listening to music or mediating, you cannot reconnect with yourself without spending 5 minutes alone every day. Turn off your phone. Turn Off the TV. And just be.

### **RECONNECT WITH YOUR COLLEGUES:**

After you have spent time reconnecting with yourself, its time to reconnect with your colleagues. Many of us spend more time with the people that we work with than our own family and friends. And these are people that we didn't choose!

These tips will help you reconnect with your team and get out of the prison in your head.

1. **DON'T REGURGITATE:** Cows regurgitate their food back in their mouth after they eat it. Often people regurgitate their day. After an uncomfortable conversation or conflict that lasted for a few minutes, we may talk about it for hours. We repeat the conversation to our friends at work and then again to our families at home. By doing this, we take a few bad moments in the day, and we make them last all day and sometimes into the next day.

Stop regurgitating your negative experiences in your mind. Decide to let the negative moments go and focus on the positive ones.

2. **THE POWER OF THE PAUSE:** When you must make a difficult decision or are faced with a conflict, just pause. Don't react. Don't decide. STOP. Put the conflict or decision aside. Set a timetable for how long you will pause. Ignore the issue until that timetable runs out. There is a great deal of Power in the Pause. Taking a "Time out" often takes the emotion out of solving the problem or the conflict.
3. **HEALTHY CONFLICT:** Conflict is heathy. It is normal to disagree, especially among passionate, intelligent people. But great teams handle conflict in a healthy manner. Next time someone makes you angry at work, pause, then decide to either:

Confront the person that you have conflict with

Or

Let it go.

Do not get a “tribe” of people on your side by talking negatively about the person you are having conflict with.

### **RECONNECT TO YOUR PURPOSE:**

After years of dealing with politics in our department, additional work placed on us with fewer resources, the attacks from the media on our profession and the sadness we deal with every day, it is easy to forget to connect to our purpose. We forget why we wanted these jobs and the mission of helping people. Sometimes the problems and the human despair we witness makes us feel tired and burnt out.

We must find a way to reconnect to our purpose every day. Follow these tips to reconnect to the reason why we are here living this one precious life.

1. **REMEMBER WHY:** Why did you want this job in the first place? Spend some time remembering how excited you were that you got the job. Think about the feeling that you had the day that you learned that you were hired. Reconnect to that feeling.
2. **WHAT BRINGS YOU JOY:** Spend a few minutes thinking about what still brings you joy at work. Is it talking to a colleague that makes you laugh? Is it helping someone in a small way? Is it mentoring? Is it teaching? What are you good at? What are your strengths? Write a list of things that bring you Joy. They can be large or small. Then each week, do at least one thing on the list.
3. **DANCE:** You don't have to dance with beach balls, even though that was fun! However, decide to live in the moment, whatever having fun means for you in your personal life, do it! Plan for the fun. Make it a priority. Only then will you be fully alive.

Now that you know what to do, put a plan in place to make it happen!

And remember to let me know how it goes when you use implement some of these tips. Just send an email to [tracy@tracymotivates.com](mailto:tracy@tracymotivates.com)



## **PRESENTATION OUTLINE**

### **#1. DECIDE YOUR MESSAGE AND WRITE IT DOWN**

Excellent speakers have a clear message, know why they are speaking, and how to incorporate their message as a theme throughout their presentation. The message is the entire reason you are speaking and should be brief. After your presentation, everyone in the room, should be able to re-tell you your message.

Write your message down.

### **#2. RESEARCH YOUR AUDIENCE**

Think about your audience. This may be the most important step in preparing your presentation. What is the demographic of your audience? Prepare for the emotional vibe of your audience. What are they feeling? Spend time thinking about what your audience's mindset will be on the day and time that you speak to them.

### **#3. CREATE THE OPENER**

Studies show that audiences decide if they are going to like your presentation speech or toast within the first 60 seconds. Create a surprising opening that immediately gets the audience's attention.

### **#4. OUTLINE THE HEART OF THE PRESENTATION**

1. Weave your message into this part of your presentation.
2. Less is more.
3. Give examples.
4. Describe:

- The Problem
- The solution
- Results

### **#5. THE CLOSER**

The closing of the presentation is as important as the opening. Bring the audience back around to where you started your speech. This is where the presenter makes the ask audience.

## **#6. THE POWERPOINT**

Create the PowerPoint last. The PowerPoint is only a tool to augment your presentation. Keep the PowerPoint presentation brief and use it for charts, pictures and videos.

### **Presentation Style:**

- Dress more formally than the audience.
- Don't read a script.
- Fluctuate your voice speed and tone.
- Don't focus on using perfect words. Focus on projecting a positive energy.

*If you are passionate about your message and if you are prepared, you will give a successful presentation. Have fun and enjoy yourself, your audience will have fun too!*

**Tracy Miller, TM Consulting Interview & Presentation Coach**

- Strategic Planning with Council
- Team Building
- Interviews and Presentations
- Communications Coaching

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THROUGH PERSUASIVE  
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