

### Exercise #3 Practical Strategies Checklist for Building Personal Credibility

	Do I need to work on this?	From whom will I seek feedback after this workshop?
<p><b>Do more of this:</b></p> <ul style="list-style-type: none"> <li>• Deliver on your promises</li> <li>• When communicating a problem, suggest some possible solutions</li> <li>• Communicate using the right medium</li> <li>• Slow down—power takes its time</li> <li>• Respect the leader’s time constraints—headlining</li> <li>• Ask for feedback, <i>and act on it</i></li> <li>• Check your own behaviors</li> </ul> <p><i>What else can you suggest, based on your observations or experience?</i></p>		
<p><b>Beware of this:</b></p> <ul style="list-style-type: none"> <li>• Mannerisms and body language that get in the way of the message</li> <li>• Inviting leaders to solve your problems for you</li> </ul> <p><i>What else can you suggest, based on your observations or experience?</i></p>		