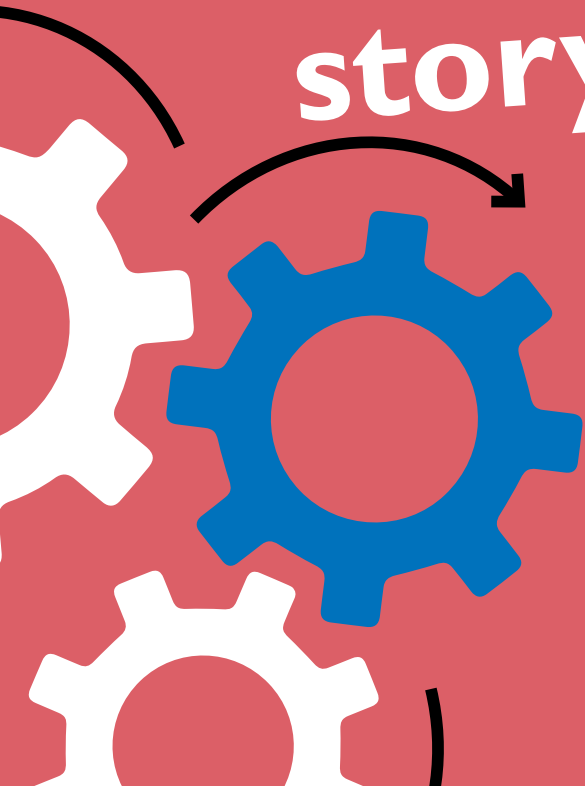


# DECEMBER

## Cultivate Presence



If you don't tell your  
story, someone else will  
tell it for you.



Unknown

# DECEMBER

## Cultivate Presence



### **Understand Your Visibility: what/ who/ where**

Increasing visibility at work isn't about being seen to work harder, it's about your impact being seen & heard in a way you would want it to be.

Ask yourself:

- What do I want to increase my visibility in? (project, something you're passionate about, piece of work, area of expertise)
- Who do I want to increase my visibility with? (certain individuals, teams etc)
- Where do I want to increase my visibility? (internal vs. external)

Source: [Squiggly Career](#)

### **Here are 5 phrases quietly killing your presence**

"Sorry to bother you, but..." → Replace with: "I need your input on..."  
You're not bothering anyone. You're doing your job.

"This might be a dumb question..." → Replace with: "I'd like clarity on..."  
There are no dumb questions. Only missed opportunities to learn.

"I'm not sure if this makes sense..." → Replace with: "Here's my perspective..."  
If you've thought it through, trust your analysis.

"Can I just quickly..." → Replace with: "I have an update on..." or "Let's discuss..."  
Stop shrinking your ideas. They matter.

"I think maybe we could..." → Replace with: "I recommend we..."  
Leaders don't minimize. They communicate with clarity and conviction.

Source: [Lorraine K Lee](#)



### **Read**

[The Ultimate Compliment at Work](#)

By: Ben Meer



### **Watch**

TEDx Talk: Using Questions to build Real Connection in an Age of Loneliness

By Amber Johnson



### **Do**

Use the LinkedIn 3-2-1 Strategy to keep your work front and center. Weekly, you do the following:

- Engage with 3 posts
- Comment on 2 posts
- Create 1 post

Source: [Ivee Jobs](#)