Give Google a Try

Next time you have to give a presentation, try Google Slides. Your slides are stored in the cloud, so you can access your presentation from any device anywhere there is an internet connection. A compelling feature of Google Slides is the option of allowing your audience to submit questions from their devices during your presentation. You can then display and respond to any question you want at a convenient moment in the presentation. You can even have people vote on questions. This is a great way to involve your audience and keep them on their toes.

Tools for a More Effective Internet Search

Plus operator (+): `bear + black` will return sites containing both words.

Minus operator (-): `bear - polar` will exclude sites with the word polar.

The OR operator (OR) or (|): `grizzly bear` will return pages with both bear and grizzly, but `bear | grizzly` gives pages with bear or grizzly.

The tilde operator (~): results will include synonyms.

The wildcard operator (*): `bear*` will give sites with bear and any other terms the search engine deems valid.

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You are Your Words

Your writing matters. In this digital age when business communication is done primarily through email, your words are all you have. You project yourself through your written words. You exhibit your level of intelligence and thoughtfulness. You demonstrate how organized you are, in your thoughts and your intentions. If you can get your sentences straight before you say them, you’re promising that you’re more likely to master tasks at work. Poor writing shows a kind of sloppiness while good grammar and clear sentences suggest respect.

In his book *Harvard Business Review Guide to Better Business Writing*, Bryan A. Garner suggests that writing involves four different processes he calls Madman, Architect, Carpenter, and Judge. The Madman does the research, the Architect organizes the material, the Carpenter writes the first draft, and the Judge edits and tightens to produce the final draft. Before you submit anything written, whether it be hitting send on an email or turning over an important report, be sure your Judge has done the job. Ask yourself: Have I said all that I need to say? Have I told the truth? Have I been fair and diplomatic? Have I proven my points with specifics? Have I avoided unnecessary repetition? Have I spelled everything correctly and checked my grammar? And most importantly, Would I be comfortable having someone judge me based on this piece of writing?

It is not necessary to be in a senior level role in an organization to have some form of power. In fact, there is often more respect for those who have personal sources of power than for those who have power simply because they are the boss. Best of all, employees who see themselves as having power are more engaged and more devoted to the organization and their role within it.

Sources of Personal Power

You don’t have to be in an official leadership position to influence the decisions that get made at work. There are two types of personal power you can develop no matter where you fall in the organizational hierarchy: expert power and referent power.

**Expert power** – Get noticed by developing a reputation for being extremely competent in a critical area, and by becoming very good at your job. You gain expert power when you show a high level of knowledge or a great level of skill that people around you see, need, and want. They will likely come to you for advice and want to follow your lead. Seize any opportunities that come your way to further expand and impart your knowledge or show your skill. The more you invest in helping the people around you, the more your professional value will grow and the more powerful your position can become.

**Referent power** – You gain referent power when others trust what you do and respect you for how you handle situations. This type of power makes people want to work with you. They’re drawn to your ideas, they trust your opinion, and they’re more likely to be influenced by you. The key to developing referent power is to be pleasant with everyone. Be positive and cheerful. Get a reputation for being nice. Have something positive to say to each person about each person. Ask people questions about themselves, and be a good listener.

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