

Show Your Ask!

TAKE

FIVE!

Using Your Voice to Advocate for Yourself & Your Career

1. Did you prepare supporting data for your ASK?
What are the greatest hits?

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2. What are you presenting to your manager/organization/team? What is the value proposition? Did you create a script?

3. What do you plan to observe during this conversation?

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4. How will you close the conversation? Is everyone clear about the expectations?

5. Did you remember to keep a positive attitude and strategy by focusing on how both parties can win? What is the win-win strategy?

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Chapter 2

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Using Your Voice to Advocate for Yourself & Your Career

1. Imagine losing your voice for two weeks, how would you effectively communicate with others?

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2. What are some ways you can grow your comfort level in using your voice more often?

3. When was the last time you actively listened to someone?

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4. What did you learn when you stepped back and listened?

5. What can you learn about yourself by stepping back naming your emotions, pausing, and listening?

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1. Have you ever had a case of LSD? Describe what specifically happened?

2. Can you identify proactively when LSD is slipping into your actions?

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3. What gets in the way of you delegating to others or asking for help? How can you repair that block?

4. What can you stop, start, and continue regarding delegating to your team members?

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5. Have you practiced self-compassion when you realized you had LSD? (If you haven't done so, make sure you do- you're human. Be kinder to yourself.)

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1. How do you view feedback? Is it a positive or negative thing? If you can name it, you can tame it! Get clear on how you view feedback, so you know how to approach it better.

2. How's your giving feedback game? Does it need work, or is it working well? List out what's working and not working for you.

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3. How do you receive feedback? Just like gift-giving, how are you receiving the gift of feedback? Tap into those reactions. Does anything need a little extra attention?

4. When you provide feedback, what steps can you take to ensure everyone is on the same page before you end the conversation? Do you have a practice buddy? If not, find one. It doesn't have to be someone at work. Remember my Aunt Tommye? Your buddy may be closer than you think. Practice! It helps with the delivery of feedback.

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5. What steps can you take to move forward from the feedback conversation?

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1. When was the last time you stepped back and identified the emotions you were feeling in the moment?

2. Can you remember how you felt when you ignored your emotions and kept moving forward anyway? What happened? What could you have done differently?

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3. Why is it challenging to ask for help?

4. What could happen if you asked for help?

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5. What could happen if you didn't ask for help?

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1. On a scale of 1-10, what's your comfort level with interviewing? Why?

2. What do you want to stop, start, or continue to improve your interviewing skills?

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3. List your top results-based achievements.

Using Your Voice to Advocate for Yourself & Your Career

4. Do you know your numbers? Can you speak to them with confidence? List them here.

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5. What would you put in your Scenario Log to better prepare to interview with confidence?

TAKE FIVE!

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1. How often do you have one on one meetings with your manager? If you are not, what is getting in the way?

2. If you are not having these career development meetings, what can you do to schedule regular meetings with a leader who can help you develop?

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3. List some people in your community, company, or life that you admire and would like to have as a mentor.

4. When are you scheduling your mentor or sponsor meeting? Put a day and time on this answer-get it booked!

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5. What questions are you going to ask your potential mentor or sponsor?
