

Leadership Communications Coaching  
 KineticFuture. Be Phenomenal  
**MANAGING THE “TELL”**  
**MAINTAINING GRAVITAS IN HIGH PRESSURE**  
**SITUATIONS.**  
**QUICK CHECKLIST & REMEDIES<sup>®</sup>**

	<p><b>“Pacifying Behaviours”</b> – crossing arms in front of the body, crossing legs, lowering head, wandering or gentle rocking front to back or side to side when standing.  <b>Quick remedies:</b> Stand in a neutral position. Open your arms &amp; relax, stand balanced and grounded on both legs, feet hips apart. Think of a string coming up and lifting through your core to the middle of your head and upwards, shoulders down. Put the weight gently on your toes if you rock to stop you. When sitting put your bottom to the back of the chair but do not let your back touch the back of the chair, arms open on desk and use the ‘string up’ concept again.</p>
	<p><b>“Flicking Eyes”</b> – you just about manage to maintain eye contact (critical) but your eyes flick around the people in the room or you drop your eye contact too quickly often at the end of a sentence.  <b>Quick remedies:</b> Practice holding eye contact for longer than is comfortable for you in non threatening situations. In real life think about holding eye contact for 3 seconds with each person and really talk to them rather than ‘making eye contact’</p>
	<p><b>“Down Energy”</b> – you look as though you are trying to disappear, sitting slumped, rounded shoulders, monotone voice.  <b>Quick remedies:</b> Sit up and forward – do not let your back touch the back of the chair. Think of a string lifting up through the top of your head, shoulders down, arms open. Put more emphasis on key words and use more pauses.</p>
	<p><b>“Talking Too Quickly”</b> – you talk too quickly with few pauses.  <b>Quick remedies:</b> Slow down by half. Pause for 2 seconds on key points to let the client take in the point. Use a signal to remind yourself – it could be small stones in your shoe or simply a pen on the desk.</p>
	<p><b>“Fiddling or Hand Challenges”</b> – you fiddle with your fingers, pens, flick hair or you’re just not sure what to do with your hands,  <b>Quick Remedies:</b> your goal is to look natural, relaxed. Stop any fiddling. Put down the items you fiddle with. Hands? Rest the edge of your hands and wrists and on the table, arms open. If you are standing, use a holding position – put the tips of your fingers gently together just above your belly button. You’ll find that you naturally use your hands to gesticulate from these core positions</p>

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