



52 Smart Influence Actions

**THE COMPLETE
COLLECTION**



Karen Keller, Ph.D.

52 Smart Influence Actions You Can Take Right Now!
The Complete Collection

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▶ About the Author



Dr. Karen Keller, a clinical psychologist and Master Certified Coach specializing in human behavior, has spent her entire career studying, researching, and developing the Art of Influence. She is CEO and Founder of Karen Keller International, Inc. focusing on influence training; corporate, executive and small business coaching; and inspiring and informative keynote addresses.

Based in Michigan, Dr. Keller has traveled around the United States speaking and facilitating workshops on Influence Mastery for companies of all sizes from startups to Fortune 100 and Fortune 500 corporations. Her long list of clients includes PepsiCo, American Express, Pizza Hut, Paragon Medical, Purdue University, and the Michigan Section of the Professional Golfers Association (PGA). Dr. Keller has worked in the legal, medical, pharmaceutical, manufacturing, banking, sales, retail, and the food & beverage industries.

But that's just the beginning. During this time, Dr. Keller has conducted what has essentially been a 20-year research project studying hundreds of people in positions of power to find out what makes them so influential. She identified almost 40 different traits, but eventually narrowed those down to the Seven Influence Traits, all key to measuring influence. **The Seven Influence Traits are: Confidence, Commitment, Courage, Empowering, Likeability, Passion, and Trustworthiness.**

What she found was that influence isn't a yes/no proposition. **Everyone in the world possesses these Seven Influence Traits** to varying degrees. It is these variances that determine your overall level of influence. What's more, **you can improve your score in each of these Seven Influence Traits** to become more influential.



Before you can move forward though, you have to know where you are right now.

Dr. Keller spent several years developing the **Keller Influence Indicator®** or **KII®** ("Kay-Two") assessment to accurately measure the Seven Influence Traits in each person. Once you take the **Keller Influence Indicator (KII®)** you receive an overall score or "K-Factor®" – the higher a person's K-Factor, the higher their potential to be influential. Clients receive a full customized 40+ page report explaining what the scores in each of the Seven Influence Traits mean, and how they can improve their scores and maximize their influence. Dr. Keller has also developed a workbook for each trait to help people committed to raising their Influence Potential, and offers additional influence programs for leaders, sales people, coaches, as well as group and one-on-one coaching.

Today, Dr. Keller is well-respected as an expert in Influence Mastery, inspired by the work of Tony Robbins, Zig Ziglar ("Better Than Good"), and Dale Carnegie ("How to Win Friends and Influence People"). She continues to coach clients either one-on-one or in groups, guiding them through the intricacies of **building a strong "influence presence"** to become successful in business, and happier in life.

Like Dale Carnegie before her, Dr. Keller sees building Influence Potential as a never-ending process. Her mission is to help anyone who wants it to increase their Influence Potential to inspire them reach (and exceed!) their goals in business and in life.

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📅 Week #1

Decide Your Day

The **goal of every client** I've ever worked with has been to influence something or someone; their business, their customers, a family member, or their own lives. I imagine you want the same things! Who wouldn't?

Being a truly **influential force** to those around you and in your own life means understanding where influence really starts, how relevant it is to you, and what you can do to become that influential force – naturally.

Over the next several weeks you will receive one of **52 Smart Influence Actions You Can Take Right Now!** each week that shares with you an influence action that you can put into practice easily and get results.

Today, let's look at an influence action you can take. **Influence Action #1:**

Decide what kind of day you want to have before you get out of bed.

Before you look at your alarm clock or start thinking about what's on your list today, **start the day** the right way by deciding what kind of day you want to have. Yes, **it's a decision** like any other decision you make. You can't always control what happens but you are totally in control of how you respond to it.

For instance, you have an important meeting with your largest customer. You've played out all the possible scenarios in your head. But have you played out exactly how you will respond, not react, to those possible scenarios? If the client tells you they don't like your latest sales campaign, you may **react** to it in a variety of ways; make adjustments or tweaks to suit the client, add or remove concepts, or scrap the entire campaign all together. But **what's really important** is that you decide how you will *respond* to whatever the outcome is in the meeting. You can feel like a failure, get angry, blame yourself or others, or you can accept you did your best, realize you can make changes, and purposefully **decide to NEVER give up**.

This week, before you get out of bed, decide how you will respond to everything that comes your way **regardless of what it is**. Make a decision to do this every day this week! Make it a great week!

Here's to your incredible influence!



P.S. We would love to continue supporting you in building your influence, and making a difference in the world around you, please don't hesitate to contact us at support@Karen-Keller.com.

📅 Week #2

Three Positive Thoughts

Last week, you learned about the first action of the day that will **set your influence in motion** – deciding what kind of day you will have before you get out of bed. Nothing quite starts you day off like that.

Today, let's look at another influence action you can take. **Influence Action #2:**

Think of and maintain at least 3 positive thoughts each day this week.

Being influential starts with your thinking – **positive thinking**. Positive thoughts are the **cornerstones** of all the positive progression in your life. Positive thinking is forward thinking. It's a glimpse of what could be and where you want to go – not where you are forced to go. Positive thinking is believing in your heart of hearts that life can be **good, purposeful, and prosperous**. You expect the best from life.

Positive thoughts give you the undying belief that what is seemingly **impossible can be possible**. An integral part of the positive thought process is doing the right thing. When you discover the right thing, assisted by your positive thoughts, you will **find hope in what seems to be hopeless situations** and circumstances.

Steps to positive thoughts:

1. Submit to this way of thinking
2. Create burning desire to embrace this mindset
3. Believe you and others will benefit from your positive thoughts
4. Associate with other 'positive thinking' people
5. Do this daily
6. Repeat Steps 1-5

Here's to your incredible influence!



P.S. For more articles, advice and tips sign up for Dr. Keller's blog, **InfluenceShift!** www.karen-keller.com/blog

📅 Week #3

Complement a Stranger

Last week we talked about positive thinking. **Positive thinking is the beginning** of everything that your thoughts control. How did it go putting a positive spin on all the thoughts you had last week?

Today, let's look at another influence action you can take. **Influence Action #3:**

Compliment two people each day – one must be a stranger.

How do you feel when you get a compliment? Hopefully, it puts you on top of the world! Getting a compliment tells you that **someone is aware of you** and they care about you. When you get a compliment step back and remember to see yourself through the eyes of the sender.

Now, the **secret ingredient to giving a compliment** is sincerity. Giving a genuine compliment is the most powerful thing you can do with words. Make it your mission to find something to say that will make another person smile or reflect. "What a beautiful name!" Or "You have such good taste in shirts." Or "I really like how organized you are with your presentations." Above all it must be truthful.

Compliments create a pattern interrupt. Whatever the situation is, a **compliment changes things**. They can disarm conflict or evoke excitement. Compliments are few and far between, yet they make people feel good. And when people feel good, **they remember who** made them feel that way.

Here's to your incredible influence!



P.S. Courage is one of the highest influential traits you possess. Check out the **Insights into Courage KII™ Workbook** www.karen-keller.com/kii-individual-workbooks which will give you insights and ideas into how to improve your courage.

📅 Week #4

Excitement and Eagerness

Last week you learned more about the benefits of paying attention to another person through way of compliments. I hope you had a good experience giving someone praise and/or thanks for their talent or skill.

Today, let's look at another influence action you can take. **Influence Action #4:**

Express excitement and eagerness about 1 thing each day.

What is the opposite of being excited? Perhaps it's being bored or even actually **being fed up** with something or someone. So when another person feels or senses that you're upset, bored or fed up with them, **how do they feel?** What do they do? Of course, they do exactly what you would do – ignore you. Or moreover, they'd go out of their way to **stop you from getting in their way.**

On the other hand, **what response do you get** from people when you're excited and eager? What happens when you show your excitement about a team project, a new idea, or simply being around someone? Well, they get excited, too. They become **eager to participate and engage** with you. In other words, they will find you **amazingly attractive.** And what do people do who are attracted to you? They listen. They communicate. They respond. **And they follow – YOU!** You are now in their sights, being the first person they share with and confide in.

So next time you get shy about or stop from expressing your excitement or being eager about someone or something, think of the consequences. Being excited and eager **opens the door** to your future influence.

Here's to your incredible influence!



P.S. Download our FREE special report www.karen-keller.com/how-get-what-you-want-using-what-you-already-have, **How to Get What You Want by Using What You Already Have.** This special report will give you insights into how successful people get results.

 Week #5

What's Their Passion?

Last week I talked about the deep and emotional experience you can have once you give yourself permission to get excited and be eager. You found out what children already know how to be naturally. Once you experience and express genuine enthusiasm you can relaxed, feel no pressure and actually reduce your stress.

Today, let's look at another influence action you can take. **Influence Action #5:**

Ask someone what their passion is. Ask why. Then listen.

Passion is perhaps the cornerstone of influence. Think about **what passion does for you**. It gets you going. It helps you be insightful. And it points you in the direction of **true and wild fulfillment**. Everyone experiences passion, but very few people actually express that passion. For a number of reasons, they feel silly talking about it, **someone will judge them** or because no one will listen or take them seriously.

This is where you come in. Look at the people in your life, the **people you connect to** or converse with on a daily basis. Find a time where it is just the two of you and simply ask them, "What are you passionate about?" Now, **you may get a weird look** or a laugh. But once that is over, ask them again, "No, seriously, what are you passionate about?" Then wait. Once they realize you are really interested they will start to talk. This is where you listen. Pay attention. **Nothing else is required** of you except **maybe a smile** or an affirmative nod. When they are finished, you say something like, "I find that so interesting. Thank you for sharing!"

What makes this action so powerful? Well, first people like to talk about themselves especially to someone who cares. But more importantly, people LOVE to share what they are passionate about, what gets them going and why they keep on doing... whatever it is! And second, listening to and affirming what another person is passionate about is **one of the most powerful ways** to build trust between two people.

Here's to your incredible influence!



P.S. You might be interested in the **Living with Passion KII™ Workbook** www.karen-keller.com/kii-individual-workbooks This KII® Workbook will help you find and explore your purpose allowing you to express your passion.

📅 Week #6

Outside Your Comfort Zone

Last week you took a major step into becoming influential, you dared to ask someone what they were passionate about. Being available to listen and actually care about what drives another person is powerful.... and attractive!

Today, let's look at another influence action you can take. **Influence Action #6:**

Step outside your comfort zone and do something difficult for you.

Say good bye to your safety nest. Become the influencer – of your future. That will require you to **explore – and conquer** - new territory that is unfamiliar. Your comfort zone is a mirror image of your self-image. If your self—image has roots in fear, then you live your life based on that fear. **You deserve more than that!**

Do something out of character. No, you don't have to swim the English Channel. Stretch yourself. Refuse to entertain your uneasiness. For example, if you are good at talking to strangers, then the next step out of your comfort zone is to talk to them about something **personal to them**. Yes, take the risk and put yourself out there.

Extra Tip: List 4 situations that you find uneasy. Beside each situation write out what makes you uncomfortable, and rate your responses on a scale 1-4, 4 being really uneasy and 1 not so bad. Next, **look for patterns**. What is common in all situations? Which situations rate higher than the others? Use this to discover underlying comfort zone patterns.

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📅 Week #7

Follow Through – Not Procrastinate

Last week you took a chance and ventured outside your comfort zone. Did you notice that you weren't swept away by a hurricane? What situations did you conquer?

Today, let's look at another influence action you can take. **Influence Action #7:**

Commit to following through on one thing you've put off in the last year.

Research shows we **waste on average 69 minutes a day** putting things off. There are two ways to look at the 'I'll do it later' syndrome. First, you really have no intention of doing it but it sounds good. Second, you really do need to do it, but for some reason you're resisting. This represents a fear of failure or disappointing someone, or yourself.

It creates anxiety.

Choose one thing; a situation, a conversation, an apology, whatever you choose, it has to be **something important to you** – it has to really matter. Otherwise, you'll find more reasons to 'put it off.' Once you decide what that is, ask yourself "What makes this task so difficult or intolerable?"

Next, **change your perspective** on it. Remember you are smart, talented and courageous. There isn't anything you can't do. Lastly, record your outcome.

Influential people increase their influence by tackling what they're afraid of.

Here's to your incredible influence!



P.S. The **Power of Commitment KII™ Workbook** will provide you with great strategies from the fundamentals to the mastery of commitment. Check it out here! www.karen-keller.com/kii-individual-workbooks

📅 Week #8

Make a Promise – Keep It

How did it go following through on something you've been putting off for a long while? Were you surprised at how quickly you were able to complete it? I hoped you picked something that was really important to you so you could bask in the great feeling of commitment at its best.

Today, let's look at another influence action you can take. **Influence Action #8:**

Make a promise and keep it.

It seems today that it's simple and rather easy for people to make promises. The hard part is keeping them. From politicians to team leaders, we hear so much 'promise-making' that we tune it out due to past experiences of being let down.

First of all, when you make a promise, **keep in mind what you want to achieve**. Do you want to improve your relationship to that person? Are you trying to show your importance? Or are you genuinely attempting to serve and improve things for someone? Regardless of your answers to these questions, **keeping your promise is a sign of great integrity**. It shows the person that they are a priority. So, when someone sees you that way you are instantly regarded as trustworthy – which is one of the 7 Traits of Influence.

Influence Action for the Advanced Learner: Think of a time when you made a promise but didn't keep it. What you need to do is resurrect that promise and keep it. Trust me... **you will become an automatic genius** in the eyes of the person you disappointed... no matter how long ago!

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P.S. Download our FREE special report www.karen-keller.com/how-get-what-you-want-using-what-you-already-have, **How to Get What You Want by Using What You Already Have**. This special report will give you insights into how successful people get results.

📅 Week #9

Coworker Opinion

How are you at keeping your promises? One more thing about last week's Influence Action and that is to make ONLY the promises that you can and intend to keep. Oh... and make few promises because when you do they will have more value!

Today, let's look at another influence action you can take. **Influence Action #9:**

Ask a coworker their opinion on a project, then listen to what they say.

You care about other people's opinions, right? Well, whether you do or don't, when it comes to being an influencer you need to **find out what other people are thinking**. Knowing what's going on in their minds is critical information that you need to plan your next influence tactic. For instance, Bob sits quietly in the meeting with you and your boss. You raise certain issues and he just sits there. Now, there are a few things Bob could be thinking such as; "I'll wait until he's done then have a side conversation with the boss." Or "Who does he think he is!!" Or "Wow what a great idea!" You need to find out what he's thinking.

One reason is to counter or join in with their thoughts. But the more important reason is that asking a person for their opinion makes them feel; **1) valued 2) worthy and 3) smart**, and who wouldn't want that?! You need to be the person to make them feel those three things. When you are the person asking for opinions and really listening and engaging, you will be the one to get their support, undying gratitude and respect. **People who have others' support, gratitude and respect are highly influential... without even speaking!**

Here's to your incredible influence!



P.S. Take a moment to check out the **Empowering with Purpose KIIT™ Workbook** www.karen-keller.com/kii-individual-workbooks It's designed to help you cultivate and encourage others which helps you become an influential leader.

Week #10

Ask Advice

Last week you took the step of asking a co-worker for their opinion on a project and then genuinely listened. How was it? Did you truly listen or were you distracted by how you were going to respond. That's the major barrier to listening – thinking about what we're going to say next.

Today, let's look at another influence action you can take. **Influence Action #10:**

Ask someone for advice.

Asking for advice does not mean you are weak, inadequate, less desirable, helpless, and inferior or any other derogatory label that comes to mind. The reality is that asking for advice simply means we need help with a specific item in a specific situation at a specific time. **It's not a reflection of your character.**

Asking for advice is a sign of strength and wisdom. It exudes confidence. It demonstrates your ability to empower another person. AND it makes you influential. But you might ask, "Aren't influential people supposed to have all the answers?" No. In fact, the most influential people are not only totally aware of everything they don't know BUT they rarely hesitate to ask for advice.

The second tip on this Smart Influence Action is what influential people DO with the advice they get.

Influential people **ask smart questions, and then apply smart actions.**

This week find three people, who know, do or have access to something you want to know, do or have access to. Don't seek advice simply for the reason of seeking advice. **Make it genuine and then put it to use.**

Here's to your incredible influence!



P.S. Don't forget ... you can find out your **K-Factor**® score (total influence score) by taking the **Keller Influence Indicator**®. Learn where you are strong and the traits that you need to focus on. Check it out here! www.karen-keller.com/product-page-kii-complete#keller-influence-indicator

Week #11

Share Your Idea

So, what did you do with the advice you got last week? How did you put it into action? What results did you get? How did it make you feel influential? If it didn't, that means you have to try again. Good luck!

Today, let's look at another influence action you can take. **Influence Action #11:**

Share your opinion or idea in a meeting at work.

When people share what they are thinking or feeling they **put it through a filter**. They categorize what they're going to say, judge it, tear it apart, and then maybe they'll speak it. It happens in a split second – so fast you don't even realize it.

Sharing your opinion or idea is sharing yourself. Sharing opinions can be dangerous especially if you're surrounded with sarcastic or cynical people. It can be intimidating.

Here's how you do this:

Step 1 – Be confident. Believe in what you are sharing. If you don't really believe it nobody else will.

Step 2 – Listen. Hear what others are saying that either supports or distracts from your idea. Survey the land, so-to-speak!

Step 3 – Position yourself. Because you feel strongly about your idea you can align with other supporting players or you can face the opposition. Facing the opposition is actually very beneficial. It makes you stand out, challenge old ways, and forge a new creativity.

Step 4 – Use what you already know. Attach your idea to another idea then end it with a question. For example, "Ron, you mentioned (so-and-so) last week and I'd like to add something to your line of thinking...(then say your idea). How does that fit with your earlier comments?"

Step 5 – Evaluate feedback. Intentionally listen for how your idea was received and proceed accordingly.

Here's to your incredible influence!



P.S. Take a look at the **Confidence in Motion KII™ Workbook**. www.karen-keller.com/kii-individual-workbooks
You will find lots of information, quizzes and step-by-step guides to developing and increasing your confidence!

Week #12

Give Credit

Putting your opinion, idea or feedback through a filter was last week's Influence Action. Although tact is a good thing, not at the expense of honesty and authenticity. How did you do with the 5 steps?

Today, let's look at another influence action you can take. **Influence Action #12:**

Give credit to someone else.

It's happened to everyone. **Someone somewhere has taken credit for your brilliant idea or work.** It doesn't feel good especially if you have a strong sense of fairness. Stealing ideas or credit is the fast track to **destroying morale and future innovation.**

One reason this happens (too easily) is in **competition**; competition for the corner office, for the boss's attention, and the employee of the month parking space. People get so blinded by what they want they are willing to do anything to get it, **including stepping on your toes.**

Giving credit where credit is due is the **right thing to do.** When you give others credit people see you as a person who has integrity, core values, and principles. They trust you. They respect you. Once you earn their trust and respect **they listen to you.** Imagine what you can accomplish once you have people's ear.

There is always someone somewhere everyday to give credit to. Find that person each day this week and **do the right thing – give credit.**

Here's to your incredible influence!



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📅 Week #13

Lunch With Your Enemy

How many people did you give credit to last week? Hopefully you found more than one each day. Giving recognition is not only a great Influence Action, but it's good for the soul, too.

Today, let's look at another influence action you can take. **Influence Action #13:**

Invite the person you dislike the most to lunch or coffee.

Michael Corleone, in the *Godfather*, uttered this phrase, *"Keep your friends close and your enemies closer."* Actually, it came from Machiavelli in *"The Prince."* This obviously means to never let your enemies out of sight. For this week's purpose, enemy is defined as someone who is competing for your resources, someone you 'have' to interact with, someone you don't trust, or someone who doesn't follow through on his or her commitments.

You may ask, ***"Why be nice to someone I don't like or trust?"*** The number one reason is because you can learn a lot from people you don't like. Your best learning can come from opponents, adversaries or fence-sitters. **To be a highly influential person** you need to have people who represent diversity of opinion or thought. This is your test – learn and understand how the opposition thinks then plan how to counter it, incorporate it, or just plain ignore it.

This week invite one person that you aren't really crazy about out for a cup of coffee. How? You are creative enough to figure that out. Don't be surprised that they will be blown away, honored or shocked beyond belief. **If they turn you down – don't give up!**

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P.S. We would love to continue supporting you in building your influence, and making a difference in the world around you, please don't hesitate to contact us at support@Karen-Keller.com.

 Week #14

Listen to Gossip

Last week your action was to invite a person you aren't necessarily fond of to lunch or for a cup of coffee. Did you get turned down? If not, what was the experience like? Listening to people who oppose you can be enlightening.

Today, let's look at another influence action you can take. **Influence Action #14:**

Listen to the gossip then correct it.

When it comes to gossip, people recommend you walk away. **I think differently...** listen to it and decide if it is gossip or information. There are numerous cases where what we term 'gossip' has had **invaluable benefits for a person or company**. For instance, the gossip of a person's mistake might be heard by a decision maker as an undiscovered talent.

If the gossip isn't necessary, is cruel, or said to make someone else look better, then it is your responsibility to correct it. You can even go one step further – ask the purpose of repeating this information. **You may be accused of being confrontational**. Use tact. Be inquisitive.

When you confront gossip, especially malicious gossip, **you will be viewed by everyone watching as a person who has integrity AND who is loyal**. Whether you are loyal to a specific person or loyal to your principle (not spreading gossip), you are still viewed as loyal. Loyal people are seen as trustworthy and **trustworthiness is a trait of the influential person**.

Here's to your incredible influence!



P.S. Trustworthiness is one of the highest virtues. In the **Trustworthiness by Design KII™ Workbook** www.karen-keller.com/kii-individual-workbooks you will learn the relationship between trust and expertise as well as put into practice the 5 Commandments of integrity.

📅 Week #15

Step Aside

I assume you heard at least one piece of gossip last week. What did you do with it? Did you make a comment on the content (what was said) or the process (the instance of gossiping)? In either case, you probably got people's attention.

Today, let's look at another influence action you can take. **Influence Action #15:**

Step aside and let someone else lead.

Letting someone else take the lead from time to time can actually benefit your leadership and your success. **Smart leaders empower others.** Smart leaders look for brilliant ideas. Smart leaders know when to hand off in the race to the finish line. They don't stop leading; rather they **wisely preserve their talents and energy for what they do well.**

Empowering others to lead is how leaders utilize the best of the best. **Letting others lead encourages self-development, self-worth, and self-esteem;** all which cumulate in increase performance and morale.

When someone asks your opinion, ideas, or advice respond with questions on what they think or how they would proceed. You may need to do this several times. **Doing this effectively depends on your questions.** Use questions that **help them access their inner leader** such as:

- How does this fit with your plans/values?
- What are your other options?
- What will it cost if you don't do this?
- What is getting in your way?
- What potential barriers do you foresee?
- What is your vision for this project?

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Week #16

Expect and Help

As you may have learned last week, letting others lead can be a bit difficult. It requires trust, security and confidence on your part. Continue finding opportunities to let others lead and you are on your way to being influential.

Today, let's look at another influence action you can take. **Influence Action #16:**

Form an expectation of someone and help them achieve it.

Do you remember when you were growing up and a parent or teacher expected you to do something well, tell the truth, or survive a disappointment? I certainly do! In fact, those were some of the best **character-building lessons** for me.

Leaders create chances for people to succeed. Mentors help you look for opportunities to shine. **When a person forms an expectation of you they become influential in your life.** You respond at the very least in a way to show what you are capable of and, **if this person is someone you trust, like, and have faith in, you will do go beyond proving that you are more than capable.** You will do everything in your power to meet this expectation.

Now, go out and BE that person in someone's life. Set the bar. Outline or define the expectation being clear and specific. **Help this person visualize succeeding using emotion, fact, and thoughts.** Be available for questions. Listen intently and answer without giving them the answer. Guide this person through the problem-solving process if necessary. **Encourage when things get tough, and celebrate when things go well.**

How does it feel to be **THAT** person in someone's life?

Here's to your incredible influence!



P.S. Take a moment to check out the **Empowering with Purpose KIIT™ Workbook** www.karen-keller.com/kii-individual-workbooks It's designed to help you cultivate and encourage others which helps you become an influential leader.

📅 Week #17

Delegate Two Tasks

Last week you were to create an expectation of someone. Was it difficult, if so, how? What measures did you take to stick with the process? Most importantly, what was the person able to accomplish with your expectation and guidance?

Today, let's look at another influence action you can take. **Influence Action #17:**

Delegate two tasks each day.

Many successful people have developed the habit of needing to do EVERYTHING themselves. Notice, I said habit. It becomes a habit because entrepreneurs, leaders, businesspeople, and more started out by having to do everything themselves. They discovered they were so good at doing it all that the habit continued.

However, **there are paths to being influential without having to do everything yourself.** Delegation is one of those paths. Why is this important? Because **delegation does three things allowing others to see you as influential.** (1) People see you as trusting, and therefore, trustworthy. (2) Delegation motivates and builds morale, making people like you. And (3) It shows others that you are confident – confident that they will get the job done.

Here's to your incredible influence!



P.S. We would love to continue supporting you in building your influence, and making a difference in the world around you, please don't hesitate to contact us at support@Karen-Keller.com.

For more information and insight on influence check out the **Influence Archives Center** www.karen-keller.com/influence-archives-center where Dr. Keller shares numerous content, news, and 'all things influence.'

 Week #18

Correct a Lie

Last week you were to delegate 2 tasks each day. How did it go? What feelings around control emerged? How freeing was it to lessen your load?

Today, let's look at another influence action you can take. **Influence Action #18:**

Correct a lie you've told.

"Oh, what a tangled web we weave when first we practice to deceive!" ~ Sir Walter Scott

This influence action is a tough one – **but a necessary one**. Every person at one time or another has told a lie. Either to protect someone, eliminate the competition, or for self-serving benefits. Correcting your lie is a major indication of your character. **People admire – and are influenced by – people of character.** To do this properly, you need to be sincere. Lack of sincerity will do you more harm than if you didn't confess the lie – and **people spot insincerity a mile away!**

Next, acknowledge the pain or repercussions your lie has had for the other person. Maybe they repeated it, or acted based on your lie. Recognize how your behavior may have caused the person a problem. Lastly, offer how you can help correct it.

Side Note: NEVER justify your lie... that only begets hurt feelings and mistrust.

Here's to your incredible influence!



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📅 Week #19

Speak Up for the Underdog

How did it go correcting a lie you told? It is hard but well worth every effort to correct something that might have unintentionally caused a problem for someone else... someone who believed you. Congrats... accomplished a major step in trustworthiness and likeability.

Today, let's look at another influence action you can take. **Influence Action #19:**

Speak up for the underdog.

People, especially in groups, tend to single out a person because they are not like them. These people will ignore or dismiss this person. **Perhaps they go as far as publicly ridicule them.** Often times this occurs because the offending person or group is insecure. They lack a sense of respect or fairness. **You can make things right!**

Look around your workplace, neighborhood or even your family. **Who's the underdog?** Who never gets noticed? Who is the object of the jokes? And who is never given a chance? Got that person in mind? Now, **your next Smart Influence Action is to support, defend or speak up for that person...** the widely known underdog. Challenge the people who have pinned this target on the underdog's back.

Once you take a stand for someone you have elevated yourself to a position worthy of respect and admiration. **People value others who have courage and follow their moral compass.**

Here's to your incredible influence!



P.S. Courage is one of the highest influential traits you possess. Check out the **Insights into Courage KII™ Workbook** www.karen-keller.com/kii-individual-workbooks which will give you insights and ideas into how to improve your courage.

 Week #20

Get Uncomfortable

Speaking up for the underdog can be challenging. Many people do it only if there's a benefit to them personally. But the influential person does it because it's the right thing to do.

Today, let's look at another influence action you can take. **Influence Action #20:**

Put yourself in an uncomfortable situation then experience how well you handle it.

This influence action is better known as **"leaving your comfort zone."** It's like walking across a long swaying bridge to see what's on the other side. You know how to walk, you are curious about what could be across the bridge, and you have everything you need getting to the other side.

What makes being in an uncomfortable situation uncomfortable? It's because you don't trust, you're afraid of the unknown, or you have feelings of self-doubt about whether or not you'll be okay. When you can leave your comfort zone you risk growth and discovery. **Your confidence expands.** You test self-imposed limits finding out you can thrive beyond your fear.

Here's your "uncomfortable situation" task for the week:

1. There are 2 types of comfort zone behavior: action or speaking. Action involves the physical act of doing something that either you are putting off or that you've never done before. It's an activity that causes uncertainty for you. Speaking is when you risk sharing your thoughts or feelings with another person when you aren't certain they will approve or you think they may ridicule you for expressing your values.

The first step is to choose one of the above situations.

2. After you've made your choice, look at what you need to do to push beyond your safe borders. What do you need to influence to make the move? Decide what outcome you wish to happen then work backwards to make that happen. Your plan → the words, actions, or changes you need to make.

3. Refuse to entertain your discomfort. Talk back to it if necessary. This means eliminating assumptions (mostly wrong anyway), ask smart questions about your situations, and

Learning to risk and take curious action is a strong demonstration of your courage – something people admire and will follow.

Here's to your incredible influence!



P.S. Take a look at the **Confidence in Motion KII™ Workbook**. www.karen-keller.com/kii-individual-workbooks
You will find lots of information, quizzes and step-by-step guides to developing and increasing your confidence!

📅 Week #21

One Goal ONLY

How did you do moving out of your comfort zone? Hopefully, you found a reserve of strength inside helping you grow. If not, repeat this task until you find it!

Today, let's look at another influence action you can take. **Influence Action #21:**

Set one new goal ONLY for you.

Many people place great importance on large lofty goals. When they don't reach them they become consumed with self-doubt and negative thinking. Or they make up every excuse in the book as to why it didn't happen for them. **Goals come from mainly two places; you and other people.**

Sometimes our goals are based on what other people want. We invest in keeping others happy not wanting to disappoint or "be" a disappointment. **Goals are also based on what we want.** These goals are much easier to achieve AND more meaningful to us.

Choose a new goal – **one that represents YOU.** Identify a goal that satisfies your needs and benefits your objectives. Make it a small one – something you can accomplish in one week. It may be overcoming procrastination, removing a barrier, or developing a better understanding of yourself. It could be new way of eating, or committing to an exercise program. The idea is to make it something you can reach!

Here's to your incredible influence!



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Week #22

Invite Criticism

Last week was about abandoning your comfort zone and doing something different for you or for someone else. Taking a risk brings you to new heights in your personal and professional development – climb higher each time!

Today, let's look at another influence action you can take. **Influence Action #22:**

Invite criticism. Then respond with courage and class.

Criticism is a word that causes a physiological reaction – usually a flushed face, sick stomach, or stiff neck. However, it doesn't need to be that way. You can stay totally in control of any feedback you receive including criticism. You just need to understand how to respond.

Steps to successfully responding to criticism:

Step 1: Listen intently. Use your body as well as your mind. Engage non-verbally. Erect a positive posture or stance. Maintain eye contact.

Step 2: Breathe – quietly. Never let them see you sweat, mainly because after you practice these steps you will no longer be a hot mess.

Step 3: Accept that whatever feedback you receive does NOT define you. This allows you to stay unattached to the feedback or criticism. Realizing that the feedback is usually (not always) about the other person.

Step 4: Decide if you will respond or react. Reacting gets you nowhere. It positions you in a defensive mode. On the other hand, responding puts you in a position of control. Responding is based on a secure level of confidence within your abilities and self.

Step 5: Act with your response. Ask a question. Smile. Say a few words. The important part of this step is to determine which action will support you. Saying, "I'll think about what you said." Or "Let me consider how accurate it is." is perfectly fine. Remember, because you get feedback (unsolicited) the response is up to you.

This week seek out a person whose feedback you believe will be helpful to you. Then seek out feedback from someone who has a track record of criticizing rather than supporting. **Note the difference and practice your response.**

Here's to your incredible influence!



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📅 Week #23

Choose a Problem

How did your “feedback” session go last week? Were you able to differentiate between helpful feedback and feedback intended to hurt?

Today, let's look at another influence action you can take. **Influence Action #23:**

Choose a problem at work and rally the team together to solve it.

Inspiring others is a key piece of the influential puzzle. The root of being influential means people follow you because they know you – the real you. Not the person who signs their paycheck or the person who knows their secrets. Rather people trust you because **you can get the job using honest intentions and high expectations.**

You don't need to look very far to find a problem in the workplace. Choose one. Make it a problem that either gets totally ignored or a one that has had several attempts at solving but no luck. It can be big or small – it doesn't matter. **What's important is that it's a problem that can be affected by other people.** Once you have identified the problem begin to pull people together to talk about it. Do NOT offer a solution. Let them define, feel about it and then shape it. Help them connect to how the problem hinders their productivity.

Once you have started the ball rolling pull people together to create or innovate a solution. Appoint a leader. Share ideas. Set a deadline. Evaluate. Doing this, no matter how much or how little participation you get, is what will change or grow people's perception of you. **The focus is on how people experience you.** That is what they will take away from your actions. Knowing you as a confident, courageous, and committed person will gain their loyalty for a long time.

Here's to your incredible influence!



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📅 Week #24

Share a Deep Desire

Last week you championed a team to move forward, solving a problem. Great influencers build instant rapport, trust and respect when they use others' unique talents and skills to innovate and get creative.

Today, let's look at another influence action you can take. **Influence Action #24:**

Tell someone you trust your deepest desire.

Being trustworthy is an influence trait that will skyrocket your capacity to be influential. Without trust there are no loving relationships, business relationships, or friendships for that matter. People break promises, fail to follow through, or reason away the consequences of their actions. We have developed an amazing capacity to dismiss or excuse our lack of trustworthiness. We become our own worst enemy.

Pay attention to how you trust and become trustworthy. What are your reasons for making promises? What do you expect in return? Charles H. Green, author of Trust-Based Selling, has identified four key factors that measure trust; credibility, reliability, intimacy, and self-orientation.

Today's Smart Influence Action is to **tell someone you trust one of your deepest desires.** This reflects the key factor of intimacy. Establishing intimacy with one person or a group of people creates a foundation from which to build your influence. Intimacy relates to how comfortable people are confiding in you. With this Influence Action you will get the ball rolling. **Confide in someone something that matters to you – something that you are passionate about. (Note: let your passion show!)** Write down the results, response or continued conversation that took place. Watch what happens when you honestly and sincerely share something about yourself with another person.

Here's to your incredible influence!



P.S. Don't forget ... you can find out your **K-Factor**® score (total influence score) by taking the **Keller Influence Indicator**®. Learn where you are strong and the traits that you need to focus on. Check it out here! www.karen-keller.com/product-page-kii-complete#keller-influence-indicator

 Week #25

Blessing in Disguise

Last week you took the first step to revealing something about yourself to another person. Letting another person 'in' sharing what is important to you is critical to becoming a respected influential person in that person's life.

Today, let's look at another influence action you can take. **Influence Action #25:**

When you get a result you didn't want, make it a blessing in disguise.

We all get lemons, but very few make lemonade. This week you are expected to be one of the few who not only make lemonade but get to drink it! **Moving from unexpected or damaging results to positive learning (or great outcomes) is what skillful business people, leaders, and entrepreneurs do on a regular basis.**

Here are 5 steps to turning an unexpected result into a blessing in disguise:

1. Acknowledge the poor result. No sugar coating or excuse making allowed. Just acknowledge it.
2. Tell someone. Don't expect solutions or being rescued. Simply sharing what went wrong gets the creative juice flowing.
3. Recognize what role you played in the result. Again, no sugar coating or excuse making.
4. Start with point A and move along to point Z looking at all the stops in between. This is the learning stage where you find out what went wrong but also what went right. For example, somewhere along the way you realized a team member that had outstanding sales skills. Turn your focus to how you can utilize this previously undiscovered talent.
5. Leverage what result you did get. Every result has a purpose. Find the purpose and how you will use it to better accomplish your goal.

When people get an unexpected result they immediately go down the road of "I'm did something wrong", "This was a stupid idea" or "Someone somewhere messed up." **It's the influential person who stops and recognizes there is a reason for everything that happens.** This week identify an unexpected result you got in the past month. Go through these 5 steps to make this unexpected result a blessing in disguise.

Here's to your incredible influence!



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Week #26

One New Habit

Last week you made a blessing out of something you believed was a disaster. The key word here is believed. Once you form a belief about something or someone, including yourself, you begin to act in ways that support that belief. Seeing the blessings in your life begins by adopting healthy beliefs.

Today, let's look at another influence action you can take. **Influence Action #26:**

Create one new habit.

What triggers a habit? Habits are created by performing the same action in the same situation. And the more you do it the stronger it gets. This **applies to behaviors AND ways of thinking** or processing information.

This week you need to **take control over you habits**. Begin by consciously deciding what new habit you need to adopt that will support, encourage, and see you through to success. Take the next few days to look at your life and realize where you are repeatedly hitting a brick wall. What actions, thoughts, or feelings are getting in your way? How are old habits not serving you well? Once you decide what new habit you need **write down all the potential barriers** you will face.

For instance, you want to think differently about a particular skill you have. List what stops you; negative thoughts, old messages from others, low self-confidence. The important point here is to **acknowledge what stops you from moving forward**, toward the new habit. Bringing this to the surface will dramatically increase your chances of successfully creating a new habit.

Once you identified the new habit, what gets in the way, next practice that habit faithfully for 90 days. No time off! Committing to actions that will get you excited about the new habit places you in a highly influential position.

Here's to your incredible influence!



P.S. The **Power of Commitment KII™ Workbook** will provide you with great strategies from the fundamentals to the mastery of commitment. Check it out here! www.karen-keller.com/kii-individual-workbooks

📅 Week #27

Revisit Persistence

What new habit did you decide to create last week? Are you continually staying the course toward actions and beliefs that support the new habit? It's important to realize that even though you may have a few potholes in the road you don't need stay stuck!

Today, let's look at another influence action you can take. **Influence Action #27:**

Recall something that you gave up on and persist in achieving it.

Did you know that Abraham Lincoln went to war a captain and returned a private? Then he failed as a businessman and was defeated several times in his political career. Winston Churchill repeated a grade during school, and Henry Ford went broke five times. **J.K Rowling's wizard book was rejected by 12 publishers.** What do these people have in common? They didn't give up. Instead, they persisted in achieving great roles in history.

Confucius said, "Our greatest glory is not in never falling but in rising every time we fall."

Recollect something you were passionate about but gave up on. Maybe someone said you couldn't and you decided to believe them. Or you convinced yourself it was too hard? Whatever the reason, **resurrect the reasons you wanted to achieve it** in the first place. Connect to your feelings of success around what you want to do. This also means you need to connect to your feelings of doubt and face them head on.

When you return to an ignored passion remember that it is much easier to take a risk when you know you aren't using your last resource to do it. That applies to energy, time, and commitment as well as money. Once you put the necessary items in place you will find success.

People who make a commitment with persistence and resilience yield great influence in all their endeavors.

Here's to your incredible influence!



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Week #28

Start the Conversation

What did you recall that you gave up on? Sometimes it seems easier to give up and stop banging your head against the wall. However, the smart person knows the difference between when to change directions or carve a new path and stop banging their head.

Today, let's look at another influence action you can take. **Influence Action #28:**

Start a conversation with someone you view as powerful. Connect now. Don't wait till you have a great idea. The action is in the interaction.

Having a conversation with someone who has influence **brings YOU one step closer to having influence**. Not for the reasons you think, but because conversing with an influential person presents you with the opportunity to learn. You will learn about connection, interaction, style, attitude, and emotions – theirs and YOURS. This is your opportunity to **observe the obvious**; the words they use, the body language they portray, and the way they share information.

Influence is power and real power is gained through influence. Your success in both comes in understanding how to manage that combination. Learning how to lasso the power of influence and use it to serve others – from top executives to coworkers to your personal assistant – can help you achieve your professional goals; from implementing new strategic plans to growing as a leader.

The relationship you build with an influential person is the main **access point** for the success of that your influence. And that relationship **begins with a conversation**.

NOTE: Pay close attention to your response and reaction to everything the influential person says and does. Knowing yourself is the crucial step in becoming an influential person.

Here's to your incredible influence!



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📅 Week #29

Scrap the Old Way

Last week you selected a powerful and influential person to engage in conversation. What did you notice about you? What was obvious about the influential person? Having conversations with influential people helps you learn from the masters.

Today, let's look at another influence action you can take. **Influence Action #29:**

Challenge an 'old way of thinking' on a particular subject.

Old habits die hard. In fact, some habits need to just die. But others should be kept close at hand. **The trick is in the selection.** Sound confusing? It doesn't have to be. Not letting old habits that hurt us die is the number one reason people quit. Quit pursuing recognition, a promotion, happy relationships, or their dreams. As you can see, **the price to hanging on to old habits can be pretty costly.**

Remove old habits that no longer support you or even hurt you by **no longer accepting what was and start subscribing to what will be.** The idea is to allow change to occur – which only happens when habits preventing change still exist.

Follow this quick plan of action:

1. List 3 old habits that are hurting you (you know what they are).
2. Choose a substitute for each bad habit. For example, you use Twitter to procrastinate. Replace it with making one more call to a potential customer.
3. Eliminate a trigger for each bad habit. If you eat a cookie when you come home every day, put the cookies in the freezer... or better yet through them out!
4. Visualize your success. See yourself eating healthy. Or see yourself closing a major sales deal.

Riding yourself of non-productive, non-supportive habits increases your confidence, your commitment to change, and your trustworthiness... **all increasing your influence potential.**

Here's to your incredible influence!



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 Week #30

Say NO

Last week I asked you to change how you thought about something. You were to change an old habit, create a new perspective, or reflect on a better way of innovating. Old habits are ONLY good if they serve and support you!

Today, let's look at another influence action you can take. **Influence Action #30:**

Say no to three people this week (without explanation).

Saying no is a big step in the direction of taking care of you. Saying no serves to protect you, reduce your stress levels, and gives you time for what's really important. **There are 3 things you can do to say no while at the same time maintain respect.**

1. **"I can't do this right now."** Some people will propose that you say, "I'm sorry, I can't do this right now." Wrong! You don't have anything to be sorry for or apologize for, so DON'T. If people pressure you as to why you're saying no, it's up to you to give an explanation – but ONLY if you want to. The type or strength of your relationship may determine how far you go into to detail – but that is your call.
2. **"Let me think about it and get back to you."** This response is reserved for when you REALLY do want to think about it, not because the person is bullying or pressuring you into saying yes. This response gives you time to **do a cost-benefit analysis on the request**. For instance, if saying yes to something you really don't want to do, but after the cost-benefit analysis you realize it may be productive for you to say yes in the long run then you can think it through. Nonetheless, it is your decision.
3. **"I can't do it now, but I can..."** This response is for when you want to say yes, but know you don't have the resources to adequately follow through at the intensity of your regular performance level. Saying yes then delivering mediocre results is the worst thing you can do.

In the effort of learning to say no, you open yourself up to opportunities that will best use your talents, skills, and resources. When being firm always be polite. This gives the signal that you are understanding and considerate, but are firmly rooted in knowing what you will and will not do. There are only so many hours in a day. So whatever you choose to say yes to limits your ability to do other things. Successful influential people are people who take charge of their life!

Here's to your incredible influence!



P.S. For more articles, advice and tips sign up for Dr. Keller's blog, **InfluenceShift!** www.karen-keller.com/blog

📅 Week #31

Be Wrong

Last week you stepped up caring for yourself by saying no. This is one way you alert others that you matter – your time, your energy, and your commitment. People learn to not take advantage of you and make requests that are more in line with what you have to offer.

Today, let's look at another influence action you can take. **Influence Action #31:**

Admit when you are wrong.

Admitting when you're wrong is the key to dignified humility. It also endears you to others. Because most, if not all, people realize that we are all human, and being human means making mistakes.

What can you do if you're addicted to being right? The first step is to admit you have this issue and develop a willingness to change. Then congratulate yourself! Most people who are addicted to being right never realize they have a problem. Next, ask yourself, "How is addicted to being right useful?" What is the reward of being right? Finding out this answer is gold. You see, **every flaw serves a purpose.**

The next time you find yourself being addicted to being right, try seeing it as an opportunity to admit you're wrong. How is this helpful? Admitting you are wrong shows you're human. You're approachable. It shows you care about others. It allows you to be less perfect. Demanding perfection is stressful and burdensome. Admitting you are wrong shows high self-esteem – you place high regard on yourself as a person. Admitting you are wrong is often associated with resourcefulness – you believe you have the right and opportunity to develop new capabilities.

So, this week admit when you are wrong and see what happens. How do you feel? What response to you get?

Here's to your incredible influence!



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Week #32

Leaky Boundaries

Last week, I asked you to admit when you were wrong. How did it go? What feedback did people give you? How did it change your situation? These are important questions to answer that will give you great insight into your influence potential.

Today, let's look at another influence action you can take. **Influence Action #32:**

Look for a 'leaky' boundary that you have and fill the hole.

Having healthy boundaries means knowing, understanding, and expressing limits when it comes to relationships, both personal and professional. Setting appropriate boundaries helps you avoid being drawn into drama, wasting time, and being taken advantage of by others. For best results, **set your boundaries from the beginning.**

Personal boundaries relate to the type of personal or private information you are willing to share with others. Know where you draw the line. For instance, you may be comfortable showing pictures of your wedding anniversary party, but uncomfortable sharing information about a health issue.

Physical boundaries refer to your 'space.' Everyone has space that they own around them. Whether its space around their body (standing proximity, hugs, handshakes, etc.) or space in their office, know what is acceptable as far as sharing it – meaning how much of it you can take up. And vice versa – know how much of your space you are willing to share.

Professional boundaries are the rules of engagement on the job or the service you provide. For example, if you are coaching someone, it's important to establish from the beginning how long each session will last. Professional boundaries may include what topics you discuss to what times you meet with people.

One thing to note: Establishing and maintaining boundaries in your life is not about forcing others to change, but **it is about deciding what you will and will not tolerate** followed by establishing how you will enforce those set boundaries if (and when) they are tested.

Your influence action this week: Identify at least one boundary that you have let slide, or ignore when someone steps over it. What will you do to bring that boundary back into alignment with what you want?

Here's to your incredible influence!



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 Week #33

Stop – No Running

Last week you were to identify a boundary that is 'loose.' How many did you find? What action did you take to bring that boundary into alignment? Setting boundaries with others and with yourself points you in the direction of others seeing you as influential.

Today, let's look at another influence action you can take. **Influence Action #33:**

When you feel like running away, stay and face the conflict.

Conflict is a necessary evil. It is uncomfortable but in the long run conflict helps us focus, stretch, and innovate better solutions and answers. **There are two types of conflict:** 1) **Task conflict** which arises from different viewpoints about a particular task, and 2) **Relationship conflict** which occurs when there are incompatibilities between different personalities leading to negative feelings such as tension and frustration.

Task conflict plays a beneficial role in innovation because it forces a re-examination of and continued identification of solutions. People are working towards a common goal but getting there can be an ebb and flow experience. On the other hand, **relationship conflict is detrimental to innovation** because it has a dysfunctional effect on the quality of knowledge exchange and decision making.

This week **identify 3 areas in your life that you sense or know conflict exists.** Then determine if it is task conflict, relationship conflict or both. Next, look at the goal of the situation where there is conflict. Decide if the goal is what is identified as the 'real' goal or is there another intended result. Once you do this then look at all the things and players involved. When you decide to stay and resolve or at least confront the conflict, answering these questions will help you move through and beyond the conflict.

1. What would you like to see happen? What does that look like for you? For example, you may want to be more respected at work, so how will you know when then is happening or not?
2. What resources are available for you to use? Identify what you need to work through the conflict. Resources include everything from you; time, compromise, new perspective, energy, etc. to resources from others; attention, listening, cooperation, etc.
3. What are the rewards of moving beyond this conflict? Often times once you see or start to experience the rewards of eradicating the conflict, you are better prepared to move quickly and efficiently beyond it.
4. Am I enjoying this conflict? What gaps in my life is it filling? Believe it or not, many people keep conflict alive because it fills a need or creates drama that gets them attention or gives them something to talk about. If this is the case, become aware of it then work to fill that gap with positive healthy dynamics.

Moving through conflict is a hallmark of people who use their influence traits to successfully manage and lead themselves and others to greater heights of accomplishment.

Here's to your incredible influence!



P.S. Courage is one of the highest influential traits you possess. Check out the **Insights into Courage KII™ Workbook** www.karen-keller.com/kii-individual-workbooks which will give you insights and ideas into how to improve your courage.

Week #34

Look for Opportunity

Last week, you answered 4 questions about confronting conflict. How did your answers help you see conflict in a different light or from another perspective? Answering these questions about conflict helps you see how conflict can move you forward and onto new opportunities. Speaking of opportunities...

Today, let's look at another influence action you can take. **Influence Action #34:**

Look for an opportunity.

Opportunities are everywhere, all the time, in everything you think, say, and do. Many people refuse to believe this but that's because they're not looking. I am a firm believer (because I've seen it many times) that **you can make your own opportunities**. How? By asking questions, starting conversations, thinking beyond your self-imposed limits, meditating on your success, and reading to increase your knowledge.

Opportunity is a chance, a break or an opening into something new that can make a difference in your life. An opportunity doesn't always have to revolve around business, although that's great. **Opportunity exists in every aspect of your life**; how you practice self-care, how you interpret information, how you open your mind, and how you apply knowledge.

Your fieldwork this week is to look for one new opportunity. You need to **identify where that opportunity fits into your life, and how you will build on that opportunity**. What is an absolute necessity in your life that is not being fulfilled? What are you neglecting in your business? What is your competition doing that you aren't? Forget about what is stopping you, rather concentrate intentionally on what you want and make it happen.

"The real magic of discovery lies not in seeking new landscapes by in having new eyes." ~ Marcel Proust

Here's to your incredible influence!



P.S. For more articles, advice and tips sign up for Dr. Keller's blog, **InfluenceShift!** www.karen-keller.com/blog

📅 Week #35

Get Excited

What opportunity did you discover last week? How did you make it work for you? Once you get in the habit of looking for and MAKING opportunities come your way, you'll experience life-changing success.

Today, let's look at another influence action you can take. **Influence Action #35:**

Enthusiastically express your excitement for life.

How do you express what you are passionate about? How do you let people know how you feel? **People who express their excitement and enthusiasm for life are extremely attractive and therefore, influential.** When you are high on life you become a magnet for satisfied customers, a leader people will follow, a better relationship person, and your mind opens to receive all that is out there for you.

You will also be more likely to get the promotion, job (skills can be taught, attitude cannot), or special perk. Why? It's because of **your enthusiasm about what could be that makes people want to help you**, push you to greater heights, and see you excel even more. All great inventions and discoveries occurred because someone was passionate and enthused about what could be.

"Every memorable act in the history of the world is a triumph of enthusiasm. Without enthusiasm you are doomed to a life of mediocrity but with it you can accomplish miracles." ~ Og Mandino

Enthusiasm is an attitude – and attitude determines direction. Express your excitement for life twice this week at work, and twice with someone in your personal life. You need to spend at least 10 minutes talking or showing what you are enthused about. Pay attention to the feedback you get and how you felt after.

Here's to your incredible influence!



P.S. You might be interested in the **Living with Passion KII™ Workbook** www.karen-keller.com/kii-individual-workbooks This KII® Workbook will help you find and explore your purpose allowing you to express your passion.

 Week #36

Share

Expressing your passion for life is instrumental in living as you are. Saying you are passionate about this or that only takes you so far. But acting on that passion is where the rubber meets the road. How does your “passionate” road look?

Today, let's look at another influence action you can take. **Influence Action #36:**

Share information and knowledge.

Most people say they share what they know, but do they keep something back “just in case” they need to have the edge or want to keep a competitive advantage? **Sharing information and knowledge is the fastest way to empower the people around you.** Maintaining an open, flexible and inclusive way of working can be your business edge – if you provide the tools that improve knowledge sharing – including yours.

Knowledge is often thought of as a rich form of information. **Knowledge is about know-how and why-how.** You can tell someone how to do a task and why it needs to be done, however, for the task to be accomplished with peak performance you need to share the knowledge in your head about the task; the nuance or twist of how you do it.

For instance, my mother was a wonder seamstress. She could show me the pattern and sewing machine (the know-how) but if we wanted to change the pattern (the know-why) she would need to share the purpose of what we are changing to end up with a more creative dress. However, it was my mother's **tacit knowledge – the knowledge in her head** (the things her experience taught her about how to make the dress come alive) which was most important to impart to me.

What are the tools you need to use to share your information and knowledge? The key to this Smart Influence Action is to not only know these tools but to USE them!

1. **Communication** → You want to share in a way that the listener hears you. Use his language, watch his response, verify that the message or information was received, etc. Practicing solid communication skills is to everyone's advantage.
2. **Sense of security** → You need to feel secure in being vulnerable. The risk you take is that your information or knowledge won't be received well, acted upon, or simply ignored. If this happens don't take it personally, rather, encourage future dialogue, or share your knowledge with someone who appreciates what you have to say.

When you share your knowledge and information **your organization experiences innovative ideas** combining diverse skills to carry out complex tasks and address challenge. Your relationships within the organization and with customers and providers become collaborative instead of competitive.

Once people experience you as a person who shares knowledge and information they will see you as influential AND respond to everything you put out there!

Here's to your incredible influence!



P.S. Don't forget ... you can find out your **K-Factor**® score (total influence score) by taking the **Keller Influence Indicator**®. Learn where you are strong and the traits that you need to focus on. Check it out here! www.karen-keller.com/product-page-kii-complete#keller-influence-indicator

📅 Week #37

Stop the Wagging Tongue

Last week you shared your knowledge with at least one other person. Was it productive? How did you overcome any feelings of insecurity you may have had? Sharing knowledge is perhaps one of the most influential things you can do!

Today, let's look at another influence action you can take. **Influence Action #37:**

Hold your tongue. Silence is golden ... more than you think.

We all have situations or find ourselves in circumstances where we just want to give them a piece of our mind. But wait... **there is another way to have impact** – silence! When you remain silent, the other person becomes curious. You catch their attention. They begin to wonder. Then they want (sometimes beg) you to speak. That is your opportunity to influence.

Many people believe that silence is permission or approval – NOT true! **Silence is just silence.** Silence is a useful tool when the wise person doesn't agree or needs more time to respond. However, the foolish person jumps right in, often times recklessly, trying to impress, correct, or overpower. When you do this **your credibility and reputation suffer greatly.** Silence will afford you the opportunity to look at the big picture. You can use this time, even if it is only a few seconds, to organize your thoughts and adjust accordingly.

This week, when you find yourself wanting to jump in, **stop, think, wait, observe, and then respond** ONLY if you need to or it will contribute to the conversation. Doing this Smart Influence Action will increase your self-discipline, make you a better listener/communicator, and garner greater influence!

Here's to your incredible influence!



P.S. We would love to continue supporting you in building your influence, and making a difference in the world around you, please don't hesitate to contact us at support@Karen-Keller.com.

 Week #38

Share a LAUGH

Last week you developed a better appreciation for the gift of silence. How difficult was it to hold your tongue when you would have preferred to talk? It can be a challenge but practice makes perfect!

Today, let's look at another influence action you can take. **Influence Action #38:**

Share a laugh with someone special and a stranger.

Laughter is the best medicine! No doubt sharing humor is the best response to the absurd and often times an anxiety-provoking emotion brought on by a situation. **Laughter reduces stress** and helps you see your circumstances through less rose-colored glasses.

Laughter improves your coping skills, helps you manage pain (physical and emotional), boosts your social skills, reduces impulse and aggression, and it significantly **improves your immune system**. You can't lose with laughter – well, maybe if you laugh at the preacher on Sunday morning!

This week **share a laugh with someone you love**. Note the feeling of connection and closeness you feel. Then **share a laugh with a stranger**. You may need to be creative here but don't give up. Note the feelings you have when you laugh with a stranger. How is it different than with a loved one? What response did you get from the stranger? How creative will you need to be to make it genuine? **What risk will it require from you to be vulnerable?**

Why is laughter one of your 52 Smart Influence Actions? Because **laughter is one of the best tools you have to create a better you**; a person who rises above the pettiness of life, looks for opportunities to give to others, and a person who loves him/herself in spite of faults. This is what makes you extremely likeable and influential!

Here's to your incredible influence!



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📅 Week #39

Ask for Contribution

I hope you had fun laughing last week! I also hope you realized the value of laughter both to you personally and to your relationships. Actually, it's my favorite way to start the day!

Today, let's look at another influence action you can take. **Influence Action #39:**

Ask someone to contribute.

Empowering others is one of the 7 Influence Traits™ that successful leaders, business owners, entrepreneurs, salespeople, and others use to impact others. They know that when you encourage contribution **you are really telling the person you trust them (not always agreeing, however)**. He or she hears you asking for what they know or have a particular talent in which makes them feel valued.

Asking someone to contribute is how you place priority on **liberating the potential of others**. You are instrumental in helping people find their place at the table, helping them develop and believe in their talents, and giving them the opportunity to use their gifts in a meaningful way. As people are encouraged to contribute **they will grow in their confidence, self-worth, and clarity about their own purpose**.

Find someone who you believe is on the edge – who is holding back because of fear or uncertainty. Someone who you believe has hidden talents or skills but has yet to express them. Create the space for them to come forward – **reach out in a way that eliminates fear and judgment**. Do this in a team meeting, over lunch, or in a conversation between you and that person. **Invite them to the table!**

Here's to your incredible influence!



P.S. Take a moment to check out the **Empowering with Purpose KIIT™ Workbook** www.karen-keller.com/kii-individual-workbooks It's designed to help you cultivate and encourage others which helps you become an influential leader.

 Week #40

Letting-GO

Last week your Smart Influence Action was to invite someone to the table. Asking someone to contribute initiates growth and continued ownership.

Today, let's look at another influence action you can take. **Influence Action #40:**

Give up control. Learn the art of "Letting-Go".

Letting go is when you stop forcing things to happen and instead **allow them to happen**. This is no easy task. We are so invested in tomorrow that we do everything in our power today to make tomorrow what we think it should be. Let's play with that. **What if you could control everything that was going to happen tomorrow?** How would that effect what you're doing today? How would you find pleasure and peace in the present? What things would change for you as you live each day?

Overly controlling behavior comes from 3 spaces:

1. We control because of what we FEAR will happen if we don't.
2. We control because we are attached to the ONLY satisfactory outcome.
3. We control because we believe we ALONE can take action.

How do you step into learning the art of "Letting-Go"?

1. Pinpoint the source of your fear. Ask yourself, is it true? Question your assumptions about your fear.
2. Get involved in only what you can influence – then let someone else take over.
3. Appreciate the feeling of "Freedom From..." This means freeing up the demanding, controlling, can't-enjoy-the-present-moment habit of ALWAYS begin in charge. Let the feeling of freedom guide you toward loosening your grip.

Being receptive to **letting things unfold is a skill that can be learned**, practiced, and mastered. Letting-go builds strong self-esteem, creates inspiration and leads to security.

Here's to your incredible influence!



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📅 Week #41

Smile When Angry

Was it difficult to let-go? Try it in small doses at first. Tackle things that you have little attachment to or aren't in your sphere of influence. See what happens; notice what other (and better) doors open to you.

Today, let's look at another influence action you can take. **Influence Action #41:**

When you get angry – smile.

The magic of a smile runs deep. Try it right now and hold it for 10 seconds. It is literally impossible to stay in the exact same state of anger (or any other negative emotion) as before you smiled. Your smile relays understanding, appreciation or patience as you listen or entertain something that gets under your skin.

Your smile makes a connection to others. It arouses pleasant thoughts, not only for you, but in the other person. It makes them curious, causes them to inquire and seek input from you (budding Influence).

When you get angry, it causes you to narrow your focus, stopping you from noticing what's going on around you and only seeing what is in your direct or immediate vision. **When you smile, you automatically expand your vision to the periphery.** That's how you gain insight into a problem. Smiling increases your attention flexibility and your ability to think holistically. Thereby, reducing your anger, not letting it cloud your judgment, decisions, or problem-solving abilities.

Reacting with a smile instead of anger **gives you the edge in influencing** a moment of tension, giving people the opportunity to see you as compassionate, empathic and positive person.

Here's to your incredible influence!



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 Week #42

Silver Linings

How many doors did your smile open last week? Notice the difference a smile made in your mood, attitude and behavior as opposed to getting angry first. Anger is a valuable emotion, however, it is often over or misused much of the time.

Today, let's look at another influence action you can take. **Influence Action #2:**

Find at least three silver linings this week.

You know the saying, "**Every cloud has a silver lining**" means you shouldn't waste time feeling hopeless because when things get difficult there are better days ahead. But it is hard to entertain that thought when you're in the middle of a wasteland of horrific. You need to remember, difficult times help you distinguish the good times.

Knowing that better things are waiting for you helps you weather the storm when it seems as though nothing is going right. For example, you are passed over for an expected promotion when only a few months later you are recognized for great work and given a better position in the company.

Your **Smart Influence Action this week is to look for 3 (or more) silver linings**. Now, the way to do this is to identify 3 things that aren't going your way or didn't materialize the way you wanted. Study each incident, asking then writing out you answers to these questions:

1. What do I have invested in this outcome?
2. How could this outcome hurt me?
3. Not getting this could mean.... what?
4. What 2 other things could happen that would mean more for me?

Starting to look at what isn't working from a new perspective, one that **opens new doors, lends new thought, and creates better prospects**, will help you find the 'silver lining' in no time.

Here's to your incredible influence!



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 Week #43

Count to Ten

Last week, you found at least 3 silver linings. Where did they lead you? How was the new perspective more advantageous to you? Seeing the silver lining more often than not gives you a better result.

Today, let's look at another influence action you can take. **Influence Action #43:**

Count to ten before you comment on anything.

Many people find themselves in hot water because they spoke too soon. Speaking before you think can lead to disastrous results; **hurt feelings, wrong first impressions, or damaged relationships**. We speak without thinking when we're angry, have been insulted, or need to defend someone. We've all had this happen to us, but we can learn from our mistakes. The act of counting to ten can be the simple and most effective answer.

Going further, let's review what to do while you are counting to ten:

1. **Recognize your situation.** Take in your circumstance, who is involved, what was said, and how it is affecting you emotionally.
2. **Ascertain if you are being bullied or provoked.** What is the other person's possible intention? Don't focus on what you're going to say, just absorb.
3. **Formulate more than one response.** This will help you consider your best options. Remember, silence is always an option.
4. **Have impact.** Is what you want to say necessary, accurate, timely and appropriate?
5. **Be thoughtful and controlled with your tone.** Tonality is 37% of your total communication. It sets the stage just as the props enhance a play.
6. **Keep a close watch on the other person's reaction.** This will help gauge your next comment.

Improving your communication at this level **leads to being seen as a trustworthy person** who is more interested in forming connection, getting to the truth or helping ideas progress.

Here's to your incredible influence!



P.S. Trustworthiness is one of the highest virtues. In the **Trustworthiness by Design KII™ Workbook** www.karen-keller.com/kii-individual-workbooks you will learn the relationship between trust and expertise as well as put into practice the 5 Commandments of integrity.

Week #44

Give Praise

Counting to ten sounds easier than it really is. How did you fare practicing the 6 steps to counting to ten? The more you practice last week's Smart Influence Action the more it will become second nature.

Today, let's look at another influence action you can take. **Influence Action #44:**

When criticism would be easier, give praise.

It has been scientifically proven that praise rather than criticism is the best way to help people improve. Whether it is employees, business associates or teenagers, what you focus on is what will get their attention. **Dialing in on people's strengths** gives you a different response than if you only criticized their weaknesses.

The tendency to give criticism or praise is a reflection of you. To avoid being overly critical or giving in to an unjustified reaction, **answer these questions;**

- Am I criticizing because I don't like the person?
- Am I criticizing because I am not fond of what I want to criticize?
- Am I playing devil's advocate?
- Am I criticizing because I'm a negative person?

Looking at your reasons for criticizing over praising will give you insight into how you handle confrontation, opposition, or disappointment. **Delivering praise will garner you more respect than criticism**, making people listen to you, following your instruction or suggestions. To successfully be influential you need **to avoid creating a 'praise habit'** where you praise every little thing. Once you do this your praise loses its significance and value, and you will be viewed as disingenuous.

This week, find 5 situations where you would typically criticize but will now offer praise. Make notes of the difference in outcomes or response from people.

Here's to your incredible influence!



P.S. The fundamentals, competencies and mastery included in the **Likeability in Action KII™ Workbook** www.karen-keller.com/kii-individual-workbooks will give you the edge in building your influence muscles. Be sure to check it out!

📅 Week #45

Shared Commitment

Last week you praised others rather than criticized. Praising performance leads to better performance. Not that you never give constructive criticism when necessary but offering praise more of the time will create better results.

Today, let's look at another influence action you can take. **Influence Action #45:**

Create a culture of shared commitment.

A culture of shared commitment has its advantages for the influencer; influencing through collaboration, gaining agreement, and goal attainment. Building a community of shared commitment takes time and knowledge. The foundation of shared commitment at work begins with these 5 factors;

- ➔ **Shared Stories** – focus on stories that tell why you do what you do, who you do it for, and what brings out the passion in everyone in the community.
- ➔ **Shared Beliefs** - people want to work on something they believe in and with people who share their passion.
- ➔ **Shared Purpose** – influencers determine the way to bring purpose to life through example.
- ➔ **Shared Plans** – the strongest influence comes to fruition when people know what to do and how to do it, leading to trust and responsiveness.
- ➔ **Shared Ownership** - people need to have an invested interest in the results they produce.

Choose one of the above factors to **start cultivating it in your organization** or business. Select one or two persons to begin the process. For example, influence them toward shared ownership by helping them realize the personal and group benefits of the results they directly produce.

Creating shared commitment is one step towards becoming an influential presence in another's life.

Here's to your incredible influence!



P.S. The **Power of Commitment KII™ Workbook** will provide you with great strategies from the fundamentals to the mastery of commitment. Check it out here! www.karen-keller.com/kii-individual-workbooks

Week #46

Build Networks

Last week you undertook the beginning of creating a shared commitment in your organization.

Today, let's look at another influence action you can take. **Influence Action #46:**

Build a network that works for you.

Networking isn't just for the recently down-sized person. It is an essential day-to-day activity that you need to employ to maintain influence, impact, and connection. **Effective networking comes from a mindset that you develop to maximize your networking experiences.** This mindset consists of your attitude toward every possible networking opportunity; how you assess your level of engagement with people or organizations, what value you add in your networking relationships, and what networking skills you continue developing.

Mindset involves how you think about something, in this case, your networking efforts and dynamics.

First, shift from the, "I'll scratch your back if you scratch mine" to a "Give and you shall receive" attitude. Placing the focus on what you have to offer will give you amazing results.

Second, move past the packaging. Just because something doesn't look or appear like it could be a great networking opportunity (or person) doesn't mean it wouldn't be a great opportunity. We fall too often into the trap of believing value only comes from the "good looking people."

Third, cultivate the soil. Focus on the process of cultivating referrals or connections rather than asking for it during the first meeting. Timing is essential in building a great network. Quantity is not better than quality when it comes to networking.

Create an intentional networking plan this week by identifying 100 people you know. Forget what they can do for you, just make the list. Next, circle the top 20 people who have diverse networks, people who you can make a contribution to. Finally, write out an introductory statement that you will use to start a deeper relationship with that person.

Influential people understand the value and worth of a great network – and you will, too!

Here's to your incredible influence!



P.S. We would love to continue supporting you in building your influence, and making a difference in the world around you, please don't hesitate to contact us at support@Karen-Keller.com.

📅 Week #47

Be a Superstar

Last week you took a different approach to building your network by changing your mindset. You found people to help, went deeper and established a new approach.

Today, let's look at another influence action you can take. **Influence Action #47:**

Risk being a superstar this week.

Being a superstar isn't only the work you do but **how you up the game of those around you**. To have this kind of impact or influence on people around you, you need to know how to motivate, inspire commitment, handle pressure, and build staying power. You also need to be a role model.

Practice these 5 keys to getting noticed as a superstar:

- 80/20 Rule – prioritize the 20% things that give you the 80% results that matter.
- Wrestle – fight for your great idea – and don't take things personally.
- Resilience – continue looking ahead not getting bogged down by failure.
- Curiosity – stay ever curious about your industry, embracing the company vision.
- Humor – learn to diffuse tense situations and find fun in challenges.

Superstardom leads to your boss giving you what you really need; mentoring, training, getting in on a really interesting project, or asking for flexible hours, and getting it. Superstars (and influencers) believe in themselves and their ability to stand out for their ideas.

Here's to your incredible influence!



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 Week #48

Welcome Adversity

Last week you were a superstar. What actions did you take to stand out for your ideas? How did you positively influence people around you?

Today, let's look at another influence action you can take. **Influence Action #48:**

Welcome adversity.

Adversity comes in all shapes and sizes. It's a part of life; different people, problems, setbacks, and disappointments are inevitable. The key to successfully navigating adversity is to see it as an opportunity to grow and experience. It is **rooted in your sense of coherence (SOC)**, which consists of three characteristics: comprehensibility, manageability, and meaningfulness.

Comprehensibility is the extent to which events are perceived as making logical sense. Does your difficulty or disappointment make sense? **Manageability** is the extent to which you feel you can cope. You believe you can handle whatever comes your way. **Meaningfulness** is how much you feel that life makes sense, and how challenges are worthy of commitment.

Take each of the above SOC characteristics and apply them to one adverse situation. What will you do to increase your comprehensibility, manageability, and meaningfulness? How will you use these three characteristics to make better sense and create greater understanding of the situation?

Once you do this **you will experience the strength and confidence** necessary in being influential.

Here's to your incredible influence!



P.S. Take a look at the **Confidence in Motion KII™ Workbook**. www.karen-keller.com/kii-individual-workbooks
You will find lots of information, quizzes and step-by-step guides to developing and increasing your confidence!

📅 Week #49

Live Your Core Values

How did you handle adversity last week? Did you use your SOC to further growth and learning?

Today, let's look at another influence action you can take. **Influence Action #49:**

Choose to live your core values at work.

Core Values are the foundation for every thought, every belief, and every action. They help you understand a person's perspective and his or her internal character. Core values are also the foundation of companies and the pillars of every message they (and you) deliver.

Core Values are:

- Essential & Enduring
- Timeless
- Inspire achievement
- Create a common cause

Decisions about work, about relationships, and about your future become much easier and less complicated once you live your core values.

This week's Smart Influence Action is for you to **make a list of the top 3 most important decisions** you are currently making in your life. The decisions you choose need to truly be yours, not anyone else's. Look at your highest ranked core values. Which values shape each decision? What are the outcomes of listening to your core values in making each decision?

Once you complete this exercise, review your answers. Make any necessary changes. Sleep on this. When you wake up tomorrow, check back to see if all your responses still fit. If so, great! If not, you need to do some more reflection.

Living your core values is when you walk through the door to influence. Successful influential people know, express, and live the values that make them who they are.

Here's to your incredible influence!



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 Week #50

Sell Yourself

Last week you expressed your core values at work, hopefully, to discover how doing that will give you better results in relationships and the decisions you make.

Today, let's look at another influence action you can take. **Influence Action #50:**

Sell yourself (and your potential).

The secret to selling yourself doesn't always come from the success you've already had, but the success you will potentially achieve. **People with high potential make others think harder (subconsciously) in an effort to 'keep up.'** There is always that atmosphere of uncertainty or the unknown because potential is about uncovering what lies ahead or is yet to be developed.

How do you let your boss know what your potential is? **Focus your pitch on your future, rather than your past.** It's what you could be that makes people sit up and take notice. Notice how your boss focuses. Does he or she see the advantages of finding pleasure or avoiding pain? If your boss is pleasure focused, you need to talk about benefits and rewards – accentuate the positive. It's all about moving forward toward something you can gain.

If your boss is pain avoidance focused, then you need to raise talking points centered on things that prevent loss; a mistake, punishment, or a danger to be avoided. This is all about **playing to 'not lose'** as opposed to **playing 'to win.'** An example of pleasure focused would be toothpaste that focuses on a brighter, whiter smile, while a pain prevention focus sells toothpaste based on avoiding cavities and gum disease.

Decide if what you have to offer is pleasure or pain prevention focused, and then use that to gain the attention of your boss. Point out your strengths, how you use them and what they lead you to. **Selling your potential is the best and quickest way to push through any influence barriers you encounter.**

Here's to your incredible influence!



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📅 Week #51

Integrity is Non-Negotiable

How well did you do selling your potential to your boss? Which were you, pleasure focused or pain prevention focused? Using either focus will get you moving toward examining your potential rather than your past.

Today, let's look at another influence action you can take. **Influence Action #51:**

Make integrity a non-negotiable habit.

Integrity is not dependent on circumstance. Integrity exists in every action, every word, and every thought you have about yourself, others, and the world you live in. **Integrity is consistency in action;** behavior that is consistent with your values, principles, standards, expectations, and outcomes.

Integrity doesn't come and go at will; rather, it exists in the depths of your being and sense of truth. Loss of integrity leads to division both internally and externally. You begin to question your ethics and morality. Your sense of truth becomes cloudy. In effect, you lose the framework from which you measure yours and others actions.

Making integrity a habit may sound simple, but it really isn't. **Integrity is subject to attacks** from outside forces that attempt to persuade, judge or commission you in directions that aren't consistent with your value system. You can stop this from happening by making integrity a non-negotiable habit. How?

1. **Decide now, not later** to make integrity a part of your daily life.
2. **Seek wise guidance.** We all have blindspots. It sometimes takes another person to show us what we cannot (or will not) see about ourselves.
3. **Admit your shortcomings.** Being transparent allows you be who you are. It's transformative.
4. **Honor God.** Doing the right thing is almost never the easy thing; certainly not the popular thing. It may even mean enduring short term pain for long term gain.

Make integrity a daily part of your entire life. Living with a different set of rules or standards is exhausting not to mention prevents people from trusting or liking you. Place integrity on the top of your tongue and people will see you as courageous, committed and authentic.

Here's to your incredible influence!



P.S. Trustworthiness is one of the highest virtues. In the **Trustworthiness by Design KII™ Workbook** www.karen-keller.com/kii-individual-workbooks you will learn the relationship between trust and expertise as well as put into practice the 5 Commandments of integrity.

Week #52

Step into Courage

Last week, you made steps toward making integrity a non-negotiable habit. Regardless of the progress you made or are making, there is always room to grow. Integrity is one of those 'habits' that gets stronger the longer you practice it.

Today, let's look at another influence action you can take. **Influence Action #52:**

Step into your courage.

Courage means different things to different people. Webster's Dictionary defines courage as "mental or moral strength to venture, persevere, and withstand danger, fear, or difficulty." Well, that pretty much sums up life, doesn't it? So, courage is essential.

Courage is learnable. It takes courage to truly love, to unlock yourself and be visible, to be honest, to dream big, to be creative and pioneering, to be vulnerable, to choose integrity, to take personal responsibility, and to choose character, integrity and dignity. **Courage is essential to asking for what you want**, saying no and serving something greater than you. It is the ability to truly be yourself in every situation, relationship, or conversation.

There are three qualities where courage is critical for developing your influence:

- 1. Patience.** Being impatient is when you're trying to leave the present and escape into the future. You are bored, scared, exasperated, anxious, or angry in the present moment. The antidote to this is patience: self-control, restraint, and delayed gratification.
- 2. Self-worth.** The power of your attitude towards yourself, how you talk about yourself, and how you represent yourself, all eventually become your reality. Create a healthy, serving reality.
- 3. Uncertainty.** Some of your best moments probably arrived during periods of uncertainty. Joseph Campbell once said, "*We must let go of the life we have planned, so as to accept the one that is waiting for us.*" People tend to let their worries about tomorrow ruin what is here for them today. They obsess about what should be instead of experiencing what is. Get comfortable with uncertainty. Accept the unknown as a gift.

Create a plan that you can work each day for the next month that will increase your patience, heighten your sense of self-worth, and help you look forward to the unknown. **Be intentional and deliberate** in acting each day with patience, honoring your self-worth and looking uncertainty in the eye. Mastering these three qualities will make your influence muscles stronger than you ever could've imagined.

Here's to your incredible influence!



P.S. Get the best deal of all ... the **KII Complete**®! Check it out here! www.karen-keller.com/product-page-kii-complete

Introduce the KII® to Your MBA Program

What if your MBA program could set itself apart by:

- Scientifically measuring each student's influence potential giving them a specific score?
- Quantifying how well your MBA program is growing students' leadership abilities through entrance and exit measurements?
- Tailoring course and curriculum selection based upon empirical data?
- Providing students personal assessment and guidance to increase their influence potential?
- Helping students develop and hone interpersonal communication and team skills for application?
- Improving the curriculum to build top-tier successful programs and courses?

The Keller Influence Indicator® (KII®) tool is the only scientifically-validated assessment that measures influence potential by assessing the Seven Influence Traits®

Unlike personality or leadership style tests, which provide a general, static label of preferences or styles, the KII® provides a dynamic assessment of the current level of one's influence potential. By providing each student an Influence Indicator score (K-Factor®), the KII® Report, and the SOCR® Report upon entry into your MBA program, he or she will have a clear roadmap of influence traits in which they excel in or need growth.

These reports will help the student become mindful of how they impact others, take action, handle pressure and respond to conflict. All invaluable personalized information that will determine MBA success thereby increasing the program or institution reputation and success measurements.

Because the Seven Influence Traits® are dynamic, each can be developed. The MBA student can then work within courses and/or their advisor to tailor their studies and growth to address any deficiencies and increase strengths. Professors who utilize the KII® in their course(s) will have access to outstanding detailed supplemental materials to complement their syllabus.

The Bottom Line for Your MBA Program

Including the Keller Influence Indicator® as a core component of your MBA program or MBA course provides students a unique way to increase their influence and leadership abilities – not to mention intensify their awareness, attitude and action in each course they take. The KII® can set you apart from the competition, increasing your standing as a frontrunner in the field of graduate business education.

Check out the KII® for your MBA program or course!

KII® Certification Program

The goal of the KII® Certification Program is to equip people who want to use the KII® framework with the knowledge and tools to use it ethically and effectively.

Benefits of Being a KII® Certified Professional

What happens when you become a KII® Certified Professional? You will;

- Garner and sustain trust from your clients
- Improve your ability to develop targeted strategies
- Increase your value to current and prospective clients
- Convey a solid reputation and automatic credibility

Benefits to Your Clients when you become KII® Certified

- Assurance of your ability to build an influence culture
- Guarantee application of KII® material to leadership, communication and team-building
- Accurate assessment of individual influence potential
- Maximum development of human potential and development
- Practical uses of the Seven Influence Traits® and the 5 Organizational Competencies
- Increased satisfaction in employee evaluations and leadership succession

To learn more about becoming a KII® Certified Professional visit www.Karen-Keller.com



KII® Workbook Series

Embark on a Life-Changing Journey of Personal and Professional Influence. To learn more about KKI Influence products, services, programs and events contact a KKI Team Member at info@karen-keller.com and they will answer all your questions!



Available
Individually or
as a **Box Set**

The **Insights into Courage KII® Workbook** will help you create a culture of personal courage, increasing your strength, power, and determination. You will discover how to move forward without fear when resources are limited, reaching your deepest truth.

The **Confidence in Motion KII® Workbook** more than heightens your awareness about your self-confidence, it teaches you to increase your “whatever-it-takes” attitude by exploring confidence fundamentals, competencies and mastery with step-by-step guidance.

The **Leading with Passion KII® Workbook** gives your step-by-step lesson plans on how to identify what matters most you, helping you connect with your purpose, and to successfully use your passion at work. You will learn about the four steps of the Passion Cycle, the Leisure-Passion Connection and how to Take-the-Leap Analysis.

The **Power of Commitment KII® Workbook** teaches you the underlying reasons for making healthy commitments, how you can stay faithful to them, and the benefits to your life. It does this by targeting key areas; acceptance, self-awareness, values, and committed action.

The **Empowering with Purpose KII® Workbook** shows you how to develop your Empowering Compass, how to conquer the 5 most common limiting beliefs around empowerment, and design a compelling personal vision. You will differentiate between empowering and delegation (and act on it) and learn to lead by giving up control.

The **Trustworthiness by Design KII® Workbook** is 150 pages of powerful exercises, guides, self-quizzes, and questions to challenge and move you out of your comfort zone and into your highest standard of trustworthiness. It will help you increase your loyalty to others, keeping your promises, and being honest by being yourself.

The **Likeability in Action KII® Workbook** will show you how to take the necessary steps in shifting your mind and approach to becoming a likeable person. You will have access to 150 pages of material that shows you which questions are the smart ones, how to utilize your resources, and how to remain likeable even in conflict.

The Seven Influence Traits®





52 Smart Influence Actions

**THE COMPLETE
COLLECTION**



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