

The logo for The Mitchell Organization is a red rectangular box with a white border. Inside the box, the words "THE MITCHELL" are on the top line and "ORGANIZATION" is on the bottom line, both in white, all-caps, serif font.

THE MITCHELL
ORGANIZATION

Schmooze or Lose

“80% of success
is showing up.”

-Woody Allen, filmmaker

Mindset

- Who am I?
- Where am I?
- Who is my audience?
- What do I want from my audience?

Energy Management



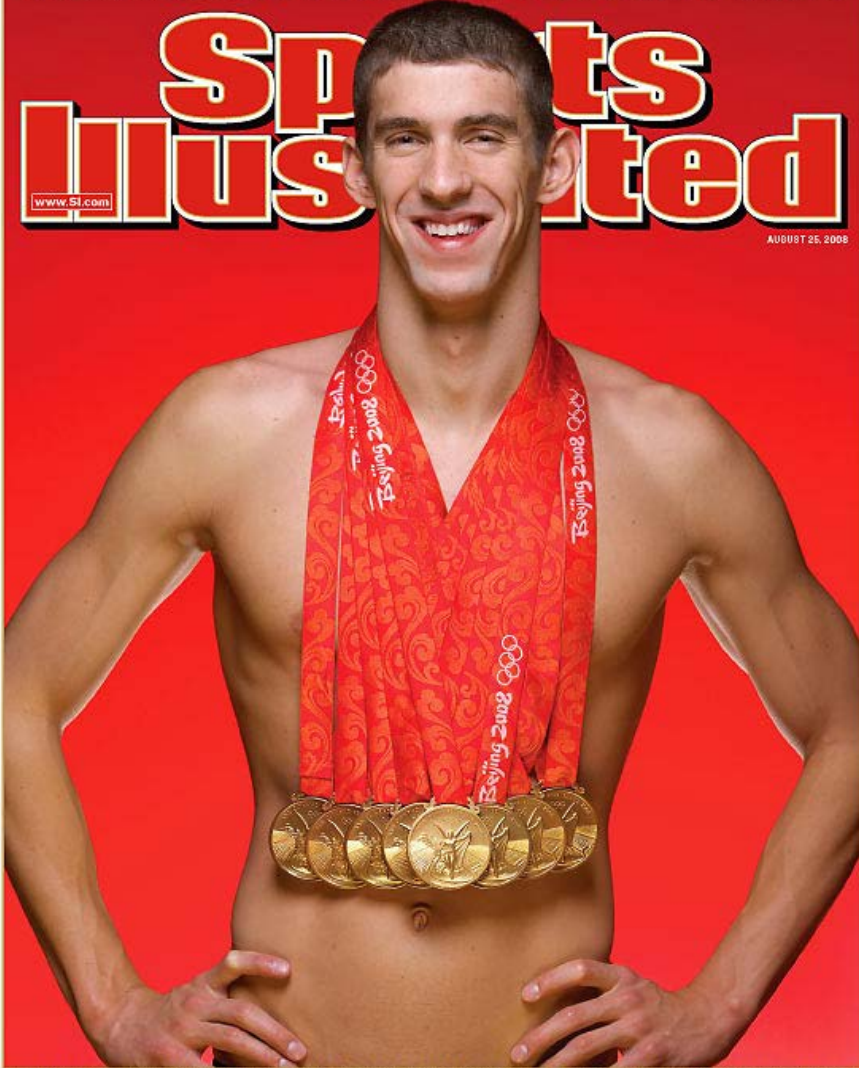
THE MITCHELL
ORGANIZATION

THE ALLTIME OLYMPIAN MICHAEL PHELPS

Sports Illustrated

www.si.com

AUGUST 25, 2008



400M WR 4:03.84 | 4*100FREE WR 3:00.24 | 200FREE WR 1:42.95 | 200FLY WR 1:52.03 | 4*200FREE WR 6:56.56 | 200IM WR 1:51.23 | 100FLY OR 50.56 | 4*100M WR 3:29.34



THE MITCHELL ORGANIZATION

Mechanics



THE MITCHELL
ORGANIZATION

Mechanics

Make your entrance



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Still More Mechanics

- Don't show up hungry!
- Name tags
- First meetings
 - Handshake
 - Smile
 - Eye contact
 - Drink in left hand

Introductions

- Introduce yourself
 - What you do > your title
- Introduce others
 - Balance the scale
 - Deference

Miserable Moments I

- Late or early?
- Handshakes
- Clammy hands
- Names, forgotten or difficult
- Entering and breaking away from groups
- Personal space

Miserable Moments II

- Hangers on
- Alcohol pushers
- Gossip
- Faux pas
- Taking leave

Small Talk = Big Skill

- “I” vs. “You”
- Compliments



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Some Conversational Openers

- What does your average work day look like?
- What are the most interesting aspects of your work?
- On the way here I noticed...
- If you weren't...?

Thank your host

- No to texting!
- OK to E-mail
- Better to send hand-written note
- Best to use personalized stationery

Essence of a Thank You Note (SSAA)

- Specific (What is being acknowledged.)
- Significance (Begins with “you”.)
- Applicability (How you will put this experience to use.)
- Address Appropriately (Use honorifics.)



2-25-13

AAMC

Tomorrow's Doctors, Tomorrow's Cures

DEAR MARY:

THANK YOU FOR SENDING THE COPIES
OF THE COMPLETE IDIOT'S GUIDE TO MODERN
MANNERS. THE BOOK LOOKS LIKE
ANOTHER WINNER - FOR YOU AND JIM -
AND FOR IDIOTS LIKE ME! I NEED
THIS KIND OF GUIDANCE TO KEEP ME
ON TRACK. ONLY YESTERDAY I HAD AN
EMBARRASSING FAUX PAS WHEN I
(OVER)

Association of
American Medical Colleges

THE MITCHELL
ORGANIZATION

MIS-SPELLED A COLLEAGUE'S NAME
IN AN EMAIL. YOU OFFERED THE
GUIDANCE I NEEDED ON PAGE 72!

THANKS AGAIN. I LOOK FORWARD TO
MEETING JIM AND SEEING YOU AT
~~MEETING~~ EWIMS IN JULY.

SINCERELY,

Kevin Grigley

Thank You For Your Time!

- E-mail: marymonicamitchell@gmail.com
- Website: www.themitchellorganization.com
- Resources:

