

The logo consists of a dark red rectangular background with a white border. Inside the rectangle, the words "THE MITCHELL ORGANIZATION" are written in a white, serif, all-caps font, arranged in two lines.

THE MITCHELL
ORGANIZATION

Schmooze or Lose

“80% of success
is showing up.”

-Woody Allen, filmmaker

Don't go hungry!



THE MITCHELL
ORGANIZATION

Mindset

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

Energy Management

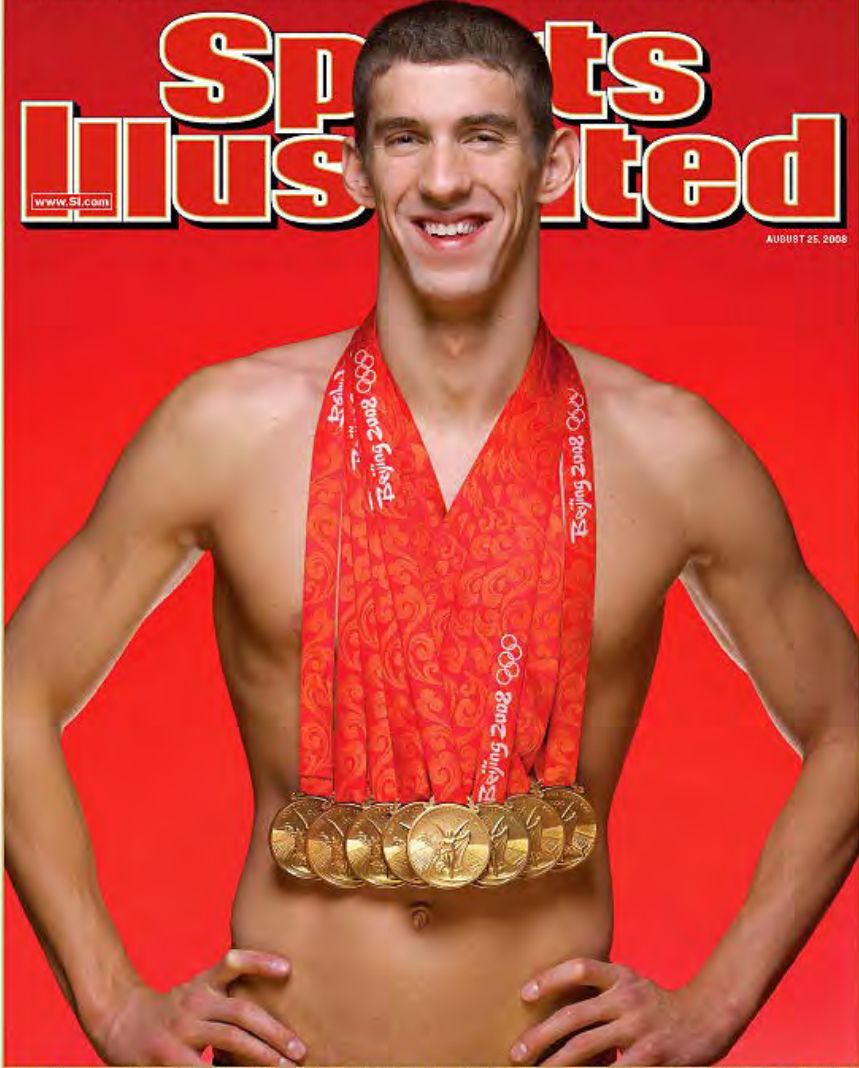


THE ALLTIME OLYMPIAN MICHAEL PHELPS

Sports Illustrated

www.SI.com

AUGUST 25, 2008



400M WR 4:03.84 | 4*100FREE WR 3:06.24 | 200FREE WR 1:42.95 | 200FLY WR 1:52.03 | 4*200FREE WR 8:58.56 | 200IM WR 1:54.22 | 100FLY QR 50.58 | 4*100M WR 3:29.34



THE MITCHELL ORGANIZATION

Mechanics



Mechanics

Make your entrance



THE MITCHELL
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Mechanics

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

Introductions

- Introduce yourself
- Introduce others

Miserable Moments I

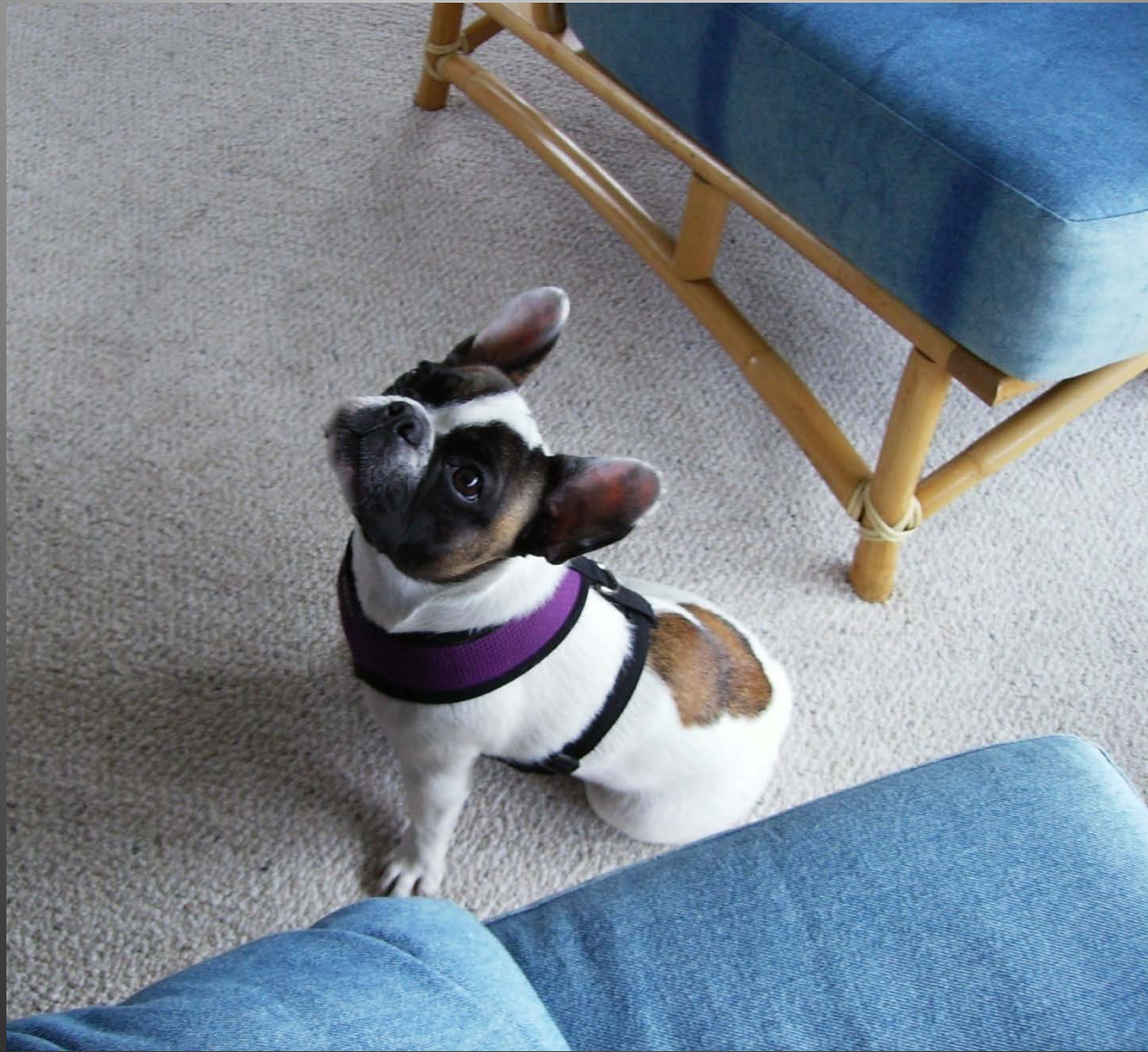
- Late or early?
- Handshakes
- Clammy hands
- Names, forgotten or difficult
- Entering and breaking away from groups
- Personal space

Miserable Moments II

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

Small Talk = Big Skill

- “I” vs. “You”
- Compliments



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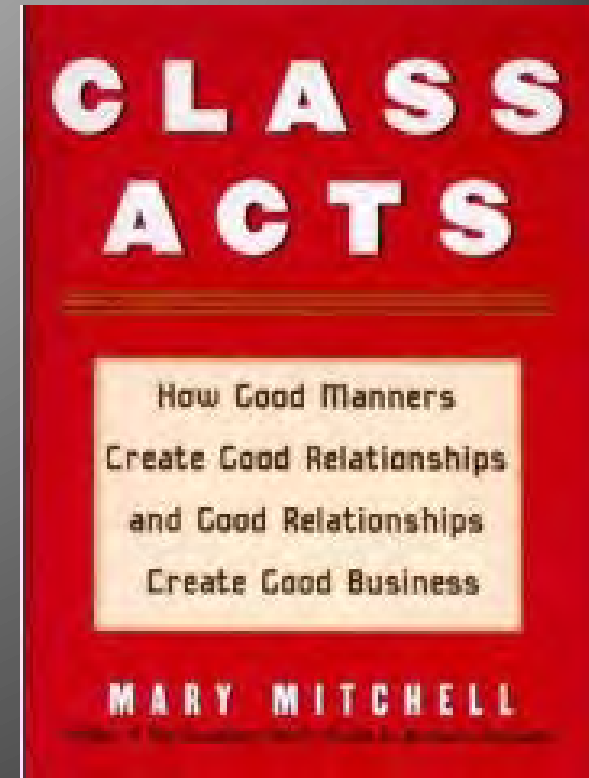
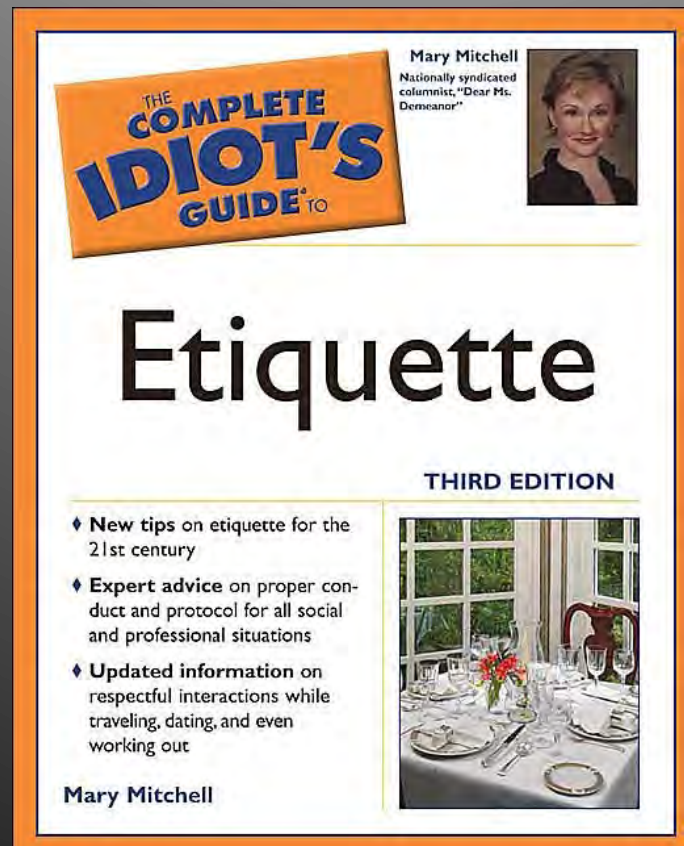
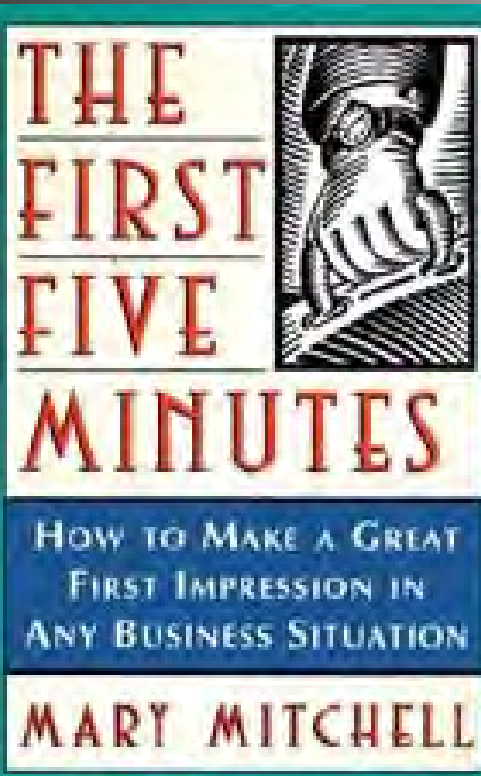
Some Conversational Openers

- What exactly do you do in your job day-to-day ?
- What are the most interesting aspects of your work?
- On the way here I noticed...

Thank your host

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

Helpful Books



**THE MITCHELL
ORGANIZATION**

A Few Last Words

Why bother?

Because:

Good manners create good relationships

AND

Good relationships create good business

It's NOT the other way around!

Contact information

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