

LET'S START HERE!

As the company you work for has mission statement, so should you.

A mission statement is what you say when someone asks you "What do you do for a living?"



If you're an **accountant**, most people don't really understand what that means.

So, instead of saying your work title, focus on the benefit of your job:

I help companies save 30% in taxes each year.

Everyone will understand this!

LET'S USE WEDDING PHOTOGRAPHER AS AN EXAMPLE MISSION STATEMENT

LOOK AT YOUR JOB DESCRIPTION AND UNDERSTAND YOUR MISSION STATEMENT:

- WHAT DO YOU DO FOR YOUR CLIENTS?
- WHO ARE YOUR CLIENTS?
- HOW DO YOU HELP THEM?
- WHAT DOES YOUR CLIENT GET BY CHOOSING YOU?



FILL IN THE BLANK

I (verb) (customer) to (how you create value to that customer) so that (happy ending: the reason why that customer comes to you and not your competition).

Look at your job description and understand your mission statement:

- What do you do for your clients?
- · Who are your clients? · How do you help them?
- · What does your client get by choosing you?

I (verb) (customer) to (how you create value to that customer) so that (happy ending: the reason why that customer comes to you and not your competition).

For example, a wedding photographer could answer:

- · What do you do for your clients? Create memories
- Who are your clients? Couples that get married
- How do you help them? remember for the rest of their life
- . What does your client get by choosing you? they can re-live their wedding day as many times they want in the future

I create memories for couples to remember for the rest of their life so that they can re-live their wedding day as many times they want in the future.

So, if you're a wedding photographer, this would sound: I create memories for couples to remember for the rest of their life so that they can re-live their wedding day as many times they want in the future.

IOO WAYS TO TELL PEOPLE WHAT YOU DO FOR A LIVING

DAILY WORK INTERACTIONS

♥ IN YOUR EMAIL SIGNATURE

WHEN INTRODUCING YOURSELF IN MEETINGS

YON YOUR LINKEDIN HEADLINE & ABOUT SECTION

♥ DURING PERFORMANCE REVIEWS ♥ IN YOUR INTERNAL MESSAGING APP (E.G., SLACK, TEAMS) BIO

₩ IN TEAM MEETINGS WHEN DISCUSSING YOUR ROLE

₩ WHEN PRESENTING A PROJECT UPDATE

ON YOUR BUSINESS CARDS

IN CASUAL CONVERSATIONS WITH COLLEAGUES

₩ IN YOUR VOICEMAIL GREETING

NETWORKING & EVENTS

₩ WHEN INTRODUCING YOURSELF AT CONFERENCES

IN NETWORKING EVENTS WHEN MEETING NEW PEOPLE

₩ IN PROFESSIONAL ASSOCIATION MEETINGS

WHEN MEETING SOMEONE AT A BUSINESS BREAKFAST/LUNCH

♥ IN ONLINE NETWORKING GROUPS (LINKEDIN, INDUSTRY FORUMS)

WHEN GIVING YOUR ELEVATOR PITCH

₩ WHEN ASKED. "WHAT DO YOU DO?"

▼ IN MASTERMIND GROUPS

IN A CAREER FAIR OR INDUSTRY EXPO

₩ WHEN CONNECTING WITH SOMEONE AFTER A SEMINAR

INTERNAL WORKPLACE SITUATIONS

WHEN ONBOARDING AS A NEW EMPLOYEE. WHEN WELCOMING A NEW COLLEAGUE

M DURING CROSS-DEPARTMENT MEETINGS.

₩ IN ONE-ON-ONE MEETINGS WITH YOUR MANAGER

▼ IN INTERNAL KNOWLEDGE-SHARING SESSIONS

WHEN ASKED TO INTRODUCE YOURSELF TO A NEW HIRE

WHEN ASSIGNED TO A NEW PROJECT TEAM

MIN TOWN HALL MEETINGS.

WHEN WORKING WITH A NEW DEPARTMENT

₩ DURING AN INTERNAL JOB SHADOWING OPPORTUNITY

ONLINE & SOCIAL PRESENCE.

MM IN YOUR LINKEDIN SUMMARY

WHEN COMMENTING ON INDUSTRY POSTS ON INF.

IN YOUR TW/ITTER/X BIO

MON YOUR PERSONAL WEBSITE OR PORTFOLIO ▼ IN A PINNED POST ON LINKEDIN OR TWITTER/X

▼ IN AN "ABOUT MF" SECTION OF A BLOG OR WEBSITE.

₩ IN A PODCAST GUEST BIO

WHEN CREATING CONTENT FOR SOCIAL MEDIA

M N YOUR MEDIUM OR SUBSTACK BIO

WHEN ENGAGING IN PROFESSIONAL FACEBOOK OR LINKEDIN GROUPS

CLIENT & VENDOR INTERACTIONS

- ₩ WHEN INTRODUCING YOURSELF TO A NEW CLIENT
- ₩ IN THE OPENING OF A CLIENT PRESENTATION
- ♥ ON A PROPOSAL OR PITCH DECK
 ₩ WHEN RESPONDING TO A CLIENT FMAIL
- WHEN RESPONDING TO A CLIENT EMAIL
- ₩ IN A CLIENT ONBOARDING DOCUMENT

 WHEN ASKED ABOUT YOUR ROLE BY A VENDOR OR
- SUPPLIER

 IN CUSTOMER-FACING COMMUNICATIONS
- WHEN WRITING A CLIENT CASE STUDY
- ♥ IN A FOLLOW-UP EMAIL AFTER A CLIENT MEETING
- ₩ WHEN MAKING A COLD OUTREACH TO A PROSPECT

SPEAKING ENGAGEMENTS & PUBLIC APPEARANCES

- ₩ WHEN BEING INTRODUCED BEFORE SPEAKING ON A PANEL
- ₩ WHEN DELIVERING A KEYNOTE OR WORKSHOP
- ₩ IN YOUR BIO FOR A SPEAKING ENGAGEMENT
- MON A SLIDE IN YOUR PRESENTATION DECK
- WHEN WRITING A GUEST ARTICLE FOR AN INDUSTRY
- PUBLICATION

 WHEN FEATURING AS A GUEST ON A PODCAST
- ♥ WHEN PEATURING AS A GUEST ON A PODCAST

 ₩ WHEN PARTICIPATING IN A ROUNDTABLE DISCUSSION.
- ♥ WHEN PARTICIPATING IN A ROUND TABLE DISCUSSIC

 ▼ IN YOUR WEBINAR REGISTRATION PAGE BIO
- ₩ WHEN INTRODUCING YOURSELF IN A LIVE Q&A SESSION
- ♥ WHEN INTRODUCING TOURSELF IN A LIVE Q&A SESSIO

 ▼ IN YOUR PROFILE FOR A GUEST BLOG POST

PERSONAL & CAREER GROWTH

WHEN UPDATING YOUR RESUME OR CV

₩ IN A JOB INTERVIEW WHEN ASKED. TELL ME ABOUT

YOURSELF"

WHEN NEGOTIATING A RAISE OR PROMOTION

WHEN ASKING FOR A RECOMMENDATION ON LINKEDIN

WHEN DISCUSSING CAREER GOALS WITH A MENTOR

♥ IN A PERSONAL BRANDING WORKSHOP ♥ WHEN SHARING YOUR CAREER JOURNEY WITH JUNIOR

COLLEAGUES

WHEN APPLYING FOR AN INTERNAL JOB TRANSFER

₩ WHEN MENTORING SOMEONE

WHEN REFLECTING ON YOUR CARFER PROGRESS.

FRIENDS. FAMILY & PERSONAL NETWORK

₩ WHEN EXPLAINING YOUR JOB TO FAMILY MEMBERS

♥ WHEN CATCHING UP WITH OLD FRIENDS
▼ WHEN MEETING YOUR PARTNER'S COLLEAGUES OR

WHEN MEETING YOUR PARTNER'S COLLEAGUES OF FRIFNDS

▼ WHEN TALKING TO NEIGHBORS OR ACQUAINTANCES
 ▼ WHEN SHARING CAREER UPDATES AT A SOCIAL GATHERING

♥ IN HOLIDAY OR REUNION CONVERSATIONS
♥ WHEN INTRODUCING YOURSELE IN A COMMUNITY GROUP

♥ WHEN INTRODUCING YOURSELF IN A COMMUNITY GROUP

₩ WHEN NETWORKING AT A CASUAL SOCIAL EVENT

WHEN DISCUSSING CAREER CHANGES WITH LOVED ONES

₩ WHEN RECONNECTING WITH FORMER CLASSMATES



ABOUT THE AUTHOR

Hi I'm Delia Fox W and I help professionals succeed through their reputation, to gain more recognition, authority, and value in their roles.

I've been in your shoes - struggling to prove my value at work.

By applying the exact exercises I now teach, I transformed my reputation and earned a promotion in under a month.

My clients have done the same, seeing quick, tangible results by following these proven strategies.

- Gained recognition
- Quick career Advancement
- · Achieved real, proven results.