

11. The Devil's Advocate "Playing devil's advocate—what could go wrong?" **Use when:** Need risk assessment **Effect:** Surfaces blindspots

12. The Data Requester "Do we have data to support that assumption?" **Use when:** Decisions based on opinions **Effect:** Grounds discussion in facts

13. The Appreciator "That's a sharp observation—building on that..." **Use when:** Want to elevate someone's idea **Effect:** Encourages participation

14. The Boundary Setter "Let's solve for the next 30 days, not the next 3 years" **Use when:** Scope is too broad **Effect:** Makes problem manageable

15. The Consensus Builder "It seems we agree on [X]. Can we move forward with that?" **Use when:** Need to close discussion **Effect:** Locks in progress

Meeting Control Cheat Sheet: - Start with clear agenda (send 24h early) - Assign timekeeper role - Use "parking lot" doc for tangents - End with action items + owners - Send summary within 2 hours

DAY 8: RESUME RESULTS FORMULA

Transform Responsibilities into Results

The Formula: [Action Verb] + [Metric] + [Method/Context]

BEFORE & AFTER EXAMPLES:

✗ Before: Managed team ✓ After: Grew team retention 28% via async check-ins and quarterly skip-levels

✗ Before: Handled customer support ✓ After: Reduced response time 50% by implementing tiered support system

✗ Before: Responsible for social media ✓ After: Increased engagement 300% through daily UGC campaigns and influencer partnerships

✗ Before: Worked on product roadmap ✓ After: Launched 5 features that drove 40% increase in user activation

✗ Before: Led sales team ✓ After: Exceeded quota 130% by coaching team on consultative selling methods

✗ Before: Improved processes ✓ After: Saved 200 hours annually by automating report generation with Python scripts

✗ Before: Managed budget ✓ After: Cut costs \$85K while maintaining quality through vendor consolidation

 Before: Coordinated events  After: Planned 12 events (500+ attendees) with 95% satisfaction rate

 Before: Analyzed data  After: Built dashboard that identified \$2M revenue opportunity in underserved segment

 Before: Recruited candidates  After: Reduced time-to-hire 35% by creating structured interview rubric

Power Verbs by Category:

Leadership: Led, Mentored, Coached, Championed, Spearheaded **Creation:** Built, Developed, Designed, Launched, Established **Improvement:** Increased, Optimized, Enhanced, Streamlined, Transformed **Analysis:** Analyzed, Identified, Discovered, Evaluated, Assessed **Collaboration:** Partnered, Coordinated, Facilitated, Aligned, United

ATS Optimization Tips: - Use keywords from job description - Include metrics (%,\$,#) - Keep to 1-2 pages - Use standard section headers - Save as .docx format

DAY 9: THE FLINCH MASTERCLASS

Advanced Negotiation Tactics

CORE TECHNIQUE: The 3-Second Silence

Scenario: Boss says "Sorry, we can only do \$90K"

Your Response: 1. Pause (count to 3 in your head) 2. Maintain eye contact 3. Raise one eyebrow slightly 4. Let THEM break the silence

What Usually Happens: They immediately add "But maybe I can see if we can do \$95K" or "Let me talk to the team"

Why It Works: - Silence creates discomfort - They assume you're disappointed - They fill the void with concessions - You didn't have to ask twice

ADVANCED TECHNIQUES:

1. The Anchor High Start with a number 20-30% above your target **Example:** Want \$100K? Ask for \$130K **Effect:** Makes \$100K seem reasonable

2. The Reluctant Agreement When they offer something, pause and say: "I appreciate that... I was hoping for more, but I understand the constraints" **Effect:** Signals flexibility while maintaining position