

move to the corner of the desk so that there is no physical barrier between you.

- *A neutral corner*

Optimum: If the office has a couch-or-two-chairs/coffee-table arrangement, *that's* where to go. A round table in another part of the room is also great. In either case, you start out much more visually equal, and that affects how you present and how you're perceived.

- *How to get there*

Have a reason for wanting to go to the neutral corner or moving your chair to the side of the desk, if there is no neutral corner: "Since I have some figures (materials, product) to show you, perhaps we could sit where we can both look at them together, like here . . ." or, "Maybe there's more room over here for my portfolio (report, etc.) . . ."

Office Owner

Knowing the above, you can select where *you* want the visitor to sit, based on your strategy for the meeting. The more power you have, the greater the need to think about this particular non-verbal aspect of communicating. People are usually at least a little uncomfortable in your (someone else's) office. See how you can put them at ease.

Now let's turn to another role; you as host.

Amenities

Host

The gift giving implicit in the simple gesture of offering a cup of coffee has many more ramifications than just being polite.

- Sensual: What! At a *business* meeting? Yes, the person you're dealing with has brought *all* his human responses into your office. Feeding *is* sensual. It makes us feel good, warm, cared for. Therefore, offering and sharing this experience is a great welcoming gesture.

- Physical activity: The coffee ritual affords one something to *do* on both sides. It can get some of that runaway adrenal energy under control (probably better use decaffeinated coffee . . .).

- Feeding before taking: Especially if you're about to give criticism, bad news, or ask for a big commitment, the idea of giving before getting sets the visitor up in a more sated, open frame of mind.