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13. Focus on earning respect instead of laughs.

"The greatest accomplishment is not in never falling, but in rising again after you fall."

Vince Lombardi

It can be tempting to communicate with others in a lighthearted way; after all, this can be a good way to make friends in a professional setting. But remember that the most successful communicators are those who have earned respect, rather than laughs. While telling a joke or two to warm up an audience can be effective, avoid ending a presentation with a laugh.

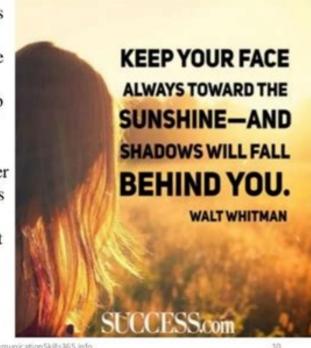
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8. Don't Write, Talk

You probably can resolve issues over a written discussion, but how much time would you have wasted? Muster your courage, pick up your phone — or get up — and talk to people.

Sure, you really don't want to disturb programmers every other 5 minutes. If the issue at hand is not really urgent, you can still write a note so you won't forget your idea.



2. You have to over-communicate just to communicate.

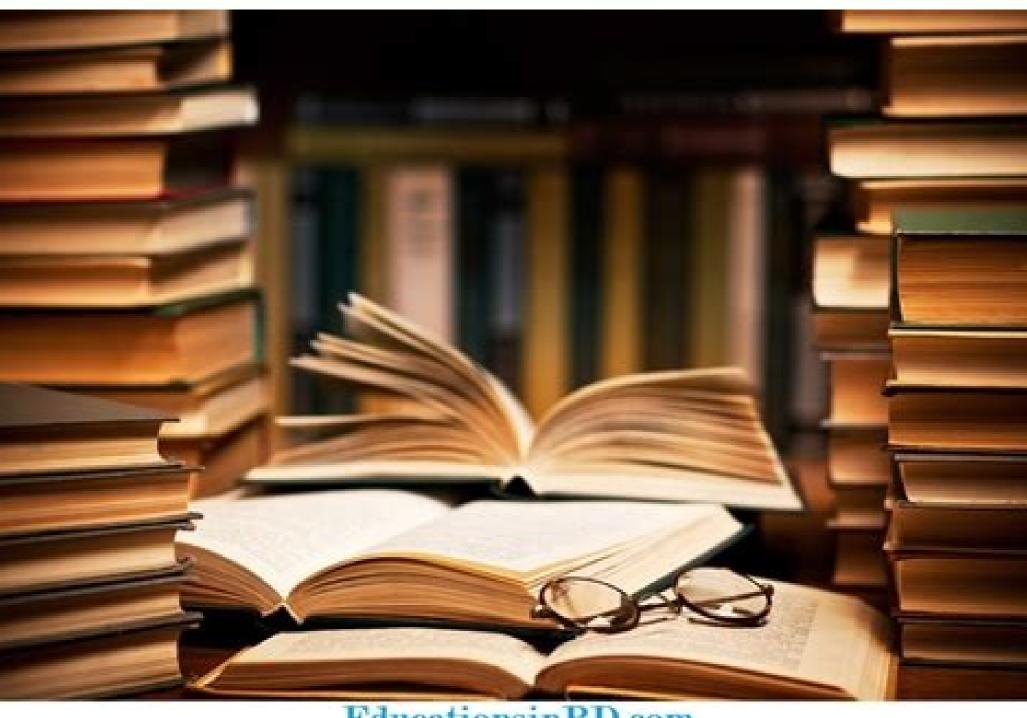
"Yourcareer isyourbusiness.
It'stimefor youtomanage itasaCEO."

Dorit Sher

In 1990, a graduate student at Stanford University was able to prove that presenters overestimate how much listeners understand. In a study that become known as "the tappers and the listeners," one set of participants was asked to tap the melody of 120 famous songs. The other participants were asked to guess what song was being tapped.

Tappers estimated that 50 percent of the songs tapped would be correctly identified. In reality, only 2.5 percent of songs were correctly identified. This study shows that it is important to communicate clearly, and to over-communicate when sharing new ideas. As this study indicates, it is likely that the audience will fail to absorb as much as you expect.

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