



# The 10 Best Tips for Powerful First Impressions

## School Administrator's Conference 2014

Session 2: 11.45am – 1pm

Number	Tip	How	Comments
1	Dress for <b>SUCCESS</b>	Wear clothes that fit you and flatter your colouring.	All black ensembles are not engaging or attractive to others. Wear accessories to finish off and enhance an outfit.
2	Ensure your clothing <b>LINES</b> are correct	Work out how long you can wear things and stick to what suits your vertical bodyshape. Tunics only work on tall thin people. Most ladies look best in knee length (not longer) skirts.	The right proportions of clothing can make you look younger and thinner (or fuller, if you want that!) or they can make you look dowdy, matronly or unfinished. Choose to look your best in clothing that flatters your silhouette, body frame and size.
3	<b>HAIR</b> done and looking great	Get your hair cut and coloured every 6 weeks. Style it each morning to eliminate frizz or give it body and so you look groomed.	Regardless of your hair texture enjoy it, and get a hairstyle that works with your natural texture. It'll save you time and aggravation over fighting to straighten extra- curly hair, or trying to get kinky hair to lie flat like newspaper.
4	Avoid <b>TRENDINESS</b>	Very on trend garment like Micro minis, psychedelic eye shadow, or other 'flash in the pan fashions' are not great for most professional workplaces.	Though these trends may be fun to look at, they are often impractical for everyday wear, or simply not affordable. Choose items for your wardrobe that can serve multiple purposes and won't look dated as soon as they are purchased.
5	Great <b>SHOES</b>	Invest in new shoes twice a year (minimum) and look after them.	Cheap shoes will have shorter life. Buy the best you can afford.
6	Take care of your personal <b>HYGEINE</b>	Bad breath, Body odour and smelly feet are offensive to others. They are all preventable.	Get your teeth checked regularly – poor dental hygiene causes bad breath as does certain foods. Body odour is solved with deodorant, clean clothes and a washed body – EASY! Foot odour requires socks, clean shoes and 'Grans Remedy'. Baking soda will suffice in an emergency.
7	Be comfortable in <b>YOUR</b> own skin	Take steps to improve your self esteem and work out what your personal goals are. Accept what you cannot change.	Having time for yourself is vital - doing things that you enjoy. An engaging person is someone who has something to share and talk about.
8	Greet others with a <b>SMILE</b>	Think positively and the smile will come. Even when you feel like telling others to go away, suck it up and smile..	If you spend you life with the corners of your mouth turned down into a frown then they will grow like that and you will look grumpy! Practice smiling a lot to keep the muscles working in the upward direction!
9	<b>SPEAK</b> so you can be heard	Even if you have a naturally quiet voice then open your mouth and look at the person you are speaking to so you can be heard.	Not being able to hear someone is distressing. If there is a lot of noise in the area you are working in – move so you can be heard.
10	Use direct <b>EYE</b> contact	Look the person in the eye when you are speaking to them so they know you are engaged.	You can convey power, authority and presence by using direct eye contact, and direct eye contact also conveys trustworthiness and confidence. Be careful not to stare hard at another person, or you could convey a more confrontational attitude.