

OWNING YOUR EXCELLENCE

The Authentic Foundation of Professional Presence

THE FOUNDATION: *“You cannot lead others until you learn to lead yourself.”*

Your presence is not accidental. It’s cultivated—and cultivation begins within.

THE THREE A's: Building Blocks of Professional Presence

ATTITUDE

Your mindset and emotional energy that shapes how you engage with others

Ask: Am I open and positive?

APPEARANCE

Your visual presentation through clothing, grooming, posture, and body language

Ask: Am I polished and intentional?

APPROACHABILITY

Your accessibility and warmth through eye contact, expression, and tone

Ask: Is my body language welcoming?

THE 3-SECOND PRESENCE CHECK

Before entering any professional space, pause for three seconds:

ATTITUDE (Am I open?) | **APPEARANCE** (Am I polished?) | **APPROACHABILITY** (Am I welcoming?)

First impressions form in 7 seconds. These 3 seconds transform your presence from accidental to strategic.

KC's NUGGETS: Wisdom to Guide Your Journey

“Your presence is your permission to lead.”

Intentional presence creates leadership authority regardless of title.

“Authenticity is not permission to be unprofessional; it’s permission to be human.”

Be real, respectful, and reliable. People follow leaders who are real, not perfect.

“Confidence is cultivated, not inherited.”

Every interaction is an opportunity to strengthen your presence and build unshakable confidence.

THE MIRROR MESSAGE

Post one word on your mirror representing how you want to show up: confident, open, energized, calm. Update weekly.

QUARTERLY PRESENCE AUDIT

Ask 3 trusted colleagues: “How do you experience my presence? What’s one strength and one growth area?”

MY PRESENCE COMMITMENT: This week, I will own my excellence by _____

Excellence begins from within and radiates outward. Own your excellence—the world is waiting.

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Ready to develop your executive presence? Connect with KC for one-on-one coaching.