

7 STEPS TO A POWER NOTE

- 1. USE UNBRANDED CARDS WITH A SYMBOL OR MONOGRAM THAT REPRESENTS YOU. IT'S A PERSONAL NOTE.**
- 2. USE BLUE INK. IT LOOKS ORIGINAL AND POSITIVE.**
- 3. WORDS - USE YOU AND YOUR, AND AVOID I, ME AND MY.**
- 4. BE SPECIFIC IN YOUR PRAISE. IDENTIFY AND ACKNOWLEDGE A CHARACTERISTIC, A TALENT, A UNIQUE QUALITY.**
- 5. LEVERAGE THE POWER OF POSITIVE PROJECTION. IDENTIFY A PERSONAL CHARACTERISTIC YOU WANT TO IMPROVE AND EXPRESS RESPECT FOR OTHERS WHO POSSESS THAT QUALITY (HAPPINESS, WEALTH, BALANCE, ORGANIZATION, ETC...).**
- 6. WRITE RIGHTLY - SLOPE TEXT SLIGHTLY UPWARD FROM LEFT TO RIGHT.**
- 7. THE POWER OF THE P.S. USE A P.S. AS A CALL-TO-ACTION: ASK THE RECIPIENT TO TAKE ACTION SUCH AS EMAILING OR CALLING YOU.**

