



Personal Packaging

As humans, we tend to focus more on people's facial expressions and how others say things rather than what they are saying. This becomes vitally important when we are on the phone with people and they can't see us. You need to examine and pay attention to what your body language and appearance is saying to others and whether it is aligned with the image you want to project.

Posture	<ul style="list-style-type: none"> ○ Sit up straight with arms open and relaxed by your side. It makes you look confident. Slouching makes you look unsure of yourself or submissive. Arms that are crossed and a body position angled away from another can indicate that you reject a person's ideas. ○ Leaning forward makes you look responsive—but don't lean too close! Leaning back may make you appear distant or negative. ○ Don't rock from side to side or tap your feet nervously
Eye Contact	<ul style="list-style-type: none"> ○ You want to show just the right amount. If you think happy and positive thoughts, it will help to relax and soften your eyes. ○ Too little eye contact, makes you seem anxious or nervous ○ Too much eye contact may appear intimidating to others.
Voice and Facial Expressions	<ul style="list-style-type: none"> ○ Be aware of tense facial expressions, and excessive smiling ○ A friendly, upbeat voice is more inviting to others ○ Don't nod too much as it makes you seem overeager or anxious
Clothing	<ul style="list-style-type: none"> ○ Dress to fit your body type and don't forget to pay attention to accessories. Alterations are essential, especially when it comes to wearing a suit ○ If you are going to wear a trend, choose only one piece. And only wear those trends that suit you. ○ Play up your strengths ○ Be memorable, whether it be an accessory or shirt colour. But you also need to be appropriate, neat, well groomed, and consistent. ○ It is always better to overdress than underdress