

**BUD**

**TO**



**BOSS**

**Communication Tips for Cautious Individuals**

# COMMUNICATION TIPS FOR CAUTIOUS INDIVIDUALS

by Guy Harris

Your steady pace and task focus can serve you well when you need to connect with and help other people. You probably have a calm and factual communication style that projects well reasoned thought and concern for details.

This style can serve you well as a leader, and it can carry some potential challenges.

When you work with other people who have cautious traits, you may not have to do much adjusting at all. When you work with people who have less cautious traits, you might need to make some adjustments.

In order to maximize your strengths in a way that does not push them to an extreme so that they become a barrier to effective communication, you can . . .

## **Focus on . . .**

- Smiling
- Showing enthusiasm
- Making eye contact
- Noticing and valuing other people's emotional concerns
- Action

## **And, beware of your tendency to . . .**

- Discount emotions
- Focus too heavily on analysis and details
- Demand answers
- Resist input from other people
- Isolate from other people

# ABOUT BUD TO BOSS

*Bud to Boss* provides new leaders and organizations looking to develop new leaders with insight, resources and powerful learning opportunities designed to specifically address the challenges of successfully transitioning from peer to leader.

To speak with someone about how we can help you or your organization, send a note to **info@BudtoBoss.com** or call the number on this page.

You can learn more about us at:

**BudtoBoss.com**

Our products and services include:

- Books & Learning Resources, including the best-selling book *From Bud to Boss*
- Classroom & Virtual Workshops
- The Bud to Boss Toolkit eLearning Course
- A Variety of Enterprise Solutions including Onsite Training and Certification



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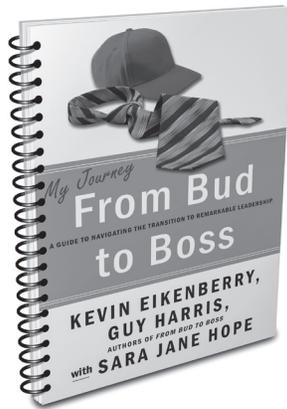


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**The Kevin Eikenberry Group**  
8021 Westover Drive  
Indianapolis, IN 46268

**(317) 387-1424**

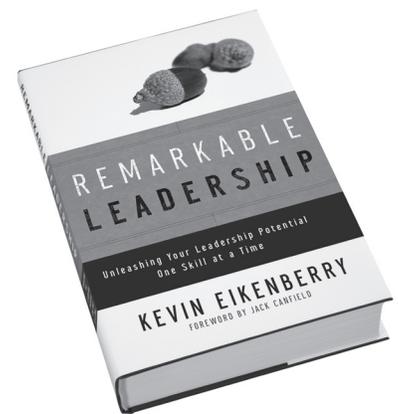


## My Journey From Bud to Boss

A companion volume to the From Bud to Boss book, the Journey is a workbook designed to help you apply the knowledge gained to actual work experiences. It includes activities, questions, and exercises designed to take you beyond the concepts introduced to you during the Workshop or the book. And while this book is completely designed to be written in, all of the templates and tools are available in both PDF and Word document form so that you can use them over and over.

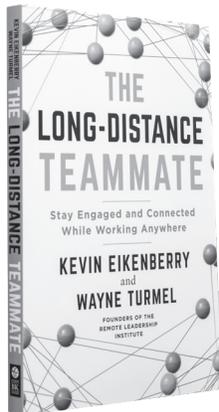
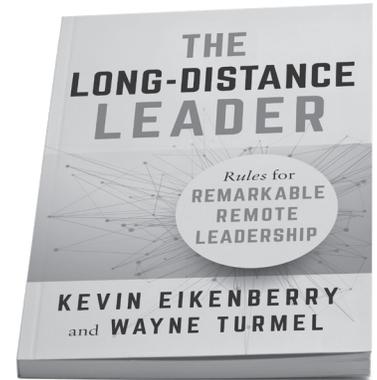
## Remarkable Leadership

is a practical handbook written for anyone who wants to hone the skills needed to become a remarkable leader. This book outlines a framework and a mechanism for both learning new things and applying current knowledge in a thoughtful and practical way. It explores real-world concerns such as focus, limited time, incremental improvement, and how we learn.



## The Long-Distance Leader

is a practical, candid look at what it takes to lead people, projects and teams in today's dispersed workplace. The book showcases 19 rules for being a remarkable remote leader, and offers practical models, tools, and best practices to tackle the real-world challenges from how we work and communicate virtually.



## The Long-Distance Teammate

Written by the founders of the Remote Leadership Institute, this book is the most authoritative single resource for helping remote workers get work done effectively, build relationships that are both productive and satisfying, and maintain a career trajectory when they are not in constant close contact with their leader, coworkers, or the organization in general.

Check out our website for additional leadership resources including our free video training series, blogs, newsletters, podcast and more!

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