

**WOMEN**

Women at Microsoft



TOP 10 TAKEAWAYS

# Nice Girls Don't Get the Corner Office: Unconscious Mistakes Women Make That Sabotage Their Careers



KAREN K. NGO

@kango | [kkarenism.com](http://kkarenism.com)

# Agenda

Time	Topic
5 min	Introduction
20 min	Top 10 Takeaways
10 min	Q&A

## Speaker Bio



**KAREN K. NGO** (she/her)

Customer Communications Manager

*"Growing 1% everyday through finding inspiration to share with the world"*

blog: [kkarenism.com](http://kkarenism.com) | linkedin: [@karenkngo](https://www.linkedin.com/in/karenkngo)

# Introducing the book...

## Who

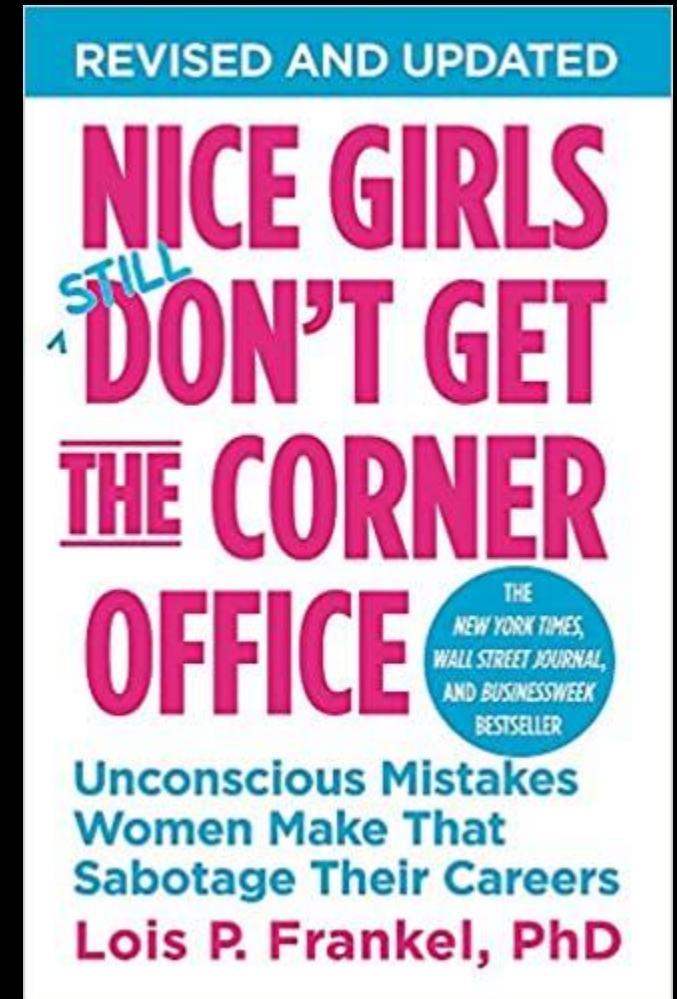
Lois made her living as a consultant before becoming a career coach, author, and keynote speaker

## What

This book highlights 130 behaviors and mistakes that we learn in girlhood that ultimately sabotage us as adults

## How

Learn how to eliminate unconscious mistakes that could be holding you back in your life and career



# Top 10 Takeaways



# 10

## Playing the game of business

“ If you don't play, you can't win.

The rules, boundaries, and strategies are not typically the same for everyone

The rules of a game can change by team, department, and organization

Office politics is all about relationships and how you can offer and gain mutual value

# 9

## Presenting yourself

“ No one can make you feel inferior without your consent.

Using soft language like  
“perhaps we should”,  
“maybe we can consider.”  
or “what if we...”

Build up and champion  
your network of women  
instead of seeing them  
as “the competition”

Some behaviors may  
contribute to early-in-  
career success, but not  
to future advancement

# 8

## Personal Branding

“ Create a “word on the street”.

Write a 25-word statement about how you want others to perceive you

Create a list of behaviors that will help you get to that desired statement

Set up your social profiles, create your own website, market your personal brand

# 7

## Networking

“ When you need a relationship, it's already too late.

Take the time to build relationships with your peers and managers

There's a fine balance between mentorship and sponsorship

Be specific when asking for advocacy and sponsorship



# 6

## Making the ask

“ If you don't ask, the answer is always “No”.

Don't make up stories  
in your head

Timing is everything

Rephrase your ask

# 5

## Communicating with others

“ Be confident. Be yourself.

Take ownership of  
your introduction

Stop talking too fast

Replace apologetic  
explanations with neutral  
acknowledgement

# 4

## Approaching your work

“ Don't believe you need to work twice as hard to be half as good.

Don't think like an employee—think like a partner to your boss

Speak the language and jargon of your entire business

Make it easy for others to give you feedback

# 3

## Managing your time

“ Work expands to fill the time you give it.

Resist the need to treat everything as high priority

Strive to be fully present and resist multi-tasking

Work expands to fill the time you give it

# 2

## Being too modest

“ Don't minimize your work.

Don't downplay compliments, just say "thank you"

Don't refuse high profile assignments that give you exposure

Seek stretch projects and roles (you don't need to be 100% qualified)

1

## Leaving a legacy

“ 90% of success comes from just showing up.

Share valuable  
information to boost  
your personal brand

Don't let others  
overlook your ideas to  
develop new processes

Don't be  
invisible

Play the  
game of  
business

Present  
yourself

Define your  
personal  
brand

Network  
with others

Make the  
ask

**It's all about how you...**

Communicate  
with others

Approach  
your work

Manage  
your time

Be too  
modest

Leave a  
legacy

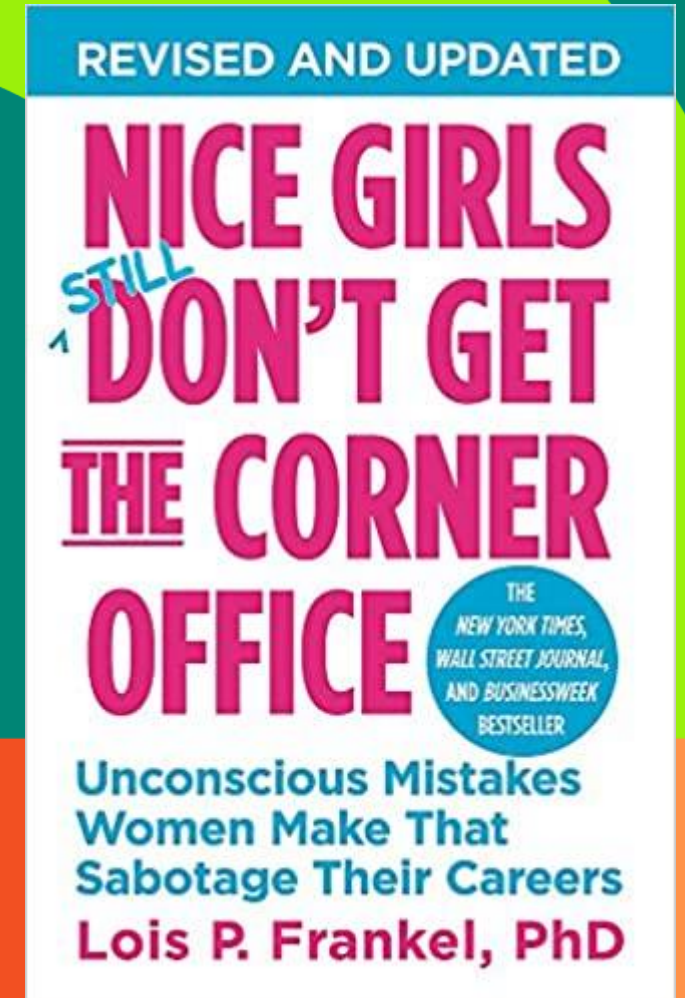
# How can you take action?

**Choose** 1-2 things to focus on

**Observe** yourself and others to recognize how often we make these “mistakes”

**Define** what “model” behaviour looks like

**Check in** regularly with yourself and ask a friend, coach, or mentor to keep you accountable

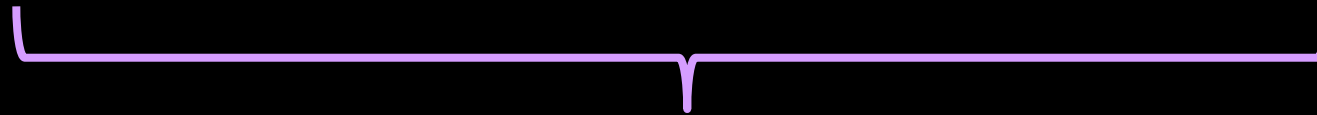




# Observe and share feedback

See it in yourself

See it in others



Help each other become aware of these habits and behaviors



**Thank you!**

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