

## You Only Have Three Tenths of a Second to Make a First Impression — Don't Blow It!

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#### Tips on Attire and Public Speaking

How to speak

How to answer questions and handle adversity

How to dress

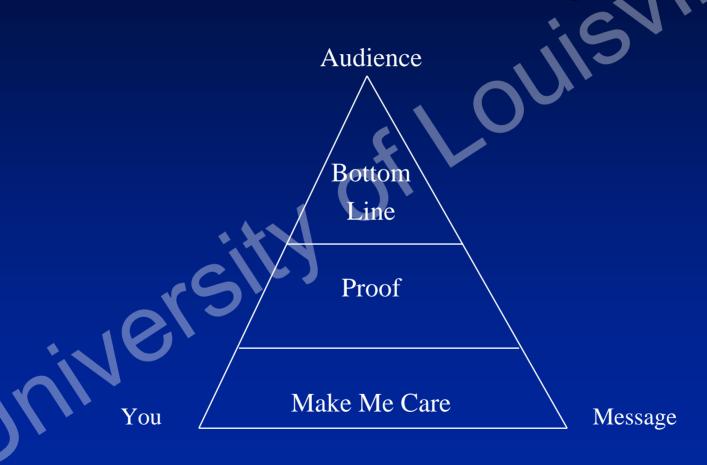
### Tips on Attire and Public Speaking 3 Things the Audience Asks

• So what?

• Who cares?

• What does this have to do with me?

### Tips on Attire and Public Speaking Communication Triangle



### Tips on Attire and Public Speaking Persuasion

Chemistry

Clarity

Credibility

Consistency

### Tips on Attire and Public Speaking Slide Preparation

Speak slowly and communicate

• Pause when needed – No fillers (Uh, Er, Um, etc)

Speak loudly with inflection and varied tone/speed

### Tips on Attire and Public Speaking Public Speaking

• Tell them what you will tell them

Tell them

Tell them what you told them

SPEAK UP!!!!!!

### Tips on Attire and Public Speaking One Hour Presentation

• 30-60 sec Opening Stimulate interest, relevance to audience, EXCITE

• 30-60 sec *Preview* Agenda

• 30-40 min Talk 5 points ( $\pm$  2)

**Explicit transitions** 

Internal summaries

• 1-2 min Closing Finish strong

Summary

End with *Main* point

### Tips on Attire and Public Speaking Slide Preparation

- Readable from back of room
- Simple design (no bells/moving figures)
- Less than six items per slide
- One slide per minute
- Wake up slides every 10-15 min

#### Table III: Diseases predisposing to zinc depletion and clinical manifestations of human zinc deficiency.

#### Diseases

Alcoholism
Alcoholic cirrhosis
Alcoholic pancreatitis
Inflammatory bowel disease
Celiac disease
Short bowel syndrome
Jejuno-ileal bypass
Pancreatic insufficiency
Cystic fibrosis
Nephrotic syndrome
Hemolytic anemia
Anorexia nervosa
Chronic uremia

#### Clinical manifestations Growth retardation

Hypogonadism
Alopecia
Skin lesions
Diarrhea
Immune deficiencies
Behavioral disturbances
Night blindness
Impaired taste acuity
Impaired wound healing
Hypospermia



### Tips on Attire and Public Speaking Slide Preparation

- Use graphs, not numbers
- Show main ideas only
- Eliminate chart junk
- Use large type (Times, Roman, Palatino)
- Cool background, Hot message
- No more than six items on each slide

#### PATIENT RETURNED TO NORMAL DIET

- Breakfast: 1 piece o
- · Lunch: refusec

#### Clinical Nutrition-I

NUTRITION-RELATED FACTORS IN ACUTELY INJURED PATIENTS. D. Eisenberg, M.D., R. Shofler, M.D.,\*
J. Ryan, M.D.,\* J. Weiss, M.S.,\* H. Silberman, M.D., Departments of Surgery and Medicine,
University of Southern California, Los Angeles, California.

Putative nutritional parameters were compared in 25 critically-ill post-operative trauma (T)

patients and 28 critically-ill post-operative non-trauma (NT) patients:

pacteries and 20 of rerodity 112 poor o	Proportion (%) of T vs NT Patients with Deficit (D			
	Normal	Moderate D	Marked D	P Value
Mid-arm circumference (% std)				
Trauma patients	92.0% (>90%)	8.0% (60-90%)	0.0% (-60%)	P=.04
Non-trauma patients	64.3% (>90%)	35.7% (60-90%)	0.0% (<60%) }	
Mid-arm muscle circumference (% std)			-	- Sec. 8.
Trauma patients	84.0% (>90%)	12.0% (60-90%)	4.0% (<60%)	P=.04
Non-trauma patients	53.6% (>90%)	46.4% (60-90%)	0.0% (<60%) \$	
Ideal body weight (% std)	84.4% (>90%)	15.6% (60-90%)	0.0% (< 60%)	NS
Triceps skin fold (% std)	75.5% (>90%)	17,0% (60-90%)	7.5% (< 60%)	NS .
Albumin (gm/dl)				
Trauma patients	88.0% (>3.5)	60.0% (2.8-3.5)		P=.04
Non-trauma patients	28.6% (>3.5)	28.6% (2.8-3.5)	42.9% (< 2.8))	
Transferrin (mg/dl)	22.0% (= 200)	78.0% (< 200)		NS
	35.8% (>1200)	32.1% (8-1200)	32.1% (<800)	NS
Lymphocytes (cells/mm²) Skin tests (# positive)	15.4% (₹2)	23.1% (1)	61.5% (0)	NS

Surviving patients did not differ from non-surviving patients in any parameter including anergy. The relative preservation of anthropometric measures in contrast to striking deficits in other parameters (albumin, transferrin, lymphocytes, skin tests) suggest the influence of non-nutritional factors in trauma and the need for caution in the interpretation of the latter parameters.

### Tips on Attire and Public Speaking Body Language

- Open stance
- Gesture with hands
- One person eye contact with each thought
- Smile
- Don't fidget or move excessively

### Tips on Attire and Public Speaking Translations

"So"

Pay attention! This is the punch line!

"As you know"

As you should know, but obviously don't.

"Actually"

This is the obvious conclusion that you missed!

"Again"

Since you didn't listen the first time!

"Basically"

I don't really understand this, but here's a try!

"In all honesty"

I've been lying all along, but this part is true!

### Tips on Attire and Public Speaking Translations

"Obviously"

My opinion, but exactly right!

"Remember"

Write this down since you can't keep it in your brain!

"In Other Words"

Since you didn't get it the first time!

"You Know"

You don't know but should!

"Of course"

Obviously you missed this!

### Tips on Attire and Public Speaking Adverse Questions/Statements

Why is he/she doing this?

What does he/she want?

• Is he/she detracting or contributing?

• Does he/she want to make a statement?

#### Tips on Attire and Public Speaking Adverse Questions/Statements

- Look directly at speaker
- Don't retreat
- Be direct and respectful
- Thank him/her for comment/question
- Defer until break
- Don't spar
- Change the subject
- Go on to another question

#### Tips on Attire and Public Speaking Interviews

- Upbeat and positive
- Genuine smile
- Eye contact
- Listen, listen, listen
- Pay attention
- Ask pertinent questions

#### Tips on Attire and Public Speaking Interviews

Fifty percent of an interviewer's final impression is formed within eight seconds of the encounter

# HOW TO DRESS 15 DON'T OFFEND Wersitty

### Tips on Attire and Public Speaking Dress Conservatively – Don't Offend

#### Men

Blue or dark gray suit (not black)
White long sleeve shirt
Conservative silk tie
Expensive tasteful pen
Expensive tasteful watch
Black conservative leather shoes
Dark socks

#### Women

Black, dark gray, or dark blue suit
White or blue blouse
Non-obtrusive jewelry
Post earrings (no dangles)
Black/blue closed toe shoes
Skirts/dresses at or below the
knee
Closed toe pumps with
medium/low heel

Flesh color hose

#### Etiquette in Foreign Countries

#### Saudi Arabia

- No shorts, no shaking hands or opening doors for women
- Work week Sat Thu
- Prayers 5x/day

#### • Japan, Korea, China

- No sunglasses, blowing nose in public, public criticism or argument, pouring your own alcohol, exposure of soles of shoes or feet
- Use both hands to present business card
- Greeting = bow

#### • Lithuania

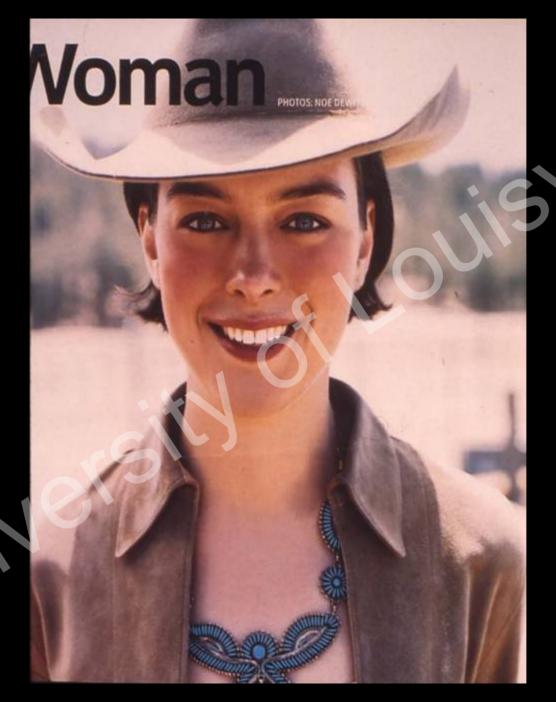
- No opening of gifts in public, "agenda" = schedule, American humor

#### • Russia •

- No ok sign, pointing with index finger, wearing shoes inside, center seating (for leader only)
- Yes, thumbs up for approval, vodka bottoms up, conducting business while intoxicated, long toasts with large gestures (standing)



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#### Tips on Attire and Public Speaking Don'ts

Dangle earrings

Men's bracelets (unless medical alert)

Piercings

**Tattoos** 

Facial hair

Dirty hair

Novelty watch/cufflinks

Neck chain

Men's earring

Linen

Pinkie rings

Religious/political symbols

Tinted glasses/sunglasses

Cleavage

Belly button

Body odor

Tie bar/tie pin

Men's cologne

Knits/sheer fabrics

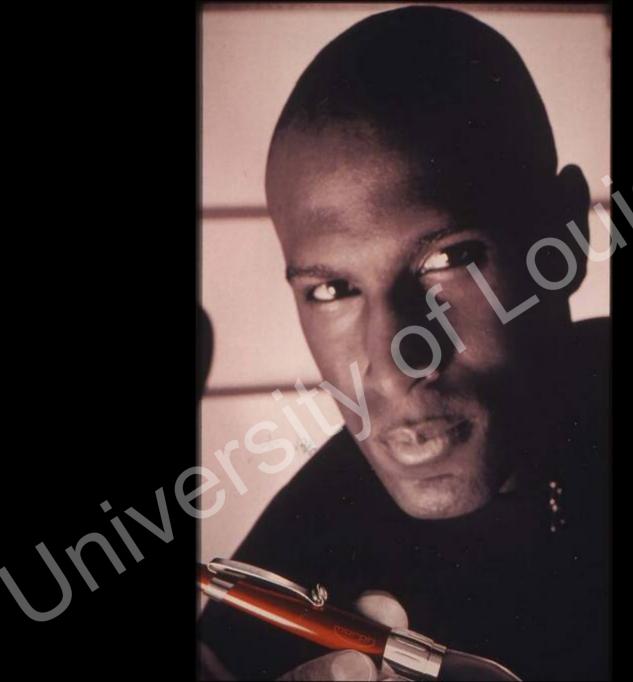
Bic pen/pharmaceutical company pen

HE ADVENT OF THE GENTLE CYCLE

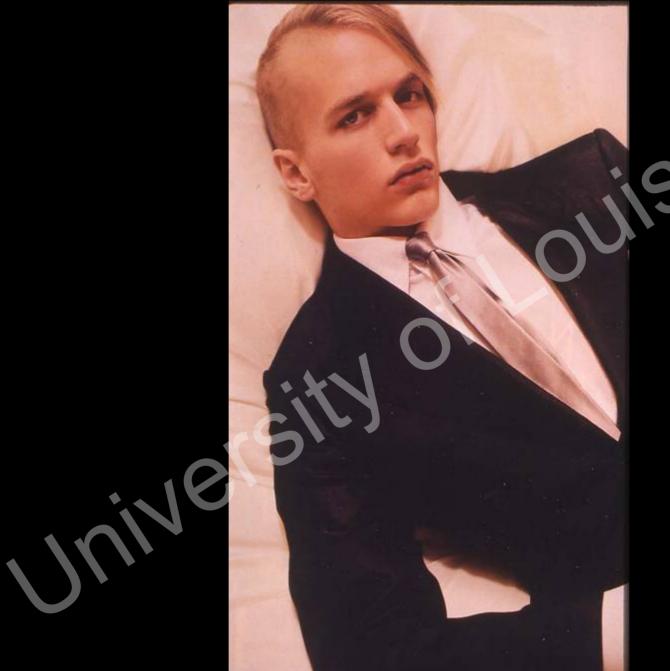


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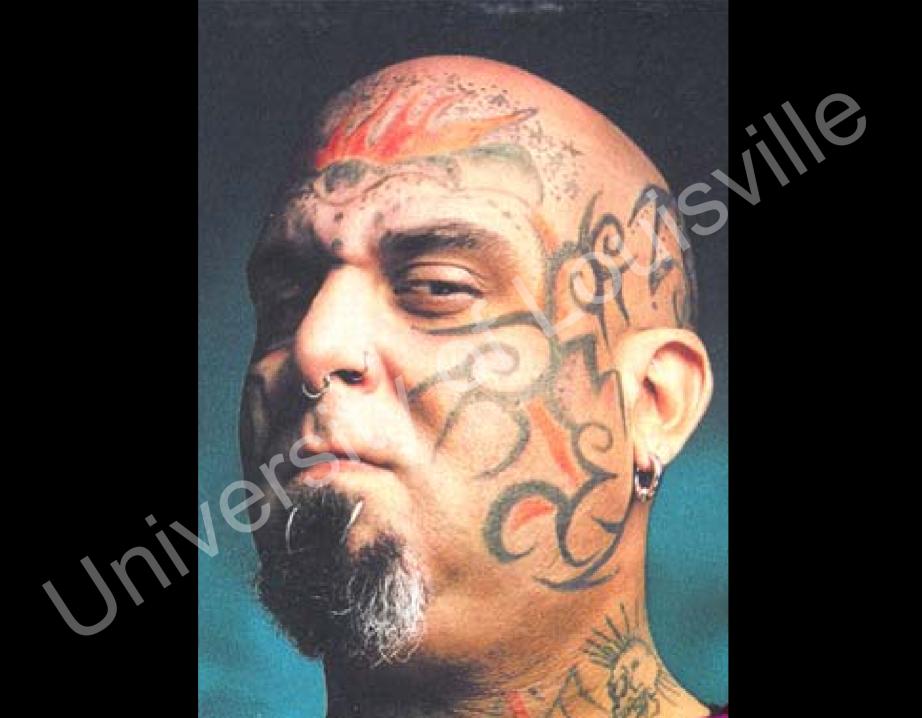
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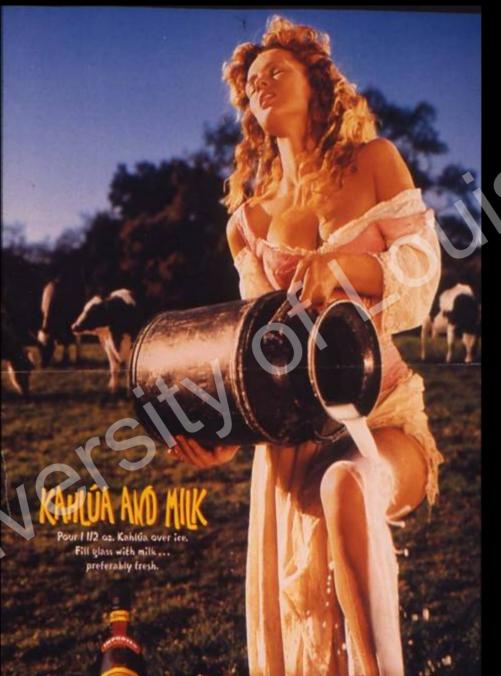
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## **PREJUDICE Options**

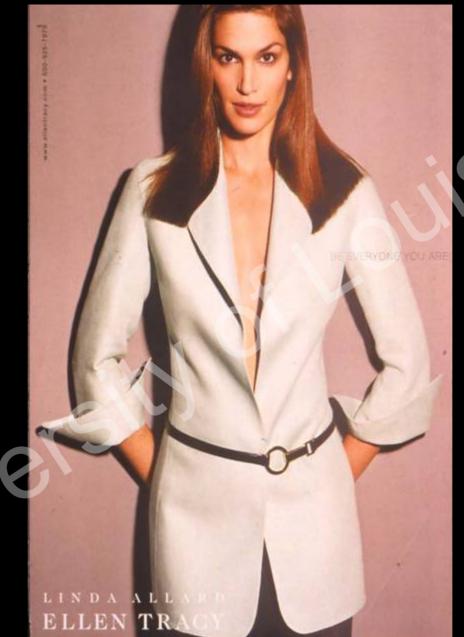
- Avoid it
- Ignore itFight it
  - - EEOC, Affirmative Action

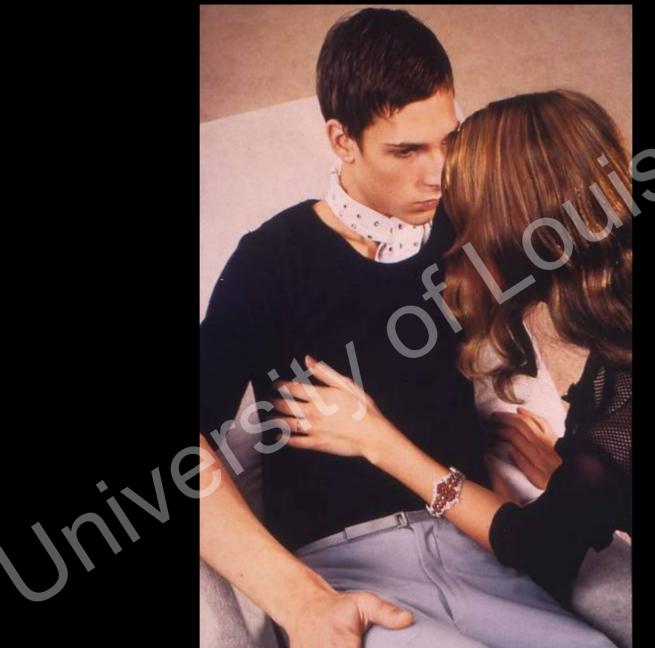






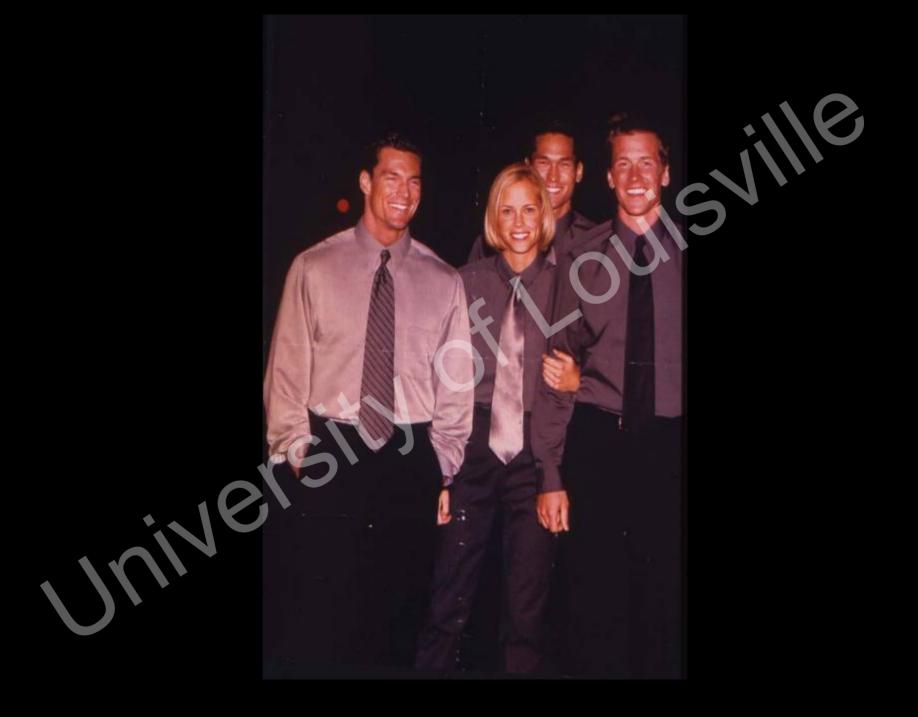
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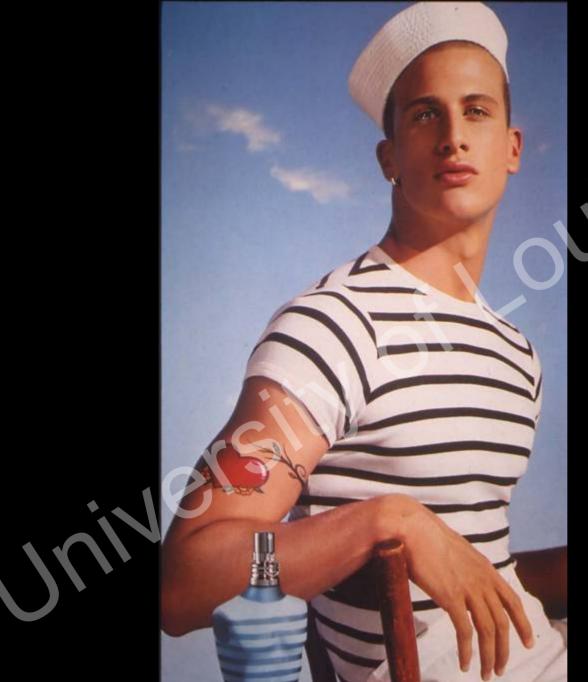




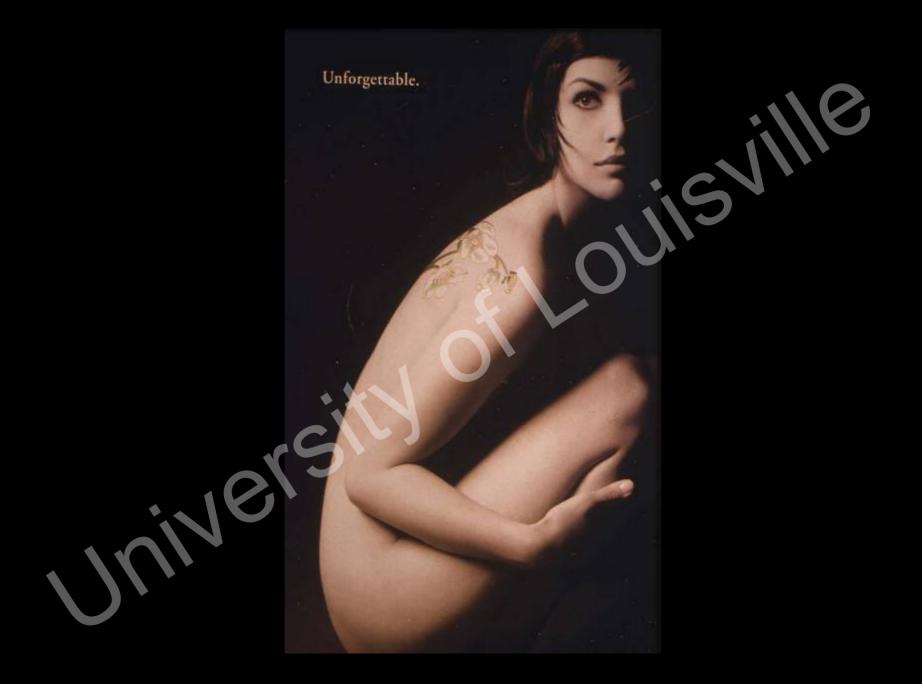


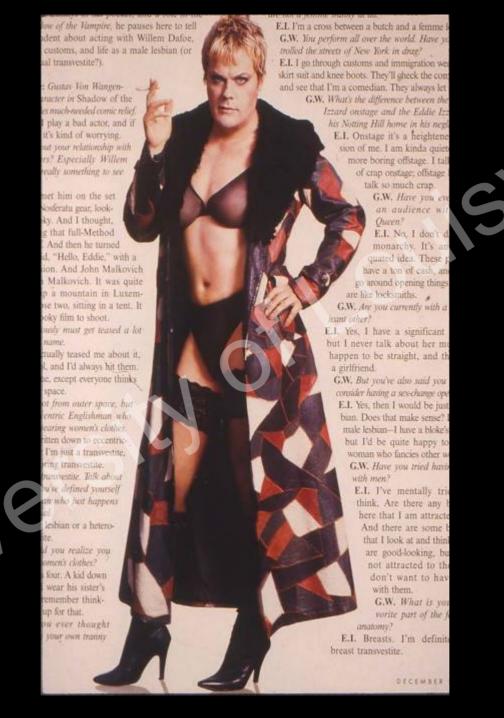
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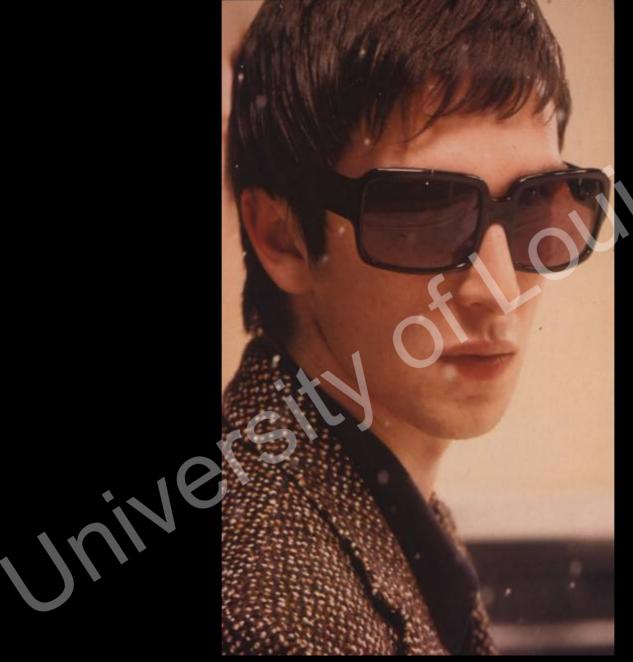


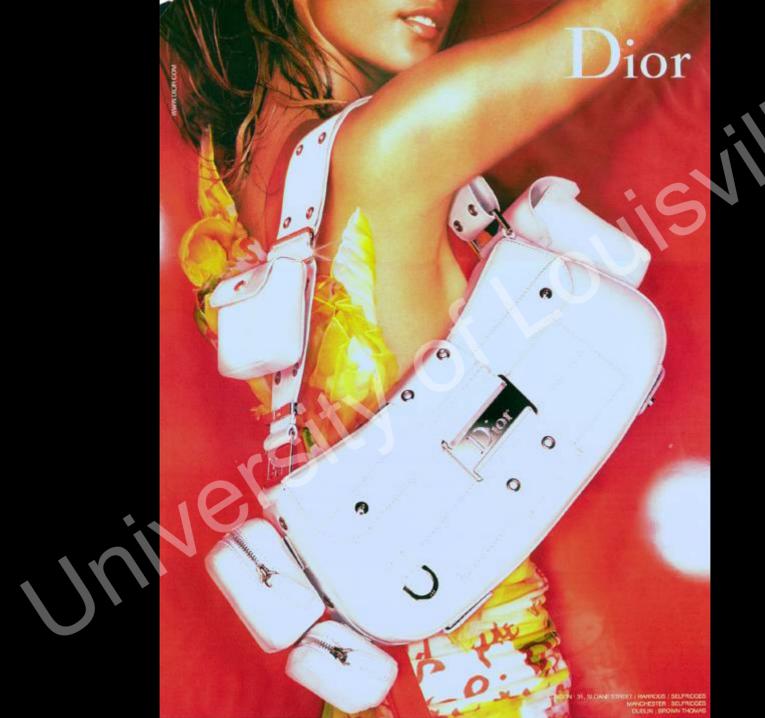


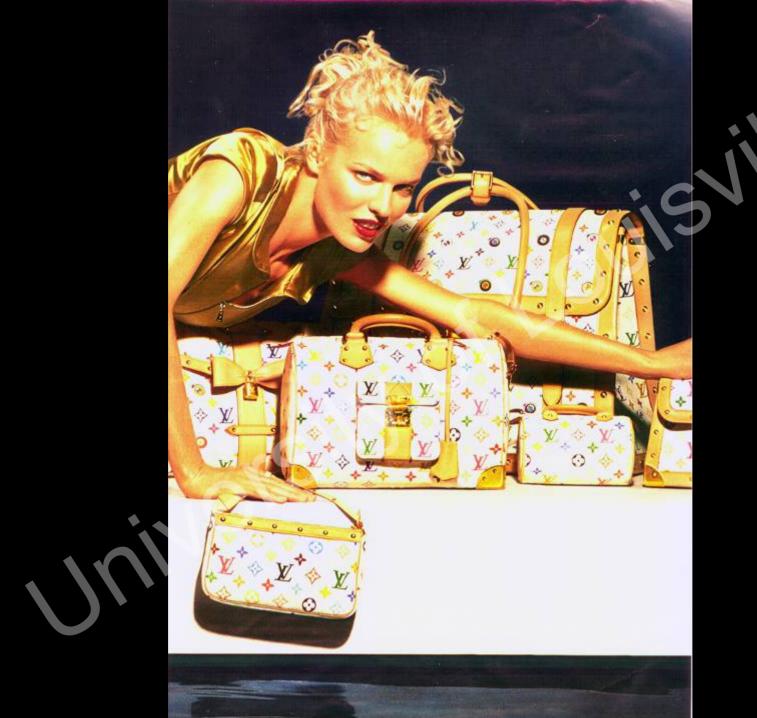
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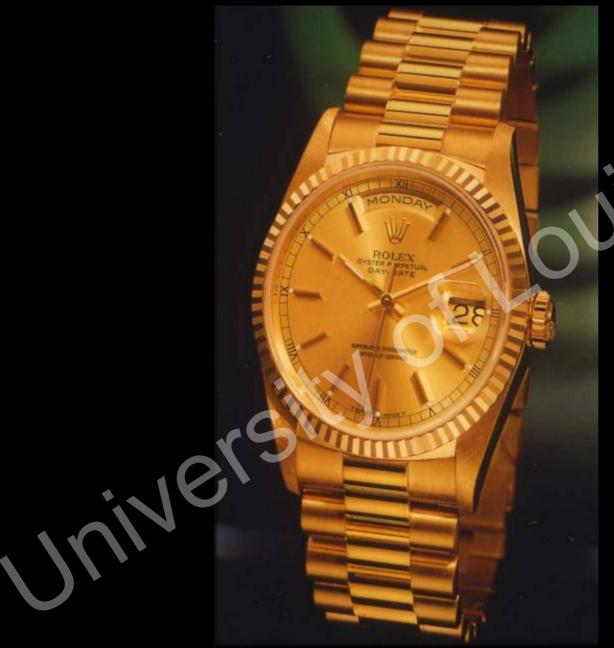








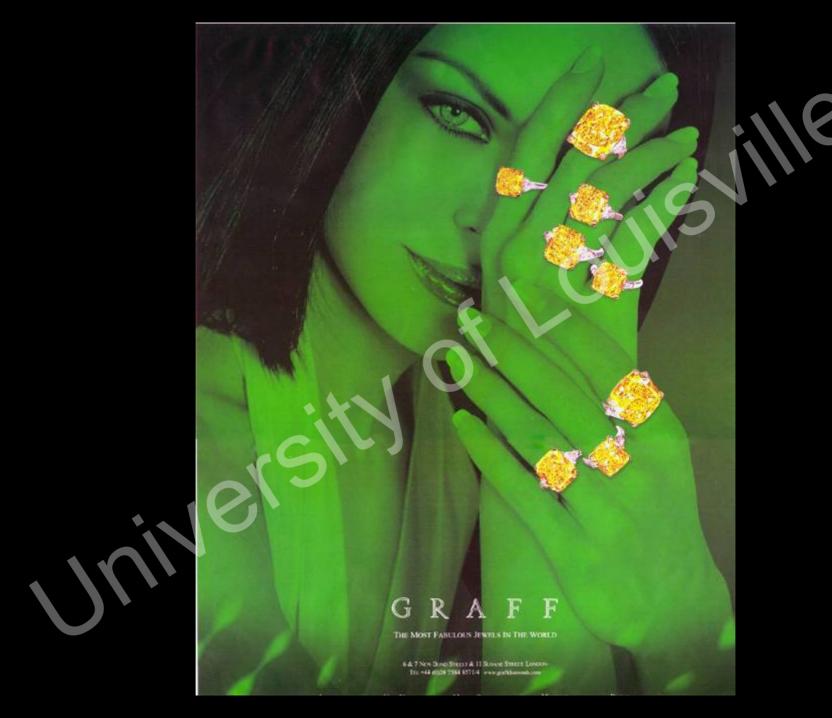




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BOHÈME The new Collection. Dressed to be desired.

## Tips on Attire and Public Speaking Selection of Glasses

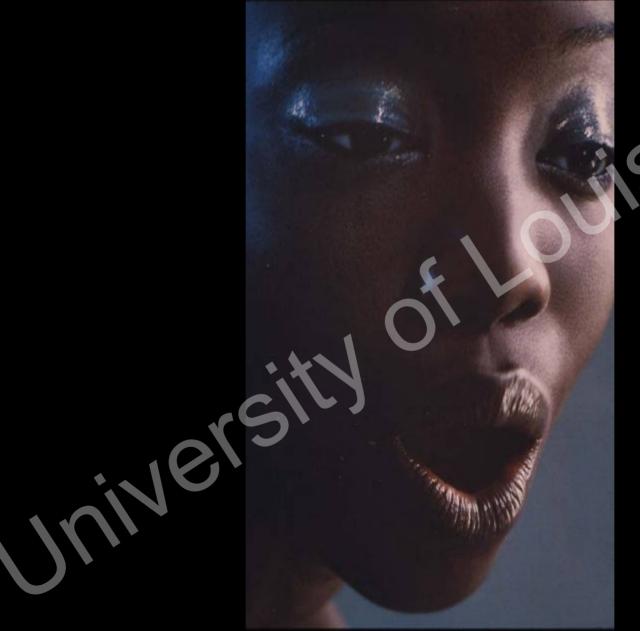
- Frames should be in proportion to face size (delicate features -- small light frame)
- Rounder faces look better with glasses having angles
- Angular faces look best in frames with more curves
- To make glasses to stand out, use contrasting frame colors and angles
- To understate glasses, use rimless or frames that blend with complexion







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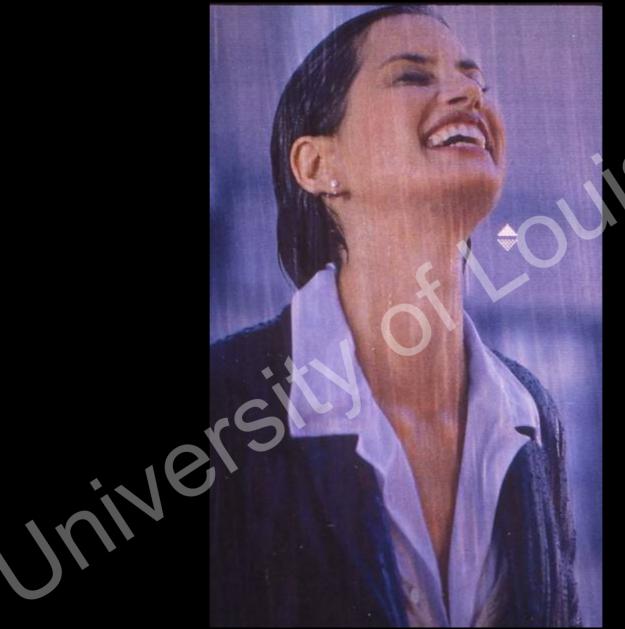






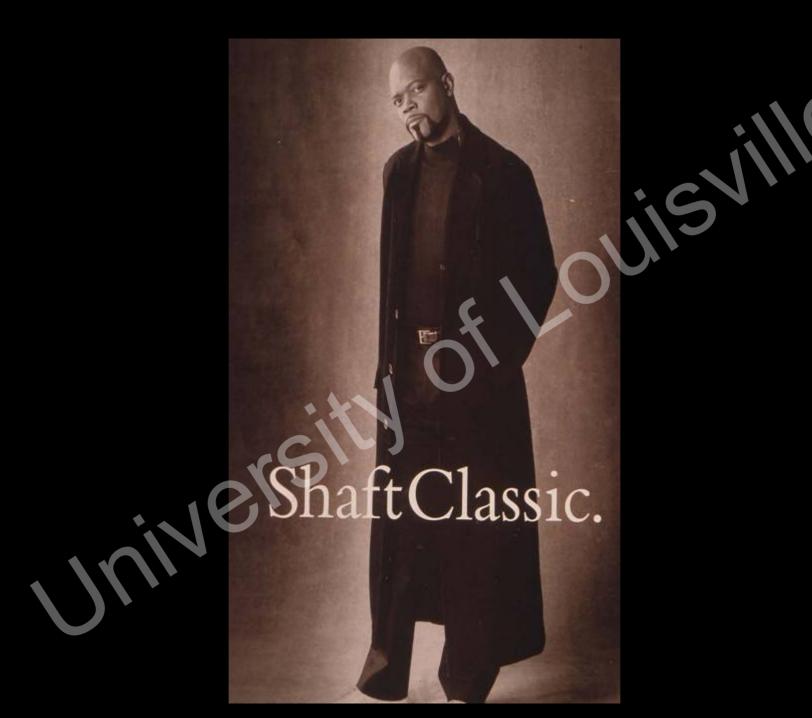


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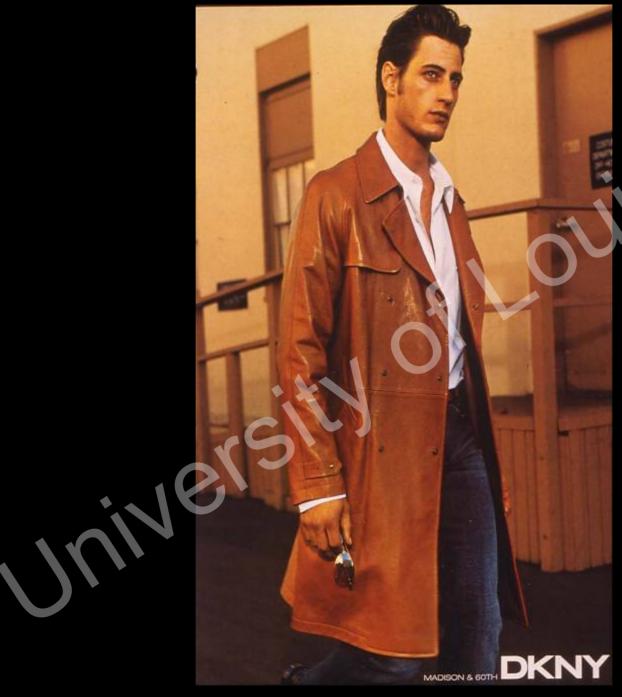


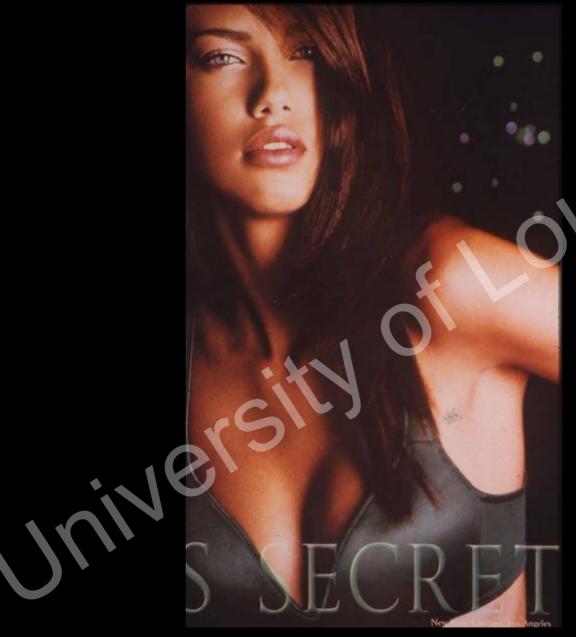
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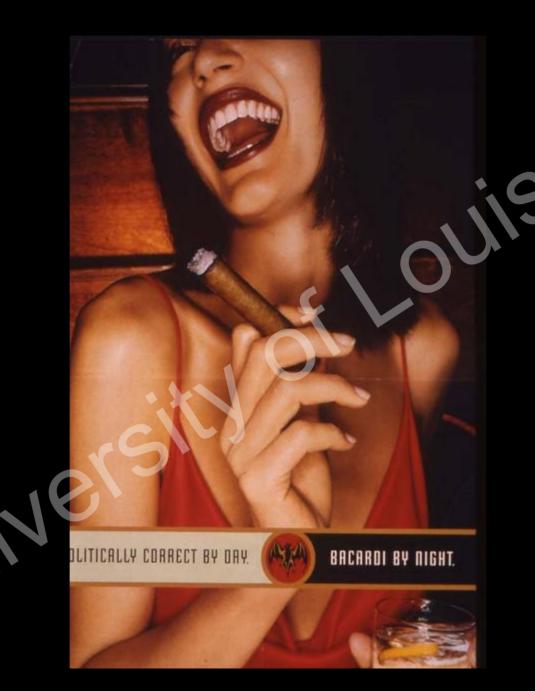
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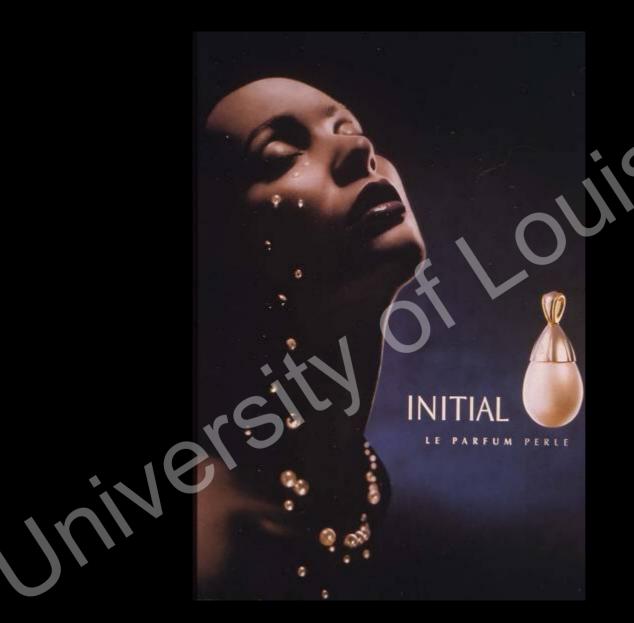




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# WHAT TO WEAR Clothing Colors

#### • RIGHT

Enhances face, younger, healthier, vital, more confident, positive image

#### • WRONG

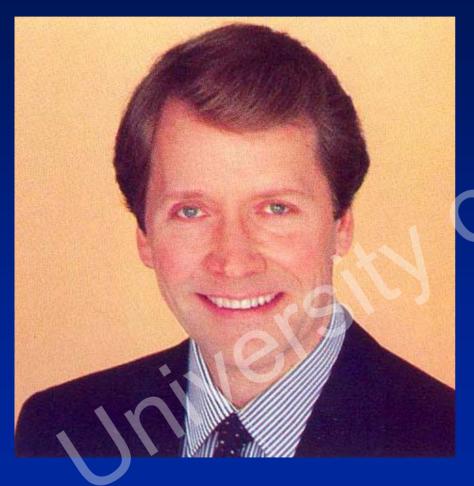
 Detracts from natural features, tired, sallow, nonharmonius, negative image

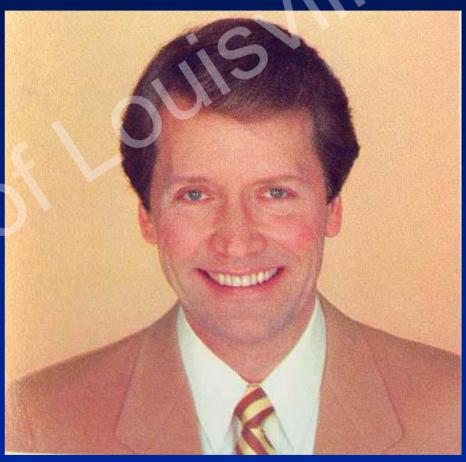
# WHAT TO WEAR Spring

- Skin Golden/Ivory with rosy undertones, pink
- Hair Honey blond, golden brown, taffy red
- Eyes Blue, green, teal
- Examples: Ron Howard, Jimmy Carter, Michael Caine, Leslie Howard
- *Good colors*: Camel, golden brown, light blue, turquoise, peach, ivory

#### WHAT TO WEAR

**Spring** 





Wrong

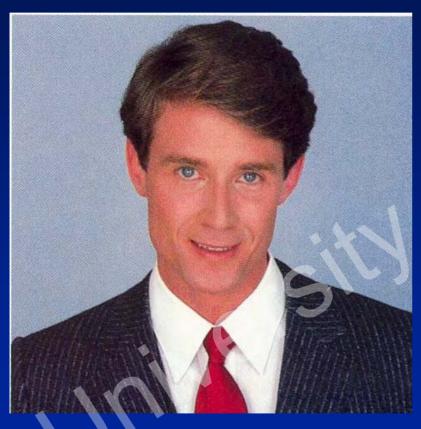
Right

# WHAT TO WEAR Summer

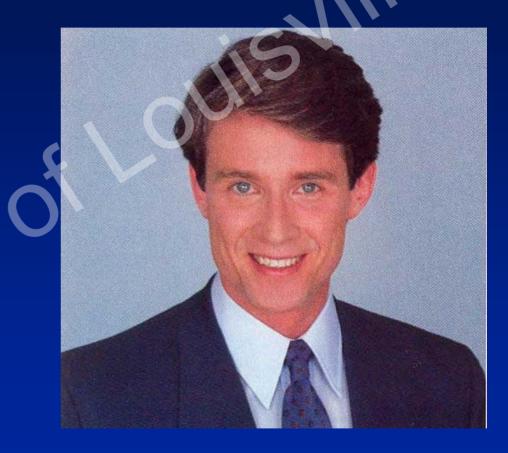
- *Skin* Pink with blue undertone
- *Hair* Blonde to light brown
- Eyes Blue, green, hazel
- Examples: Paul Newman, Johnny Carson, John Ritter, Jimmy Stewart, Gavin MacLeod
- Good colors: Gray, navy blue, sky blue, rose, brown, burgundy, pink, soft white

#### WHAT TO WEAR

Summer







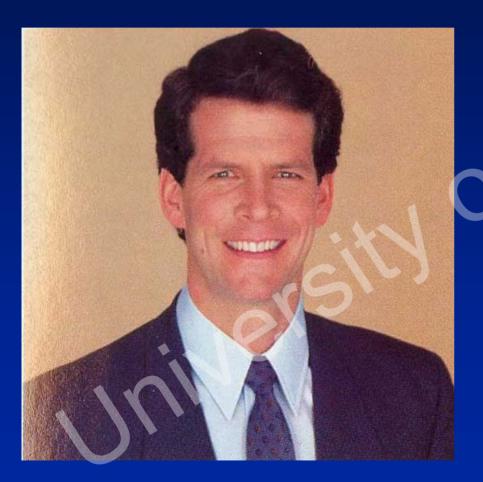
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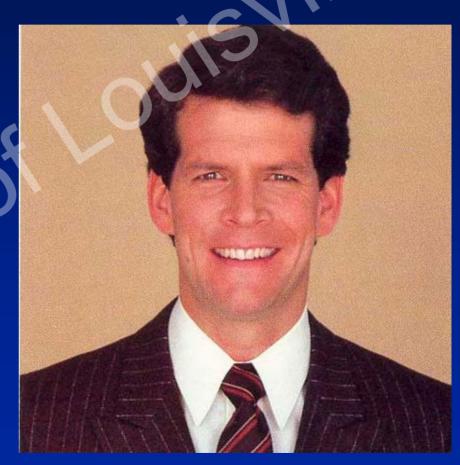
# WHAT TO WEAR Autumn

- Skin Golden undertone, ivory, peach, copper
- Hair Red/golden, auburn
- Eyes Golden brown, green with orange streaks
- Examples: Robert Redford, Charlton Heston, Woody Allen, Dick Cavett, Red Skelton
- Good colors: Dark brown, rust, khaki, forest green, olive green, dark peach, oyster white

#### WHAT TO WEAR

Autumn





Wrong

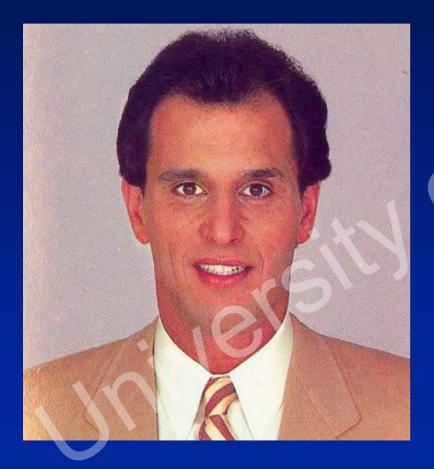
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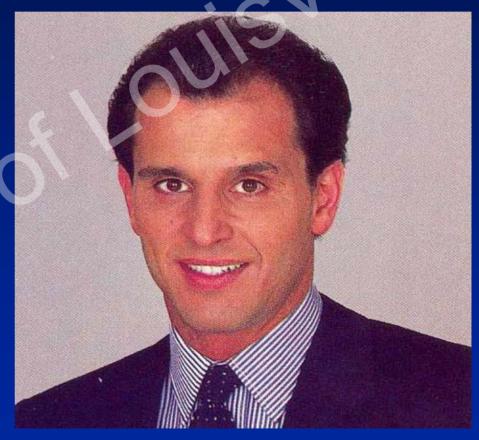
### WHAT TO WEAR Winter

- Skin Blue overtone, olive, darker, no pink
- *Hair* Dark brown or black
- Eyes Black-brown, red-brown, green, blue, hazel
- Examples: Burt Reynolds, Omar Sharif, Dustin Hoffman, Eddie Murphy, Erik Estrada
- Good colors: Navy, black, charcoal gray, burgundy, royal blue, red, pure white

#### WHAT TO WEAR

#### Winter





Wrong

Right

# QUIZOUISVIIIe University





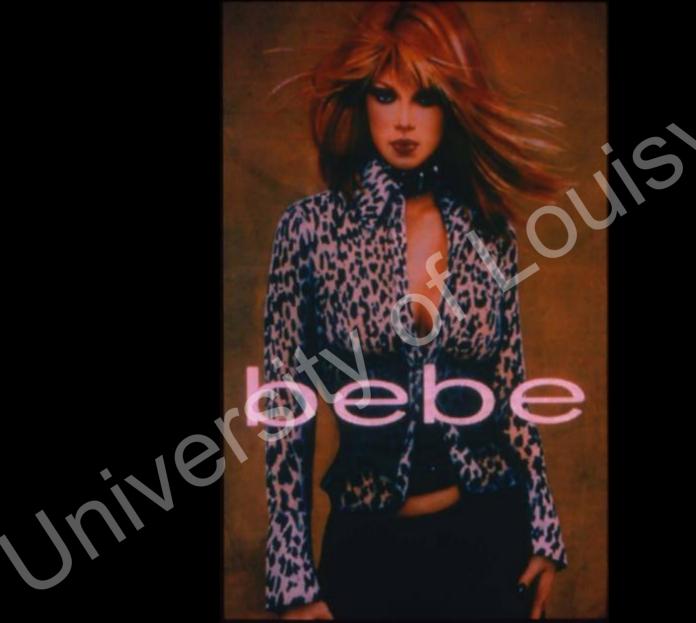


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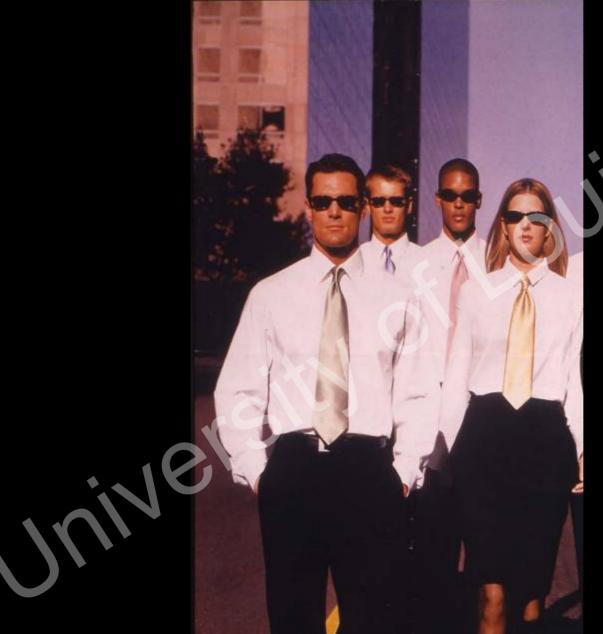
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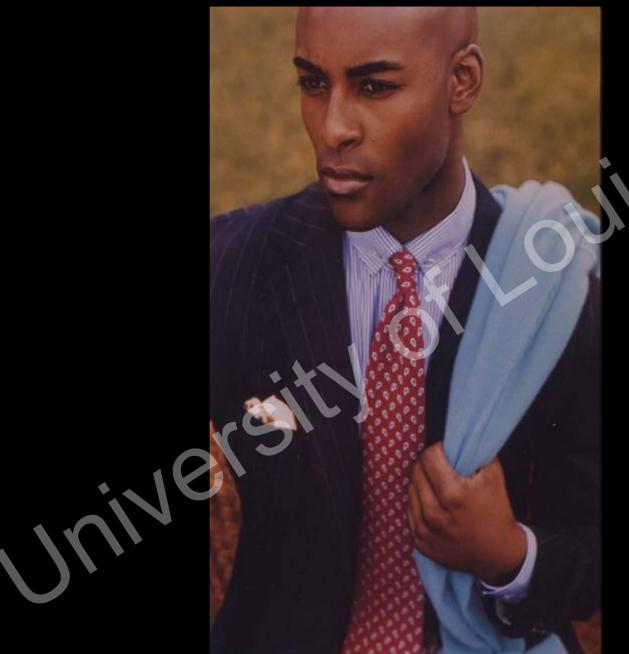


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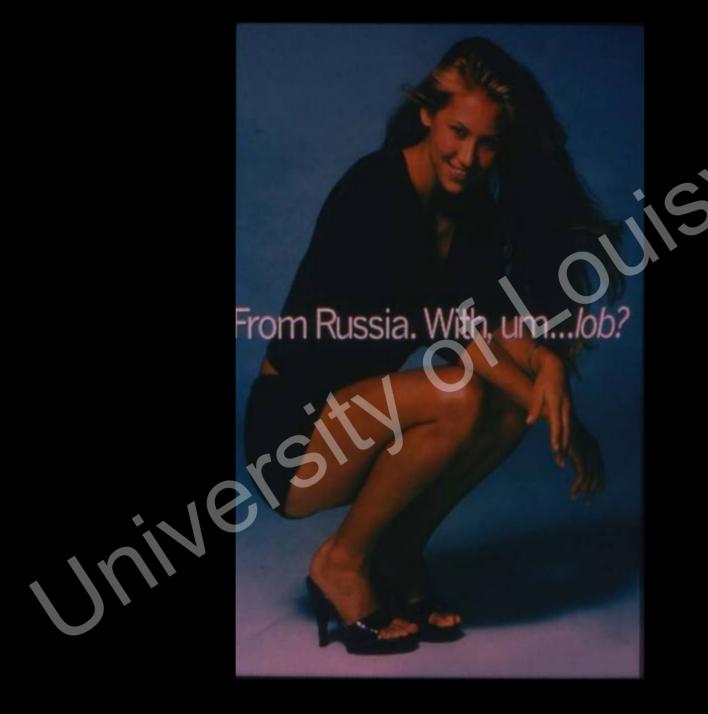
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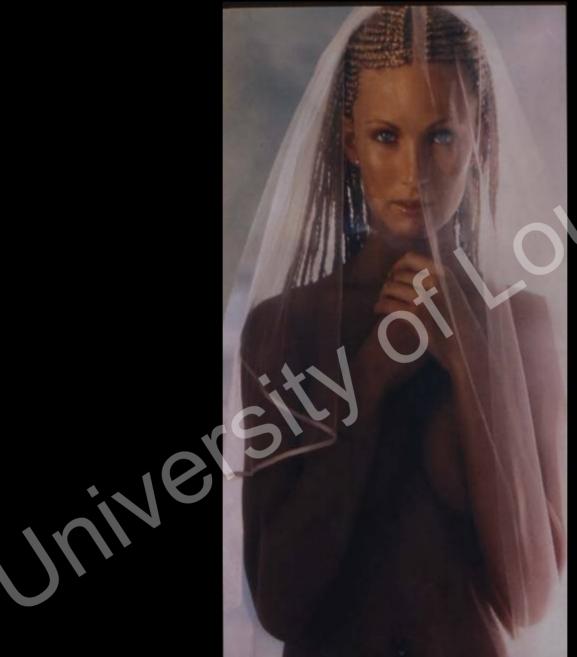
# HOW TO DRESS 15 DON'T OFFEND Wersitty



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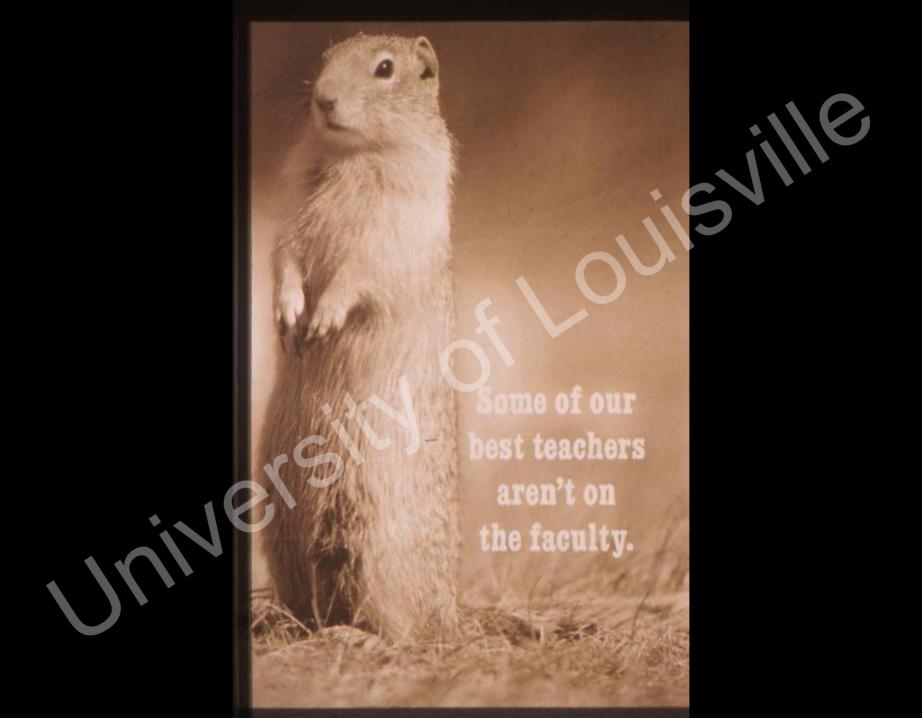




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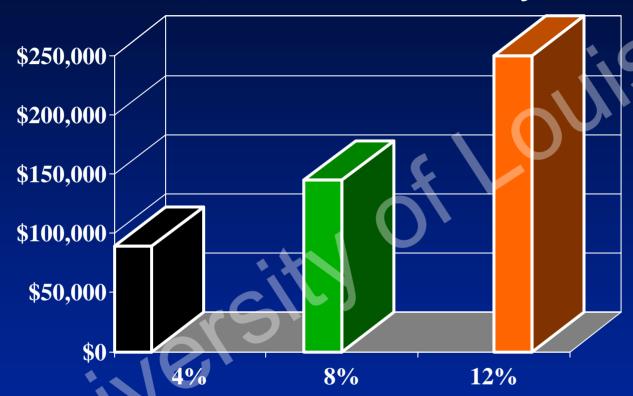
#### Pearls of Finance (1)

- Fund retirement accounts to maximum
  - Growth without taxable gains
  - Phenomenal multiplier effect

```
Example: $2,000/yr IRA @ 10% growth x30yr = $361,887
$3,000/yr 401K @ 10% growth x30yr = $5,428,305
```

- Love thy wife (or don't get married)
  - Divorce is like starting over
  - Make an amicable settlement (be friends with your ex)
  - Lengthy or contentious proceedings simply result in your assets going to the lawyers

Results of \$2,000 invested annually for 20 years



#### **Assumptions:**

- Contribution is invested in your employer's plan
- \* Assumes a starting balance of \$10,000
- \* Contribution amount earns a half-year return

#### Tax Deferred Savings: Example

#### Investor 1

```
$1,600 (Pay)
-$ 100 (Contribution)
$1,500 (Taxable amount)
-$ 420 (Taxes)
$1,080 (Take home pay)
```

#### Investor 2

```
$1,600 (Pay)

-$ 0 (Contribution)

$1,600 (Taxable amount)

-$ 448 (Taxes)

$1,152 (Take home pay)
```

Difference in take home pay = \$72

Lesson: You can purchase \$100 worth of investments for \$72

#### PEARLS OF FINANCE (2)

- *IF* you are going to have children
  - Fund child(ren)'s gift accounts in mutual funds (max \$10,000/yr/child)
     Gains are taxed at a lower rate than yours
  - Child(ren)'s college
    - \$100,000 undergraduate
    - \$150,000 graduate
  - \$15,000 care Considered entitlement
- Mortgage (to maximum) your house and secondary residence (lake home or condominium)
  - Interest is tax deductible
- Sell your home at a profit every two years (up to \$500,000 tax free gain every two years)

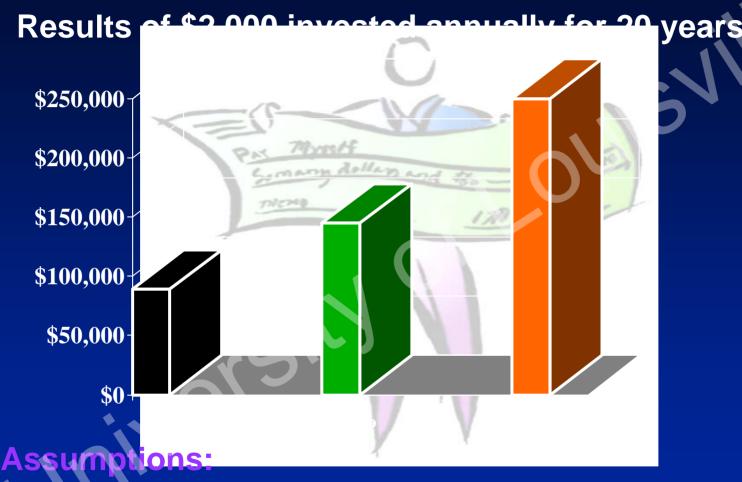


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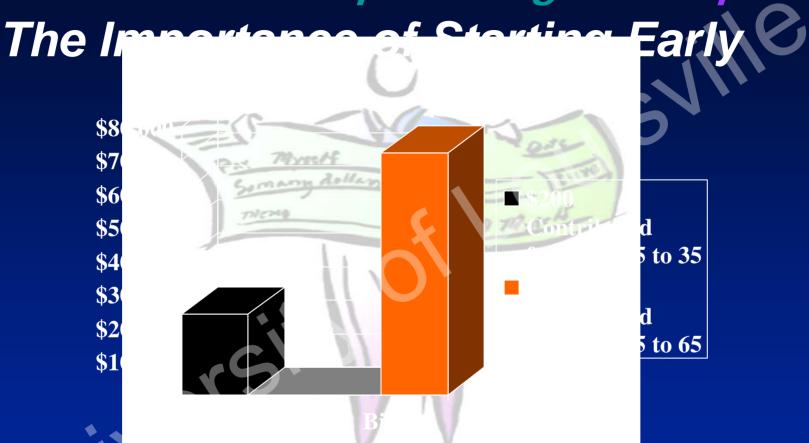
#### Tax Deferred Savings: Example



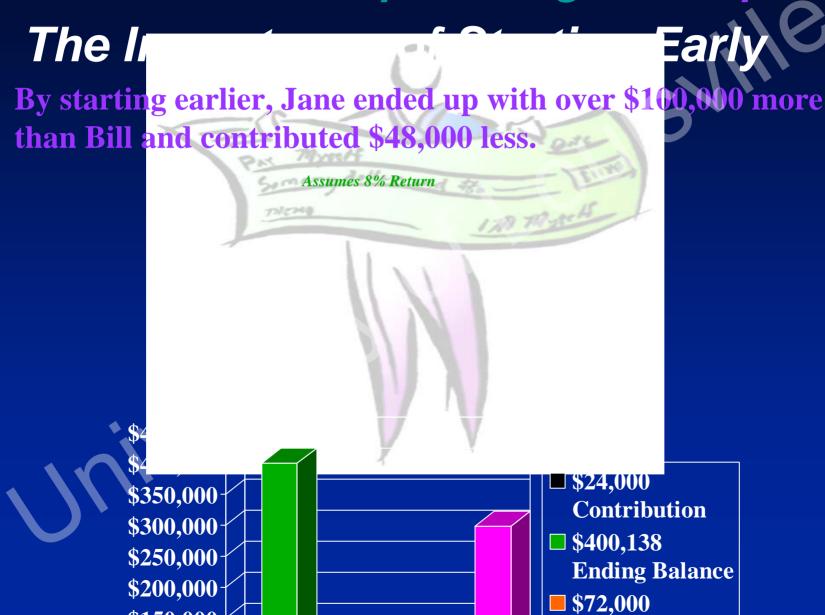
Lesson: You can purchase \$100 worth of investments for \$72



- Contribution is invested in your employer's plan
- \* Assumes a starting balance of \$10,000
- \* Contribution amount earns a half-year return



Jane and Bill both invested \$200 per month in their retirement plan. Jane contributed from age 25 to 35, Bill from age 35 to 65.



\$150 000-

#### HIPPOCRATES OFF THE RECORD



"First, treat no lawyers."

