

# Get Your Corner Office

## *Avoid These Common Mistakes to Help Your Climb Up the Ladder at Work*

### **Nice Girls Don't Get the Corner Office: 101 Unconscious Mistakes Women Make That Sabotage Their Careers**

Written By Lois P. Frankel, Ph.D.

288 pages

\$14.99, Hachette Book Group, Inc.

**A**ttention ladies! Dr. Frankel is coaching women across the globe to “quit bein’ girls.” Once I picked this book up I could not put it down. I found myself repeatedly exclaiming, “Oh my gosh I do that! And I do that, too!” The book is targeted to women of all ages and at any stage of their careers. Dr. Frankel points out that many of these mistakes serve women well early on in their careers, but hinder advancement after a certain plateau. This is a great read for young female lawyers to stop their bad habits and develop good ones, and for seasoned female attorneys who are dedicated to self improvement and professionalism. If you believe that you are never too successful to work on personal habits, then this book is for you.

The premise of this book is that women receive messages from society beginning at an early age about how a girl should and should not behave. These messages are internalized and deeply ingrained in the female psyche, often times without notice. Women take these messages and learned behavior with them through their careers, behaving and communicating the way that society has always expected them. Dr. Frankel identifies these behaviors, turns them on their head, and specifically points out how many of them really hurt women professionally.

The book gets you started with a self assessment to identify areas where

you could use some improvement, and areas where you are already doing well. Mistakes are organized by broader categories including:

- How you play the game
- How you act
- How you think
- How you brand and market yourself
- How you sound
- How you look, and
- How you respond.

two adjustments will go a long way, and will likely result in unconscious improvements in other areas, too. Each mistake by itself may seem inconsequential and trivial. However, Dr. Frankel warns that most women are guilty of more than one of the 101 mistakes and collectively these mistakes can stymie a woman’s career and negate her years of hard work. Here are some examples of the mistakes Dr. Frankel says women typically make in the work place.

#### **MISTAKE #21: SHARING TOO MUCH PERSONAL INFORMATION**

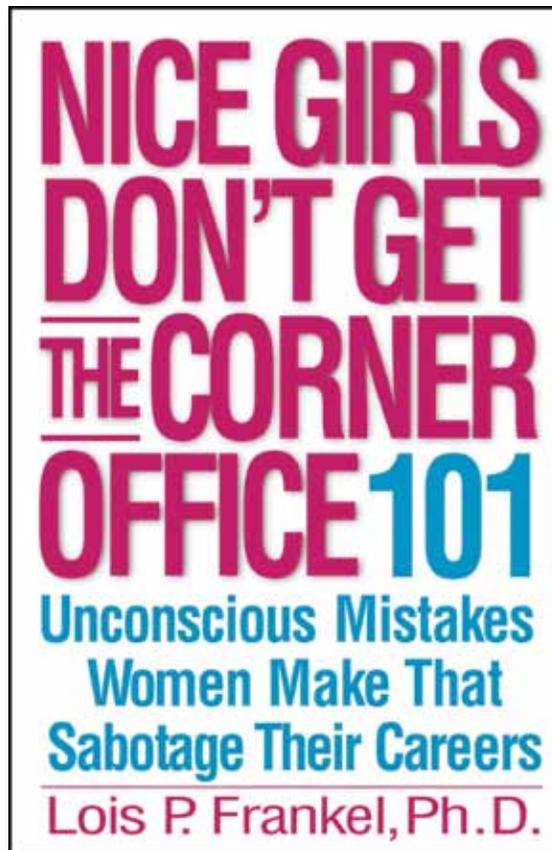
Revealing complicated personal situations can later come back to hurt you professionally, and women tend to share much more about themselves than men. A coaching tip is to be honest but brief. It is enough to tell your boss that you are going through a rough time at home and leave it at that without further personal details.

#### **MISTAKE #48: WAITING TO BE NOTICED**

Women are often overlooked because of modesty or because they assume their accomplishments will eventually be noticed. Dr. Frankel suggests developing a personal marketing plan in which you write down specific steps you will take to get yourself to where you want to be.

#### **MISTAKE #60: APOLOGIZING**

I love the Tiger Woods example given to demonstrate this mistake! He had just lost the British Open where he missed some easy shots and had not played as well as he normally does. He responded by pointing out the poor wind conditions that worked against him. The lesson is women tend to, and should try to refrain from apologizing for unintentional, low-profile, non-egregious errors.



Dr. Frankel limits the description of each mistake to one short page on average. Alongside the description she provides a bulleted list of “Coaching Tips” to help you reach your maximum potential. She advises not to take on too many changes at once. Just one or

Try turning “Is it alright if I go to lunch now?” into “I’m taking my lunch, you can call my cell if you need me.”

**MISTAKE #15: POLLING BEFORE MAKING A DECISION**

To have management potential you must be able to act independently. There are circumstances in which soliciting external feedback is appropriate, however if you need others to weigh in before you can make a decision you will cripple your ability to advance. Pick a low-profile decision, take the risk of owning it entirely, and progress from there.

**MISTAKE #59: ASKING PERMISSION**

Children ask for permission, not adults. Asking for permission assumes a level of inequality. If your intention is to show respect then try to merely inform others of your objectives. Try turning “Is it alright if I go to lunch

now?” into “I’m taking my lunch, you can call my cell if you need me.”

**MISTAKE #74: TAKING UP TOO LITTLE SPACE**

Confidence and entitlement ... these are the words Dr. Frankel emphasizes when she states that the more space a person takes up, the more confident that person appears. For instance on airplanes, men typically spread out in their seats and put both arms on the armrests, whereas women tend to keep their elbows tucked in at their sides.

**MISTAKE #50: BEING MODEST**

When someone compliments you, just say “thank you.” Don’t downplay your achievements by using minimizing statements like “It was nothing” or

“No problem.” While modesty is a virtue, it is a time and place virtue. You should never feel or act modestly with regard to your success. And if your accomplishments are not being noticed then you must highlight them. For instance, display awards and plaques conspicuously in your work space.

The book ends with a comprehensive appendix on personal development planning and resources. Not only is it a fun read, “Nice Girls” is a revealing self-improvement tool. Enjoy! ■

*Mary-Kate Breslin  
(marykatebreslin39@gmail.com) is  
judicial law clerk to Judge Albert J.  
Snite Jr. of the Philadelphia Court of  
Common Pleas - Civil Division.*

**THE BEST  
OFFICE SPACE AROUND**



261 Old York Road • Jenkintown, PA  
www.paviliongalmangroup.com

**Available Space: 500 - 12,500 RSF**

Convenient location - easily accessible to public transportation

New entrances, lobbies and hallways

Excellent on-site amenities (restaurants, post office,  
dry cleaner, news stand, shops and salons)

Ample parking and reserved  
garage parking available

For more information please contact:

**Andrew Margolis, Esq.**  
**215.880.5527**



**DON'T WAIT - CALL NOW TO SCHEDULE A TOUR!**

**Court Reporters  
Leaving You in a  
Pickle?**



**Next Time,  
Call Capital.**



(215) 236 - DEPO (3376)  
www.CapitalReportingCompany.com