

2 days out: Our upcoming podcast interview - Logistic reminders (97% Effective)

Michael Wenderoth

May 2, 2023,
6:26 PM (2 days
ago)

to me

Hi Chris

Excited for our podcast interview on Thursday, May 4 — discussing Effective Emails!

This reminder bullets key logistics reminders, and tomorrow I will send my Prep Sheet + Line of Questions.

Any questions, reach out any time — Michael

Logistic reminders:

1) If you have an updated/preferred headshot or bio or important new link promoting your book, please send to me. (If we don't receive, we'll modify the one from your previous episode, adding in the link to the new book.

2) The connection link: Chip Davis, my producer, should have sent you the calendar appt. If you did not, receive let me know.

Best to connect with a computer, via Chrome (or non-Safari browser) - and of course a solid internet connection. Remember that we also record video (although will launch with audio), so think about background/lighting/attire.

***** We may also want to look at a few email examples (share screen), so be ready if that makes sense) *****

3) Questions I'll ask — Tomorrow, the 3rd, I will email you my full "Prep Sheet + Line of Questions" which will help us prepare for a great discussion. (Not that you need it, but I don't wing these interviews and guests have said they really appreciate it).

We'll clearly focus on how crisp, effective email communication helps with career advancement — and power and influence.

***** Here are a few initial areas I'd particularly interested in focusing on. Feel free to also propose/steer to areas you have the most heat and passion around. *****

- Why the book - You wrote the 1st minute... why now write about emails... and: isn't email dead?
- Process by which you wrote this book - I find that very interesting, useful... another blockbuster from Chris Fenning...
- Emails:

- When should you NOT use email - and what is better communication format instead?
- TOP mistake most people make when it comes to emails
- Managing the endless emails + the “faster and more efficiently I respond, the faster they multiply” — how to get out of this trap?!
- Being clear off the bat - Subject Lines and Opening ... Why important + How (perhaps example here to illustrate)
- Writing so people can digest - you offer lots of tips (white space, bullets). What makes biggest impact
- Other nuance tips

See you in 2 days!

Best,

Michael

Michael C. Wenderoth

Executive Coach | Author | Stanford MBA | Columbia 3CP

www.changwenderoth.com

<https://www.linkedin.com/in/michaelchangwenderoth/>

—> My Book, **Get Promoted**, available on

Amazon! <https://changwenderoth.com/#tve-jump-180481ecea3>

—> My Podcast, **97% Effective**, advancing careers one hard truth at a time: <https://redcircle.com/shows/97-effective>

Praise for Get Promoted:

"A must-read for anyone who wants to accelerate their career. Michael breaks down decades of research (so you don't have to) and shows you exactly how to land your next role, win your next raise, and get big things done at work!"

-- Dorie Clark, Top 50 Business Thinkers in the World (Thinkers50), WSJ Bestselling Author.

"Get Promoted does not have a lot of feel-good advice. But if you look critically at what Michael suggests - and put it into practice - you will move the needle on your career and your initiatives. Michael is a serious, fresh voice ... His book is going to help a lot of people."

-- Santiago Iñiguez de Onzoño, President IE University.

"Finally, a leadership book that skips generalities and happy talk and gets to the heart of what really matters for success – relationships, power dynamics and how you manage them. For those of you frustrated that your great ideas and hard work aren't paying off, Michael's book explains why and what to do about it. Mandatory reading."

—Alisia Gill, Chief People Officer at EmpiRx Health.

"We all need to build power in our lives and in our communities, and Michael breaks down how you do that. Whether you are trying to get promoted, make the system

better, or help others, Get Promoted is broadly applicable in showing how this can be done. I'm recommending this to current, aspiring and future leaders I work with, at all levels."

—Virginia Tan, Founding Partner, Teja Ventures; Co-Founder, She Loves Tech.

"This well-written, engaging book... will help readers to turn knowledge about power and organisational realities into effective actions."

-- Jeffrey Pfeffer, Professor at Stanford's Graduate School of Business.

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Hi Chris

Here is the key logistical information you need for our podcast interview on Thursday, May 4, plus a list of questions/topics we will cover.

Request: Please review and let me know if you have any questions.

Tomorrow I will send my Prep Sheet + Line of Questions so you have everything you need.

I'm excited for our podcast interview discussing Effective Emails!

Any questions, reach out any time — Michael

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