

TRANSCRIPT

EPISODE 12

# Professionalism 101

October 1st, 2019

3PHASE  
RADIO

With Jeffrey Mort



<p>0:00 <i>Jeff Mort</i></p>	<p>Today's audio masterclass: Professionalism 101: Ten strategies to gain instant respect and accelerate your career, today on 3-Phase Radio.</p>
<p>0:22 <i>Music</i></p>	<p><i>[Bluesy rock by CryBaby Creek].</i></p>
<p>0:23 <i>Jeff Mort</i></p>	<p>Welcome everyone to episode 12 of 3-Phase Radio, your "transformation station", an educational program created to transform careers and lives of skilled electricians just like you. I'm your host, Jeffrey Mort. Thank you for joining us today in the 3-Phase Radio community. Thank you to my friends and family of CryBaby Creek for the intro music, you can enjoy more of their talent wherever music is found.</p>
<p>0:47 <i>Jeff Mort</i></p>	<p>Today's audio masterclass Professionalism 101: Ten strategies to gain instant respect and accelerate your career. Just a quick reminder to please, as always, share, subscribe, and review to help this valuable program grow. Before we get started, today's program is brought to you by our very own Resource Center created for your convenience. There you'll find awesome tools, reliable gear and apparel, and personal and professional development resources. It's not easy to find products and services that you can trust inside your resource center. Each item is tested and approved by me so you don't have to worry. I recommend only products and services and companies that I believe in. Full disclosure, as an affiliate for some of the products listed there, I may make a small commission. However, there is no additional</p>

	<p>cost to you and all proceeds are put back into supporting new and improved programs and resources for you. Visit three-phase radio.com and click on the resource button or simply find the link in the show notes.</p>
<p><b>1:51</b> <i>Jeff Mort</i></p>	<p>Today's program is for anyone new to the trade, or new to a company, or turning over a new leaf and looking to live their best life and accelerate their career. The problem? Well, it's difficult trying to fit in in a new company, or make a name for yourself, or get ahead quickly in your career, or strengthen a business or personal relationship.</p>
<p><b>2:11</b> <i>Jeff Mort</i></p>	<p>I've tried a few different approaches with the many companies I've worked for, and for many clients I've provided services to over 32 years. And here's 10 of my best tips to accelerate your career in almost any situation.</p>
<p><b>2:25</b> <i>Jeff Mort</i></p>	<p>Number one, lose the sarcasm. So this may be funny when you're out with your friends, but the truth of the matter is it sounds totally unprofessional if you're trying to get ahead in your career, so lose the sarcasm.</p>
<p><b>2:37</b> <i>Jeff Mort</i></p>	<p>Number two, listen more. It's not easy holding back what you have on your mind. As a matter of fact, it's a learned skill, but you can learn more and you can learn faster simply by listening more often.</p>
<p><b>2:51</b> <i>Jeff Mort</i></p>	<p>Number three, think before you speak, and this is certainly</p>

	<p>another learned skill. Thinking of three or four different options of saying what's on your mind in just seconds without missing an opportunity is a practice that takes years to perfect.</p>
<p><b>3:09</b> <i>Jeff Mort</i></p>	<p>Focus on the impact of what you are going to say before you let the words out. Then choose the best option for the outcome that you prefer.</p>
<p><b>3:17</b> <i>Jeff Mort</i></p>	<p>Number four, if you're going to try to be funny, never do it at someone's expense and especially at your own expense. It's downright disrespectful to the other person or it's disrespectful to yourself. That's totally unprofessional and it'll hold you back in your career, especially if you're talking down about yourself.</p>
<p><b>3:36</b> <i>Jeff Mort</i></p>	<p>Number five, take lots of notes. Taking notes is admirable and it won't go unnoticed and it's super helpful for those with short term memory. So try it out for a week and see how helpful it is. So those five of our 10 strategies to gain instant respect and accelerate your career.</p>
<p><b>3:54</b> <i>Jeff Mort</i></p>	<p>Those again real quick, one through five: lose the sarcasm was number one. Number two, listen more. Number three, think before you speak. Number four, if you're going to try to be funny, never do it at anyone's expense, even your own. And number five, take lots of notes.</p>
<p><b>4:10</b> <i>Jeff Mort</i></p>	<p>We'll get right back to the program in just a minute. If you like what you're hearing each and every week. As always, please</p>

	<p>review, share and subscribe and I'm proud to announce that you can support three-phase radio on Patrion. I produced an offer this podcast for free to help my fellow electricians out. If you like what you've heard and you'd like to help make more episodes possible, please support me in this program. On Patreon. Supporters will get bonus content including extra episodes I saved the good ones for the inner circle. You'll also get worksheets, how to guides and direct access to me via a monthly group coaching call. I'd also love to use Patriana as a platform to offer even more coaching, education and mentorship opportunities.</p>
<p>4:56 <i>Jeff Mort</i></p>	<p>Once I hit my first milestone of \$100 per month in support, I'll be able to add tiered membership options that include access to courses, videos, and so much more. The membership link will as always be in the show notes. You can find <a href="mailto:it@threephaseradio.com">it@threephaseradio.com</a> and look for the Patrion button. I sincerely thank each and every one of you for your support. So back to our program.</p>
<p>5:22 <i>Jeff Mort</i></p>	<p>Number six is let them know you heard what they said. And that means even if you disagree, affirming the other person's position will always gain you respect. So repeat back to them what they had said and let them know you heard what they said. And you can say that you disagree, but be sure to affirm the other person's position first. That will totally shift their mindset on what you are about to say after that. Don't come off as defensive. And repeating what you heard also confirms that you heard correctly. So number six, let them know that you heard them.</p>

<p><b>5:57</b> <i>Jeff Mort</i></p>	<p>Number seven is ask for the big picture, asking for the big picture about the task of the project that you're working on. It'll let the leader know that you're in the game for the team win. And don't be offended if they don't always give you the big picture. Sometimes they might be too busy or they don't feel as though you need to know. But, you can certainly ask.</p>
<p><b>6:17</b> <i>Jeff Mort</i></p>	<p>So number eight, offer progress reports. Asking your leader if they want you to tell them when you reach a certain point in your tasks lets them know that you understand time constraints. So offer progress reports. "Do you want me to let you know when I'm at a certain point?"</p>
<p><b>6:32</b> <i>Jeff Mort</i></p>	<p>Number nine, ask before you offer a suggestion. Simply asking, "Do you mind if I give a suggestion?" makes the other person more receptive and less defensive to a suggestion from a subordinate. So ask before you offer a suggestion.</p>
<p><b>6:48</b> <i>Jeff Mort</i></p>	<p>And number ten, ask these words right here, "How can I help make your day easier?" These eight simple words certainly have the power to accelerate your career. And a pro tip--they can also benefit your personal relationship as well.</p>
<p><b>7:03</b> <i>Jeff Mort</i></p>	<p>How can I help make your day easier? Imagine when somebody says that to you, how you would feel towards them? You would feel honored, I would hope. And here's a bonus I'll give you: always ask for advice rather than an opinion. So if you need something from somebody say, "Can I ask your advice on</p>

	<p>something?" rather than saying, "Can I get your opinion on something?"</p>
<p>7:24 <i>Jeff Mort</i></p>	<p>Because when you ask for an opinion, what you get is a critic. When you ask for advice, which you get is an accomplice.</p>
<p>7:31 <i>Jeff Mort</i></p>	<p>So remember, ask for advice and not an opinion. And your call to action is apply this professional advice in your career and in your personal life. You can download and print the transcript so that you have these ten steps plus the bonus. Take notice of the reaction you get when you apply these suggestions. And don't be afraid to ask for feedback.</p>
<p>7:51 <i>Jeff Mort</i></p>	<p>So how do we help you avoid failure, and what does life look like without the plan? What does that failure look like? Well, imagine traveling without a GPS, or a map, or taking an adventurous trip without a guide. Just the thought of that is stressful, right? So why wouldn't you use this advice to accelerate your career and boost your business and personal relationships? So life with the plan? Well, try out some or all of these suggestions and notice the response that you get. Take note of the opportunities that giving gratitude and respect will open up for you. It's just another step in helping you live your best life and accelerate your career.</p>
<p>8:27 <i>Jeff Mort</i></p>	<p>Now I have a quick question for you. Remember when you were a kid and you had that magic eight ball that you could ask anything, you'd shake it and get the answer? We'll imagine if instead of getting one of the same 20 predictable answers every time you</p>

	<p>asked it a question that instead you got an informative, purposeful answer backed by decades of experience and knowledge in a call to action to send you in the right direction. Well, now you have that very power at your fingertips. Just go to three-phase radio.com and click on the ask Jeff button at the top of the page. Submit your question, and not only will you receive a valuable response, but selected questions and answers will be read at the end of each three phase radio podcast. Consider this a complementary and valuable resource and an opportunity to plug in to over 30 years of expertise brought to you by three-phase radio and Jeffrey Mort industries.</p>
<p>9:17 <i>Jeff Mort</i></p>	<p>I hope you enjoyed today's episode. Thank you so much for listening. I hope you'll join us again next time, and if you don't want to wait that long, sign up to be a member and get all the bonus episodes and content that will help you live your best life and accelerate your career. Until next time, please remember the best investment that you can make is in yourself. Be kind, everybody. Cheers.</p>
<p>10:15 <i>Music</i></p>	<p><i>[Bluesy rock by CryBaby Creek].</i></p>