How to Prepare for a Job Interview with Three Work Stories

October 29, 2026
Choose three real, non-confidential work examples, describe what you did and what changed, and rehearse concise versions.

How to Write a Meeting Recap That Leads to Action

October 29, 2026
A useful meeting recap records decisions, names owners and dates, and flags unresolved items so the team knows what happens next.

How to Ask for Feedback You Can Actually Use

October 29, 2026
Ask for feedback about one specific moment, request an observation rather than a verdict, and try one change before asking again.

How to Rehearse a Presentation in 20 Minutes

October 29, 2026
A short practice routine can help you rehearse the opening, time the full talk, and polish the transitions and close.

How to Build a Presentation Around One Clear Message

October 29, 2026
Start with one takeaway the audience should remember, then cut any slide that does not support it.

How to Recommend a Book or Worksheet Without the Hard Sell

October 29, 2026
Recommend a book or worksheet in a way that helps the reader, explains what it adds, and discloses any relationship.