



6 TIPS ON READING BODY LANGUAGE

Have you ever wanted to be able to read people's minds? Learning to recognize and interpret body language cues may come close to it. According to a study done by UCLA, only 7% of communication is explicitly stated in words, whereas the rest is not. The study found that the tone of voice conveys 38% of the message, and 55% of the communication happens via body language signals.

Therefore, these signals are often subtle and subconscious and may be easily missed. However, they offer powerful information when we know what to look for. In this month's InfoPays, we are sharing 6 powerful body language signals to look out for:

1. Crossed arms and legs mean resistance.

If you are in a meeting with someone, and the party shows this signal, they are not open to your ideas or proposal. This physical posture often means the person is in an undesirable scenario and perhaps even feeling awkward and wanting a way out of the meeting.

2. Body posture tells a story.

This is a crucial point about body language - posture matters. We are hard-wired to recognize when someone of power enters the room -- their posture is expansive, and they literally "take up more space". Hence, why we have been told that the opposite, slouching, means taking less space, commands little or no respect, and negatively affects how others may perceive us.

3. Clenched jaw may signal unease.

Whether the stress or unease is related to the topic, the underlying point is that the person you talk to is feeling stress or pressure. The key is to pay attention to any gaps or contradictions between their words and what they are trying to project versus the cues of their body.

4. Raised eyebrows suggest discomfort.

Typically raised eyebrows signal that we feel scared, surprised, or worried. In a conversation with others, it may also mean we feel discomfort. Yet again, a subtle

cue that may not be contained in our words can easily be projected through our body language.

5. Prolonged eye contact may lie.

The importance of eye contact, especially in determining whether we are honest when speaking to someone, has been built into our subconsciousness as the golden rule. If you are telling the truth, you have to be able to look someone in the eye. However, there are times when people overcompensate with prolonged eye contact to make up for a lack of honesty, resulting in awkwardness and doubt.

6. Mirroring body language is a positive sign.

When a person copies your body language, they are in tune with your message and likely agree and approve of what you have to say. Spotting your party copy your gestures can be beneficial during negotiations as it suggests that the meeting is going well.

Source: inc.com, *8 Ways to Read Someone's Body Language*



HOW TO GET PAID FASTER

“Until you value yourself, you won’t value your time. Until you value your time, you will not do anything with it.” ~ M. Scott Peck

For this InfoPays, we list 8 tips for getting paid faster:

1. Keep track of your time.

Stay organized and document your hours accurately to ensure that you get compensated for your efforts fairly. In the end, time is money.

2. Bill early.

After wrapping up a project, try to send out your bills immediately. Avoid moving on to the next task without notifying your client or customer of the payment due.

3. Use simple terminology.

“NET 30/60/90” is a common invoice jargon; however, experience shows that this terminology may, in the end, confuse your clients. Please keep it simple by stating the number of days your invoices become due.

4. Charge an upfront fee or request partial payment.

A retainer fee provides a guarantee and gives your cash flow a boost. During the planning stages, enthusiasm is the driving sentiment, so at this point, sponsors tend to be more flexible about payment terms – if you are asking for a partial payment, this is a perfect time.

5. Set up payment reminders.

Establish a simple system to keep track of overdue accounts and release payment notifications. It is vital to detect potential delinquency sooner rather than later.



6. Make the payment process simple and easy.

If you make bill paying complicated or non-intuitive, you can lose your client’s attention. Try to provide your clients with convenient options for payment, ideally electronic methods.

7. Ensure accurate billing.

Be sure that your bills reflect the correct information, especially the current balance and the appropriate receiving party. Customers are more likely to avoid paying bills that contain errors and discrepancies.

8. Be professional and courteous.

Being courteous is not just the right thing to do – it is a powerful tactic that can help you get paid faster. A simple “please pay your invoice within” or “thank you for your business” can increase your payment success.

Created by the IPS Business Owner Success School (BOSS) 



**Guarantee your
liquidity within
8 business hours**