

FREE RESOURCE



THE POWER SKILLS PLAYBOOK

20 Essential Skills to Break Through
Your Career Ceiling

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BEFORE WE START...

Inside, you'll find the 20 most essential power skills that every ambitious professional needs - along with practical tips to develop them right where you are: in the workplace.

With intention, action, and this guide in hand, you'll transform into the unstoppable, confident leader you're meant to be.

Wish you all the best.

Maria



Let us set you up for **success**

Power skills, sometimes called 'soft skills', are your **secret weapon to success**. They help you build influence, stand out in meetings, lead with confidence and make the kind of impact that moves your career forward.

If you feeling overlooked, battling imposter syndrome, or being unsure how to stand out - this playbook is your guide to **be unstoppable**.

How to use this playbook

- **Set goals.** Start by identifying your top 3 focus skills for immediate improvement.
- **Take action.** Implement one tip per week and track your progress.
- **Seek feedback.** Ask trusted peers or mentors to provide input on your development.

1 Emotional Intelligence (EQ)

Success isn't just about what you know—it's about how you interact with people. EQ allows you to navigate complex relationships, handle stress, and become the calm, empathetic leader your team needs.

3 Actions:

- Observe emotional cues in meetings and adjust your tone or approach accordingly.
- Schedule time for self-reflection after difficult conversations to understand emotional triggers and how to handle them better.
- Practice empathy by actively listening to colleagues' concerns and acknowledging their emotions.

Reflection Question:

How do I typically react in emotionally charged situations, and how could I improve my responses?

2 Self-Awareness

Knowing your strengths, triggers, and growth areas gives you the power to lead yourself, and others, effectively. Self-aware professionals inspire trust, authenticity, and consistent performance.

3 Actions:

- Track your emotional and behavioral patterns throughout the day to identify triggers and strengths.
- Request feedback from trusted colleagues or supervisors about how you're perceived.
- Practice mindfulness during stressful situations to ground yourself and respond intentionally.

Reflection Question:

What feedback or patterns about myself have I been ignoring, and how can I act on them?

3 Strategic Thinking

Leaders don't just focus on today; they think about where the business—and their career—is headed. Strategic thinking helps you anticipate challenges, spot opportunities, and position yourself as an invaluable problem-solver.

3 Actions:

- Take time each week to analyze your team's long-term goals and how your work aligns with them.
- Brainstorm innovative solutions to recurring problems in your role or department.
- Volunteer to lead or contribute to a project that requires future planning and resource management.

Reflection Question:

Am I focusing enough on the long-term impact of my decisions, or am I stuck in day-to-day tasks?

4 Leadership

Leadership isn't just about a title; it's about influence, vision, and action. Developing leadership skills empowers you to inspire teams, drive results, and position yourself for the next level.

3 Actions:

- Identify and mentor a junior colleague, sharing your experiences and guiding their growth.
- Take ownership of team challenges and propose solutions, even without a formal leadership title.
- Proactively communicate your vision and inspire team members to collaborate on shared goals.

Reflection Question:

How am I currently demonstrating leadership qualities, and what could I do more of?

5 Communication

Clear, confident communication builds credibility and trust. Whether you're speaking up in meetings or sharing ideas with senior leaders, strong communication skills help you be seen and heard.

3 Actions:

- Speak up in at least one meeting a week with a clear point or question.
- Practice writing concise, action-oriented emails that are easy to follow.
- Observe a skilled communicator at work and mirror their tone and delivery style.

Reflection Question:

What stops me from communicating more confidently, and how can I overcome it?

6 Negotiation

Whether you're negotiating salary, workload, or priorities, this skill is key to advocating for yourself. Women who negotiate confidently close pay gaps, gain resources, and advance faster.

3 Actions:

- Prepare thoroughly before negotiations by knowing your value and setting clear goals.
- Practice framing requests in terms of mutual benefit (e.g., how it helps the team or company).
- Role-play negotiation scenarios with a trusted mentor or peer to build confidence.

Reflection Question:

What do I fear most about negotiating, and how can I prepare to address that fear?

7 Conflict Resolution

Workplace conflict can derail progress—or strengthen teams. Women who resolve conflicts constructively are seen as mature, emotionally intelligent leaders who keep momentum alive.

3 Actions:

- Listen actively and restate others' perspectives during disagreements to show understanding.
- Focus on finding common ground and solutions rather than assigning blame.
- Stay calm and respectful, even when tensions rise, modeling professionalism for others.

Reflection Question:

How do I currently handle conflict, and how could I shift my approach to create better outcomes?

8 Adaptability

In today's fast-changing workplaces, adaptability is a superpower. Those who embrace change show resilience, innovation, and readiness for new opportunities.

3 Actions:

- Volunteer for projects outside your usual scope to stretch your comfort zone.
- Practice reframing workplace changes as opportunities for growth rather than disruptions.
- Stay curious by asking questions and seeking to understand new processes or strategies.

Reflection Question:

How do I typically react to unexpected changes, and what would a more adaptable version of me do?

9 Personal Branding

Your brand is your reputation—what you stand for and how you're perceived. By intentionally shaping your brand, you can gain visibility, trust, and career opportunities.

3 Actions:

- Regularly share your achievements and projects in a professional and non-boastful way.
- Update your LinkedIn profile to reflect your current skills, accomplishments, and aspirations.
- Dress and communicate in a way that aligns with how you want to be perceived.

Reflection Question:

What do I want to be known for in the workplace, and does my current behavior reflect that?

10 Networking

Your network isn't just about who you know—it's about who knows you. Building relationships creates doors to mentorship, new roles, and leadership opportunities.

3 Actions:

- Schedule one coffee chat per month with colleagues or external professionals in your field.
- Attend workplace events and actively engage with people you don't already know well.
- Offer help or resources to your network to build mutually beneficial relationships.

Reflection Question:

Am I making enough effort to expand and nurture my professional network?

11 Decision-Making

Leaders are defined by their ability to make clear, timely decisions. Being decisive helps you gain trust, drive results, and move projects forward without hesitation.

3 Actions:

- Gather all relevant information before making decisions, ensuring your choices are well-informed.
- Set deadlines for decisions to avoid overthinking or analysis paralysis.
- Practice small, quick decision-making daily to build confidence for bigger decisions.

Reflection Question:

What stops me from making decisions quickly, and how can I address that?

12 Time Management

Mid-career women juggle competing demands. Time management helps you prioritize what matters, boost productivity, and prevent burnout while excelling in your role.

3 Actions:

- Start each day by prioritizing your top three most important tasks.
- Set time blocks for deep work to minimize interruptions and distractions.
- Delegate tasks where possible to free up time for strategic priorities.

Reflection Question:

What are my biggest time-wasters, and how can I eliminate them?

13 Influence

Influence is the ability to inspire others to act. When you build influence, you gain buy-in for your ideas, rally teams, and drive positive change in your workplace.

3 Actions:

- Build relationships with key stakeholders by understanding their goals and challenges.
- Present ideas with data, stories, or visuals to make them compelling and memorable.
- Follow up consistently to show your dedication and reinforce your influence.

Reflection Question:

How effectively do I influence others, and where do I need to improve?

14 Resilience

Setbacks and challenges are part of the career journey. Resilience gives you the mental toughness to recover quickly, learn from failures, and keep progressing.

3 Actions:

- Keep a journal of challenges and how you overcame them to remind yourself of your strength.
- Practice self-care habits like exercise, sleep, and mindfulness to recharge your energy.
- Reframe setbacks as learning opportunities and focus on your next steps.

Reflection Question:

How do I bounce back from setbacks, and what can I do to build greater resilience?

15 Creativity

Creativity fuels innovation. Women who think creatively stand out as problem-solvers, generating fresh ideas that make an impact and drive results.

3 Actions:

- Schedule brainstorming sessions for problem-solving, encouraging out-of-the-box ideas.
- Read or learn from outside your industry to spark fresh insights.
- Challenge the status quo by suggesting small, creative improvements to processes.

Reflection Question:

Am I actively seeking opportunities to bring creative solutions to my role?

16 Initiative

Taking initiative proves you're proactive, confident, and ready for more responsibility. It's a powerful way to show your leadership potential and earn recognition.

3 Actions:

- Volunteer for tasks or projects before being asked.
- Identify areas of improvement in your team or department and propose solutions.
- Show enthusiasm for learning new skills or taking on leadership opportunities.

Reflection Question:

Where am I waiting for permission instead of taking initiative?

17 Accountability

Leaders own their actions and results. Being accountable builds trust, respect, and a reputation for integrity - key qualities for advancing your career.

3 Actions:

- Admit mistakes promptly and outline steps to correct them.
- Track your commitments and deliverables to ensure you follow through consistently.
- Take ownership of team challenges by offering solutions instead of placing blame.

Reflection Question:

Do I consistently take responsibility for my actions and outcomes?

18 Feedback Management

Feedback is a gift, if you use it. Women who actively seek, process, and act on feedback accelerate their growth and show a commitment to excellence.

3 Actions:

- Ask for feedback regularly and show appreciation when it's given.
- Separate emotions from constructive feedback and focus on actionable takeaways.
- Track feedback themes over time to identify patterns and areas for improvement.

Reflection Question:

How well do I receive feedback, and how can I make better use of it?

19 Visibility

Great work won't get you promoted if no one sees it. Building visibility ensures your contributions are recognized and positions you as a top performer.

3 Actions:

- Speak up in meetings to share your contributions and ideas.
- Volunteer for high-visibility projects or cross-functional teams.
- Celebrate wins, both personal and team-based wins, publicly in a professional manner.

Reflection Question:

Am I making my contributions visible, or am I staying in the background?

20 Critical Thinking

Leaders who think critically solve problems faster and make better decisions. This skill allows you to add value, challenge assumptions, and bring clarity to complex situations.

3 Actions:

- Challenge assumptions by asking thoughtful "why" or "what if" questions.
- Break problems into smaller parts and tackle them systematically.
- Test solutions before implementation to minimize risks.

Reflection Question:

Am I analyzing situations deeply enough, or am I jumping to conclusions too quickly?

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professionals and teams



*I don't do cheerleading.
I help professionals get results by treating their career
and rebrand like a business strategy, not a hobby.*

:) Maria