

# Cues

by Vanessa Van Edwards

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A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

<sup>01</sup> **Audit Your First Thirty Seconds**

Before your next meeting, decide the three cues you want to send: one warm cue, one competence cue, and one clarity cue. Notice whether they match once the conversation starts.

MON TUE WED THU FRI SAT SUN

<sup>02</sup> **Make Your Hands Visible**

In your next introduction, keep your hands visible and relaxed. Notice how much easier it is to look open, calm, and trustworthy without saying anything extra.

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<sup>03</sup> **Record a Voice Baseline**

Record a 60-second explanation of an idea. Listen for pace, filler words, upward inflection, and rushed endings. Pick one vocal cue to clean up this week.

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<sup>04</sup> **Read Clusters, Not Gestures**

When you notice a cue in someone else, write down two alternate explanations before you interpret it. Then look for at least two other channels before forming a read.

MON TUE WED THU FRI SAT SUN

<sup>05</sup> **Pair Warmth With Authority**

In a hard conversation, start with a shared aim and then make one clear ask. Practice being direct without removing warmth from your face, voice, or posture.

MON TUE WED THU FRI SAT SUN

<sup>06</sup> **Design Your Video Frame**

Treat your camera frame as a cue. Set light, angle, distance, and background so the room communicates focus before your words do.