

# SIT DOWN AND SHUT-UP

Knowing When You've Said Enough

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# Requesting Approval

- Preparation – Do your homework
- Presentation: Be as brief as possible and:
  - A. Bring a copy of the presentation for everyone present.
  - B. The first paragraph seldom guarantees success, but does often guarantee rejection. Be succinct and clear as to your objective.
  - C. Include numbers related to associated costs to clearly justify your request.

# Requesting Approval

- Postulation- include other options that were considered, and why your request is the best option.

# The Critical Point

- After you have finished the presentation, decision-makers are digesting the idea. Few of us like to be interrupted during a meal, so the best thing to do is sit down and shut-up while the proposal is considered. Often the decision-maker(s) will seek the opinion of others present.

# The Deciding Point

- Be prepared to answer any questions regarding your proposal and/or any data presented.
- If your proposal is approved, make certain that you thank the decision-maker(s).
- If your proposal is rejected, thank the decision-maker(s) for their consideration.

# After The Fact

- If the proposal was denied, wait a few days and then schedule a meeting with one of the decision-makers to openly discuss any possible areas for improvement in the proposal. If it was a lousy idea, be prepared to be told that it was a lousy idea!