

WAKEFIELD & WAKEFIELD

B u s i n e s s E t i q u e t t e

set yourself apart ♦ get an edge

FOUR ESSENTIAL BUSINESS BODY LANGUAGE AND ETIQUETTE TIPS:

PART III - UNDERSTANDING SPATIAL DISTANCE

How can candidates, employees and managers show respect and leadership in the workplace? I have partnered with Vanessa Van Edwards, body language expert, to bring you the best body language and etiquette you can use in the workplace.

Both your nonverbal communication and your manners speak volumes about who you are. Great body language and impeccable etiquette can give you an edge in the business world.

Vanessa Van Edwards and I have broken down four of the essential areas of business to explain how you can use body language and etiquette to get ahead. Let's continue with understanding spatial distance...

Understanding Spatial Distance:

The Science, Vanessa Van Edwards

In western cultures there are spatial norms. These are called proxemics. Proxemics is the way we interact with the space around us. In Western cultures the typical appropriate spatial distances are listed for you here:

Intimate relationships – 0 to 18” apart
Personal relationships - 18” to 4’ apart
Social relationships – 4’ to 12’ apart
Public - 12’ plus from others

In business environments you want to stay in the social zone or the personal zone if you are sitting or working side by side. If someone comes too close to you, try bending your elbows and clasping your hands out in front of you as a barrier. This expands your personal bubble in a subtle way.

The Etiquette, Libby Van Vleet

We've all been there at some time in our lives: slowly taking small steps backwards in an effort to maintain a comfortable "bubble" of space between ourselves and the person invading that space. The close talker! And then, the terror: we have hit a physical wall behind us. There is no more room to retreat.

Avoid being this annoying space stealer. Maintain a minimum distance of two feet apart when interacting with others. You may choose to lean in to hear a quiet person more clearly, but then back away to speak yourself. One important consideration may be height differences. Stand far enough away so that the other person won't have to look up or down at you. Allow a person to have their freedom. You will know if you are violating a person's comfort level if they keep backing away from you!

Communicating your sense of self through body language and manners is an incredibly powerful tool that can set you apart from co-workers and competitors. These easy actions can have impact on your influence and bottom line.

*For more body language tips, see Vanessa Van Edward's course *Secrets of Body Language*. We are currently offering a special discount for readers of: 40% off. (<https://www.udemy.com/the-secrets-of-body-language-webinar/?couponCode=40%25+off>)*