

LEADING WITH YOUR THOUGHTS

Make sure that each day begins with an empowered mindset. Check your readiness to satisfactorily take on each day's adventures with the following T/F statements.

- 1. While at work, your main focus should be on what's best for your own career.**

False. Do what's best for the business and it will ultimately benefit your career.

- 2. Never allow one event or experience to dampen your dreams.**

True. There will be obstacles and there may be failures, but you must continually move forward.

- 3. You should focus predominately on your strengths if you are interested in advancing your career.**

True. However, your weaknesses should be understood and addressed appropriately.

- 4. Most problems are not nearly as monumental as they first appear.**

True. Once understood, most issues are far less ominous.

- 5. It is always a good idea to take on extra-credit opportunities.**

False. You should first focus on your domain of responsibility and ensure that you perform well in that arena. Extra credit is only a good thing when your commitments are being met.

- 6. People who make the most mistakes often are those who accomplish the least.**

False. The more you achieve, the more mistakes you have likely made.

- 7. Taking things personally at work is harmful.**

True. It damages your effectiveness, business judgment and relationships with co-workers.

"Ideas to help you become more successful."

LEADING WITH YOUR THOUGHTS (con't.)

8. Bad news should immediately be communicated with your boss.

False. In most cases, due diligence should be performed first. Once the importance and urgency of the problem is understood, share the news your boss needs to know.

9. You should try to solve every problem before you complain.

False. It would be highly ineffective for you to become involved in solving every problem that you can identify; instead, you should predominately focus on those problems that affect your commitments and your domain of responsibility.

10. You are not a victim unless you choose to be.

True. Although no one has absolute control over the outcome of events, we have far more influence than many people choose to believe.

11. Do not make a commitment unless you can achieve it.

True. You are accountable for making good on your promises.

12. It is more important to do what's best for the business than to be liked.

True. It's always about the business. However, when you demonstrate integrity in making the right business decisions, you are also likely to gain the respect and affection of those around you.

13. You are not fully dependent on your boss to define your job.

True. Although your boss may ultimately approve your assigned duties, you can take the initiative and negotiate your responsibilities.

14. You should keep your views to yourself when they run counter to those of your boss.

False. Constructively and discretely share your opinion. Your value increases when your interest, honesty and passion are apparent.

15. Actions speak louder than intentions.

True. Good intentions aren't what get the job done; effective actions are the precursors to success.

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