

THINKING AS AN INDISPENSABLE EMPLOYEE

You can make a difference.

- Create a vision for yourself of what you expect to become; a vision requires you to know where you are going, helps you stay on course, and allows you to know—through goals—that you have reached “success.”
- Challenge conventional thinking of processes, practices and policies. Do what is *right*, not what is traditional. Your organization will be noticeably different months from now. The question is, “Will you be the catalyst for that change?”
- “Failure” is necessary in achieving those things that are important to you; the only real failures are the experiences you don’t learn from.
- Never allow criticism—constructive or destructive—to negatively impact your thoughts or performance. Learn to recognize, welcome and accept criticism that has constructive merit.
- Taking risks is essential for you to understand your own capabilities—to reach your personal dreams.
- Learn to eliminate all worry and guilt from your life. Channel your negative energy into positive actions.
- Intellectual and physical capabilities vary among people; however, perseverance can level the playing field to achieve those dreams that are important to you.
- Empowerment is understanding your job, taking ownership of your job, and doing whatever is necessary—within legal and ethical parameters—to accomplish that job.
- Don’t be discouraged by your setbacks—you will eventually recover.
- You are responsible for your performance and career—not your boss, not your company, not anyone else, not anything else.

“Ideas to help you become more successful.”

THINKING AS AN INDISPENSABLE EMPLOYEE (cont.)

You can make a difference.

- Spend most of your time solving those problems where you can have the most positive impact for your organization and company.
- Treat others as you would like to be treated—Golden Rule, a rule for all seasons.
- Take charge of your attitude; don't let someone else choose it for you.
- Set aside time in your day to readjust your thoughts so you can better control how you deal with your day's activities.
- Treat your customer as if the future of your company and your employment rests upon your ability to satisfy your customer on the transaction being performed right now.
- Many of today's skills will serve you poorly tomorrow; accustom your thinking to a lifetime of learning.
- How you spend the rest of your life depends on the investments in your life that you are making today.
- Almost all of us live with imaginary boundaries that prevent us from achieving our true potential. You must believe that change can happen—that these boundaries can be overcome—not just for others, but for you.
- You are what you perceive yourself to be; your vision of yourself becomes your reality.
- Take time to know yourself, know what is important for you and to enjoy your journey.

“Ideas to help you become more successful.”