

## LIFE/WORK LESSONS

***These behaviors can improve your performance and value to your organization.***

***Be deliberate with your life.*** *Your life is up to you and what you make of it. Don't just let it happen to you. Be deliberate in the decisions that you make and the paths that they lead you to.* Pat McCarty

Be proactive—make things happen—rather than reactive and wait for people and events to stir you. Leadership: “It’s not about the ability of those around you to lead; it’s about your ability to lead regardless of that which is happening around you.”

***Start your day with quiet time.*** *My day always seems to go better when I start it with some quiet time for meditation. This quiet time helps me set my energy level, think about what I want to accomplish, get in touch with who I am, and confirm who I choose to be.* Val Schmitt

Plan your day early to the best of your ability. Then manage daily to your top three priorities; they define your contributions, your value and your overall success.

***Look forward.*** *Don't live your life looking in the rear-view mirror. When you make a mistake—big or small—don't sit there and kick yourself forever. Do what you need to do to recover, learn from it, and move on.* Pat McCarty

***Do the right thing.*** *You know you are doing the right thing when you feel it in your very soul. Doing these things helps me feel whole, connected, and fulfilled.* Jenny Lind Berry

Listen to your inner voice—your instincts—and treat it as the wise and trusted friend it is. Take the appropriate action at the appropriate time. This may require boldness and courage.

***Make tough decisions.*** *In a leadership position, taking a too-soft position by trying to get along with everyone is often not the best approach. Ask yourself what's best for the business.* Ann El-Moslimany

Never avoid necessary confrontation. Always give problems the urgency and importance they deserve.

***Enjoy things as you go.*** *Don't put off the important and fun things until later. Later can have a habit of never arriving.* Pat McCarty

Celebrate the successful completion of major milestones.

***Put things in perspective.*** *Can you imagine a situation in which the news that your 18-year-old daughter has only a brain tumor was considered good news?!* Phil Zeiss

When you put your daily problems in perspective, they are almost never as monumental as they first appear.

***Evaluate yourself daily.*** *Evaluate yourself each and every day. Always ask yourself how you can grow from your daily experiences.* Dr. Yung-Chen Lu

Examine things you did well, areas for improvement and lessons going forward.

***“Ideas to help you become more successful.”***