

BEHAVIORS THAT LEAD TO EXCEPTIONAL PERFORMANCE

*As you strive to achieve your dreams,
these behaviors can lay the foundation for your journey.*

- ☑ **Understand and practice empowerment.** Understand your job, take ownership of it and do whatever is necessary—within legal and ethical parameters—to accomplish it.
- ☑ **Think for yourself.** Challenge tradition, authority and the status quo in a professional and mature manner. Routinely question your own behaviors and actions.
- ☑ **Embrace integrity in all that you do.** Listen to your inner voice and treat it as the wise and trusted friend it is.
- ☑ **Manage daily to your top three priorities.** They define your value and contributions and, ultimately, your career.
- ☑ **Never avoid necessary confrontation.** Always give problems the sense of urgency and importance they deserve.
- ☑ **Adopt the mantra: “If it is to be, it is up to me.”** Assume that problems do not go away unless you take appropriate action to mitigate them.
- ☑ **Don’t make it personal or take it personally.** It’s all about what’s best for business.
- ☑ **Routinely practice boldness and courage to be a consistently effective leader.** Your behavior drives your success.
- ☑ **Don’t dwell on yesterday.** Admit mistakes, learn from them, apply those lessons going forward ...and move on.
- ☑ **Mind your own business first.** Behave as if you own the business and your business is defined by your domain of responsibility.
- ☑ **Check your ego at the door.** It’s never about you. It’s about the project, the sponsor, the client, the team, the company and others.
- ☑ **Treat others as you would like to be treated.** You will be remembered and revered for how you made others feel.
- ☑ **Think like a leader.** It’s not about the ability of those around you to lead, it’s about your ability to lead regardless of what is happening around you.
- ☑ **Appreciate all those who have helped you.** Give credit where it’s due. Your success, in part, is made possible because of the shoulders that have supported you along your journey.
- ☑ **Define who you choose to be.** Then muster the courage to walk the thought. You are what you perceive yourself to be; your vision becomes your reality.

“Ideas to help you become more successful.”

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These tips are discussed in the books:

Neal Whitten’s No-Nonsense Advice for Successful Projects and

Neal Whitten’s Let’s Talk! More No-Nonsense Advice for Project Success—Over 700 Q&As!

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