

FOUNDATIONAL POWER SKILLS

These Power Skills can dramatically benefit your career and your life.

Be Your Own Bold Self

1. ***Break the rules occasionally.*** Oftentimes, you will find that following conventional rules will not effectively or efficiently solve an issue.
2. ***Never avoid necessary confrontation.*** Always give problems the sense of urgency and importance they deserve.
3. ***Routinely practice boldness and courage to be a consistently effective leader.*** Your behavior drives your success.
4. ***Think for yourself.*** Challenge tradition, authority, and the status quo in a professional and mature manner. Routinely question your own behaviors and actions.
5. ***Do not allow what others think about you to be more important than what you think about yourself.*** Listen for helpful snippets but remain in control of you.

Take Care of Current Business

6. ***Manage daily to your top three priorities.*** They define your value and contributions and, ultimately, your career.
7. ***Mind your own business first.*** Behave as if you own the business and your business is defined by your domain of responsibility.
8. ***Live in your present moments.*** Don't dwell on yesterday. Admit mistakes, learn from them, apply those lessons going forward... and move on. And don't worry about the future. Plan for it but live fully in the now.
9. ***Don't make it personal or take it personally.*** It's all about what's best for business.
10. ***Embrace integrity in all that you do.*** Listen to your inner voice and treat it as the wise and trusted friend it is.

Be a Role Model by Your Leadership

11. ***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.
12. ***Treat others as you would like to be treated.*** You will be remembered and revered for how you made others feel.
13. ***Trust but verify; Inspect what you expect.*** Strive to build trust among project stakeholders, but insist on metrics, checks and balances, and other tools to ensure outcomes are being met.

“Ideas to help you become more successful.”

FOUNDATIONAL POWER SKILLS (cont.)

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14. **Understand and practice empowerment.** Understand your job, take ownership of it, and do whatever is necessary — within legal and ethical parameters — to accomplish it.
15. **Treat all project members equally.** All project members, regardless of where they come from or to whom they report, must be held accountable for their commitments.
16. **Promote diversity, equity, and inclusivity.** Benefits include employees are more engaged, feel more appreciated and respected, and their commitment, trust, and morale increase. However, DEI must be implemented fairly and justly.

Use Constructive Interactions to Improve

17. **Seek out a mentor.** We can learn far more and far faster when we can draw strength from those who have gone before us.
18. **Evaluate yourself daily.** As professionals, self-assessments of our actions are essential for our continued growth, professional maturity, and effectiveness.
19. **Promote mutual relationships.** When your relationships are viewed as strong, more can get done in less time, with less stress, with greater productivity, and you probably like your job more.
20. **Treat your customer as if it matters...** 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.

Be Your Best Whole Person

21. **Be a Champion for Work-Life Balance.** Almost everyone wishes they had realized the importance of work-life balance sooner rather than later. Doing so can mean less regrets and a more deliberate life. But whatever your age, you can still seize control and drive towards the balance you most desire.
22. **Have fun in your work.** Finding fun in your job is important at so many levels from benefiting your productivity, increasing motivation, reducing stress, making your day go faster, and boosting your career enjoyment.
23. **Decide who you choose to be.** This book is exposing you to important Power Skills that can change your career and your life. You can cherry pick the Power Skills you choose to embrace or go all out and seriously consider them all when their use can make a difference.
24. **Be a good actor.** Continuously work at being the person you choose to be. You first identify a Power Skill to adopt. Then you act on that thought to replace an old behavior with the more desirable behavior.

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These Power Skills are discussed in the book: *Power Skills that Lead to Exceptional Performance*, by Neal Whitten, published by Business Expert Press, Copyright © 2023 Neal Whitten.

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