

25 Factors for Personal Success (“Failure is not an option”)

“When reading your correspondence the reader must say “Wow” in the first third of the page”

“When listening to your presentation the listener must say “Wow” within the first 3 minutes”

INITIATING CHANGE

- When initiating change remember “People support what they create”



Learn the skills of reflective listening and appropriate self-disclosure, will help with interpersonal relationships

- 1 Produce and expect succinct documentation
- 2 Have huge but realistic goals
- 3 Do the simplest thing that will work
- 4 Remember the 6 P rule-Prior Preparation Prevents Piss-Poor Performance.
- 5 Be a life-long learner and encourage those in your team to be the same
- 6 Ask for and give regular feedback
- 7 Use face to face communication whenever possible
- 8 Minimise the bureaucracy and bull-shit
- 9 COMMUNICATE, COMMUNICATE, COMMUNICATE in a way that inspires

10 Communicate your expectations

11 It is often the relationships you build, not your technical skills, that determines success.

12 Do not get too focused on work, your family should come first.

13 Believe in yourself. If you do not believe in yourself, how do you expect others to believe in you? If you want to achieve greatness, you have to first believe you are capable of doing it.

14 Concentrate on the things that give the biggest bang for your buck.

15 Get out of your comfort zone. When you are out of your comfort zone you are already growing by default.

16 One of the best ways to learn is through your mistakes.

17 Be grateful for what you have.

18 Persist until it pays off. Never give up.

19 Take 100% responsibility for everything that happens to you.

20 Do the simplest thing that could possibly work.

21 Set aside a time every week for personal reflection and maintain a reflective journal.

22 Plot the future. Have a plan for your personal and professional life.

23 Learn from the best.

24 Happiness is a choice. You have the power to choose your response to external events.

25 Excellence is deliberate, not something we stumble onto.

Personal note

Spend quality time with loved ones, go for walks in the country or on the beach.

Have a pet. I have always said you can have an intelligent conversation with a Blue Cattle Dog and an Australian Stock Horse.

Be conscious of “catastrophising”. Some people put undue weight on the bad aspects of their life and let that overcome the good aspects of their life. This makes it difficult to develop strategies to move forward.