

Personal Excellence

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Success Principles

Apply these 7 sure-fire tips.



by Daniel C. Steenerson

SUCCESS IS SOMETHING WE ALL want but few achieve. However, it doesn't have to be that way. No matter where you are in your career—from job seeking to having held the same position for an extended period—there are principles you can apply to ensure your success.

Here are *seven sure-fire success principles* you can start using right now:

1. Work with relentless urgency.

Getting up and showing up are a great start, but you then must work hard. The Army work ethic "We get more done before 9 a.m. than most people get done in a day" will set you apart and create opportunities that will open doors.

2. Apply a disciplined approach.

Discipline is defined as a system of rules governing conduct or activity. When you wake up in the morning, do you have a systematic plan of what you are going to accomplish and how you are going to accomplish it? If not, you can't expect to move forward in your career in any meaningful way. Begin using a disciplined approach by first setting goals and then planning activities that will achieve those goals. Finally, measure the success of your activities and then adjust your plans accordingly.

3. Focus on implementation. Closely related to discipline is implementation. This is simply the principle of carrying out and accomplishing the goals and plans you created, ensuring actual fulfillment by concrete measures. You can dream and plan and set goals for yourself all day but if you do nothing tangible to see those goals through, you are simply spinning your wheels and wasting time. Implementation is the step that transitions plans into results.

4. Simplify whenever possible. Why take two dozen steps to accomplish something if you can get it done just as effectively in three? Simplification is a part of achieving maximum results with the least effort. Working hard is important, but using your time in the most effective way possible is vital. Simplifying processes makes it much easier to accomplish more in less time.

5. Embrace discomfort. Nobody likes to be uncomfortable. We naturally avoid discomfort. However, to succeed, you must be willing to be uncomfortable,

even embrace discomfort. This means *giving something up in order to gain something*, such as giving up comfort in order to gain forward momentum, working late to ensure deadlines are met, or making lifestyle changes to invest in a new venture. *Sacrificing comfort now* enables you to achieve future success.

6. Continually develop your skills and knowledge. Taking courses to gain certifications along with expanding your knowledge base is a fantastic way to move forward. Wake up early to study if you need to but make sure you take advantage of all the classes and instruction available to you to become an expert in your field. Read content that can help you become more knowledgeable and effective. Reading great books will help establish your expertise and set you apart from your colleagues.

7. Develop the right relationships. Developing healthy relationships with clients and with co-workers, supervisors and even hiring managers is an important step in career success. These are the people who can influence your career—for better or worse. Ensure that influence is working in your favor by identifying ways to help team members achieve their goals and objectives. Your assistance will help establish you as a go-to person within your organization and position you for advancement.

Success might not be easy, but it is achievable. There will always be setbacks but perseverance, dedication and drive eventually yield success. **PE**

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ACTION: Follow these seven principles.

Get Unstuck

Apply these seven tips.



by Jude Bijou

AT SOME POINT, WE ALL HIT an impasse at work. As we get into a *job rut*, we have feelings—boredom, frustration, or anxiety may cause us to feel stuck, indecisive, or ambivalent about our work. Underneath those feelings are unexpressed sadness, anger, and fear.

Here are seven fixes.

1. Deal with your emotions. Your emotions—*sadness, anger, and fear*—are pure energy in your body. The word *emotion* is *energy (e) in motion*. Take time privately to express emotions physically and constructively. By crying to express sadness, punching a pillow, stomping around to release anger, or shivering for the fear, you *express the emotion*. The energy dissipates, and you don't feel stuck.

2. Find your purpose. If your work feels *meaningless*, your days feel *empty*, spend a few minutes daily answering these questions: *Why am I here? What am I doing? Where am I going? What is my purpose? What do I truly want? What is important to me?* Be patient and persistent—a satisfying answer will emerge.

3. Align your goals. Do you feel lazy, unmotivated, complacent in your job? If you struggle with a temporary inability to take action, you need to get a clear picture of your long-term work goals

and ensure that your daily actions move you closer to these goals. Write your work goals, and ask, *How can what I do today build on my longer-term goals?*

4. Grade your job. If you can't decide if you need to seek a new job, take an inventory. List 30 *ideal qualities* in a job and score each item: 1 = *your work has that quality*; 0.5 = *your work has it somewhat*; 0 = *your work lacks the quality*. Add up the score and divide it by the number of qualities to arrive at a percentage, your job's *grade*—90% is an A, 80% is a B, 70% is a C. This helps you accept where you are or consider moving on.

5. Accept reality. Do you resist and rebel against change? Do you feel annoyed by people who try to get you to do more work or do it differently? If so, *accept the way things are*. Realize that everyone and everything are just the way they are, not the way you think they should be. This will quickly move you from *frustration to acceptance*.

6. Accentuate the positive. Do you feel *pessimistic* about your job? Do you notice *what's wrong* more than *what's right*? Find something positive about everyone you encounter. Voice appreciation for your job often to lift your attitude.

7. Regain your balance. Do you feel *hopeless* or *defeated* at work? If so, take charge of your life. Start sleeping, eating, and exercising regularly. Help a person at work who's struggling. Take *one small step daily to nourish yourself*. **PE**

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ACTION: Get unstuck in your career.

