

## LEADING WITH YOUR THOUGHTS

***Make sure that each day begins with an empowered mindset. Check your readiness to satisfactorily take on each day's adventures with the following T/F statements.***

- 1. While at work, your main focus should be on what's best for your own career.**

False. Do what's best for the business and it will ultimately benefit your career.

- 2. Never allow one event or experience to dampen your dreams.**

True. There will be obstacles and there may be failures, but you must continually move forward.

- 3. You should focus predominately on your strengths if you are interested in advancing your career.**

True. However, your weaknesses should be understood and addressed appropriately.

- 4. Most problems are not nearly as monumental as they first appear.**

True. Once understood, most issues are far less ominous.

- 5. It is always a good idea to take on extra-credit opportunities.**

False. You should first focus on your domain of responsibility and ensure that you perform well in that arena. Extra credit is only a good thing when your commitments are being met.

- 6. People who make the most mistakes often are those who accomplish the least.**

False. The more you achieve, the more mistakes you have likely made.

- 7. Taking things personally at work is harmful.**

True. It damages your effectiveness, business judgment and relationships with co-workers.

***"Ideas to help you become more successful"***

## LEADING WITH YOUR THOUGHTS (con't.)

**8. Bad news should immediately be communicated with your boss.**

False. In most cases, due diligence should be performed first. Once the importance and urgency of the problem is understood, share the news your boss needs to know.

**9. You should try to solve every problem before you complain.**

False. It would be highly ineffective for you to become involved in solving every problem that you can identify; instead, you should predominately focus on those problems that affect your commitments and your domain of responsibility.

**10. You are not a victim unless you choose to be.**

True. Although no one has absolute control over the outcome of events, we have far more influence than many people choose to believe.

**11. Do not make a commitment unless you can achieve it.**

True. You are accountable for making good on your promises.

**12. It is more important to do what's best for the business than to be liked.**

True. It's always about the business. However, when you demonstrate integrity in making the right business decisions, you are also likely to gain the respect and affection of those around you.

**13. You are not fully dependent on your boss to define your job.**

True. Although your boss may ultimately approve your assigned duties, you can take the initiative and negotiate your responsibilities.

**14. You should keep your views to yourself when they run counter to those of your boss.**

False. Constructively and discretely share your opinion. Your value increases when your interest, honesty and passion are apparent.

**15. Actions speak louder than intentions.**

True. Good intentions aren't what get the job done; effective actions are the precursors to success.

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