



THE BOTTOM LINE TO PEAK PERFORMANCE

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Helping You Build a Path to Results through Business & Individual Coaching

I would like to say I never procrastinate, but that's not true. Is there a cure?

Sometimes people think procrastination is a time management problem; truth is you cannot manage time. You have 24 hours each day. To make the most of your days, and eliminate the stress of procrastination, think about managing your choices. Managing choices is a *Character Management* issue. Character comes from saying what you will do (honesty) and doing what you say (integrity). This is true whether it is something you say to others or a goal or commitment you "say" to yourself.

Are you a person who keeps promises? Many people are better about keeping promises to others than to themselves; either way this leads to procrastination. If you are procrastinating you are probably mistaking "might do" and "maybe" for commitment. A commitment problem underlies your procrastination. Each commitment you make with others and each goal or scheduled activity you make with yourself is a promise. As James, the brother of Jesus wrote, "Let your yes be yes and your no be no".

Stop saying to yourself, "later, tomorrow, next week, after tax season, next quarter, (*insert your procrastination term here!*)". Start saying "I commit to doing the things I say I will do when I say I will do them." The best time to start is RIGHT NOW!

Mark Sturgell, CBC – Performance Development Network

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The Qualities of Skillful Leadership

"If you wish others to believe in you, you must first convince them that you believe in them."

– Harvey Mackay

If you want to be a leader who attracts quality people, the key is to become a person of quality yourself.

Leadership is the ability to attract someone to the gifts, skills, and opportunities you offer as an owner, as a manager, as a parent. I call leadership the great challenge of life.

What's important in leadership is refining your skills. All great leaders keep working on themselves until they become effective. Here are some specifics:



1) Learn to be strong but not rude.

It is an extra step you must take to become a powerful, capable leader with a wide range of reach. Some people mistake rudeness for strength. It's not even a good substitute.

2) Learn to be kind but not weak. We must not mistake kindness for weakness. Kindness isn't weak. Kindness is a certain type of strength. We must be kind enough to tell somebody the truth. We must be kind enough and considerate enough to lay it on the line. We must be kind enough to tell it like it is and not deal in delusion.

3) Learn to be bold but not a bully. It takes boldness to win the day. To build your influence, you've got to walk in front of your group. You've got to be willing to take the first arrow, tackle the first problem, and discover the first sign of trouble.

4) You've got to learn to be humble, but not timid. You can't get to the high life by being timid. Some people mistake timidity for humility. Humility is almost a God-like word. A sense of awe. A sense of wonder. An awareness of the human soul and spirit.

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ONE MINUTE IDEAS

Security Minute – Opt Out for Mailings

Are you tired of receiving those "credit card of the month, loan, insurance, etc." applications in your home mail? Are you concerned about identity theft and worried that an unscrupulous person could be filling those out, getting credit in your name, and at the same time ruining your credit?

To opt out from all three credit bureaus providing your information to those "legitimate" requestors, you can either call or simply go to the website to opt-out from receiving offers for 5-years or Opt-Out permanently.

1-888-567-8688 or

www.optoutprescreen.com

OptOutPrescreen.com

The sky's the limit when your heart is in it.

– Author unknown

In the middle of every difficulty lies opportunity

– Albert Einstein



K
Knowledge

A
Attitude

S
Skills

H
Habits

Assists businesses and individuals to improve performance and bottom line results thru...

- Business & Individual Coaching
- Strategic Business Planning, and
- Management & Leadership Development

"We can't solve the problems of today using the same kind of thinking we used to create them" – A. Einstein

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An understanding that there is something unique about the human drama versus the rest of life. Humility is a grasp of the distance between us and the stars, yet having the feeling that we're part of the stars. So humility is a virtue; but timidity is a disease. Timidity is an affliction. It can be cured, but it is a problem.

5) Be proud but not arrogant. It takes pride to win the day. It takes pride to build your ambition. It takes pride in community. It takes pride in cause, in accomplishment. But the key to becoming a good leader is being proud without being arrogant. In fact I believe the worst kind of arrogance is arrogance from ignorance. It's when you don't know that you don't know. Now that kind of arrogance is intolerable. If someone is smart and arrogant, we can tolerate that. But if someone is ignorant and arrogant, that's just too much to take.

6) Develop humor without folly. That's important for a leader. In leadership, we learn that it's okay to be witty, but not silly. It's okay to be fun, but not foolish.

Lastly, deal in realities. Deal in truth. Save yourself the agony. Just accept life like it is. Life is unique. Some people call it tragic, but I'd like to think it's unique. The whole drama of life is unique. It's fascinating. And I've found that the skills that work well for one leader may not work at all for another. But the fundamental skills of leadership can be adapted to work well for just about everyone: at work, in the community, and at home.

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Authored by Jim Rohn

What one thing should our team do to produce a measurable impact on our business?

Renew your focus before you change your actions. Most teams fall short of potential to produce desired results until everyone is "on the same page." To gain clarity of action you need improved clarity of purpose, so begin with strategic thinking and business planning – even if your organization already has a plan. There is no better 'teambuilding' process that will produce desired impact. Does your team share the same goals, as well as understand individual roles? Really? How do you know?



Become a strategic thinking and execution team. Developing an executable plan that focuses collective actions to produce desired results requires more than just an annual one-day "retreat." In effect, many businesses *do strategic planning* without any sustainable benefit other than a dusty document and to say "we did it." That is not what we suggest. The objective of planning is the establishment of an *ongoing planning process as a routine part of teamwork* in order to achieve substantially improved performance for the short term and the long term.

Re-engage your purposeful thinking, planning and action. Involve an experienced coach who understands business and behavioral change. Such a person will ask questions that take you from where you are to where you and your team really want to be.

Mark Sturgell, Performance Development Network – Copyright protected

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