

NUGGETS OF KNOWLEDGE

You Are What You Think About: Your Personal and Professional Growth

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Research has shown that after all else, productivity can be dramatically affected by attitude, and success is certainly a function of productivity.

Your attitudes toward yourself and others are major factors in your success. They will either stimulate or stifle your creativity, your progress, and your success.

Understanding how attitudes affect the behavior of others improves your ability to more effectively deal with them.

Attitudes

Attitudes are habits of thought. Most of your basic attitudes were developed very early in life. The earliest understandable conditioning- physical touch, plays a critical role in your attitudes about people, love, physical safety and how you feel about yourself and others. As you grow, the conditioning process becomes verbal and you begin hearing all the "truisms" that have a powerful impact on your present attitudes.

All too often, the majority of conditioning many people hear is negative. Adages like, "Children should be seen and not heard," and "Don't go where you're not wanted," are frequently meant to help us develop social graces. Others like "Don't talk to strangers" are intended for safety and security. Still others like "Don't bite off more than you can chew" are intended to keep us from failing or getting hurt.

Unfortunately, the results of repeated exposures to these adages are frequently negative attitudes about the worth of what we have to say and a propensity not to talk to people. The conditioning continues as we begin our educational process where we hear for years, "Don't talk in class." It's no wonder that when we are asked to give an oral report in front of the entire class, it is a very frightening and frequently negative experience! It may also help explain why public speaking ranks among the top fears of adults. Our daily lives are impacted immensely by the attitudes we developed when we were young.

"You are what you think. Always a clear reflection of your own thoughts."

Anonymous

"Action may not always bring happiness; but there is no happiness without action."

-Benjamin Disraeli

"The problem with communication ... is the *illusion* that it has been accomplished."

George Bernard Shaw

NUGGETS OF KNOWLEDGE

Your attitudes are a result of the events you have experienced thus far. These attitudes determine your concepts of everything. Among these experiences are those things you were taught as a child. All the rules, admonitions, values, and “acceptable” behaviors that you were taught have contributed to the development of your attitudes.

Many of these admonitions, meant for your benefit, hinder your progress in success.

Compounding the problem is the fact that most of the conditioning we are exposed to on a daily basis is negative. Just think about the front page of your local newspaper or your local news broadcast. Odds are that most of what you see and hear is negative. This is true for most of today’s society. As a result, most people think more often of what’s wrong, how they might fail, and why it won’t work, rather than what’s good, what’s right, and how it can work.

Building Attitudes For Positive Results

Your ability to build successful attitudes and winning habits is of primary importance in the achievement of your personal goals. By eliminating harmful unproductive attitudes and replacing them with constructive, positive ones, you will begin to assume the behavior required to meet your personal and professional goals.

Changing attitudes is not a simple process. It involves the formation of new habits which can take days, weeks, months, and even years before they become an integral part of your behavior. The task is not easy, but can be done.

The process of attitude development can be broken into three parts:

1. Understand that attitudes are habits of thought. They are habits of thought that give you some degree of internal satisfaction.
2. Analyze the habit as honestly as possible to learn what kind of satisfaction it gives you.
3. Replace the old habit with a new, more effective habit, which offers you greater satisfaction.

Remember that the mind does not work in a vacuum – you can’t simply erase a habit and leave an empty space.

NUGGETS OF KNOWLEDGE

In order to change your attitudes, you must be willing to do some introspection and take an “inside-out” look at yourself. As you become more specific about your goals and acquire a more knowledgeable view of yourself, your chances of success will greatly increase. You may discover that certain attitudes were a result of early conditioning and are no longer valid in light of your present knowledge and experience.

The process for developing successful attitudes is the same process that developed your existing attitudes: spaced repetition. Your existing attitudes are a result of hearing things over and over until it became your thinking. You can develop successful attitudes the same way.

Spend time each and every day “imputing” positive information and ideas. Create personal improvement time that you dedicate to improving your mind and body. Read exciting stories and positive articles. Listen to motivational speakers, lecturers, and trainers who can give you a lift. Look for every positive morsel you can find to feed your positive self-image.

You are what you think about!

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NUGGETS OF KNOWLEDGE

Top 10 Ways To Develop And Retain The Right People In A Forward Thinking Organization

1. Identify talents required for the job. Find candidates who display those talents identified for the job. Get the right people with the right talent in the right place at the right time.

Talents + Skills and Knowledge = behavior = outcomes

2. Be clear on outcomes required.

By studying the best employees achieving outcomes it is then possible to identify the behaviors displayed which are their strengths (a combination of talent, skills and knowledge).

3. Hold employees accountable for their outcomes.

Each employee should be aware that outcomes will be measured. According to research more than 50% of employees cannot agree to 'I know what is expected of me at work.' To increase this number it is essential that some form of measure is introduced.

4. Teach employees the difference between talents, skills and knowledge.

Each person has talents unique to them and the way to stand out is for them to identify their natural talents and to seek out skills and knowledge to complement those talents.

5. Teach employees to identify their strongest and weakest talents.

Encourage them to look for clues in terms of areas where they might rapidly learn, areas of satisfaction and those occasions when they have spontaneous reactions – these are the clues to their talents.

6. Introduce a common language for describing talent.

Make the language precise in order to describe the differences of how one person is different from the other. For example: Margaret is strong in Empathy and Tony is strong in Enthusiasm.

7. Teach employees to spend a minimum of 80% of their time building on their talents.

Encourage them to acquire relevant skills, knowledge and experience to build on their talents. Support them to use the time effectively and use a Coach within or without the organization for self-development purposes.

8. Teach employees that only 20% of their time should be spent managing their weaknesses.

Encourage them to use one of their strengths to counteract a weakness. If the weakness stems

NUGGETS OF KNOWLEDGE

from lack of knowledge or skills give the support for them to take responsibility to gain them.

Again it is also wise to consider the Coaching route.

9. What other support can you give to your employees?

Alongside the Coaching route there is training, further education, mentoring and of course one to one conversations.

10. And the outcome?

Employees will become more self aware and ask themselves questions such as:

Does this role play to my talents? Who on my team has talents which could complement mine?

Managers will also consider what talents might be missing within the team which would make it more balanced and how to provide experiences for employees to build on talents to create strengths.

Your company will have those employees perfectly suited to their roles and challenged to be their best at work.

And remember: **Talents + Skills and Knowledge = behavior = outcomes.**

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NUGGETS OF KNOWLEDGE

Something Is Holding Me Back Professionally.

How can a coach help?

The best coaching “answer” is a question. A good coach asks questions to help you do, be and give your best with the right intention. Consider the following “self-coaching” questions. Maybe it’s time to hire a coach.

- How are you driven by what might be possible?
- What do you really want?
- What risks are you avoiding?
- How much of your life is compared to what others expect?
- What truth lies in others’ perceptions? How do you know?
- What are you willing to learn or unlearn?
- If money was not an issue, to what one thing would you dedicate yourself?
- How would your life be different if you pursued just one important “dream deferred”? What’s stopping you? What if you don’t pursue your dreams?
- What is important?

Four potential ‘beings’ exist in all of us. We can be **Explorers**, searching who we are for who we can become. We can be **Sophisticates**, fooling ourselves into believing we have all the answers. We can be **Prisoners**, living to the expectations of others and not our own. We can be **Vacationers** – anything we’re doing beats taking a risk. Listen to the questions you may be asking yourself. What could you explore today that might take you to the edge of your potential?

NUGGETS OF KNOWLEDGE

A SPORTS MODEL FOR TEAMWORK

If you are a manager, consider the following: Old-line hierarchical companies follow a football model of organization. Everyone lines up in a specific place under the direction of the quarterback. The quarterback is the only person responsible for seeing the whole field and determining strategy. Action stops in between plays, so the company has time to plan and look ahead. A better model for today's modern corporate environment is basketball. Here, people flow around the floor, instantly adapting to changing circumstances. There's virtually no pausing of play. People form and reform in various offensive and defensive alignments. Modern corporations need flexibility and teamwork, which provides the ability to handle changing circumstances.

Source: Bernard Avishai of Monitor Consultants in Cambridge, MA

Motivational Quotes

"The quality of a person's life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor."
- Vincent Lombardi

"100% of the shots you don't take don't go in."

-Wayne Gretzky

"Excellence is the gradual result of always striving to do better."

- Pat Riley

Jerrold HR Solutions: Turning Potential Into Performance

Jerrold HR Solutions is a company that focuses on helping clients discover their untapped potential and turn that potential into performance. By "partnering" with our clients to identify their individual needs we customize processes that enable them to develop a substantial competitive advantage needed for their future success.

We work with companies in all or some of the following areas: executive & management development, goal setting, leadership, time strategies, sales development and improving communications, allowing our clients to improve profits through empowering their people. As for our individual professional clients we focus on all areas of career management guiding them toward the fulfillment of their goals and thereby ultimately arriving at their desired created vision.

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