

### **CHOOSE 10**

1. Use Humor
2. Respect all people
3. Set realistic goals
4. Have fun
5. Be the Captain of your own ship
6. Delegate
7. Always have a plan B
8. Start assignments early
9. Always arrive early
10. Stay physically fit
11. Prior preparation is the key to success
12. Be humble
13. Plan your day
14. Control your ego
15. Defeat procrastination
16. Appreciate the fact that there are no short cuts to success.
17. Become a subject matter expert
18. Do an outstanding job and one more thing
19. Dress for the job you want, not the job you have
20. Be an inspiration
21. Understand we live and work in a fishbowl
22. Embrace moderation in all things
- 23 Know who's on your molecule (your relationships)
24. Always have someone in charge
25. Read quality books
26. Do it right the first time
27. Early to bed, early to rise
28. Know your audience
29. Never let the fear of failure stop you
30. Be accountable for your own action/inaction
31. Always be on time.
32. Prioritize
33. Seek opportunities to grow
34. Make tasks seem effortless
35. Learn to separate your business life from your professional life
36. Stay true to yourself
37. When speaking to others, give your full attention
38. Be efficient at work
39. Make your conversations interesting to others
40. Don't over react
41. Give 100% effort in everything you do
42. Always ask questions when you don't know the answer
43. Be patient with your co-workers
- 44.. Actively listen to the opinions of others
45. Work on your public communications daily
46. Be friendly to all those around
47. Embrace your support group
48. Continuing education
49. Always raise the bar for yourself
50. Surround yourself with talented people