

# Top 10 Tips – Personal Effectiveness for Leaders

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- 1. Think about what you are thinking about** – Start to become aware of your thoughts and concerns. Gently (with a smile) challenge those which are holding you back, knowing that most of them are unfounded;
- 2. Build in quiet time** – As little as ten minutes can make a huge difference to your performance and productivity. Answers to your challenges will come a lot quicker if you give yourself some breathing space;
- 3. If you resist, it persists** – Start to recognise areas you resist, accept them as an important part of who you are. You will find your mind will then focus on the positive contribution you are making;
- 4. Avoid comparing yourself to others** – What's right for them may not be right for you, and vice versa. We all have our unique contribution to make. Focus on yours, not theirs;
- 5. Accept what is** – Spend less time worrying about what will happen next, and focus your attention on what is happening NOW, whilst holding in mind a vision for the future;
- 6. Focus on what REALLY matters** – We often get stuck on the small detail, especially in our professional and personal relationships. Choose the battles worth fighting, and let the rest sort themselves out (allow for some problems to dissolve);
- 7. Affirmations** - Create positive statements that help you stay focussed on what you want and intend for your work/life;
- 8. Forgiveness** – Forgive those that have upset you, this will give you peace of mind and clear space for your creativity;
- 9. Listen to your body** – If whatever you are embarking on feels like an uphill struggle, and creates anxiety, reflect on why you are doing it. Ask yourself whether you are doing something because it's the right thing to do or because it's what you think you should do;
- 10. Trust** – Develop trust in yourself first, and trusting others will follow.

*“The privilege of a lifetime is to become who you truly are.”*  
- C.G. Jung

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Power2Progress  
Office 16, Scott Bader Innovation Centre  
Wollaston  
Northamptonshire  
NN29 7RJ  
(For SAT NAV NN29 7RL)  
Tel: 01933 667729  
Web: [www.power2progress.co.uk](http://www.power2progress.co.uk)

