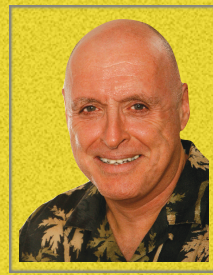


THE EXTRA POINT

BY JERRY ROBERTS



75 Add These to Your Personal Toolbox

Would you like to know some of the key elements that will propel your career forward in the coming years? I'm Jerry Roberts and we're going to talk about those, today, on The Extra Point.

1. Say no to meetings. It's so important and so hard, especially if it's not you who decides when meetings happen and who attends. As often as possible, find a way out of them and distribute information to the people who need to know via email.

2. Develop empathy. Learn to see things from the other person's point of view. It's a tremendous talent and most people don't have much of it.

3. Admit you're wrong. Let me just ask the question straight away: will your ego allow you to admit you screwed up? Can you admit it to coworkers? How about your spouse? How about your kids?

So many people never admit when they're wrong, even when it's obvious. They flat out refuse. It's such a poor decision.

Admitting you're wrong when nobody had any idea about it makes you look good. You stepped up and you can be trusted.

Now the flipside. Refusing to admit you made a mistake when others already have the facts is foolish, and makes you appear small...a person who cannot be trusted.

4. Forget about what others think of you. This is so hard for some people I almost didn't list it. Some folks base their life on what their Facebook followers think of them. Get over it. What they think of you is none of your business, and worrying about it will make you crazy.

5. Understand customers and competitors. If you have a handle on both you can just about write your own ticket.

6. Listen actively. Get rid of distractions and really listen to what others are saying. This is one of the skills that separates you from the pack.

7. Talk straight. Don't beat around the bush. You can get the message across directly and still be kind and respectful.

8. Deliver an effective presentation or argument. Being able to stand in front of others and influence them over to your point of view is a huge advantage in business and life.

9. Say "no" more often. Be very discerning about how you spend your time. Figure out what's really important and avoid the rest.

10. Build a powerful network. I've heard it said that our network is more valuable than our experience. Never stop developing it.

11. Be recognized for being really good at something. So good, in fact, that most people consider you an expert. What are you good at?

These aren't all the in-demand skills that we'll need as we move forward, but it's a pretty good list to start with. If you can harness these, you're going to be an in-demand asset for any team.

That's The Extra Point. Get out there and make something good happen today. For 93.3, I'm Jerry Roberts.

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