



The Navigator



April 2005

Volume 2 Issue 6

PERFORMANCE MATRIX, LLC

Providing Direction for Individual and Organizational Performance

Principles for YOUR Success

“Success is the continual achievement of your own predetermined goals, stabilized by balance and purified by belief.”

In real life, many people get stuck in a professional or personal position where goals are defined for them. The result is frustration where no one feels fulfilled and the goals often are never reached. However, sometimes developing a successful business does not come easily or within the time frame that is initially envisioned. This is not only frustrating, but often creates self-doubts. Our research shows that the two key factors to a successful business are the commitment to a plan and the persistence to follow through with the plan.

There are a set of principles, however, that if applied, will pay rich dividends towards your personal and professional success. These eleven principles will give you some additional direction in creating a balanced, successful life.

Continued on page two – Principles



Are you striving for success?

Formal Leadership

This is part three of a five part series on Formal Leadership. Each concept works alone and also complements the other articles in the series. Please contact us if you miss an article.

The Leader As Mentor

While many aspects of the mentoring role are similar to coaching, the significant difference lies in the mentor's advisory or teaching role. A mentor is a trusted advisor and tutor.

Mentors share the benefit of their experience and knowledge. It is a

critical role in developing individuals who will collectively be responsible for the success of the organization. As a mentor you should:

- ◆ **Seek innovation**
- ◆ **Encourage experimentation**
- ◆ **Reward appropriate risk taking**
- ◆ **Drive out fear**
- ◆ **Develop trust and full cooperation**
- ◆ **Create an environment where everyone communicates freely, honestly, and positively**

Establish an environment that encourages and rewards people to develop their skills, improve their results, and learn new skills. Actively seek to help people learn from your experience and knowledge. Develop a culture where people feel responsible for their own results and are supportive of others.

Provide the model, knowledge, training, and freedom to achieve their goals.

Continued on page two – Leadership

Inside This Issue

1. *Principles for YOUR Success*
1. *Formal Leadership – Part 3*
2. *Leadership Questionnaire*
3. *One Minute Ideas*
4. *Power Words*

All articles, quotes, and material in this newsletter are copyrighted. © 2005. No part can be reproduced in any form without specific written consent from copyright holder(s). All rights reserved worldwide.

Continued from page one – *Principles*

As you continue to read, challenge yourself to identify which principles if implemented will take your business and life to the next level. Success, accomplishment, and life balance is right around the corner if you chose to do something about it – so – *carpi diem* – seize the moment!

1. **Earn trust by giving it.** We live a cynical world and it is becoming commonplace for people to want to see “it” before they believe “it”. Trust in the business world is critical and you can build trust by being a person of your word and encouraging people to trust you by trusting them.
2. **Take responsibility for your actions.** Do what you say you are going to do! Admit it when you are wrong and take corrective action immediately. Make sure your actions are consistent with you values, and remember actions *will* always speak louder than words.
3. **Get the facts before making a decision.** Take the necessary time to collect the facts in order to make the best-educated decision.
However, do not over do it – too much information can cause paralysis by analysis, which causes inactivity, and inactivity causes failure.
4. **Go the extra mile.** Decide to make a difference! Go the extra mile for your customers, your family, and yourself. The little things always matter and they will add up to a stronger business and better relationships.
5. **Put first things first and last things not at all.** Use your “must do” and “should do” lists effectively. Focus on the activities that will impact your business and life goals-let the rest go. Simplify your world by knowing what is important to you and prioritize accordingly.
6. **Accentuate the positive.** Focusing on the negative will always get negative results and will also make everything seem incredibly challenging.



Continued on page three – *Principles*

Continued from page one – *Leadership*

This environment reduces the “blame everyone else” attitude and encourages a responsible, entrepreneurial mentality.

The goals should be to get everyone to want to own the responsibility for their own performance. The mentor helps people make improvements that are necessary to achieving the organization’s goals. Today’s leader must foster a culture where continuous learning, continuous improvement, and new and better ways of doing things are the norm, not the exception. People should look for opportunities to apply their ideas and be proactive rather than reactive, and to do it quickly.



Our next issue will discuss the **Leader As Director**.

Adapted from Leadership Development, Resource Associates Corporation. All rights reserved worldwide. This material shall not be copied by any means without the express written consent of Resource Associates Corporation. 740.824.4842.

Leadership Questionnaire –

1. Leaders, who are able to involve people in a compelling vision, provide a beacon for the future.
True _____ False _____
2. Your role as a leader is to motivate people.
True _____ False _____

Answers:

- 1) True.
- 2) False – Your role as a leader is to create an environment in which people are motivated.

Correction of Omission –

In several past issues, we included “*Impact of Poor Outlook*” and “*Lack of Desire*” articles that did not acknowledge the author and copyright. Please note these articles were written by **Dave Kurlan, Objective Management Group, Inc. Copyright ©2005.**

Continued from page two – Principles

(6. *Continued*) Focusing on the positive will unveil new possibilities and opportunities that will directly link to your goals...and it just feels much better.

7. **Center your life on specific goals.** Specific, measurable, attainable, realistically high, and time trackable goals are the key to success and the fulfillment of your purpose.
8. **Devote yourself to lifelong learning.** What goals have you established to exercise your brain muscles during this year? If you are unclear about the answer to this question, develop those goals now! Develop goals that will force you out of your own comfort zone- it will be a liberating and exhilarating experience.
9. **Discover and follow your calling.** We refer to it as discovering and following your passion. Understanding your passion is critical to your success and living a life of balanced fulfillment. Living your passion is not the impossible dream; it will always require focused commitment and the desire to be the best you can be.
10. **Concentrate on what you do well.** Everyone has been given specific and unique gifts. Determine what yours are and maximize them. Do not try to be somebody else – work on being the best YOU! Listen to others, learn from others, but follow your unique direction.
11. **Pour a solid foundation of hard work.** Nothing worthwhile is ever easy. Hard work is essential for a successful business with longevity. Hard work is required for success in personal relationships. Hard work is required for *any* kind of worthwhile goal accomplishment, however, some of the hardest work I have had to do, I have enjoyed the most.

So which of the eleven principles did you make a *written* note to address as it relates to improving your business, your life, and your current level of accomplishment? (We all know if we do not *write it down* the chances of it happening are slim.) One of them, half of them, all of them...the number you selected is irrelevant. The commitment to take action is the most important step of all. Success in life is a continuous and evolutionary process. There really is no destination; there are only self-imposed limitations. Every day provides new challenges and if you are looking in the right places, it also provides the necessary solutions.

The question becomes; are you focused, committed enough to your predetermined beliefs and goals to create a life of balance, success and inner joy? You are the only person who truly knows the answer!

Copyright Tammy Quackenbush. Adapted with permission. All rights reserved worldwide. For more information, call 740-824-4842 or 800-762-6227.



ONE MINUTE IDEAS

Job Satisfaction in the United States

Job satisfaction has declined across all income brackets in the last nine years. While 55 percent of workers earning more than \$50,000 are satisfied with their jobs, only 14 percent claim they are very satisfied.

The largest decline in overall job satisfaction, from 60.9% to 49.2%, occurred among workers 35-44. This is also the worker group next in line for management and leadership positions.

The second largest decline took place among workers ages 45-54, with the satisfaction level dropping from 57.3% to 47.7%.

Source: The Conference Board, 2005.
Adapted from Labor Storm Alert

Complimentary Issue!



**Performance
MATRIX LLC**

151 Northwoods Drive
Morgantown, WV 26508



Tel: 304-594-9190
Fax: 304-594-9116

E-mail:

grant@performancematrixllc.com

Visit Our Web Site at:

www.performancematrixllc.com

**Don't miss out on next
month's issue –**

Subscribe Today! It's Free!

Power Words

Propriety (pruh PRYE uh tee) n. - properness; good manners

Example: The old lady viewed the little girl's failure to curtsy as a flagrant breach of propriety.

Prosaic (proh ZAY ik) adj. - dull; unimaginative; like prose

Example: The little boy's ambitions were all prosaic: he said he wanted to be an accountant, an auditor, or a claims adjuster.

Proscribe (proh SKRYBE) v. - to outlaw; to prohibit

Example: The young doctor proscribed smoking in the waiting room of his office.

Proselytize (PRAHS uh luh tyze) v. - to convert (someone) from one religion or doctrine to another; to recruit converts to a religion or doctrine

Example: The former Methodist had been proselytized by a Lutheran deacon.

Provident (PRAHV uh dunt) adj. - preparing for the future; providing for the future; frugal

Example: We were provident with our limited food supplies, knowing that the winter ahead would be long and cold.



Providing Direction for Individual and Organizational Performance!
Performance Matrix, LLC 304-594-9190 or E-mail: grant@performancematrixllc.com

The Navigator

A publication of Performance Matrix, LLC

151 Northwoods Drive

Morgantown, WV 26508



Performance
MATRIX LLC

Setting the Course, Charting the Progress

Visit Our Web Site at: www.performancematrixllc.com

© Copyright 2005, all rights reserved