

Maximise your potential



Career going nowhere? Working like mad, nose to the grindstone, continuously slogging, but feeling like you are not getting anywhere? Stuck in a rut?

If this sounds like you, then you seriously need to re-think your work strategy. It is easy to get stuck in a rut, working just to earn money rather than for real job satisfaction, but it is not so easy to dig yourself out. The first step is to recognize that you are indeed entrenched and going nowhere. Ask yourself these questions:

1. Does your job interest you and excite you?
2. Are you giving your job the best you are capable of?
3. Do you look forward to going to work?

If you have answered no to any or all of these questions then you are in a rut and it's about time you got yourself out of it. Everybody needs a job that is challenging, interesting and rewarding. Your next step is to find yourself the job you really want and believe it or not it is not really that difficult. The main barrier is you! We put up our own barriers and obstacles, probably to protect ourselves from the disappointment we feel is inevitable. We tell ourselves that we are not capable of doing the things we really want to do, we couldn't possibly run our own business/write a book/climb a mountain/act or whatever it is that we dream about.

Once you decide what you want to do, you must take steps to make sure that you do it. Your goal is ultimately to earn a living doing the thing you most want to do, to get there you will probably have to reorganize your life. For instance you may need to undertake some form of training, so set your self targets and time limits for achieving each stage towards your goal, and keep at it. Do not give up, even if you are scared you might not make it, you must believe in your own potential.

Confidence

To truly succeed in anything you must have faith in yourself and your decisions. Confidence is all about feeling good about oneself and that feel good factor can make all the difference. Try and boost your confidence in small ways every day, this will help to support your long-term effort. Try the following confidence boosters:



Appearance

Try and see how others view you, everything you wear is a reflection of your true self. Ask yourself; how do I want to be seen by others? who do I want to impress? Do not be mistaken by feeling that you have to make fashion statements or buy expensive designer clothes, what matters is how you present yourself in a given environment. For instance cleanliness, always ensure that your nails are clean & manicured, your hair is suitably styled, your clothes are clean and fit well, with no pulls stray threads missing buttons or creases, shoes must always be well soled and polished, teeth – a bright confident smile always projects a positive image.



Fitness

Exercise clears the lungs and the brain, it increases strength and endurance and it defuses anger and frustration. Try to take the stairs instead of the lift, walk up the escalator rather than standing, take regular walks, get up out of your chair & walk across the office don't e-mail, park the car farther away from the office, take fitness classes if you can.

Nothing enhances self-confidence more than the glow of good health.

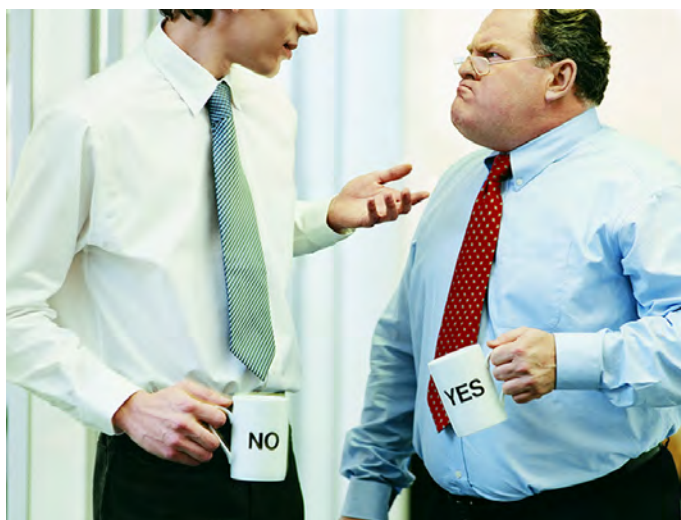
Respect

If you want to receive more respect, then give respect. If you want to succeed, help others succeed, if you want to be happy then make others happy. Be open to giving and receiving, to truly respect and have confidence in yourself you must earn

the respect and confidence of others.

Discipline

Stand firm on your decisions and agreements, be punctual, deal with matters all the way through, don't veer off at tangents, give those you deal with the full focus of your attention and always be assertive.



Assertiveness

This is a big part in maximizing your potential. You must know what you want and have the ability to communicate this to others without alienating them. Think of someone you know who has the respect of others, a natural air of authority, who gets things done and is listened to without ever shouting, threatening, bribing, sulking or crying. There are not many of them around, but assertive people stand out a mile especially in a work environment. Endeavor to be assertive without being aggressive and see what a change it has in relation to how you are perceived by others. Try these simple rules for being assertive:

Be definite

Don't dilute, don't make excuses, or give long explanations or generally beat about the bush. If you mean no then say no!

Be clear and direct

Work out in advance what you want to say and then say it as clearly and directly as you can, with no frills.

Use few words

The fewer the words the bigger the impact. Always listen more than you speak. Be positive – always ask someone to do something in a positive friendly manner, always smile and always thank them afterwards. Never raise your voice and always appreciate the efforts of others.

Pay attention

Look directly at someone when they are talking to you or you are talking to them, pay attention, always give the impression that you mean what you say.

All of these simple techniques will assist you in maximizing your potential, but do not expect things to alter overnight! Make gradual changes, set yourself a long-term goal to work towards, but also give yourself smaller weekly or monthly targets. It will not be easy but stick at it, it will be worth it when you achieve the lifestyle you desire and deserve.

