

Welcome to Track Training Tips No. 40.

In the current difficult economic times it is often too easy to ignore personal development and all of those things that you are really very good at. Its important for your personal performance to remind yourself of some key areas to remain focussed on.

At a recent conference I presented my Top 20 Tips for personal survival. I would like to share these with you and hope that you will find them useful in maintaining a focus.

- Know your business inside out
- Be prepared to over deliver on your outputs
- Focus on the essentials of your role
- Separate achievement of objectives from mere activity
- Anticipate customer needs and be proactive
- Display positive body language

- Be good to be around – display empathy/rapport
- Innovate – what you do and how you do it
- Remember the 80:20 rule
- Focus on the important few
- Think outside the box (laterally!)
- Focus on what you do well
- Be agile and adaptable
- Don't neglect your personal skills base and keep it up to date
- Invest in your own training
- Use your networks to the full – personal and professional
- Find out where you can add value
- Set yourself SMART objectives
- Manage Change – don't let it manage you
- Think positively about yourself

**Remember: Positive Thoughts = Positive Actions =
Positive Outcomes.**

Best Regards

Dave Chesters

PS. There are still opportunities remaining for you to take advantage of funding from West Midlands Business Link through the Director Development programme. £50.00 for 1 day – what's to think about!