

10 SUGGESTIONS FOR A MORE PRODUCTIVE YOU

Written by Rhonda Hamilton

Recently I received an e-mail that included suggestions for living life (author unknown). The e-mail made me think about attitudes and people skills that increase productivity. I have come up with a beginning list of ten things.

1. Give people more than they expect and do it cheerfully. Under promise and over deliver.
2. When you give something to someone, expect nothing in return. No expectation means no disappointment.
3. Remember to respect yourself, respect others, and take responsibility for what you say and do.
4. When you realize you've made a mistake, own up to it and do what you can do to correct it.
5. When you say, "I'm sorry," mean it, and look the person in the eye. The words "I'm sorry" should be spoken when you intend to change your behavior...when you intend to try not to make the same mistake again.
6. When someone asks you a question you don't want to answer, smile and turn the question back to them by saying something like, "What do you think about it?" ... or, "Why do you want to know?"
7. Take appropriate risks. Everything in life that is worthwhile involves risk. Even loving a person involves risk. Those who are most successful are usually risk-takers.
8. Failure is not fatal unless you failed to learn. Failures are valuable lessons that should be used as the stepping stones leading to success. Welcome the lessons learned from failures along the way and use them to adjust your direction and reach your goals.
9. Look for the best in others. Give them the benefit of the doubt.
10. Stay away from negative people. If people don't know what street you're going down, they can't rain on your parade.

Rhonda Hamilton is a professional life success speaker and communications skills expert who champions others to live a bigger and better life. She specializes in bigger life principles, business building skills and interpersonal communication skills. She offers motivational keynotes and training for business professionals, associations and organizations, who want to leverage their strengths, improve morale, build relationships, improve communication skills, excel in customer service, and ultimately, raise their level of profitability. Rhonda is committed to helping others build a better self and thereby, build a bigger life and a better world. Rhonda is a published author and a member of the National Speakers Association. She can be reached through her website, www.RhondaHamilton.com.