



**“People often say that motivation doesn’t last. Well, neither does bathing – that’s why we recommend it daily.”
-Zig Ziglar**

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Ideas for *Success*

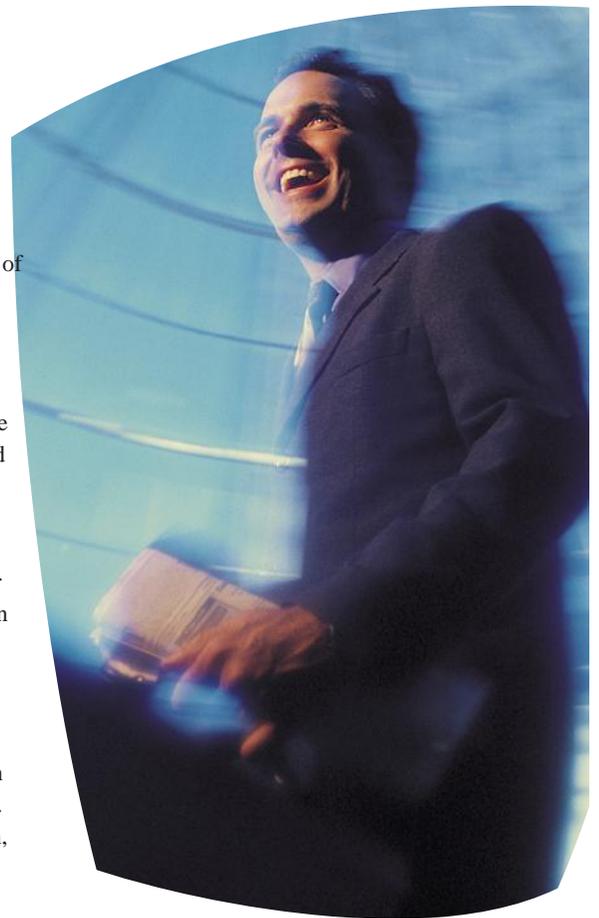
ADDRESSING THE NEEDS OF INDIVIDUALS AND BUSINESSES

Top tips for motivation

by The MindGym

1. Know whom you want to motivate and what matters to them. What people are motivated by varies enormously between individuals (and situations) so a 'one size fits all' approach is unlikely to work.
2. If you want me to be motivated then I must believe that if I make an effort then my performance will improve.
3. Great visions are often impossible to achieve, eg, 'Within an arm's reach of desire' (Coca-Cola) and 'A computer on every desk and in every home' (Steve Jobs at Apple). It is much more important that a vision resonates and has appeal than that it can be delivered in four years.
4. When you evaluate options or explain major decisions refer to the vision as the touchstone – if something will not help achieve the vision then you should not be doing it.
5. Show that you are single minded and passionate about your vision – once agreed

- it is not up for debate. This will help demonstrate determination and provide a clear focus, which rallies disparate groups of employees
6. Each team can have it's own mission – whilst this needs to be consistent with the company aim it can be a lot more specific, eg, 'removing waste so we can invest in the future', or 'helping our customers feel good about their decisions'
 7. If you involve colleagues in developing the vision (which will give you more evangelists) make sure that they raise their sights above 'being number 1 in our chosen markets' – the test: will this mission make me keen to jump out of bed on a rainy Wednesday morning in two years' time?
 8. Stories bring a vision to life.
 9. Remember, a vision is a communication tool, not a strategic management quick fix. Before going public on your chosen vision, make sure it makes sound business sense and is not simply the result of excessive away-day exuberance.



CHANGE

“If you resist change, you will face challenges on a daily basis. If you consciously refocus your attitude to see the benefits of change, your outlook becomes positive and life becomes easier.” Catherine Pulsifer



10 commandments of dressing for work

By Beth Braccio Hering

(CareerBuilder.com) -- In a 2010 national poll conducted by the Center for Professional Excellence at York College of Pennsylvania, "appearance" ranked second only to "communication skills" when respondents named qualities most often associated with professionalism. "How an individual dresses for work can be a powerful extension of his personal brand," says Matthew Randall, executive director of the CPE. "Clothes, accessories and even the footwear an employee chooses to wear help to reinforce or diminish his skills and qualities in the eyes of his employer, co-workers and clients."

Universal dress rules can't be set in stone...But if such a tablet were to be created, there's a good chance it would include the following:

1. Modesty is a virtue.

Get noticed for your great work, not your tight pants, overdone makeup,

short skirt or cleavage-revealing shirt.

2. Keep holy the casual Friday.

Yes, the workweek is almost done -- the key word being almost. "Casual Fridays are a recipe for fashion disasters," says Lizandra Vega, author of *"The Image of Success: Make a Great Impression and Land the Job You Want."* Don't jump the gun by wearing your weekend plans.

3. Thou shalt wear the right shoes.

Your feet should look prepared for work. Vega suggests skipping flip-flops and other open-toe shoes, while Hauri notes, "High high heels may be fashionable, but not for actually working. Image conveyed: I can't pitch in and do any work because I really can't walk in these things."

4. Honor thy leaders.

Not sure what is appropriate for casual Friday or a client meeting? Look around. "The wisest employees often observe and take cues from the most respected individuals within their organization," Randall says.

5. Thou shalt not steal thy boss's tie.

Keep in mind that taking cues from those above does not mean replicating their wardrobe. Instead, find comparable styles, colors and accessories that

work for you.

6. Control thy festiveness.

Wearing seasonal colors is one thing, looking like Santa's elf is another. Your workplace wardrobe should enhance your professional skills and qualities, not detract from them."

7. Remember the good book.

Whether you are questioning what constitutes an acceptable variation of a uniform or wondering about the company's stance on jeans, chances are the employee handbook has the answer. Still trying to decide? Seek the advice of a trusted mentor, human resources representative or immediate supervisor.

8. Thou shalt notice what year it is.

Congratulations on taking such good care of your clothing that items from 1983 are still "fine" today. While one need not be a fashionista, looking outdated can give the impression that you lack fresh ideas.

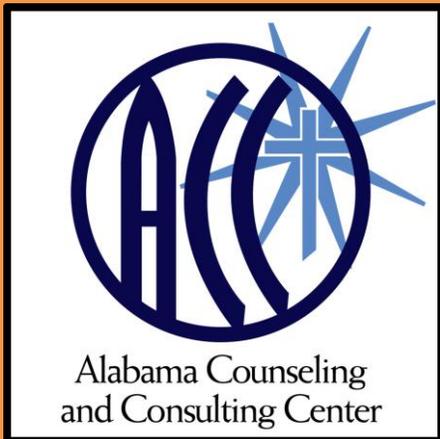
9. Err on the side of caution.

Avoid the guesswork -- and the corresponding nervousness -- by making safer choices when in doubt.

10. Dress for the job thou want.

A final tidbit: "My advice for everyone, no matter what age or gender, is to dress for the job you want, not the one you're in," Hauri says. "Unless you're happy with where you are, which is just fine."

<http://www.careerbuilder.com/Article/CB-2535-Workplace-Issues-Thou-shalt-look-professional-10-commandments-of-workplace-dress/>



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