



Management and Performance Associates – January 2011

12 suggestions for the New Year

The beginning of January is a good time to renew expectations and wishes for the New Year. We are changing the style of this monthly newsletter. Normally our newsletters offer tips on how to be a more effective leader, how to improve your communication skills and/or how to improve interpersonal relationships. This month, we will offer you 12 suggestions, one for each of the next 12 months, which may help you to incorporate new learning experiences (or to consolidate them) during the year. Where to start? Your choice!

Feedback

Choose someone who is important to you in a professional capacity and who cares about you, someone you trust and who will be honest with you. Ask this person to highlight one (only one) quality that differentiates you from the crowd. Also ask this person to mention one (only one) behavior in which you could invest more time and energy to become more effective.

Image

Voluntarily or not, we all transmit volumes of information about ourselves. In its totality, and properly decoded, it becomes the image others have of us. Reflect about the image that the circle of people who are important to your success have about you. Are you happy with this image?

Tolerance

“The greatest mystery on earth is man. He looks so simple, so tractable, and actually is so complex. He says one thing and in the next instant shamelessly contradicts himself and, if you call him unreliable or unstable, he is mortally wounded. Insecurity is the basic law of existence. All human emotions and all actions, without any exception, spring from this one eternal source. Without insecurity, there would be no progress. Life would stand still.”

Lajos Egri, in “The Art of Creative Writing”

Network

Nurture a contact which has been disconnected.
Improve your relationship with an existing contact.

Add a new contact to your network. Locate a lost contact.

Commitment

You need to be committed to yourself before being committed to something or someone. What is important to you? What legacy would you like to leave to your work? What is the contribution that makes you (or would make you) proud of yourself?

Flexibility

Things don't always happen the way we want them to. Plans don't work out, premises change, goals become meaningless. We have some alternatives when facing these situations: we can get frustrated and become paralyzed as we think how things would be better if nothing had changed, or we can take advantage to learn from the situation, look for creative alternatives or respond in the best possible way to what was not in our control.

Vision

Actions have a purpose and give meaning to decisions when we have a broad perspective of the situation. Therefore, establish an objective, reflect upon why you have chosen this destination and not another one, plan your path and start the walk. Bon voyage!

Stretch

The name itself suggests how hard it is to abandon our comfort zone. On the other hand, to enrich our experience and to start a new learning curve we need some tension (due to something we don't know how to do or something we haven't tried to do), but the tension needs to generate a positive energy to start the movement. Define a goal which is important to you and that cannot be accomplished with your current competence level. Most importantly, it must be feasible for you to develop the needed skills to accomplish it. Establish a deadline and go for it.

Motivation

Motivation is the fuel for your actions, a source of vital energy. What are your drivers? What brings



you pleasure as you perform your day to day tasks. Identify where your motivation is coming from: the possibility of overcoming important challenges; exercising influence, leadership and impacting others; or finally, establishing and maintaining personal relationships and connections. Once you have your source identified, create more opportunities to have this fuel more present in your daily life.

Empathy

To look at others is an invitation for others to look at you. Develop a better understanding of other people's ideas, feelings and needs by abandoning your frame of reference. Listen to what is being said and expressed from the other's perspective. This changes your understanding in relation to the other party. It will also increase the chances that the other person will seek understanding of your ideas, feelings and needs.

Innovation

To have a 15 year experience doing anything can be described in two distinct manners. Was it a year repeated 15 times or 15 years accumulating new and diversified experiences? Meaningful experiences come from making each year an opportunity to do different things or the same things differently. Therefore, instead of repeating the same experience year after year, renew it at each opportunity.

Patience

Far from easy, patience is the virtue that will support the accomplishment of your goals in a solid and consistent manner. If you are one of those people who were not patient enough to get in line to get some patience, well, take a deep breath and nurture it. A little a day. It is worthwhile.

See you next time. We welcome your feedback.

To know more of our training programs, please send us an e-mail to:

sergio.pereira@mapa-way.com or

sonia.dondice@mapa-way.com

Visit our website:

www.mapa-way.com