



Additional Secrets of Successful Time Managers

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- Consistent effort over time produces a steady stream of accomplishments. Enjoy the process of achieving small victories that add up to big accomplishments.
- Be masterful at your business - be the best, keep learning.
- Don't let average people hold you back.
- Healthy change is a long-term process.
- In your projects, involve people that have ideas and perspectives different from your own.
- Write down your plans, goals, and ideas. Without a clear direction, reaching your destination is difficult.
- People who keep a journal are one-third more likely to feel a sense of progress in their lives.
- Apply what you learn immediately to create positive habits and create long-lasting impact.
- Have a role model, mentor, or coach to support your success journey.
- Learn from the best. Seek an internship or learning experience from someone more masterful than you.
- Optimistic people usually achieve far more and are more satisfied with life. Develop a half-full point of view.
- Take greater time when you speak. People who speak slowly are considered more knowledgeable than people who speak more quickly.
- Teams work best when you tap into the perceived self-interest of each member.
- Confidence is associated with persistent effort and therefore a greater likelihood of success.
- Make more mistakes and learn from them.
- Adequate sleep promotes innovative thinking and greater flexibility in decision-making.
- Take full responsibility in your life: "If it is to be, it begins and ends with me."
- Learn to "read" a room; notice what is present and what is missing in the events and people you observe.
- People who have concrete, specific goals are more confident and more likely to feel in control in their lives.
- Love is the "Killer AP." Quality relationships are the foundation for effective results.



- Look for the lessons to be learned when things don't go your way.
- Healthy habits, such as eating right and exercising regularly, are associated with increased energy, improved performance, and satisfaction.
- Surround yourself with people smarter than you and let them lead wherever possible.
- Work on your listening skills. Seeing through others' perspectives improves relationships and your effectiveness.
- Do what you love and time will fly by.
- Live life at your own pace. Define success for yourself, not by others' definitions.
- Stop being a "Lone Ranger." Acknowledge the interdependent nature of life.
- People work harder and better when they feel appreciated.
- Mastery comes from experiential lessons over time.
- Taking more risks opens up greater possibilities and more opportunities.
- Avoid the money trap. Make sure how you "spend" your time is worth the investment.
- As you grow more certain of your purpose and your talents, you will come to rely less on the attitudes and beliefs of those around you.
- Be prepared to stop. Consider what you've already invested against what you stand to gain by continuing.

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