

# MINDSET MONTHLY

1 December 2013



## A new year. A new you.

Adapted from Jeff Haden

As 2014 approaches, we get busy with our New Year Resolution and to-do list. You'll get bigger returns in productivity, improved relationships and personal well-being by adding these items to your NOT-to-do list:

### 1. Check your phone while you are talking to someone

You have played the, "Is that your phone? Oh, it must be mine" game. You have done the downwards glance. You have done the, "Wait, let me answer this text..." thing. Want to stand out? Want to be that person whom everyone loves because

they make you feel important when they are talking to you? Stop checking your phone. It does not notice when you are not paying attention. Other people? They'll notice.

### 2. Multitask during a meeting

The easiest way to be the smartest person in the room is to be the person who pays the MOST attention to the room. You will be amazed by what you can learn about the topic and the people in the meeting if you stop multitasking and start paying close attention. You'll identify and understand hidden agendas, spot opportunities and find ways to add value.

### 3. Use multiple notifications.

You do not need to know the instant you get an email, a text or a tweet, or anything else that pops up on your phone or computer. If something is important enough for you to do, it is important enough for you to do without interruptions. Focus totally on what you are doing. Then, on a schedule you set - instead of a schedule you let everyone else set - pop your head up to see what's happening.

**BOOTSTRAP**  
The Growth Catalyst

**4. Let the past dictate the future**

Mistakes are valuable. Learn from them. Then let them go. When something goes wrong, turn it into an opportunity to learn something you did not know - especially about yourself.

When something goes wrong for someone else, turn it into an opportunity to be gracious, forgiving and understanding. The past is just training. The past should definitely inform but in no way define you - unless you let it.

**5. Wait until you are sure that you will succeed**

You can never feel sure that you will succeed at something new, but you can always feel sure that

you are committed to giving something your best. Stop waiting. You have a lot less to lose than you think, and everything to gain only if you step forth and act on it.

**6. Talk behind someone's back.**

If you have talked to more than one person about something that Joe is doing, wouldn't everyone be better off if you step up and actually talk to Joe about it? If it's "not your place" to talk to Joe, it's probably not your place to talk about Joe at all. Spend your time on productive conversations. You will get a lot more done - and you will gain a lot more respect.

**7. Say "yes" when you really mean "no."**

Refusing a request from colleagues, customers, or even friends is really hard. But rarely does saying no go as badly as you expect. Most people will understand, and if they don't, should you care too much about what they think?

When you say no, at least you will only feel bad for a few moments. When you say yes to something you really don't want to do, you might feel bad for a long time - or at least as long as it takes you to do what you didn't want to do in the first place.

**Merry Christmas  
Happy New Year!**  
from Bootstrap

