

"Real human freedom is the ability to pause between the events of our lives and choose how we will respond." - Rollo May

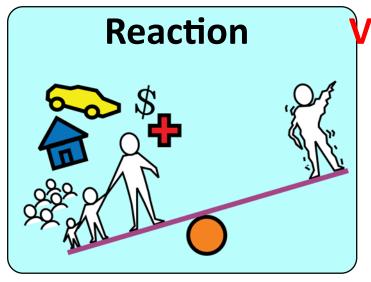
Understand Behavior and keep your Balance

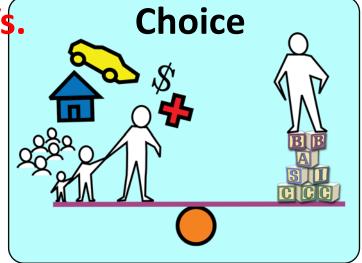
Begin each circumstance Anew

Be **Situational**

Watch the "III"

Practice Communication, Care and Common sense





"The greatest truths are too important to be new." -

Somerset Maugham





Understand Behavior

- Abandon any hope of ongoing control over how others act
- People make conscious decisions about their behavior
- The only way to get the best of an argument is to avoid it
- What gets rewarded is what gets done
- · Model the behavior you desire
- 80/10/10 rule



Be Situational

- "Every actor needs a different director at different times, it is my job to be that director." -Steven Spielberg
- Be the senior partner in a relationship
- Values and significant emotional events impact behavior
- Different frames of reference cause different reactions
- There are no absolutes flexibility is a sign of maturity
- People often need your care most when they deserve it the least



Improve Communication

- Practice effective listening must be learned and consciously activated
- Pick your words carefully
- Remember all of us are imperfect communicators - but some are farther from perfection than others



Keep Balance In Your Personal Life

- Our chosen reaction causes stress - not events and circumstances
- Live in the present
- Keep your perspective
- Seek and use humor for energy

Keep Balance In Your Professional Life

- Balance interpersonal and technical skills (85/15 rule)
- Beware of tyranny of the urgent
- Don't confuse activity with results
- Don't be a wandering generality





Handle People With Care

- We get back from people what we give them
- People don't care how much you know until they know how much you care
- When the student is ready, the teacher arrives
- Be tough on results but tender on people
- Attack the problem, not the person



Begin Each Circumstance Anew

- Call on past experiences but assess each circumstance anew
- Avoid stereotyping
- Watch for preconceived negative biases
- Make the essential transition to leadership
- Parents as leaders

"The BASIC truths
are too important to
be new "

- Paul Heacock



Watch the "I"

- Build a strong positive self image
- There is no "I" in teamwork
- Build relationships network (85/15 rule)
- Embrace the big picture
- Recognize political and power forces
- Delegate at work & home



Use Your Common Sense

- If all else fails trust your common sense
- · Listen to your intuition
- Watch for BFOs (Blinding Flashes of the Obvious)
- Knowledge without common sense is folly
- "The average person has an enormous reservoir of common sense because they haven't used any of it yet." - Charlie Jarvis

