



Six Essentials



1. Embrace Change

Facts About Change

- -Faith Popcorn
- -USA Today
- -20-50-30
- -Mark Twain
- -Organizations that succeed



2. Build Self Esteem

Confident People Manage Change Better

- 1. They are more positive
- 2. Don't back bite
- 3. Don't spread rumors
- 4. Better team players
- 5. Understand success is based on failure
- 6. Are more generous

30 Days To Better Self Esteem

- 1. Massage your brain
- 2. Make a point to be positive
- 3. Hang with the right people
- 4. Be more of a giver than a taker



3. Manage Time

Facts About Time Management

- -No such thing as multi-tasking
- -A's, B's and C's
- -Your office type matters
- -Your job responsibilities matter

Overcome Procrastination

- 1. Admit what you don't like to do
- 2. "How do you eat an elephant?"
- 3. NIKE

How To Plan A Day

- 1. List A's and B's
- 2. Estimate time
- 3. 33% + of - A's
- 4. 20% + of - B's
- 5. Leave 25-40% open
- 6. Work in smaller timed segments

“Uuuuuuuur Ahhhhhhhh
Uhhhh Ahhhhhhhh
Aaaarhg...”



- Chewbacca

4. Communicate

How It Works

- Words-20%
- Tone-25%
- Body Language-55%

Value Noise

- 1. Generational
- 2. Gender
- 3. Nationality
- 4. Culture
- 5. Education
- 6. Personality style



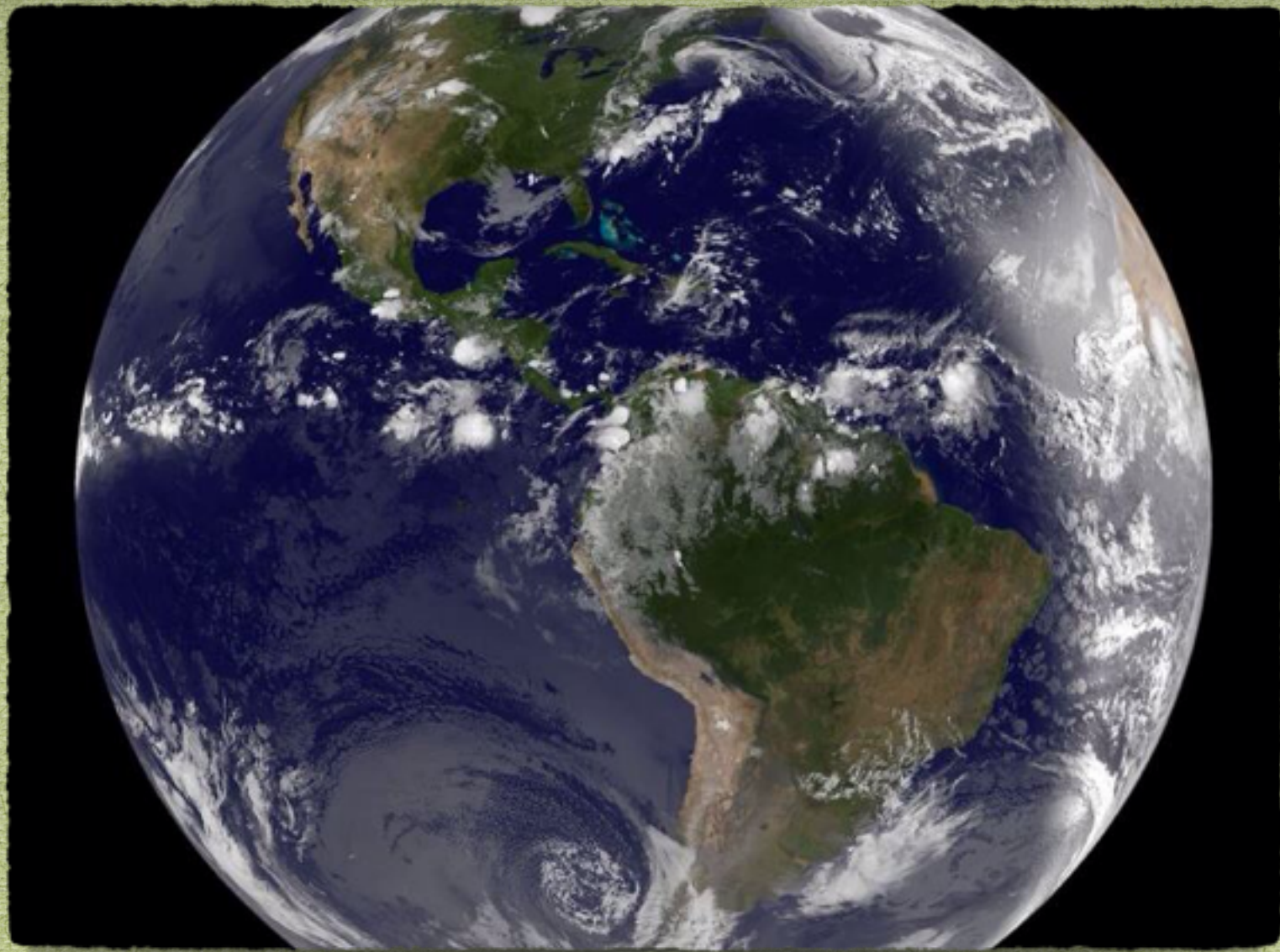
5. Cope With Stress

Facts About Stress

- -Eustress
- -Distress
- -33% of hospital deaths
- -80% of hospital illnesses

Control Stress

- 1. Eat right
- 2. Get enough sleep
- 3. Exercise



6. Have A Plan

Goal Setting

- Specific
- Measurable
- Attainable
- Relevant
- Time bound

Goals In 4 Areas

- -Spiritual/Value goals
- -Family/Relationship goals
- -Health/Physical goals
- -Career/Financial goals



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HIGH PERFORMANCE IN THE WORKPLACE



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DAVE OAKES



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➤ dave@daveoakesseminars.com