



# 7 WAYS TO INCREASE YOUR PERSONAL PRODUCTIVITY



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# **Leading Like a Champion: 7 Ways to Increase Your Personal Productivity**

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# Table of Contents

<b><u>INTRODUCTION</u></b>	<b><u>1</u></b>
<b><u>CHAPTER 1 - INTEGRATE TIME-SAVING SKILLS IN YOUR PERSONAL LIFE</u></b>	<b><u>3</u></b>
REFLECT ON YOUR DAILY ROUTINE	4
GET A WEEKLY CALENDAR OR DIARY	4
LIMIT SOCIAL MEDIA INTERACTION	5
AVOID TRAFFIC	5
AUTOMATE YOUR TASKS ONLINE	5
<b><u>CHAPTER 2 - BECOME AN IDEAS-TO-ACTION PERSON</u></b>	<b><u>8</u></b>
WHY PEOPLE DO NOT ACT ON THEIR IDEAS	9
KEYS TO HELP YOU BECOME AN IDEAS-TO-ACTION PERSON	10
<b><u>CHAPTER 3 - OVERCOME THE BARRIERS TO TURNING YOUR IDEAS TO ACTION</u></b>	<b><u>14</u></b>
BE WILLING TO FAIL	15
KEEP TALKING ABOUT YOUR IDEAS	15
DON'T SPEND TIME LOOKING FOR MONEY TO FINANCE YOUR IDEA	16
COMPLETE YOUR LAST PROJECT	16
HAVE A WRITTEN PLAN OF ACTION	17
DO NOT SEEK APPROVAL	17
DO NOT WAIT FOR THE RIGHT ECONOMIC CONDITIONS	17
<b><u>CHAPTER 4 - UNLOCK YOUR POTENTIAL</u></b>	<b><u>20</u></b>
BELIEVE IN YOURSELF	20
HAVE A POSITIVE ATTITUDE	21
BE A LIFE-LONG LEARNER	21
THINK SOLUTIONS	22
KNOW YOUR CRAFT	22
FIND A COACH OR MENTOR	23
BE A LEADER	24
<b><u>CHAPTER 5 - PUT YOUR THOUGHTS IN WRITING</u></b>	<b><u>26</u></b>

<b>FIVE THINGS THAT WILL HAPPEN WHEN YOU PUT IT IN WRITING</b>	<b>26</b>
<b>HOW TO GET THE MOST FROM WRITING DOWN YOUR THOUGHTS</b>	<b>27</b>

**CHAPTER 6 – USE FEEDBACK AS A TOOL FOR IMPROVING PERFORMANCE** **30**

<b>THE BENEFITS OF FEEDBACK</b>	<b>31</b>
<b>THE WWW AND EBI METHOD OF FEEDBACK</b>	<b>31</b>
<b>FIVE TIPS FOR GIVING EFFECTIVE FEEDBACK</b>	<b>32</b>
<b>FIVE TIPS FOR RECEIVING FEEDBACK</b>	<b>32</b>

**CHAPTER 7 - HAVE A POSITIVE ATTITUDE** **35**

<b>WHY DO YOU NEED A POSITIVE ATTITUDE?</b>	<b>36</b>
<b>5 KEYS TO UNLOCKING THE POSITIVE ATTITUDE IN YOU</b>	<b>37</b>

**SUMMARY** **40**

# **Leading Like a Champion: 7 Ways to Increase Your Personal Productivity**

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# Introduction

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**E**veryone possesses the ability to lead. Some people will discover this naturally, and others will have to acquire the required skills as they travel along life's road. Your ability to be personally productive and effective is important for success in every area of your life.

## **What does it mean to be productive?**

According to dictionary.com, being *productive* is having the power of producing, being creative, generative and converting some form of effort into useful output.

You have more of a stake in your success than anyone else on the face of the planet. It is thus your responsibility to get the most out of your time, energy and other productive efforts.

## **How do you accomplish this?**

I have put together seven skills or steps that you can take to increase your personal productivity.

## **How to benefit from this eBook**

You may decide to read the whole book at once. This can be done quickly because the eBook has been designed for easy reading.

You also have the option of pausing at the end of each chapter to consider writing down your thoughts and answers to the questions at the end of the chapter.

Whatever you do, make sure you get the maximum benefit from your time and money by acting on the ideas and thoughts contained in this eBook. That's the only sure way to increase your personal productivity.

**The 7 easy steps to increasing your personal productivity are:**

1. Integrate time-saving skills into your personal life.
2. Become an Ideas-to-Action person.
3. Overcome the barriers to turning your ideas to action.
4. Unlock your potential.
5. Learn to put your thoughts in writing.
6. Use feedback as a tool for improving performance.
7. Have a positive attitude.

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# Chapter 1 - Integrate Time-Saving Skills in Your Personal Life

\* \* \*

***T**he future is something that everyone reaches at the rate of 60 minutes an hour, whatever he does, whoever he is.*

~ CS Lewis

There are days when you probably wish there [was more time to do](#) everything that needed to be done. Nobody likes the feeling of having to run after the clock each day; that's just too tiring. It's easy to feel overwhelmed by all the errands you need to do and the commitments that you have, and you can end up [feeling burnt out at the end of the week](#).

The good news is that there are time-saving skills you can integrate into your personal life. Learning these skills will help you get more done in less time, and once you've mastered them, you'll be able to enjoy a [better quality of life](#).

Time-management skills are crucial for a long and happy life. Prioritising important matters and setting aside adequate time for these things each day will allow you to slow life down a little bit, and to live more. You'll be less cranky and find yourself being more positive. And if you [have a positive attitude, you'll get more done.](#)

Here are some simple time-management skills that will help you manage your time more wisely and will give you a better quality of life.

## Reflect on Your Daily Routine

Take some time to understand the things you do each day, and [prioritise the important tasks first.](#) This may be different for everyone; the focus might be on health, finances, family, parenting or hobbies. Look for habits that take up the most time and see how you can minimise or [eliminate such habits.](#)

For example, if you find yourself rushing to work each day because you prepare your lunch in the morning, set aside a few minutes each night before you sleep to prepare your lunch in advance. This way, when you wake up, half the work is done already. You'll be able to enjoy mornings without rushing anymore.

## Get a Weekly Calendar or Diary

A calendar will help you [keep track of your appointments and other important events.](#) Each morning, reflect on the week's activities and see if you can do something today to

prepare for an event later in the week. If you have a birthday dinner for a friend in a few days and need to buy groceries as well, sneak in shopping during your lunch break from work, and you'll hit two birds with one stone!

## **Limit Social Media Interaction**

We oftentimes don't realise how much time is wasted on social media, which doesn't get anything done. [Restrict social media](#) to just 10 minutes a day, and you'll be surprised by all the things you can achieve.

## **Avoid Traffic**

There's probably nothing more frustrating than sitting in traffic when you've got more important things to do. If escaping traffic means waking up an hour earlier, make this small sacrifice; you'll avoid feeling frustrated and bored. You'll get more done by the time you're at the office. You'll even be [motivated to sleep earlier](#) the night before.

## **Automate Your Tasks Online**

Save time usually spent going to the [bank or grocery shopping with online-based services](#). If you have a list of frequently used household goods such as laundry detergent, shampoo and other personal effects, sign up for online services that deliver these to your home on a regular schedule. You can also automate all your bill payments by subscribing to online services from your

bank. This will save you time. No more writing cheques or queuing at the bank to make payments.

Making a few [adjustments to your lifestyle](#) to save time will be one of the best choices you can ever make. Even if this means sacrificing a little, like waking up an hour early for work, this investment will go a long way.

## Chapter 1 Thought Exercises

The completion of the thought exercises at the end of each chapter is optional, as is simply thinking about your answers or committing them to writing. If writing down your ideas and action plans is not yet a habit for you, then going through these exercises in writing may prove to be a helpful tool.

1. Where do you find yourself spending most of your non-productive time?
2. What are some ways that you can eliminate or minimise these periods of lost productivity?
3. If these periods are unavoidable (your commute to work might be an example), what are some ways you can rescue these times from complete non-productivity?

# Chapter 2 - Become an Ideas-to-Action Person

\* \* \*

In 1963, [Mary Kay Ash](#) resigned from her job out of frustration after being passed over for promotion. She came up with the idea of writing a book to help women in business. What emerged from the book idea was a business plan that was later implemented and turned into a multimillion-dollar business. In 2001, at the time of Mary Kay Ash's death, Mary Kay cosmetics had over 800,000 representatives in 37 countries, with total annual sales of over \$200 million.

According to Mary Kay Ash,

*Ideas are a dime a dozen. People who implement them are priceless.*

Everything [starts with an idea](#), and you have the capacity to generate lots of ideas. You can also find plenty of ideas online for just about anything you can imagine. Even so, many people fail to act on their ideas, and the world ends up missing out on the potential that was never realised.

# Why People Do Not Act on Their Ideas

Here are some of the reasons people have come up with for why they do not take action on their ideas.

1. Lack of confidence
2. Life gets in the way
3. Too busy with work
4. No motivation or drive to act
5. Lack of support
6. Discouragement from friends and family members
7. Fear of failure
8. Lack of know-how
9. No money
10. No plan of action
11. Don't know how to do it
12. Too young
13. Too old

I am sure you can add one or two more reasons to this list.

It doesn't matter why you have not been taking action on your ideas. What matters is your answer to this question:

Do you think you would be a better person and the world you live in would

be a better place if you made a decision today to act on some of your ideas?

If your answer is yes, then you need to stop making excuses and start implementing some of your ideas. Here are some things to help you get started.

## **Keys to Help You Become an Ideas-to-Action Person**

1. **Put first things first.** There is always something you can do now with the limited time, skills and finances available to you. Find out what that is, and then get started doing it.
2. **Believe in yourself.** Your belief in yourself will be aided by having a strong sense of purpose. What do you want in life and from life? With a sense of purpose, you will find it easier to commit to ideas that align with your purpose. Your purpose serves as a screen that filters ideas.
3. **Get connected with the right people.** People are your greatest ally and your greatest adversary. You will need to keep searching until you find people who will encourage, inspire and motivate you to get moving with your ideas.
4. **Equip and train yourself.** If you don't have the right skills and experience, then go and get them. Read books, attend courses or take up employment in companies that will provide you with an opportunity to get the skills your need.

5. **Set goals and realistic targets.** Everything in life takes twice as long and costs twice as much. Set [SMART goals](#) and then proceed to create realistic plans that will lead you to achieve your goals.
6. **Set realistic time-frames.** Every new project is an adventure into the unknown. This will almost always result in costs and time delays you could not have envisaged at the start. Build some margin into your time estimates.
7. **Research to refine your ideas.** Your idea in its current form will undoubtedly undergo numerous refinements before you start. However, do not try and overdo the research. You know enough to get started, and you will discover the rest along the way.
8. **Be committed to your success.** Do you have a success mind-set? Do you believe that you are going to make a success out of your life? If you do, then commit to your belief by taking action that will bring you closer to your stated objectives.
9. **Find a coach or mentor.** A [coach](#) is a trained professional who, by asking the right questions, is able to draw out the potential within you. A mentor is someone with experience in what you want to do. Mentors will share their experiences and give you tips that can help you avoid mistakes along the way.
10. **Be willing to adapt and change.** Be flexible. Be a person who is open to new ideas and is willing to

try new things. As you review and measure your progress against set markers, be willing to change course if necessary. You will need the wisdom to know when to [persevere and when to pivot](#).

**Decide on your next step and then act. Or send me an [e-mail](#) and tell me what else is holding you back.**

## Chapter 2 Thought Exercises

1. Which concrete step to start putting your ideas into action do you plan to take first?
2. What are the specifics of who, how, where and when that you will use to accomplish this step?
3. What are some concrete outcomes you could expect from completing this step?

# Chapter 3 - Overcome the Barriers to Turning Your Ideas to Action

\* \* \*

**T**here's an [entrepreneur right now](#), scared to death, making excuses, saying, 'It's not the right time just yet'. There's no such thing as a good time. I started an apparel-manufacturing business in the tech-boom years. I mean, come on. Get out of your garage and go take a chance, and [start your business](#).

~ Kevin Plank

You either learn from your success and mistakes or you learn from the success and mistake of others. It's a matter of preference.

I will share with you a few things from my experience and from the experience of others that can be roadblocks to the conversion of your [ideas into action](#). You will have to get through these barriers at some stage.

## Be Willing to Fail

Because you do not entertain the possibility of failure, you are slow to act on your ideas. Many of your ideas will fail. Acting on ideas is an adventure into the future and an important part of [your road to success](#).

Without a willingness to fail, you will remain rooted to one spot and not make a move until you are comfortable with the risk. Well, here is a bit of advice: don't bet the house. There are no 100% guarantees for your ideas. Create some room in your thinking for the fact that it just might not work out as planned. Now get on with it.

## Keep Talking about Your Ideas

One reason people keep their ideas to themselves is the fear that the idea will be stolen. Yes there is a real possibility of this happening. However, let me assure you that no matter how unique you think your ideas are, try typing it into [Google](#); you will see how many thousands of other people have ideas similar to yours. Good luck to whomever steals your idea.

Even if someone else puts your idea to action, you might [learn some lessons](#) from their implementation that will help you start work on yours. Besides, people can only copy your idea; they cannot copy you, the idea person. They cannot copy the unique experiences, strengths and ability that make you who you are.

By talking about your ideas, you continue to refine them and [get useful feedback to improve on them](#). Talking about your ideas will also increase your chances of coming across willing partners and investors who will help you make things happen.

## **Don't Spend Time Looking for Money to Finance Your Idea**

There is no doubt that at some point in time you will need money to finance your idea, but right now, money is not what you need. You just need to get started. You need to take the next step.

There is also what is called [sweat capital and sweat equity](#): capital from you, and equity from other people. Here is a simple question to ask: 'What can I do right now to take action on my idea and that will not cost me money?' Come up with some ideas, and then get on with them.

## **Complete Your Last Project**

Having uncompleted projects will slow you down. It will [distract you and dissipate your energy](#). There are those who believe in multitasking. I belong to that school of thought, and that for me is a weakness, which I continue to battle every day. Resist the temptation to start on a new idea until you have brought the last one to a logical conclusion. Schedule time to work on your uncompleted ideas to finish them.

## Have a Written Plan of Action

One benefit of [writing is that it clarifies your thinking](#). A written plan of action means you have thought through things. It also provides you with a path to follow and helps to keep you on track. No matter how unglamorous writing a plan is, it can increase your [chances of success](#) with your idea.

Your written plan will also help you to determine the logical next step. If you are at a loss for what to do next, simply look at you plan and [do the next thing](#).

## Do Not Seek Approval

Wake up! You are not going to get everyone's approval. As a matter of fact, you are on your own for the first few miles (no matter how long that is). [And even if you get someone's approval, then what happens?](#) The world has changed. We live in a crowded and noisy world. If you care about the value of your idea, then begin to work at it. That is all the approval you need. Someday, it may create a [platform for you to get noticed in this noisy world](#).

## Do Not Wait for the Right Economic Conditions

There is a proverb that says:

*Don't sit there watching the wind. Do your own work.  
Don't stare at the clouds. Get on with your life.*

You are going to have to make a decision based on what you know now about the economy. A decision not to implement is still a decision.

Based on what you know, there must be something you can do. Perhaps you can come up with [new ideas that are suitable](#) for the economic conditions you are in at the moment.

**Why not send me a comment and tell me about things that slow you down in moving ideas into action.**

## Chapter 3 Thought Exercises

1. What do you see as your biggest personal barrier to turning your ideas into action?
2. What are some ways you can overcome this barrier?
3. For each of the solutions you listed, what are the specifics of who, how, when and where that you will utilise to break through this barrier?

# Chapter 4 – Unlock Your Potential

\* \* \*

## Believe in Yourself

**T**o believe in yourself is to have confidence in your skills and abilities. There is no room for self-doubt. Do not compare yourself with all the other experts you know in your field. With time, [diligence and hard work](#), your own expertise will grow.

For many years, I would always pass up the opportunity to speak in front of a large audience. I did not think I was good enough. However, as I began to summon the courage to speak, I realised that I was improving with time. Now I tell myself that I am an expert in the making.

When you are next called upon to do what you have never done before, why not say yes? See it as an opportunity to learn and grow. Remember that if you have never done something before, you are not going to get it right the first time, unless of course you are lucky. Cut yourself some slack and allow yourself to do it badly at first. Believe that you can get better at whatever you commit to.

# Have a Positive Attitude

[Your attitude](#) is a result of a settled way of thinking, and it is almost always reflected in your behaviour. An attitude takes time to form and can become a habit.

*There is a little difference in people, but that little difference makes a big difference. The little difference is attitude. The big difference is whether it is positive or negative.*

~ [W Clement Stone](#)

One way of maintaining a positive attitude is to steer clear of negativity. Resist negative influences. Be a can-do person and hang around other people who have a positive and winning attitude. A positive mental attitude will take you to unimaginable places.

## Be a Life-Long Learner

To be a [life-long learner](#) is to be committed to continuous self-improvement. You learn from your mistakes, and you learn from the mistakes of others.

More importantly, you also learn from your successes. Ask yourself the following question:

What is working well from me right now,  
and how can I do it better?

Your commitment to learning will result in a commitment to change.

*In times of change learners inherit the earth;  
while the learned find themselves beautifully  
equipped to deal with a world that no longer  
exists.*

~ [Eric Hoffer](#)

## Think Solutions

There is no point in talking about the problem; think up possible solutions instead. Suddenly, there will be a light at the end of the tunnel as you begin to see your way out of whatever the situation is.

Be creative in your thinking. If you have to employ a thinking tool such as mind map, do so. Think outside the box and come up with innovative ways of solving old problems.

[Edward de Bono](#) in his book [Six Thinking Hats](#) describes what he calls a practical and uniquely positive approach to making decisions and exploring new ideas.

## Know Your Craft

To know your craft is not to know everything about your industry. Your effort must be directed towards the acquisition and application of the information and knowledge that can give you an edge over others.

There is generalised knowledge, there is specialised knowledge, and there is knowing how to organise and to

use knowledge after you have acquired it. You will have to decide which is important to you.

[Henry Ford](#) knew how to organise and to use the knowledge he acquired. He perfected the assembly line, a descendant of the division of labour initially discussed by Adam Smith in his book the [Wealth of Nations](#).

## Find a Coach or Mentor

You will probably have heard of [Usain Bolt](#), the Jamaican sprinter widely regarded as the fastest person ever, with an impressive record of 6 Olympic gold medals and 6 world championship gold medals.

You've most likely also heard of Michael Phelps, the retired American swimmer and the most decorated Olympian of all time. He won twenty-two medals in total, including eighteen gold medals.

These two men would not have achieved these great feats without the very important contribution of their coaches. Glen Mills coached Usain Bolt, and Bob Bowman's influence produced Michael Phelps.

From business to politics, top salespeople and political leaders, like top athletes, employ the services of highly trained professional coaches to reach the top of their game. Entrepreneurs, entertainers and athletes achieve incredible feats with coaches alongside them. Your coach will come alongside you to inspire, encourage and motivate you to achieve success beyond your wildest dreams.

# Be a Leader

*Anyone can steer a ship, but it takes a leader to chart the course.*

~[John Maxwell](#)

As a leader, you must be farsighted enough to see what others cannot see. Because the journey into the future is a journey into the unknown, you must be flexible enough to know when to make adjustments to your course, but retain the drive and tenacity to push through obstacles.

Be humble enough to know that you cannot do it on your own. You need the input of others. You must develop other leaders and not be a one-man show.

As a leader, you must develop your ability to [communicate vision](#) consistently, in a manner that transmits your passion, energy and enthusiasm to others.

## **Chapter 4 Thought Exercises**

1. Which of the approaches for unlocking your potential do you intend to utilise first?
2. What are the specifics of who, how, when and where that you will use to achieve this approach?
3. What concrete things can you hope to gain from successfully engaging this approach?

# Chapter 5 - Put Your Thoughts in Writing

\* \* \*

**W**riting in is a method of recording information and ideas. Have you ever wondered how some people are able to come up with lots of ideas and get more done while you do not? Well, try putting down your thoughts in writing, and then create the [habit of writing](#).

*Reduce your plan to writing. The moment you complete this, you would have definitely given concrete form to the intangible desire.*

~ Napoleon Hill

## Five Things That Will Happen When You Put It in Writing

1. Writing will help you organise your thoughts and bring clarity to your ideas.
2. By putting it in writing, you record your ideas and increase your chances of remembering them.
3. Writing will help you commit to [taking action on your goals, vision and dreams](#).

4. You can breakdown and simplify your complicated ideas during the process of writing.
5. Writing will help you develop an idea bank or vault.

**By writing down your thoughts and ideas**, you free up your mind to do other things such as thinking up new thoughts and ideas or coming up with plans to implement the ideas you have written down.

## How to Get the Most from Writing Down Your Thoughts

- **Keep a paper or electronic ideas notebook.** Keep this with you all the time. It makes no difference how good your memory is. You will forget it if you do not write it down.
- **Develop a consistent filing system.** This will greatly reduce the time that you spend looking for things. I have a lot of paper notebooks, and I have no idea of what I have written in most of them. My life has now been made easier with my use of [Evernote](#), an electronic notebook available on all platforms.
- **Review your ideas regularly.** It makes no sense to write something down if you are not going to read it later. You will need to get into the habit of setting time aside in your busy schedule to review your ideas, modify them and possibly begin to act on some.

- **Now share your thoughts and ideas.** First, share them with yourself by regularly reviewing your writings, and then with a trusted ally.

If you have the ambition to write and publish a book in the not-too-distant future, then putting it down in writing is a must for you. This becomes an avenue for you to express your creative flair. If you persist at it and become good at it, you could earn some money with your newly discovered writing skill by *writing a best seller*. Just think of the many possibilities, including turning your book into a movie or into a television series.

## **Chapter 5 Thought Exercises**

1. Create a list of your unfinished/partly finished ideas.
2. From the ideas you listed, choose one to focus on first.
3. Create a written action plan for the idea that you chose.

# Chapter 6 – Use Feedback as a Tool for Improving Performance

\* \* \*

**Y**ou and I know that giving meaningful and constructive feedback is not easy, particularly if you believe you have something to say. Much more difficult is the receiving of feedback. I have to confess that I just do not handle the receiving of feedback as well as I should, especially when there is a challenge to change.

*I am yet to find the man, however exalted his station, who did not do better work and put forth greater effort under a spirit of approval than under a spirit of criticism.*

~ Charles Schwab

One valuable tool to aid your leadership journey is your willingness to give and receive feedback. Feedback will help you steer your course, maintain focus and give you the good feeling that comes from knowing you are making progress in the direction of your goals. [Feedback is your friend](#). Seek it earnestly, and profit from the valuable information derived from it.

# The Benefits of Feedback

How do you feel when you receive feedback? I conducted a survey amongst my work colleagues, and these are the top three answers:

1. It encourages me to do things better.
2. It helps me build and acquire the knowledge that I would not otherwise have.
3. It increases my confidence, and I am more productive at my job.

*To grow* from feedback, we need to be challenged to improve on our current standard. Some will call this negative feedback, but I say that a challenge to improve and do better need not be negative feedback. If receiving feedback brings the best out of you, why not harness the giving of effective feedback to bring the best out of your team?

## The WWW and EBI Method of Feedback

The *WWW* (What Went Well) and *EBI* (Even Better If) method of giving feedback is one that has been used successfully in many organisations. What Went Well simply means that you pay attention to and comment on some of the things that worked. To make the work even better, you will need to point out some areas of improvement in a positive manner. For more on this, visit <http://stevesutherland45.wordpress.com/>

In the ***Toastmasters International*** world of public speaking, where evaluation is an important part of members development, the method of feedback used there is to Commend, Recommend and then Commend. You *commend* the effort by telling your audience what worked well for you. You *recommend* an area of improvement, and then you *commend* again, to leave the speaker on a high note and in order not to diminish the sense of achievement that is felt after having completed a task.

*Feedback is the breakfast of champions.*

~ [Ken Blanchard](#)

## **Five Tips for Giving Effective Feedback**

1. Focus on the activity or performance and not on the person.
2. Recognise achievement.
3. Be candid.
4. Remember that it's only your opinion, and others may have a different opinion.
5. The purpose of feedback is to encourage improvement, so provide useful recommendations.

## **Five Tips for Receiving Feedback**

1. It's not about you, so do not take it personally.
2. It's only the giver's opinion, and your product or presentation may just not be for him or her.

3. Even if you do not agree with the opinion, please be respectful and thank the person for taking the time and effort to give you feedback.
4. Do not defend your performance, but seek to improve your performance at the next opportunity.
5. Do not get carried away by the praise. Listen attentively and seek out areas for growth and improvement.

## **Chapter 6 Thought Exercises**

1. How receptive are you to receiving feedback?
2. Develop a mantra that you will use when receiving feedback to help yourself be more receptive.
3. What are three ways you can seek additional feedback to give yourself more practice and to more opportunity to improve?

# Chapter 7 - Have a Positive Attitude

\* \* \*

**A** quick look at the word [attitude](#) in the dictionary reveals several meanings for the word, from the [positive and negative](#) orientation of the mind to your posture and the way your body is leaning.

I like the [Oxford Dictionary](#) definition, which describes attitude as a settled way of thinking or feeling that is typically reflected in a person's behaviour.

Settled means that it takes time, thinking points to the mind, feeling makes it an [emotional thing](#), and its reflection in behaviour means it can be seen in you.

## How Do You Get Your Attitudes?

1. From your personal experiences.
2. From repeated observations of people around you.
3. From what people tell you and what you tell yourself.

4. From your childhood and family upbringing.
5. From what you hear and see in the media: the music you listen to and the films you watch.

## Why Do You Need a Positive Attitude?

*You can complain because roses have thorns, or  
you can rejoice because thorns have roses.*

~ Ziggy

With a positive attitude, you suddenly see things differently. Problems are no longer hindrances, but challenges to be overcome. You suddenly become aware of new possibilities, and you have great hope and optimism about the future. I have trained myself to have a positive mental attitude, and I am highly optimistic about my ability to succeed in whatever I do. This does not mean that I succeed in everything, it just means that I take up each challenge with a can-do mind-set.

*The greatest discovery of my generation is that a  
human being can alter his life by altering his  
attitudes of mind.*

~ William James

With a positive attitude, you are [pleasant to be around](#). Never underestimate the fact that if people like you, they are more likely to employ you or do business with you. By the way, not everyone will like you and not everyone will like what you represent. A smile will go a long way in opening the door of people's hearts to your cause, as will

the [principle of seeking first to understand before being understood](#).

## 5 Keys to Unlocking the Positive Attitude in You

### 1. You can choose your attitude in advance.

This means you are [internally motivated](#) and will not allow your attitude to be affected by the events going on around you. I find it difficult to understand how the weather can be miserable. I can understand it being wet, cold with a grey cloud cover, but not miserable.

### 2. Demonstrate humour, energy and enthusiasm.

There is always humour in everything. Find it, and then have a laugh. Increase the pace at which you walk. Let your enthusiasm for life show in everything that you do.

### 3. Stay away from negative influences.

Bad news travels fast, so do [negative influences](#) and attitudes. You are more likely to share your bad experience about a company with someone than your good experiences. Here is a good warning: Steer clear of people who drag other people down. They are likely to pull you down as well. Find people with a positive attitude to be around.

### 4. Be a can-do person.

Be a [solution to people's problems](#).

**Leading Like a Champion:**

**7 Ways to Increase Your Personal Productivity**

*Every exit is an entry somewhere.*

~ Tom Stoppard

Understand that life or the government does not owe you anything. Life is going to put obstacles in front of you. Put on your creative problem-solving hat and find the opportunity to grow and advance in every challenge.

## **5. Embrace change.**

Expect and accept change. There is no point in trying to resist it. Change is a fact of life. The cells in your body are changing, how we do business is changing, and how we communicate is rapidly changing. You just cannot stop it, so you might as well embrace it and make the most of it.

*In times of change learners inherit the earth;  
while the learned find themselves beautifully  
equipped to deal with a world that no longer  
exists.*

~ Eric Hoffer

[Be a learner and inherit the earth.](#) Have a positive attitude, and go out and have a great life.

## **Chapter 7 Thought Exercises**

1. What are some lifestyle habits that you can develop in order to have a more positive attitude?
2. What are some ways that you can choose to use to let your positive attitude show?
3. Develop a mantra to use for when your mood is interfering with your attitude, to help you be positive under any circumstances.

# Summary

\* \* \*

So there you have my seven easy steps to increasing your personal productivity.

**S**I must add that this is not an exhaustive list, but it is a good start for you. All you have to do is to decide on which one of the seven you would like to implement first. Read it again. You may also want to read some of the referenced articles.

Now become an ideas-to-action person. Set some targets for personal improvement. Implement your plan of action, and then track your ability to stick to your plan and the results you are getting.

Here are a few things that will happen.

1. Your personal satisfaction will increase.
2. You will be a happier and more productive person.
3. If you set goals with monetary returns, it is quite possible that your income will increase.
4. One result of your increased personal productivity will be the creation of a margin in your life. This means that you will have more time to relax and enjoy the things

you love, you will have more time to spend with the people you love, and you will have more time to spend creating new and more challenging goals and targets for yourself.

**Overall, you will see yourself grow as a person.**

# About the Author



Wole Ososami is committed to the training and development of tomorrow's leaders today.

He is a certified coach, an experienced trainer and an inspiring and motivational speaker who communicates with energy, passion and humour.

He is involved in training and developing leaders, inspiring and motivating individuals and teams and creating a culture of leadership in organisations.

He is the Managing Director of DTLT Solutions, a training and leadership development organisation based in the UK, and the publisher of the online blog,

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Wole has a degree in Pharmacy and an MBA, and is happily married with two young adult children.

**Also by Wole Ososami**

Taking Control of Money: A Young Adults Guide to Financial Freedom



<http://www.takingcontrolofmoney.com>

**Leading Like a Champion:  
7 Ways to Increase Your Personal Productivity**