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HOW TO MAKE YOU BETTER AT WHAT YOU DO

- **Show up and be on time**
- **Take responsibility for yourself and own your mistakes**
- **Live in the present and let the past go – make the most of now**
- **Watch what you promise and when you make one, keep it**
- **Treat others as you would want to be treated – show kindness and empathy and treat everyone the same**
- **Get and stay organized and replace weaknesses with strengths**
- **Be persistent in making changes and be willing to try new things**
- **Be optimistic – look for the humor in your life and career ...learn to smile more and show humility**
- **Manage the stress in your life better whether through exercise or reserving time for pleasure**
- **Find or rekindle your passion**
- **Always have a Plan B and remember if Plan A does not work, there are 25 more letters in the alphabet**