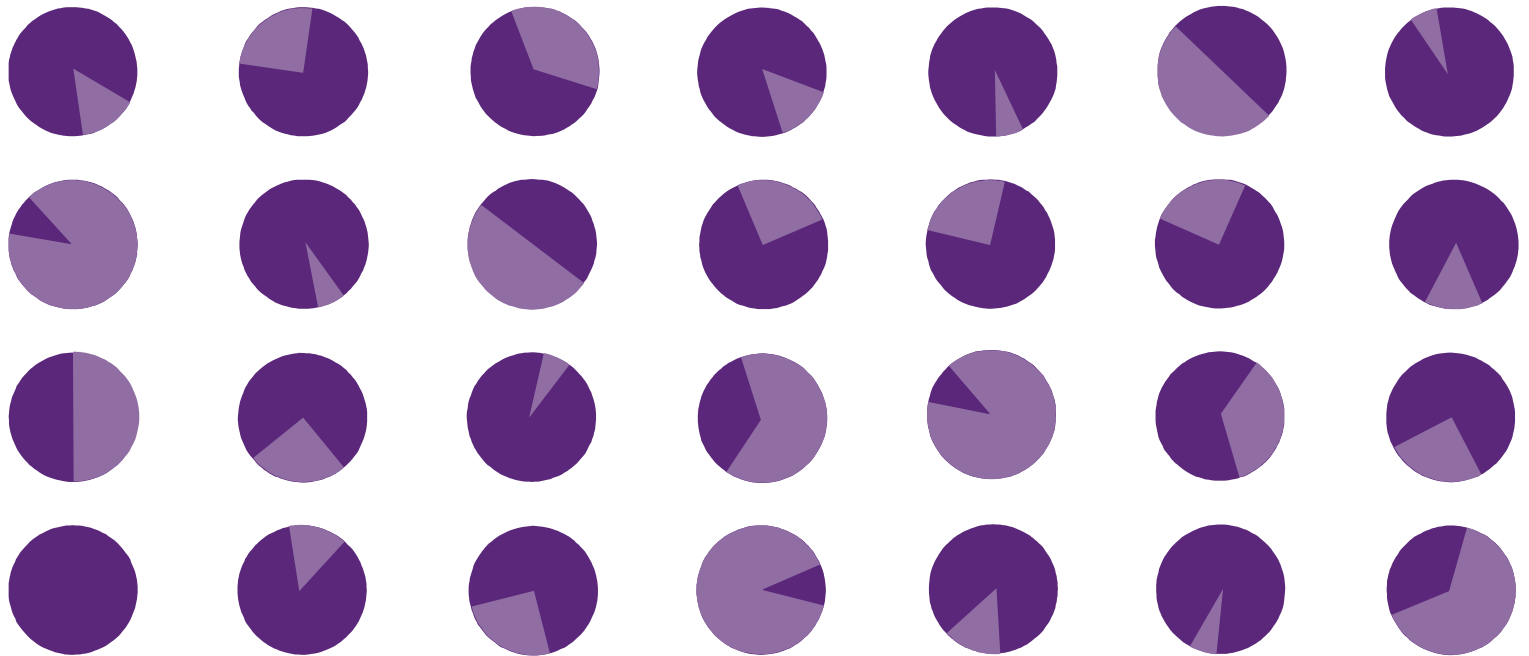


# The Matery Profile<sup>®</sup>

dividual Report



**FORTUNA INTERNATIONAL  
LIMITED**

LEADING PERFORMANCE IMPROVEMENT



Report Date  
Sunday, August 28, 2015

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# Your Overall T e Ma tery Level a d Gra

T e Ma tery Pro le®

## Your Overall T e Ma tery Level

Total S ore: 161

Your Overall T e Ma tery Level		
S ore	Level	W at t Mea
6 -79	– Be T e Ma tery	You ave l ted u der ta d o a a t e. You ave a yo ortu te to develo your kll .
8 -115	– rov T e Ma tery	You ave a rov but l ted u der ta d o t e a a e e t. Skill develo e t re a a rorty.
116-185	– ter ed ate T e Ma tery	You ave ba k owled e a d kll or a a t e. So e area eed o t ued develo e t.
186-221	– Co ete t T e Ma tery	You ave tro k owled e a d kll or a a t e. You're o your way to be o a T e Ma ter.
222-24	– Ex elle t T e Ma tery	You are a T e Ma ter. You are ready to a tvely are your k owled e a d kll about t e a a e e t.

## Your T e Ma tery Pro le® Gra

Your T e Ma tery Pro le® Gra																																				
Cate ory/Level	5		6			7			8			9			1		11		12		13		14		15		16		17		18		19		2	
Att tude	5	6	7	8	9	1	11	12	13	14	15	16	17	18	19	2																				
Goal	5	6	7	8	9	1	11	12	13	14	15	16	17	18	19	2																				
Prorte	5	6	7	8	9	1	11	12	13	14	15	16	17	18	19	2																				
A alyz	5	6	7	8	9	1	11	12	13	14	15	16	17	18	19	2																				
Pla	5	6	7	8	9	1	11	12	13	14	15	16	17	18	19	2																				
S edul	5	6	7	8	9	1	11	12	13	14	15	16	17	18	19	2																				
terru to	5	6	7	8	9	1	11	12	13	14	15	16	17	18	19	2																				
Meet	5	6	7	8	9	1	11	12	13	14	15	16	17	18	19	2																				
Wrtte Co u ato	5	6	7	8	9	1	11	12	13	14	15	16	17	18	19	2																				
Dele ato	5	6	7	8	9	1	11	12	13	14	15	16	17	18	19	2																				
Pro ra t ato	5	6	7	8	9	1	11	12	13	14	15	16	17	18	19	2																				
Tea T e	5	6	7	8	9	1	11	12	13	14	15	16	17	18	19	2																				



# Skill Gap Analysis

The Mastery Profile®

The Skill Gap Analysis is a tool designed to help you quickly determine where to focus your training efforts. It shows you:

- rated your **skill level** in The Mastery Profile
- ranked **areas to your job**

**The Skill Gap Analysis shows your relative skill level area, not your absolute skill.** For example, your relative skill level in area 1 is 12 (with the lowest possible score being 5 and the highest being 20). If your lowest score in any other area is 10, then you are in the "Low Skill" area. If your lowest score in any other area is 15, then you are in the "More Skill" area. As a result, this tool is designed for you to help you determine how to focus your training efforts. **It is not intended to compare your skill level to others.**

Page numbers are listed below for each category to tell you where to find more information.

<b>Category</b>	<b>Page Number</b>
Attitude	8-9
Goal	10-11
Profile	12-13
Analysis	14-15
Plan	16-17
Session	18-19
Introduction	20-21
Meet	22-23
Written Communication	24-25
Delegation	26-27
Procrastination	28-29
Teamwork	30-31



# Sk II Ga A aly

T e Ma tery Pro le®

T e Sk II Ga A aly ow t e relat ve ra k o your k ll rat ea T e Ma tery ate ory, a o ared to ow you ra ked t orta e to your ob. Read o to lear ore about ow to a lly t or ato to bu ld your ow T e Ma tery A to Pla .

T e ate ore are aded d ere tly de e d o were t ey all t e table. Darker ad ea t at you rated your el lower o t o e k ll a d ra ked t e a ore orta t to your ob. You ay be o t tere ted o u o t e e ate ore to rove your t e a a e e t k ll.

orta e ↑ More ↓	orta t • Goal	• Dele ato • Wr tte Co u ato	• Prort e
		• Meet • S edul	• Att tude • Tea T e
	orta t Le • A alyz • Pla • Pro ra t ato		• terru to
	Le Sk II	←————→	More Sk II
	<b>Sk II</b>		



# Chapter 6: Habit and Build A to Pla

The Mastery Pro le®

How u do you really wa t to a e your work abt ? De re t e key to u e or a lure. order to a e lo -e tabl ed abt ,you utwa tto a e. So e abt are relat vely ea y to a e; ot er a be extre ely d ult. A le be av or be o e a ue or a ot er be av or, w tur ay be a ue or tll a ot er. t way, you develo abt eque e t at or v orou ode o atter ed be av or.

How lo doe t take to re la ea oort e u a e abt wt a better t e a tery abt? Ma yo your work-related abt a be u e ully a ed t ree day to t ree week . To el ate your el-de eat abt a dre la et e wt el-re or abt , try t e ollow a roa .

1. de t y t e abt you wa tto a e. order to o t t e re e be av or you w to a e, you will ave to a alyze a yo your be av or a d t e tuato w e t e yo ur. Care ully exa e your a u to to ee a yo t e are old you ba k ro a ev t e a e you de re. T e ore you k ow about w at you do, w e you do t, a d w y you do t, t e ea er t will be to de t y t e abt t at are detr e tal.

2. Care ully de e t e ew abt you w to develo . U e t e A to Pla que to ea Cate ory to re ord w at you wa tto a ea d t e to de r bet e ew abt you la to ado t. Be o e t wt your el. Gat er t e or ato you eed to le e t t e a ea d v ualize your el t e ew role. Develo a real t a to la , a d et tarted.

3. Be t e ew be av or a tro ly a o ble. Tell everyo e about t e ew abt you wa tto develo . Set u a rout e to ow t your abt. Put your o ere d you o t e ew be av or . Re e bert e orta e o ue a d ow abt are terrelated. o ble, a e your e vro e tto ve your ew abt o e "re ar" to row .

4. Do ot tray ro t e be av or u t t e ew abt r ly e tabl ed. Ma y eo le ra t e a ew be av or o e o t e t e; o e ra t e a ew be av or o t o t e t e; o ly a ew ra t e a ew be av or all o t e t e. Part-t ea l ato doe t develo ew abt — ew abt o ea are ult o o te t a d er te t ra t e.

You will be te ted a y t e to do t t e old way. Re t t e e t e t ato . So e eo le rato alze dev ato by ay , "Ju t t o e wo 't atter." T e trut t at every t e you tray, you ut tart over a a . T e ore t e you atte tto tart over, t e arder t to a e.

5. A k ot er eo le to el you a e. Few o u ake a t a e wt out t e u ort o ot er . T k are ully about w o t be able to el you. How a t ey el you be t? W at will you a k t e to do? Buld a tro u ort tea arou d you ake ew abt u ea er to a ter.

Re e ber — o u o a ew key area r t. Ma tert e e, t e ove o to a ew ore. U e t e Skill Ga A aly o a e 5 a d t e que to o t e ext a e to de de w ere to tart.



## de t y W ere to Be

T e Ma tery Pro le®

1. **W at are your tre t ?** You robably d d better o e area t a ot er .T ere a te de yto o e trate o u o your weak e e t at you or et to elebrate your tre t . Your reate tt e a a e e t tre t are t o e ate ore t at a ear t er t olu o your Skill Ga A aly . Go ba k to a e 5 a d l tea o your to tre t . Take t e to eel ood about t e ! L tt o e ate ore below.

2. **W ere ould you rove?** T e T e Ma tery Pro le® a ex elle t u de or develo ood t e a a e e t be avor . A you look over t o e ate ore w ere you ored lower o kll, t k o t e a o ortu te or rove e t. T e e are t e ate ore t at a ear t e let olu o your Skill Ga A aly . L tt o e ate ore below.

3. **W ate ore do you bel eve are o t r t al your ob?** T e e a ear t e to row o t e Skill Ga A aly . L tt e below.

4. **W ate ore t at you l ted que to 2 a d 3 above do you t k you a o trol t e o t or a e o tea ly?**

5. **A to Pla** . Do 't try to a e everyt at o e. You d d 't ett e way you are over t, a d you're ot l kely to re a e everyt over t et er. Fo u o t e ate ore

- w are orta t to your ob;
- w you ave le kll; a d
- w you bel eve you a o trol or a e t e o t.

T e ate ore t at tt e r t two r t e a t e d to be t e u er let or er o t e Skill Ga A aly , but you wll wa t to ake ure t at t e ate ore you oo e al o re e t area t at you a o trol or a e. L tt e ate ore t at you wa t to o u o rov r t:

You a d t e a e u ber ore a ate ory your Skill Ga A aly o a e 4. Tur to t e a e ort e two ort ree ate ore you wa t to o u o rov over t e ext ew week . Ma ter t e e, t e ove o to a ew ore ort e ext everal week . T e e ate ory a e wll el you develo your A to Pla .



## Attitude

The Mastery Pro le®

There is a paradox. We never see to have enough, yet we have all that we need. The problem is that it is not there, but now we see it to us and it is available to us. The key to overcome this is to take action, and not to be a victim.



### What You Think is Critical

Remember that you are not a victim. You are a creator. You are not a victim of your environment, but you are a creator of your environment. You are not a victim of your past, but you are a creator of your future. You are not a victim of your circumstances, but you are a creator of your destiny. You are not a victim of your fate, but you are a creator of your destiny.

At the end of the day, you are not a victim of your circumstances, but you are a creator of your destiny. You are not a victim of your fate, but you are a creator of your destiny. You are not a victim of your circumstances, but you are a creator of your destiny. You are not a victim of your fate, but you are a creator of your destiny.

Therefore, you believe you are a victim, then you will try to control, and then you will fail. On the other hand, if you believe you are a creator, then you will succeed. Therefore, you believe you are a victim, then you will fail. On the other hand, if you believe you are a creator, then you will succeed.



### Avoid Retreat

Most of us have retreated about what we did or didn't do in the past. Retreat is a natural reaction. However, if you retreat too early, you will let the enemy know that you are a victim. Therefore, you should not retreat until you are absolutely sure that you are a victim. Therefore, you should not retreat until you are absolutely sure that you are a victim.

There are two lessons we can learn from retreat. The first is that retreat is a natural reaction. The second is that retreat is a natural reaction. Therefore, you should not retreat until you are absolutely sure that you are a victim. Therefore, you should not retreat until you are absolutely sure that you are a victim.

Therefore, you are not a victim of your circumstances, but you are a creator of your destiny. You are not a victim of your fate, but you are a creator of your destiny. You are not a victim of your circumstances, but you are a creator of your destiny. You are not a victim of your fate, but you are a creator of your destiny.

Whenever we retreat, we are not a victim of our circumstances, but we are a creator of our destiny. We are not a victim of our fate, but we are a creator of our destiny. We are not a victim of our circumstances, but we are a creator of our destiny. We are not a victim of our fate, but we are a creator of our destiny.

You are not a victim of your circumstances, but you are a creator of your destiny. You are not a victim of your fate, but you are a creator of your destiny. You are not a victim of your circumstances, but you are a creator of your destiny. You are not a victim of your fate, but you are a creator of your destiny.



### Self-Denial is a Payoff

Most of us have denied our true nature. We are not a victim of our circumstances, but we are a creator of our destiny. We are not a victim of our fate, but we are a creator of our destiny. We are not a victim of our circumstances, but we are a creator of our destiny. We are not a victim of our fate, but we are a creator of our destiny.

Self-denial is the key to our success. We are not a victim of our circumstances, but we are a creator of our destiny. We are not a victim of our fate, but we are a creator of our destiny. We are not a victim of our circumstances, but we are a creator of our destiny. We are not a victim of our fate, but we are a creator of our destiny.

Where do we find the key to our success? We find it in our hearts. We are not a victim of our circumstances, but we are a creator of our destiny. We are not a victim of our fate, but we are a creator of our destiny. We are not a victim of our circumstances, but we are a creator of our destiny. We are not a victim of our fate, but we are a creator of our destiny.

Remember that you are not a victim of your circumstances, but you are a creator of your destiny. You are not a victim of your fate, but you are a creator of your destiny. You are not a victim of your circumstances, but you are a creator of your destiny. You are not a victim of your fate, but you are a creator of your destiny.



## Key Concepts About Attitude

The Mastery Profile®

- You never see two people who are the same, yet you have all the same feelings. The problem is not a matter of degree, but how you choose to understand it.
- The same people really believe different things.
- Common proverb: Be the best person you can be, then the best person you can be will do it. The worst person will do it.
- Earl Nightingale: "Habits are the key to success. Successful people are the best at doing what they like to do."
- Aristotle: "When you choose a habit, you also choose the result of that habit."
- It is not what you know; you must act on it. Knowledge without action is powerless.
- Motivation is a word we are ordered to do. For example, external motivation.
- The key to willpower is "what-over." You want to do something, you will usually do it. I believe every day to do it.
- Self-discipline is what you know you should do, regardless of whether or not you feel like doing it.
- Self-discipline is what you do to think about the discipline you do.
- Proverb: Not everyone in the world takes the same path.
- Henry Ford: "Whether you think you are, or whether you think you are not, you're right."

My Attitude Profile

### Attitude

The old habit ( ) was to be or else:

The new habit ( ) was to develop:

Steps will take to be sure to be truly:

Consider the following are the only way to develop new habits. To keep yourself on track for new habits ( ), will:

What will be the key to success, and what will be the key to do?



## Goal

### The Mastery Principle®

It's not how you do it, but what we do that counts. To The Mastery Principle, a daily habit that will eventually...

Clear goals are SMART goals. They are Specific, Measurable, Achievable, Realistic, Timed... and written.



#### Two Approaches

There are only two ways to a goal: the mastery. You will either do it right or you will not. The difference is in the process, not the result. You do a habit, you do it right.

Our goal is to do it right every day. We have learned to do it. No matter how long it takes, we will do it. People who do it right are successful.



#### Link Goal to Habit

Goals should be related to a habit. A goal to do a habit every day would lead to a habit every day. A goal to do a habit every week would lead to a habit every week.

Daily behavior is controlled by routine habits. The habits are our short-term goals. Most of us keep track of them by listing them out every week. Be sure that your short-term goals lead to long-term goals.



#### Develop the Result Habit

Focus on the result, not the process. Set a goal, and try to...

reach it, but be one way or the other. Never give up, take a break, old habits, or get into a rut. Think about what you do to achieve. We encourage you to think about the desired result, your biggest obstacle, and the desired result. These are known as the three parts.

To develop the result habit, think about what you are trying to do every year, every month, every week, every day, every hour, every minute. Read your long-term goal every day, and devote time to get out all the trash that is in your way.



#### The Law

The way you see all your things depends on you. Make your own rules. You want to lead a good life, you want to be. Change the way you use your time, require it at you, and do it about what you want to be a good do.

Goals are the key to success. The more you know about the goal, the more you will take care of it. You will take care of it or you will be taken care of by others.

That is the value of a habit. It is not broad, it is specific, it is a habit, it is a habit, it is a habit. Are you doing it the way you do it, or are you doing it the way you do it?

The habits are goals that are over-achieved. They lead to the mastery. They are powerful habits that work.

Consider what you have read about goals. Review the state of the world. Note a year ago, or later, your goal.



## Key Concepts About Goal

The Mastery Principle®

- Determine your long-range goal. Make sure you are a realist when you really want.
- Be sure to set SMART goal: Specific, Measurable, Achievable, Realistic, and Timed.
- Don't try to keep your goal your head; do your best to overcome your obstacles.
- Read your long-range goal at least once every day. You will find a way to sort out all the things that are in your way.
- You need short-range goal to know what to do today. You need long-range goal to add motivation and energy to all your short-range goal.
- Consider your strengths. Make sure they will move you toward your goal. Identify your strengths, weaknesses, and what you could do better.
- Set deadline for all your strengths. Estimate the time needed and determine the logical start time to avoid procrastination.
- For complex strengths, use strengths assessment software to organize and analyze details.
- Focus on your goal at all times. Constantly ask yourself, "Will what I am doing right now help me achieve my goal?" If the answer is "no," then stop to get the things that will help you.
- Be sure you have at least one small goal every day. Don't quit until you reach your daily goal. Before long you will develop the habit of setting goals and reaching them.
- Develop a habit of looking for opportunities. Strive to balance your time and resources all around to yourself.
- When you do take a break, you may need to modify your goal. Adjust your goal, be sure to set new ones.

My Action Plan to Set Goal
<p>The old habit( ) was to _____ or else _____</p>
<p>The new habit( ) was to develop _____</p>
<p>Steps will take to be sure be thorough:</p>
<p>Consequences and rewards are the only way to develop new habit. To keep yourself on track for your new habit( ), will:</p>
<p>When someone will ask to help, and what will ask them to do?</p>
<p>My daily, weekly, monthly, and annual goal now include:</p>



## Pror t e

T e Ma tery Pro le®

Ba ally, ett rorte ea y. You de de o your oal, a d t e you deter ew a tvte ut be do e to rea t e oal. To ea tvte are your to rorte . Do t o et be ore you do a yt el e. T true or all a e t o your l e, ot u t your work. T e alle e to allo ate your t e to a ta a bala e.

You k ow you ou t to do t e t t at are o t orta t—to e valuable a tvte t at o t r b u t e to your oal . But you do 't alway do t t at way. O t e , you r e e r to work at ta k t at you l k e or d t e r e t . You do t e v e t o u t e e a tvte ay o t r b u t e u l e to your oal t a t e o r e d u l t, o l e x a tvte . W e you e x a e your a tvte , you w l l r o b a b l y e e e v e r a l w a y w you allo ate t e e e t v e l y .



### orta t v . Ur e t

Pror t e r e e r to orta t t . In order to e t b e t t e r r e u l t , you e e d to e d o r e t e d o orta t t a k . U o r t u a t e l y , o t o u a r e t i l l t e a b t o r e o d t o t e u r e y o t t e a d o t e orta e .

orta t t a r e t o e t a t o t r b u t e a t l y to our o b e t v e — t e y a v e v a l u e . T e o r e d r e t t e o t r b u t o , t e o r e orta t t e a t v t y . orta t t a l o t e d t o a v e l o - t e r o e q u e e a d e e t .

Ur e t t r e q u i r e e d a t e a t t e t o . T e y a y o r a y o t r e l a t e to our o b e t v e o r a k e a t o t r b u t o . But ur e t t a r e a r o r e o e l l t a orta t t , o w e l v e o t a t t e o b e t w e e t e u r e t a d t e orta t . Our r o b l e t a t orta t t e l d o u t b e d o e t o d a y o r e v e t w e e k , e t e y a r e r a r e l y ur e t . Ur e t t , o w e v e r , a l l o r o u r a t t e t o — a k e d l e d e a d a d a l y r e u r e e v e r y o u r o e v e r y d a y .

Ma y o u b e l e v e t a t v r t u a l l y e v e r y t w e d o o r t a t . E v e t a t w e r e t r u e , o t e v e r y t e q u a l l y o r t a t . S o e t a r e a r o r e o r t a t t a o t e r . E v e t o u t a y b e a u l t o a d t t , w e e d u o o u r d a y e a e d r e l a t i v e l y u o r t a t a t v t e .

E v e r y a t v t y y o u d o a o e d e r e e o b o t o r t a e a d u r e y . G e e r a l l y , a t v t e a l l t o o u r a t e o r e : C r — o r t a t a d U r e t ; W o r k t o D o — o r t a t , b u t o t U r e t ; T r v a l W o r k — U r e t , b u t o t o r t a t ; o r T e - W a t W o r k — e t e r o r t a t o r U r e t .

O e o t e k e y r l e o r a t e r t e t e t o u d e r t a d t a t y o u w l l a l o t a l w a y a v e t e o r t e o t o r t a t t , u l e y o u l l t e d a y w t u o r t a t t r t . Y o u r a l l e e t o d e d e w a t t e o t o r t a t t a r e , a d t e t o o u o t o e a d o r e o r w o r k a r o u d t e o t e r .



### T e Pareto Pr le

W l e a t t e t t o r e a l l o a t e a t v t e a d a o r e v a l u e r o y o u r t e , t w l l b e e l u l t o r e e b e r P a r e t o ' P r l e . I r e d o P a r e t o , a e t e e t - e t u r y o l a r , d o v e r e d t a t a y e t o e l e e t t e r t a l e l e e t u u a l l y o t t u t e a o r t y o t e e t . O v e r t e y e a r t o e t a e v o l v e d t o t e o - a l l e d 8 - 2 r u l e : 8 e r e t o t e v a l u e o e r o 2 e r e t o t e t e , w l e t e r e a 2 e r e t o t e v a l u e o e r o 8 e r e t o t e t e .

T 8 - 2 r u l e a b e r e l a t e d t o t e o r t a t - u r e t o e t . o r t a t b u t o t u r e t t e a r e u u a l l y a r t o t e 2 e r e t t a t o t r b u t e t o 8 e r e t o y o u r r e u l t .

R e l e t o w a t y o u a v e u t r e a d a b o u t r o r t e . R e a d t e t a t e e t o t e e x t a e . N o t e a y a t o e e d e d t o l a r y a d a t e r y o u r r o r t e .



## Key Concepts About Portfolio

The Mastery Profile®

- Think carefully about what portfolio areas to you add about how you develop what really matters. Remember, you will never have time for everything, but you will almost always have time for the most important things.
- 8-2 Rule: 80% effort to the value of the portfolio, 20% effort to the rest, while only 20% effort to the value of the portfolio, 80% effort to the rest. Learn to negotiate your portfolio value 20% effort to a third of the value.
- Most people start with the quick, easy, enjoyable portfolio. Instead, start with the most important things.
- Just because you are not sure if you are doing it right, portfolio activities are to get at the heart of your goal.
- Learn to distinguish between portfolio activities.
- Do not allow trivial things to crowd out the most important things.
- Do not always do the "easy" request at the expense of your own portfolio. Learn well to say no. Do this fully, really, and totally.
- Communicate with portfolio activities result in a more effective portfolio. Portfolio activities are the right way to get portfolio activities.
- Do not let portfolio activities be the loudest. Be very careful about what you say. Be quiet and read.

My Action Plan

### Set Portfolio

The old portfolio wants to achieve or relate:

The new portfolio wants to develop:

Steps will take to be sure be truly:

Complete your portfolio are the only way to develop new portfolio. To keep your portfolio, you will:

What you will ask to do, and what will ask to do?

My portfolio next week, month, and year include:





# Key Concepts About Analytical Thinking

The Mastery Profile®

- Everything you do either helps you or hinders you. One of your tasks is to determine what is being recovered.
- The key to making sure your activities are on track with your goals.
- Keep a record of how you spend your time or at least one week every year. Discover what you do, where you do it, and why you do it.
- Ask others to tell you how you waste your time, or how you could spend your time better. They may see what you aren't seeing.
- Practice makes perfect. Strive for optimal performance.
- Explore opportunities to try out new technologies to treat the role you are addressing.
- Regularly examine work procedures or jobs you are doing. What are the tasks involved? What does it take? Where are they doing it? Can they be eliminated, corrected, or improved?
- Ask your peers, staff, or team to help brainstorm new ideas. Look for ways to eliminate the unnecessary, obsolete, or redundant work, and reduce the overall cost.
- Don't forget to read the data that you are using. Understand the data/relationships or ratios of 12:1 as a guide.
- Keep a record of your results. Analyze the data and look for patterns. Are they recurring or unique? Can you improve your results?
- Stay ahead with total recurring results, and don't let the work keep on growing. Make your recurring results are audited by your staff, your board of directors, and your follow-up.

My Analytical Thinking Profile
<p>The old habits that waste time or are not effective:</p>
<p>The new habits that will develop:</p>
<p>Steps that will take to be sure the results are truly:</p>
<p>Consider the ways that are the only way to develop new habits. To keep your role from being replaced, will:</p>
<p>What you will do to eliminate, add, or what will be done to do?</p>



## Plan

The Mastery Profile®

Everyone admits that life is chaotic, but few actually understand the chaos they would. Many of them do not have the plan. Planning is about people who regularly attempt to do things, but they are often not able to do so because of the irregular routine, or the time or other resources.

Many of us also believe we are a lot more organized. We prefer to be in control, do things, and get things done. As a result, we react to what we are doing around us. Planning is the only way to break out of the reactive pattern.



### Plan Work and Time

The key to understanding the plan is to look at the work and time. Simply ask the following questions:

1. Results — What are your goals; what do you expect to accomplish?
2. Activities — What will you have to do to get those results?
3. Priorities — What are the most important things involved?
4. Time — How much time will each activity require?
5. Schedule — When will you do each activity?
6. Flexibility — How much flexibility will you allow for the unexpected activities that occur?

The result is a plan for a work plan. The plan is the key to making it happen. You need both.



### Take Control

Planning is an attempt to control a situation in your life. But remember, you do not control everything. Many things are simply beyond your control.

When you do not control what is happening to you, you will do what you have to do. Whether you do it or not, it will happen. You can take control of your life or you can let it happen. The decision to control what is happening to you is not at your disposal. You can take control of your life.



### Weekly and Daily Plan

The daily "to do" list is the most important part of the plan. Weekly planning is the most important part of the plan. It is better to have a plan that is not followed than to have a plan that is not followed. You can use the plan to develop a daily plan or a weekly plan.

To create a weekly plan, ask the following questions: What are the most important things to do this week? How much time will each activity require? When will you do each activity? How much flexibility will you allow for the unexpected activities that occur? The result is a weekly plan. The plan is the key to making it happen. You need both.

Remember, you do not control everything. Many things are simply beyond your control. The result is a plan for a work plan. The plan is the key to making it happen. You need both.



## Key Concepts About Planning

The Mastery Project®

- To improve your planning, ask yourself the following questions:
  - What are the ultimate goals?
  - What will you do to get there?
  - What are the resources?
  - How will you evaluate progress?
  - What will you do if you get stuck?
  - How will you allow for flexibility?
- Flexibility is the key to successful planning. Allow for unexpected changes like technology, market, and demand.
- Be willing to alter your plan when you see unexpected trends. A useful rule of thumb is usually better than a quick reaction to events.
- Prepare a plan for every week. An excellent time to do this is Friday afternoon before you leave work. A good rule of thumb is to meet with key people to review the plan for next week, and coordinate resources and activities. The meeting can be a one-to-one, by telephone, or via email, or in person.
- Make sure your daily "to do" list is realistic and achievable. You run out of time, not work.
- Make sure deadlines and dates are realistic. Don't overpromise.
- Learn to control your workload to avoid burnout.
- Be prepared for a productive start to morning or afternoon. Set yourself up before you leave, so they'll be ready when you get there.

My Approach to Planning
<p>The old approach ( ) was to ...</p>
<p>The new approach ( ) was to develop ...</p>
<p>Steps will take to be sure ...</p>
<p>Consider the ... way to develop ... To keep ...</p>
<p>What ... will ...</p>



## Schedule

The Mastery Pro le®

Many people enter “la” and “schedule” terms easily. Actually, they refer to two different activities. Planning what to do. Schedule describes what to do. Scheduling is like a to-do list.

Scheduling, on the other hand, is not possible. Things don't work out the way they intend to. You start at a certain point in time and have a day. Yet, at least at the beginning, your schedule will probably work out exactly as planned. The more you work at it, the more you adjust. The more you try to schedule, the more you learn about how to schedule successfully.

Scheduling is a great way to get things done. Planning is a great way to get things done. Scheduling is a great way to get things done. Scheduling is a great way to get things done.



### Master Flexibility

The best way to take control of your schedule is to allow for every minute of the day. You should not try to fit everything into a day because there are just too many unexpected things that can happen. You should not leave room for unexpected things because you are not sure of your schedule. For example, if you know that they will be interrupted during the day, but very few actually interrupt you. Remember, interruptions are a part of your job. Planning for interruptions will leave room for your schedule.



### Schedule Quiet Time

When you work alone, a schedule is a great way to manage your time. However, a schedule is a great way to manage your time. However, a schedule is a great way to manage your time. However, a schedule is a great way to manage your time.

Quiet time is a great way to manage your time. Quiet time is a great way to manage your time. Quiet time is a great way to manage your time. Quiet time is a great way to manage your time.



### Get An Early Start

Everyone knows that starting early is a good advantage. However, we don't all allow it. Getting a good, productive start and you're more likely to have a successful, productive day. Getting a poor start and you'll be laying in bed all day.

Starting early is a great way to manage your time. Starting early is a great way to manage your time. Starting early is a great way to manage your time. Starting early is a great way to manage your time.

The key to scheduling is to be able to attend to each day or every day. Scheduling allows you to order your priorities and make a plan. However, you will have a opportunity to do something about it. Scheduling allows you to create your own schedule. You are likely to get more accomplished if you have a plan. Remember to work at you have a plan and review the state of the entire day. Note any adjustments to improve your scheduling habits.



## Key Concepts About Schedule

Time Management Pro®

- Little ever a day your life until you create the area or to a schedule at each day.
- Schedule the other tasks for each day. They are likely to be done. Tasks that are scheduled are more likely to be done.
- Don't expect to take larger blocks of time to work. Schedule quiet time so you won't be interrupted.
- Prepare to 'grow' schedule before you leave work today. You won't start your day by reacting before you order what really matters.
- Make all the other tasks only require a few minutes. When you have little time each day, do one of the other tasks instead of waiting for the few minutes.
- Group related tasks and do them whenever possible.
- Be sure to allow enough time for each activity. Most people are overly optimistic. They don't allow enough time, and they often start late. As a result, their other tasks are more rushed and they need to be.
- Set the limit for everything you do. Try to write it down if allowed.
- Whenever possible, establish a routine. Call ahead or use a calendar so that they will be there.
- Schedule regular time to talk with key people.
- Identify your routine—start each day when you're at your best and when you do your best work. Try to get the most out of each other's time, ask for help, or do creative work.
- Schedule time to do things that are important. You won't have to wait for them to be done.

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My Action Plan

### Write Schedule

Think about what to do or eliminate:

Think about what to develop:

Steps will take to be sure before trying:

Consider the other ways to develop about. To keep your routine, write about what will:

What will be the key to do, and what will be the key to do?




## terru t o

T e Ma tery Pro le®


Realze t at terru to are art o your ob a d t at t ay be your att tude t at eed adu t .W e terru ted, o t o u are at lea t l dly rr tated; we do 't l ke to to w at we're do a d o u o o et el e. S erely try to look at terru to a d ere t way. ead o be u et w e a terru to o ur ,t k o t lya art o t e ob. You'll be le ru trated a d better able to tay o trol o t e tuat o .

Realze, t ou , t at you will ot a eve total o trol o terru to .W e you work w t eo le, you u t ex e t o e o t e r a t o to be u red table. T e ba dea to a e t t e u o trol lable a d o trol t e o trol lable.

T e key to allow e ou t e your edule or u ex e ted, u o trol lable eve t . you allow lex b lty or terru to , you wo 't be o ru trated w e t ey do o ur. you do 't allow adequate lex b lty your edule, terru to w llo ur a y way, a d your ru trat o level w ll r e.


 **A alyze terru t o**  
T e le o t u e u l a r o a or redu terru to to kee re ord . Note w o terru t you, w e t ey terru t, ow lo t take , a d w at t o er . Look or att e a o your terru to . No att e w at t e att e , k ow w at t ut you way a ead. You a 't olve a robe u t l you ave a urately de t ed t.


Everyo e tru le w t terru to . Mo t o u o la about t e , but do l ttle el e. t would be ar better to a alyze t e a d y te at ally work to o trol t e . t e word o t e a e t Greek lo o er , "t better to l to e a d l e t a ur e t e dark e ."


 **Bu T To et er**  
So eo your terru to are orta t, but o t are erely rout e. T ey eed to be a dled, but ot

ed ately. To et better re ult , a k eo le to old rout e t e order to d u t e at o e t e.

S edule re ular eet w t key eo le. E oura e eo le to et a o t e t ead o rely o u o o ta eou dro - v t . A le o e - o - o e eet , o e a day or o e a week, ould work ra le your edule.

 **Ta e Tele o e a d E a l**  
P o e all a d e a l are orta t. Everyo e k ow t at. Stude ow, owever, t at a y e a l a d bu e all are 't about bu e . Eve all t at tart d u a tto o t e d re to trva. A d too a y e a l are u e e ary, ort ey u er ro o lete or ato t at require urt er lar ato . Do 't let o rt al o ver ato a d e a l e a e d tra t y you ro t e bu e ro to you.

 **L t So alz**  
So alz l ke a r : a l ttle el a lot, but too u a be ar ul. We eed to talk to ea ot er. Co u ato t e or a zato al rea e t at kee everyt work oot ly. T e ue ore a att e r o d e ree. We wa t to o t ue t e e e ary o alz a d to t e u e e ary art. Lear to re o ze your a to or w at t ey are. So alz a be redu ed w t out be o a t o al.

 **terru t o Are Hu a**  
A lo a we work to et e r t ere w ll be terru to . T ey are art o your ob, but t at doe 't ea you u t be at t e er y o w a t e ver terru to o ur. Pra t e re ve to a d redu to t e que w e ever you a .

Co der w at you ave u t read about terru to . Revew t e tate e t o t e ext a e. Note a y a to eed to o trol your terru to .



## Key Concepts About Territoriality

Terrestrial Mammals

- Territorial animals are able to defend you against their competitors.
- Keep a record of all your territories. Find out who you are competing with, how long they last, and what they cost. Look for patterns.
- Allow enough time for territories in your daily schedule.
- Keep territories short and you will solve all the problems.
- Sometimes alternative, usually vocal, or physical displays.
- But territories are not always defended.
- Stand up when you are close to your territory or when you are with the territory. Stand up when you are better off or control the territory. You can be walked out of your territory (or tell the other you are not) to quickly reduce the territory.
- Rearrange your territory if you do not have the door or the territory.
- Get together and talk quickly and loudly. Get together to the territory.
- Set up quiet time when you won't be territorial.
- Use the work area, turn down the level of the territory or the territory. Better still, try to block the territory.
- So always like a rat. A little else a lot, but too much to be useful. Do not rat on all over the territory.
- A territorial territory, train your territory to return to the territory you were doing. Do not use the territory as a excuse to do it all the time.

My Approach to

### Controlling Territory

Time about ( ) what to do or else:

Time about ( ) what to develop:

Steps will take to be sure be truly:

Consider the area to be the only way to develop about. To keep the territory, you will:

When you will ask to be, and what will be done?



## Meet

The Mastery Profile®

Most people would say that people are a lot more honest than they are. Yet they do not talk about honesty because they are afraid of what others will think of them.

The following are used to assess the honesty of people:

“Tell me about your honesty; I will not tell anyone else.”

The following are added as well:

“Admit your honesty to me.”

Here are some of the reasons for dishonesty:

- No real choice
- A bad habit
- Wrong role model
- No shame
- People are not trained
- Admitted not allowed
- Too busy to be honest
- Start late
- End late
- No result or desire
- Poor follow-up



### Why is it so?

When we talk about honesty, everyone usually says it is a virtue. The reasons for dishonesty are not doing it right. The attitudes are not doing it right either. It takes a lot of effort to be honest. The effort is not there, however, but it is a habit that is not being formed.

Do not let the reason to be honest be a habit. So let it be a habit to do it right. Other reasons are that only the moral role model is not there, with little effort or a habit. So let it be a habit to do it right.

The majority, however, truly want to do honest things, but they do not know how. Usually, we all have a habit of doing honest things, only a habit of doing them to get something out of it. It is a habit to do it right.



### Everyone is Honest

All the honest people, however, are probably honest because they are honest. A habit of doing honest things will probably do more good or more honest things than a habit of doing honest things. It takes a little effort, but the reward is really attractive: better results, better habits.

Advantage: everyone has a habit of doing honest things, allow them to do it. It is a habit to do it right. Everyone is honest. However, variety is not a habit of doing honest things. It is a habit of doing honest things. The effort is not there, however, but it is a habit that is not being formed.

Consider what you have read about honesty. Read the text to the end of the text. Note a habit of doing honest things.



## Key Concepts About Meet

Teamwork Principles®

- Clarify the purpose of the meeting. Be sure it really is necessary. One-way communication does not require a meeting.
- Consider alternative to meeting, such as email or online collaboration.
- Explore available software options to treat the meeting as a virtual meeting.
- Whenever you put a meeting on the calendar, make a deadline for the meeting.
- Invite only those who need to be at the meeting. Let them know how to contribute.
- Determine the result to be achieved or the agenda for the meeting.
- Set the meeting agenda for the meeting. Make sure the meeting is organized to get the most out of the meeting.
- Be prepared for the meeting.
- Set the meeting. Start on time, stay on time, and do not overstay.
- Allow people to speak and hear each other. Encourage participation.
- Stay on track. Resist distractions. Keep the meeting on target.
- Keep the meeting short. You won't accomplish what you set out to do if the meeting is too long.
- Try old meeting ways every once in a while. You'll get more ideas for the meeting.
- Summarize the results of the meeting. Clarify or review action items.
- Prepare a follow-up action plan. Note what you will do, who will do it, and when it is due. Give a copy to everyone at the end of the meeting.

My Action Plan

### Before Meet

The old habits I want to address are:

The new habits I want to develop:

Steps I will take to be sure the meeting is successful:

Consider the meeting as the only way to develop new habits. To keep your role in the meeting, you will:

What will I do to make the meeting a success?



## Write Copywriting

The Mastery Principle®

Handwritten text about writing and reading.

For a you, the area deleted... Advancing technology... Easier to use...



### Copywriting Overload

Paragraph of text discussing copywriting overload.

There's even a Clutter Law: Clutter exists to... clutter our lives.



### Psychological Factor

Although we talk about it, rarely do we do anything to reduce... psychological factors.

Writing copywriting is a beat the double... value by the amount we write.

Writing copywriting are the... our work. There is only one way to... Be aware they are...



### Healthier Habits

Writing copywriting are the... required to take a... key is to be a... at all times, realize that the... only a matter of time.

Like a yodeler, the way we... write copywriting largely... probably you are aware of exactly how you... But until we've developed the... too much... do it, we also develop the... results.

Writing copywriting may be... be buried... try to do it... results.

Remember what you've... write copywriting... rate of the... or... eliminate copywriting.



# Key Concepts About Writing Contracts

The Mastery Profile®

- There are only four things you should do with a contract: do it, delete it, do it, or delay it.
- Analyze your contract to see what has been eliminated, corrected, added, or changed, or otherwise improved.
- See a draft of all contracts: a table, read, list, or track.
- Develop a contract or write a contract to a standard or delete.
- To make your contract a delete contract, ask the question about everything that is your way: (1) Will you really do a contract with it? The answer is "no," do it a little. The answer is "yes," ask the next two questions. (2) Will you do it? (3) Will you keep it?
- Develop a system to eliminate track details and follow-up.
- Develop a standard and standard review; treat everything you do. Simplify all reports.
- Schedule regular work on your contract.
- Possible, a delete contract is a contract or contract; do it to do it. Do not let it do it without taking it to do it.
- Update it, email, voice, and fax to eliminate your contract.
- Schedule time to read a regular book. Be selective with your books to read.
- Learn to read a contract better.
- Clean out your contract file at least once a year. Have a party.

My Action Plan to Improve Writing Contracts
<p>The old contract ( ) was to be or eliminate:</p>
<p>The new contract ( ) was to develop:</p>
<p>Steps will take to be sure be truly:</p>
<p>Consider a different way to develop contract. To keep your contract, will:</p>
<p>What will be asked to eliminate, add what will be done?</p>



## Dele at o

The Mastery Pro le®

Ma ter dele at o today d ere tt a t u ed to be. H tor ally, dele at o wa a vert al ro e , low dow ward t rou t e a -o- o a d ro o e u er o to or er ta . ert al dele at o ollowed t e low o or al aut or ty t rou t e or a zato .

Today, wt a row e a o el- d re ted work tea a d qual ty tea , or zo tal dele at o a orta ta vert al dele at o . Hor zo tal dele at o volve dele at to eer or ot er over wo you ave o or al aut or ty. So e eo le beleve t at e t ey ave o or al aut or ty, t ey a ot dele ate e e tvely. T 't true.

T ea u to ro t e a t wa t at or al aut or ty ave you t er t to d tate to eo le: do t or el e. But t wa o ly art ally true. Coer o dd deed br about er or a e, but ot alway ex elle t, - qual ty er or a e.



### A e ta e Aut or ty

A alter at ve ex la at o ay be ore el ul. You ever ave a y ore aut or ty over a ot er er o t a t at er o will to ra t you. Your aut or ty, ot er word , de e d o a e ta e by t e ot er er o . T ea t at t e o ly o d to or dele at o o eo ewll to a e t w at you wa t to dele ate. A e ta e aut or ty doe ot rely o or al aut or ty relato ; t rele o your ably to er uade o eo e to do o et .



### W at Dele at o ?

Dele at o today ea work- ar , w et er vert al or or zo tal. t ea ar re o bly a d aut or ty wt ot er a d old t e a ou table or er or a e.

Re o bly re er to t e oba e t— t e te ded re ult . tal o lude t e obl at o to er or t e a t v t e e e ary to a e v e t e te ded re ult .

Aut or ty re er to t e r t to a t a d ake de o . Su e ul dele at o requ re aut or ty equal to t e re o bly. A ou tabley ea be alled u o to a wer or a to a d de o . tal o le reward a d e alte .



### E e t ve Dele at o

For o to u , dele at o volve a dle a. We u t kee w at we wa t to ve u — t e re o bly — a d we u t ve u w at we wa t to kee — t e aut or ty. How well we a dle t dle a deter e our u e dele at .

Dele at o a ower ul tool or e ower eo le. However, t requ re a level o tru t betwe dele ator a d dele atee. Tru t take t e to develo . Dele at o work be t w e t e or a zato al l ate e a ze e loyee develo e t, row t , ovato , reat v ty, a d u a d ty.

Re le to w at you ave u t read about dele at o a d read t e tate e t o t e ext a e. Note t ea to you a take to rove t e way you dele ate.

### Ste or E e t ve Dele at o

1. T ka d la r t.
2. Clar y t e re o bly a d re ult te ded.
3. Sele t t e r t er o .
4. De de o t e aut or ty level.
5. De de o o trol a d e k o t .
6. Create a ot vat e vro e t.
7. Hold t e a ou table.



# Key Concepts About Deletion

Technology Profile®

- General Level of Authority
  - Level 1: Get the facts, 'll do de.
  - Level 2: Summarize alternative, 'll do de.
  - Level 3: Recommend alternative, 'll do de.
  - Level 4: Decide, what or your proposal.
  - Level 5: Decide, attach any o.
  - Level 6: Act, report result.
  - Level 7: Act, report usual.
  - Level 8: Act, report completed.

- Be sure to delete the usual authority to be able to enter into a contract. The deleted result. Re-evaluate the level of authority.

- Consider how you will achieve the objective you delete. You are not a manager, maybe you could delete it.

- Consider the behavioral type of the other person. Adapt your deletion accordingly.

- Don't interfere, undercut, overrule, or arbitrarily reverse the other's decision.

- Delete the right to be wrong. Use the take a lesson role.

- Write out the entire detail of the deletion. Give the other person a copy.

- Follow-up does not eat breath down the other's neck. Leave the other alone to do the job, but a tactical check at the end of the way.

- Don't play a defensive deletion. Ask for a solution with a role. Help the other learn to take the responsibility.

- Don't report, but do the other's. There are usually many ways to get the result. Don't think that the other will do your way. Learn to live with the other.

My Action Plan How to Delete
<p>The old about ( ) what to achieve or eliminate:</p>
<p>The new about ( ) what to develop:</p>
<p>Steps will take to be sure to be thorough:</p>
<p>Consider the advantages and disadvantages of the way to develop the new about. To keep the role of the other person about ( ), will:</p>
<p>What the other will ask to eliminate, add what will be done?</p>



# Pro ra t ato

T e Ma tery Pro le®

Pro ra t ato la ue all o u . More la o a tray, ore drea o u ul led, a d oret e wa ted by ro ra t ato t a by a yot er le a tor. For a y eo le, ro ra t ato be o e a ar ul abtt at a edeter ero ala d roe o al develo e t.



## Pro ra t ato Preve t Su e

Su e o e ro do t e really orta tt rt al to obta re ult . E e tal are o t ub e t to ro ra t ato , or we eldo ee to ro ra t ate about u orta tt . we ould o ly lear to t our ro ra t ato ro orta t to u orta t atter , our roble wou d a ear!



## W at Cau e Pro ra t ato ?

Pro ra t ato re e t o o e. All o u uer ro tato et e or a ot er. Pro ra t ato do low- rorty a to orta k tead o - rorty o e . Pro ra t ato tra te your de k we you ould be work o t at re ort; wat T we you ould be exer ; av a ot er u o o ee we you ould et ba k to t e o e; all o t e re dly u to er w o buy very lttle we you ould be re ar a ale re e tato ort at tou ro e t w o ould buy u ore; avo d o- worker rat er ta tell t e bad ew ; tay away ro t e o e to avo d rtqu a ta e ber' er or a e; a do to t e- o u a tvte wt your ldre be au e o et alway ee " ore ur e t."

Pro ra t ato a be tra ed to t ree a or au e . We te d to ut o

- t t at are u lea a t;
- t t at are d ult;
- t t at volve tou de o .

Yet t e e are t e very t t at o t r bute o t to our u e .

W e we do 't wa t to do o et , we utter arou d wt lttle t . We try to kee bu y o t at we ave a ex u et at wll ea e our o e e .

Have you ever ot ed ow utt o a ta k ever ake t d a ear? Po t o to ly ake t wor e. A xety a at you, a d you're ore lkely to et rr table.

No e o u e a e our quota o d ult or d a reeable ta k . T ey do ot ade away by be ored. Eve tually, we ave to roll u our u a d wade to t e . t e ea t e, we u er.



## Preve t ve A to

C a your do-t-later ur e to a do-t- ow t e a tery abt require o t ve a to . Do 't de e d your ro ra t ato abt ; a e t e tead. you ly de e d, de y, or rato al ze t e , t ere o o e or rove e t.

T e o t valuable t you a do we you are ro ra t at to ad t t. A lo a you o t ue to de y or rato al ze your ro ra t ato , you are ot a o to to over o e t. O e you ad t t at you are ro ra t at , you a exa e your tuat o a d deter ew y order to d a te que or o quer your ro ra t ato . t e e d, ro ra t ato — lke a y roble — a be olved o ly by o t ve a to .

Co der w at you ave u t read about ro ra t ato . Read t e tate e t o t e ext a e. Re ord a to dea or lear to o quer your te de y to ro ra t ate.



# Key Concepts About Procrastination

The Mastery Principle®

- When procrastinating, the better you avoid admitting. Statistics say you're more likely to admit.
- Analyze what causes you to procrastinate. Most of the time, it's due to fear, overthinking, or overwhelm.
- Don't let others' opinions affect you.
- Take small steps to take all the ideas out of your head.
- Delegate tasks to others if you can't do them. Otherwise, they won't be done.
- Break complex tasks down into smaller steps. Focus on one step at a time.
- Do a small task that will let you overcome your dread.
- Give yourself a reward. Don't put off because you're feeling sorry for yourself.
- Don't be a perfectionist. Sooner is better. Remember, you're adding to the result, not to the perfection.
- Don't wait for the perfect mood. Start with your mood. Tom Hanks said, "Creativity is 99 percent effort, and only 1 percent mood."
- There are only two rules for a successful project. Rule 1: Get started. Rule 2: Keep going.
- Commit yourself to a task. Set deadlines. Promise the result to others. The ear of the law is a powerful motivator.
- Promise yourself a reward or allow yourself a break. You earn the reward, be sure to take it.
- Yes, you can! Do it now!

<p>My Action Plan</p> <p><b>Conquer Procrastination</b></p> <p>The old habit( ) was to procrastinate:</p>
<p>The new habit( ) was to develop:</p>
<p>Steps will take to be sure to be truly:</p>
<p>Consequences and rewards are the only way to develop new habits. To keep yourself on track for your new habit( ), will:</p>
<p>When you will ask to eliminate, what will you do?</p>



## Tea Time The Mastery Profile®

It's always good to ask the question, "What's the best time of day for you?" But the larger question is, "What's the best time of day for our team?" No one works in a vacuum, and everyone has their own strengths. To be successful, we need to move from a focus on individual work toward a more collaborative approach.

The reality is that we're all individuals, but our team's success depends on how we work together. We need to move from a focus on individual work to a more collaborative approach, where everyone is involved. To be successful, we need to move from a focus on individual work to a more collaborative approach.

Teamwork is essential for success. It's not just about working together, but about working smart together. We need to move from a focus on individual work to a more collaborative approach, where everyone is involved. To be successful, we need to move from a focus on individual work to a more collaborative approach.

**Support Team**  
The Master are naturally trying to develop a good support team. They realize the value of their support. And they realize that their support is not just for them, but for everyone. Wherever you work, the success of your organization depends on the quality of your relationships.

Effective communication is a key to success. We need to move from a focus on individual work to a more collaborative approach, where everyone is involved. To be successful, we need to move from a focus on individual work to a more collaborative approach.

No matter how hard we try, even with the best intentions, we will face our own challenges. It's inevitable. Unfortunately, there is very little help available about these challenges. We need a lot of support.

... but little time to try to resolve the issue.

**Take Out**  
One key to developing good teamwork is to take out the time to work together. Little is achieved by always taking care of your own interests. We're all in this together. You can't solve your problems at the expense of others or by excluding anyone. At best, it's a temporary fix that creates more problems.

We need to improve ourselves, and we need to help others improve too. We need to respect our own needs and the needs of others. We need to develop good teamwork and communication.

**Mutual Respect**  
Mastering the art of teamwork is essential for success. We need to move from a focus on individual work to a more collaborative approach, where everyone is involved. To be successful, we need to move from a focus on individual work to a more collaborative approach.

Remember what you've read about teamwork. Review the material. Note any ideas or suggestions for your team work.



## Key Concepts About Tea Time

The Mastery Profile®

- No matter how good you are, you aren't do everything. It's up to you to develop a trustworthiness to help everyone else move forward. Not one of you can do it all on your own.
- Don't wait for someone else to take the first step; a unit at everything depends on you. "It's to be, it's up to me."
- Set a good team as a very example or other to follow.
- Show everyone you're getting a different team. Look for ways to have the other side, but the one who is the only one.
- A knot is how you want to be there. Change your way. Don't do that tea because you're used to it. It's all or by the way, but work it out with a lot of it. Be sure you're all the same are learned on the way.
- Don't be a deal to a team that only a few people need to.
- Nurture work relationships. Get to know everyone well. Talk with the team. Laugh with the team. Share the experience.
- Develop the team's ability. Deliver what you're expected to do.
- Determine, report, and lead with the error, the board, the team, and the trustworthiness. Do it together.
- Make a plan to be able to handle all the work together.
- Don't be too busy with the trustworthiness. Take the time to do the right thing.
- Take the time to be a good listener.
- Start earlier. Ask for it earlier. Give everyone the opportunity to advance on their own.

My Action Plan to Improve Team
<p>Team will be able to work together:</p>
<p>Team will be able to develop:</p>
<p>Steps will take to be sure everyone is involved:</p>
<p>Communication and team are the only way to develop the team. To keep everyone on track, everyone will:</p>
<p>Everyone will be able to do it, and what will be the next step?</p>

