



Master Your World

Mary Kelly PhD, CSP, CPAE
CDR, USN (ret)
CEO, Productive Leaders

411 on Mary Kelly

- In 8th class of women to graduate from Naval Academy
- Currently the 56th most influential economist in the world
- Professor at US Naval Academy, US Air Force Academy, CO State U
- Met USMC husband while doing CT
- Author of 20 business and leadership best-sellers, *Master Your World*, *15 Ways to Grow Your Business in Every Economy*, *Stop Procrastinating Tomorrow*, *Why Leaders Fail*, *Who Comes Next?*
- Ran marathons until marathons got longer

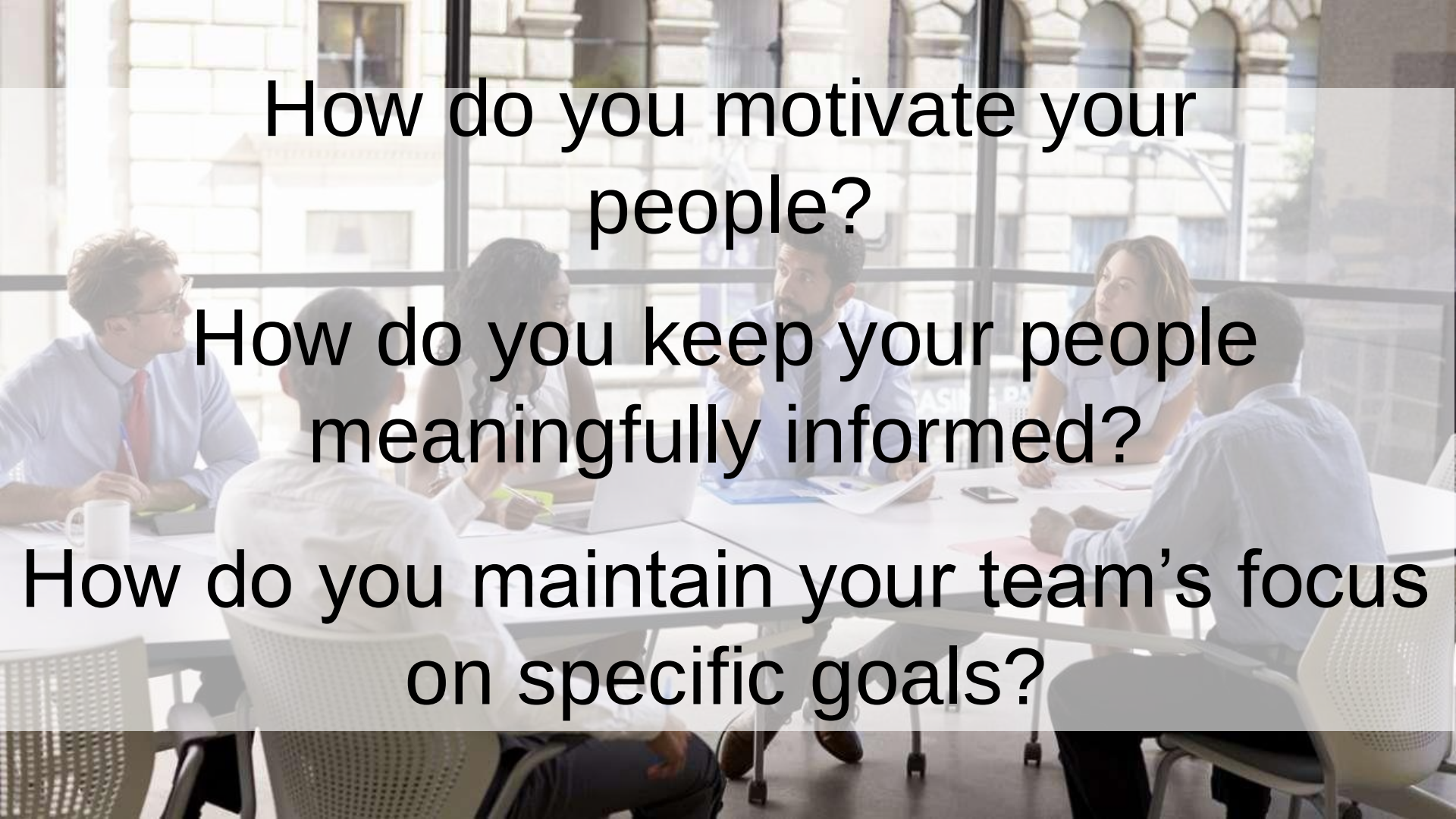


Commander/Doctor Mary Kelly
CPAE, CSP, US Navy (ret)



A word cloud centered around the word "Leadership". The word "Leadership" is the largest and is written in black. Surrounding it are various other words in different colors and sizes, including: "Appreciation" (purple), "Strategy" (orange), "Humility" (light blue), "Commitment" (green), "Responsibility" (red), "Listening" (blue, oriented vertically on the right), "Integrity" (red, oriented vertically on the left), "Honest" (dark blue), "Communication" (light blue), "Values" (light blue), "Purpose" (green), "Determination" (red), "Passion" (orange), and "Principles" (purple).

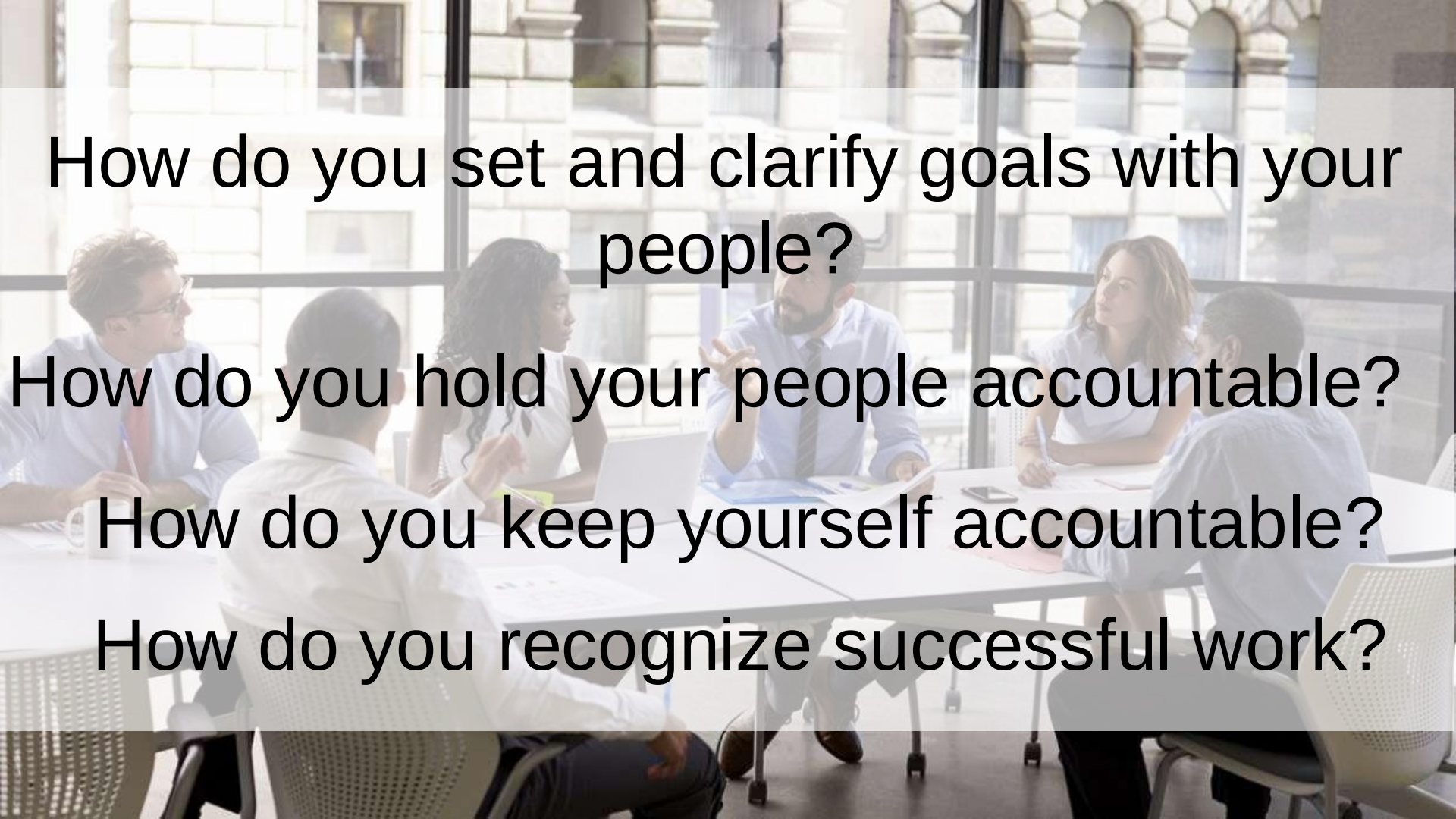
Appreciation Strategy Humility
Commitment Responsibility Listening
Leadership
Integrity Honest Communication
Values Purpose Determination
Passion Principles

A group of six business professionals are seated around a large white conference table in a modern office setting. The room has large windows in the background that look out onto a city with stone buildings. The professionals, three men and three women, are dressed in business attire. They are engaged in a discussion, with some looking at documents or laptops on the table. The text is overlaid on the image in a semi-transparent grey box.

How do you motivate your people?

How do you keep your people meaningfully informed?

How do you maintain your team's focus on specific goals?

A group of five business professionals (three men and two women) are seated around a white conference table in a modern office with large windows. They are engaged in a discussion, with one man gesturing while speaking. The background shows a cityscape through the glass walls.

How do you set and clarify goals with your people?

How do you hold your people accountable?

How do you keep yourself accountable?

How do you recognize successful work?



Leadership Reminders

7

**Reasons
why
leadership is
tougher
now.**



1

**There are more variables in the workplace.
There is more to know.
There is more technology to master, more
complications with supply chains,
personnel, budgets, and industry
regulations.**



2

Accelerating pace of change.

**Managing change is a
continuous process.**



3

Available resources and sourcing is no longer local, it is global. Leaders have to assess resource allocation based on international factors.



4



**Products and services deliveries
are more complex.**

5

**Leaders need
engaged
employees who are
intent on serving
customers, who
want everything
right now.**



6

**Employees and clients are still
feeling disengaged and
overwhelmed.**



7

The stakes are higher.

**Taking risks can make
or break a company.**



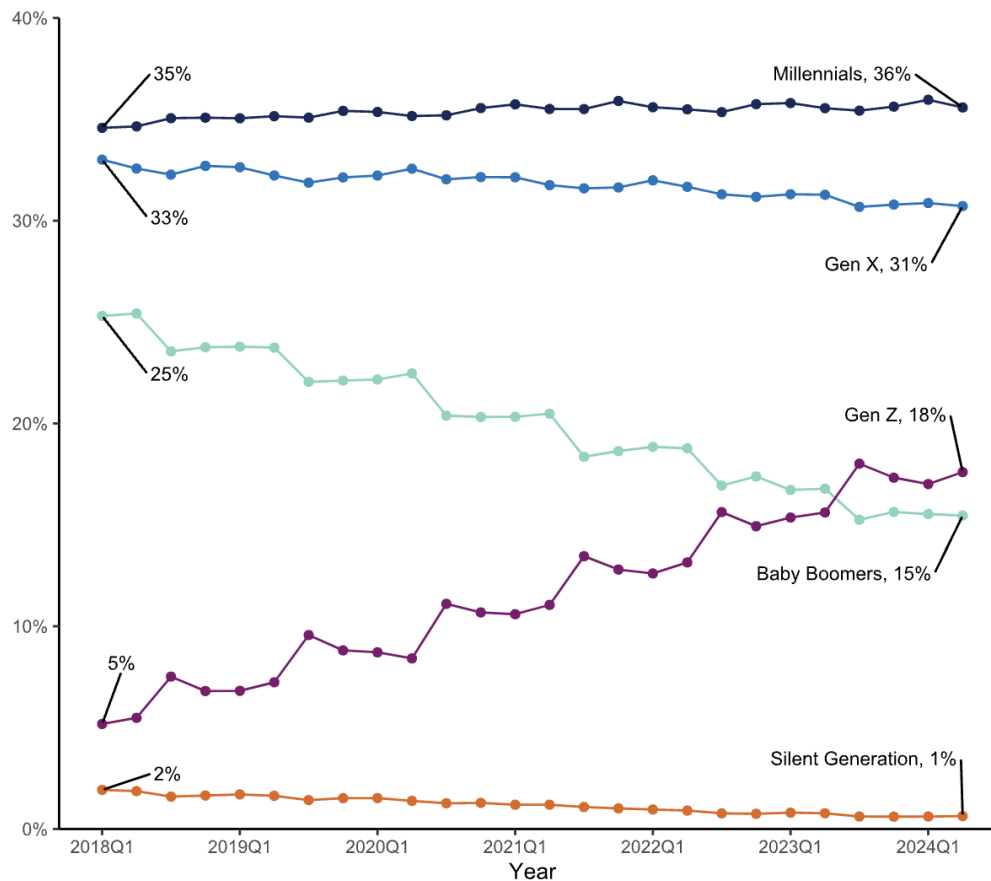
International | Ageing disgracefully

Why people over the age of 55 are the new problem generation

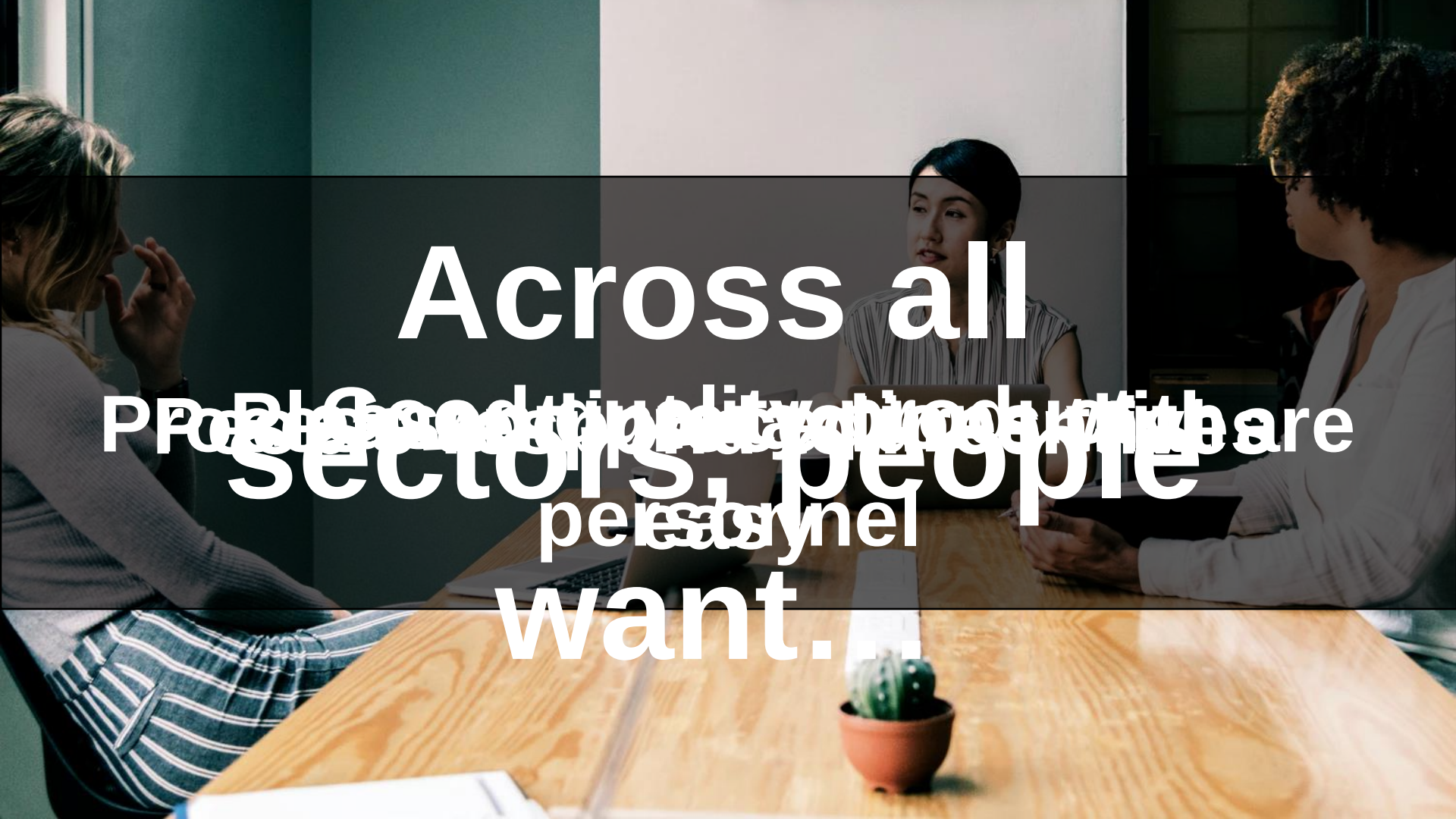
Baby-boomers are keeping their bad habits into retirement



Generational share of the labor force



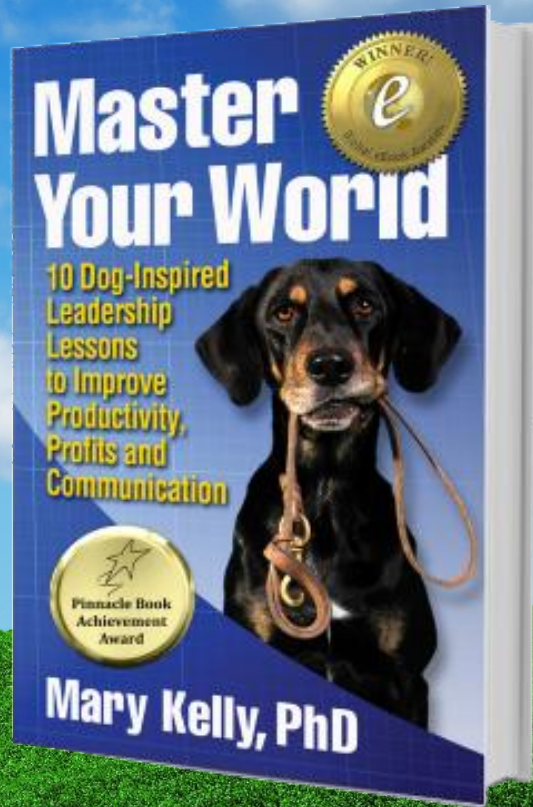
Source: analysis of CPS Basic Monthly Samples (2018–2024) accessed via IPUMS



Across all
Public and private organizations
sectors, people
want.

Gone to the Dogs







**GONE TO
THE DOGS!**



Big dogs



Small dogs



1. Reward Good Behavior

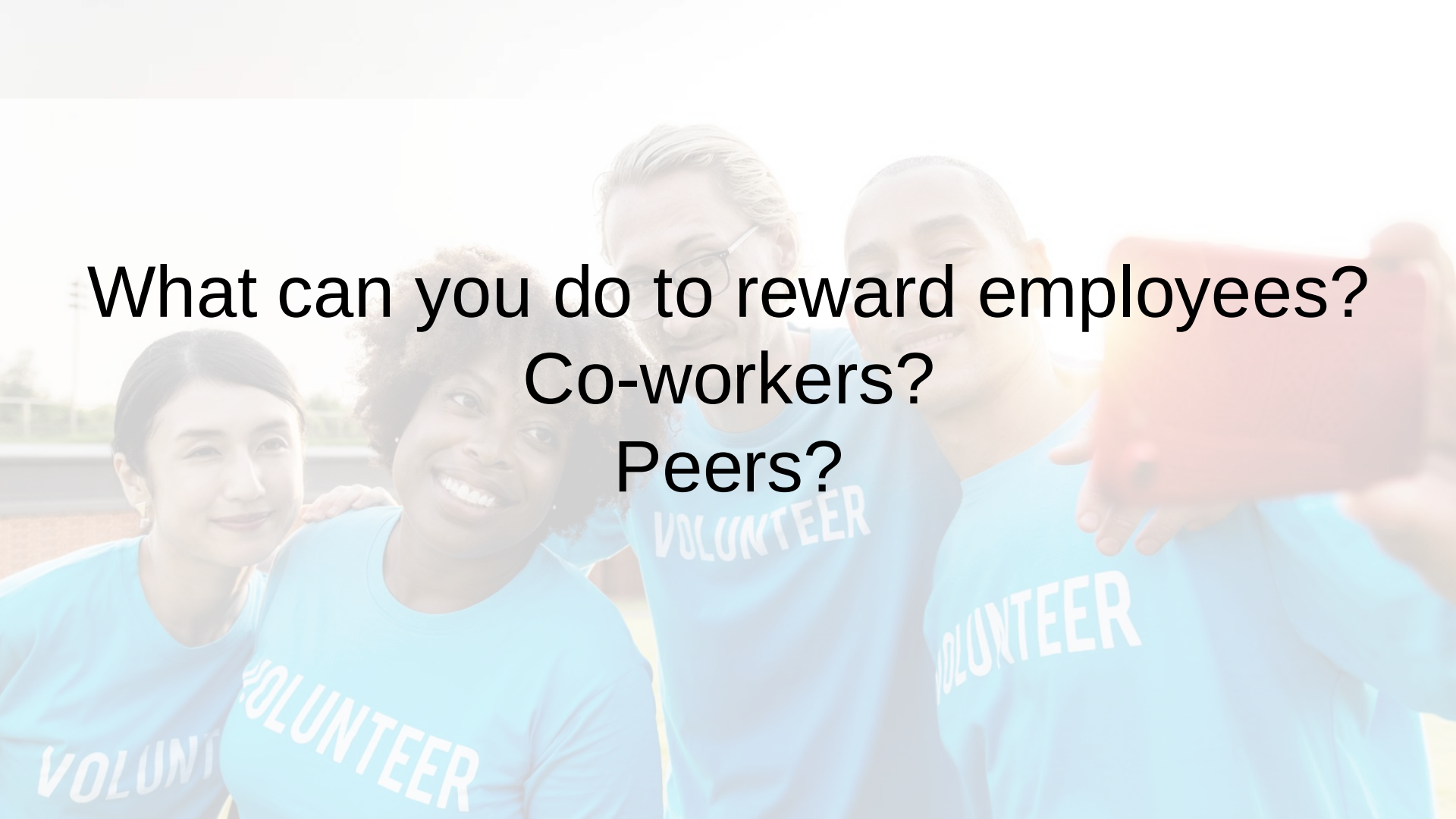
Easy to forget to do

Have clear expectations.

Reinforce your policies.

Otherwise people waste time = unnecessary, costly, and wasteful.



A group of four diverse young adults, two women and two men, are smiling and posing for a photo. They are all wearing bright blue t-shirts with the word "VOLUNTEER" printed in white capital letters. The person on the far right is holding a red tablet computer. The background is a bright, slightly blurred outdoor setting, possibly a park or sports field, with a fence visible in the distance. The overall mood is positive and energetic.

What can you do to reward employees?
Co-workers?
Peers?

Do your people feel
appreciated?

Do your
employees/peers believe
you are trying to help
them?



A top-down view of a white ceramic coffee cup filled with a latte, featuring a heart-shaped latte art design. The cup sits on a dark brown, circular wooden table. To the left of the cup is a black rectangular card with the word "Thanks!" written in white, cursive script.

Thanks!

Do you feel appreciated?

Thank admin, staff, & people you serve



Be
Grateful

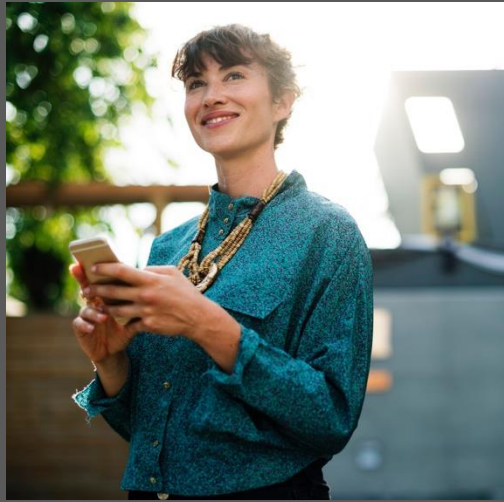


Do
Something



Tailor
your

When rewarding people, make sure...



Recognize a
specific
action



Does not come
at the expense
of others



Is meaningful
for that
person

Dear _____,

Thank you for _____.

You are great at _____,

and I really appreciate your efforts.

Very sincerely,

**YOU'RE APPRECIATED!
YOU'RE APPRECIATED!**



EVERYBODY IS APPRECIATED!!



2. Don't Reward Bad Behavior





We all experience disagreements, even with (especially with!) people close to us. Disagreements are natural, and sometimes necessary, to spur innovation, but we need to manage conflict so it remains positive and creative instead of negative and angry.

5 Steps to Resolve Conflict

1. Discuss a collaborative, positive vision of the desired future outcome.

"We all want to make sure this project goes forward."

Positively state the future outcome of your conflict:

2. Articulate the problem.

"Departments are habitually late providing reports to accounting."

Factually state the basis of the conflict:

3. Factually show why this is a problem.

"When accounting cannot get inputs from all of the departments on time, we lose our supplier bonus."

State the impact of the unresolved issue:

4. Ask for positive solutions.

"Make deadlines more clear."

"Reward the departments who are early."

Detail a possible positive solution:

5. End positively.

"Thanks, everyone, for figuring out a way to fix this."

What words might be used to encourage people to move forward?

"Fix the problem, not the blame."

—Japanese Proverb



If not, they will
leave you.

Disengage.
Dismiss.



3. Be Consistent

There is no sometimes in a dog's life.

If it was okay yesterday,
it should be okay today.



Do your people understand your
direction?





4. Help People Succeed



Don't skimp on training that adds value,
increases human capital, and provides for
a better outcome.











5. Provide the Right Tools





5-MINUTE PRODUCTIVITY PLAN

Most people are not as productive as they could be because they waste time, do jobs inefficiently, or procrastinate on projects so that they fall behind and feel overwhelmed. Being productive means maximizing scarce resources, accomplishing what we want to accomplish, and spending time doing what we value.

Take Control

What are my top three outstanding projects right now? My life would be better if these projects were finished:

1. _____
2. _____
3. _____

Do I need help to get these done? ☐ Yes ☐ No

Do I want help to get these done? ☐ Yes ☐ No

If I had help, would they get done faster? ☐ Yes ☐ No

Who can I ask for help?

SDS

To be more effective at the important things, stop doing the things that don't matter.

(SDS = Stop Doing Stupid)

What are three things I do on a daily basis that take up time that I do not need to do?

1. _____
2. _____
3. _____

Time Vampires

We all have people, events, and the unexpected crisis that take up our time. Sometimes other people impose their timelines into our lives and they waste our time, throwing us off schedule or not completing their part of a project that impact us.

Identify who or what waste our time:

1. _____
2. _____
3. _____

Nice Ways To Stop Interruptions

I'm on deadline.

Can we please catch up later?

Thanks for stopping by. Good talking with you.

What works for me is:

1. _____
2. _____
3. _____

Do What We Do Best

We tend to gravitate toward those jobs that we like or are good at. ASK: Am I the best person to do this? Can someone else do it better or at a lower opportunity cost? If yes, consider outsourcing, or trade tasks with someone else.

I can outsource or trade:

1. _____
2. _____
3. _____

5-Minute Jobs

What can I get done today that will take less than 5 minutes?

Return a call, walk the dog, do some pushups, send a card, post on social media, clear the desk, empty the trash, etc.

Quick tasks that will decrease my stress and increase my productivity:

1. _____
2. _____
3. _____



5-MINUTE DAILY PRODUCTIVITY PLAN

DATE: _____

Calls to Make	
Phone # or Person	Regarding

Appointments/Meetings	
Time	Person/Place

Appointments/Meetings	

Follow Up	

To Do	

Today's Accomplishments	



WEEK STARTING _____

[illegible]



6. Do the Right Thing







10









Personable	Active	Loquacious	Humorous
Friendly	Adventurous	Excited	Imaginative
Sweet	Affable	Concerned	Confident
Technically solid	Amiable	Obliging	Candid
Good research	Capable	Careful	Logical
Thorough	Ambitious	Charismatic	Mature
Attentive	Faithful	Meticulous	Easygoing
Conscientious	Happy	Cheerful	Eloquent
Considerate	Polite	Encouraging	Clever
Cooperative	Impartial	Energetic	Hopeful
Patient	Determined	Enthusiastic	Exacting
Lively	Respectful	Fair	Mission-oriented
Brilliant	Tactical	Handy	Compassionate
Technologically advanced	AI	Computer- oriented	Joyful

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Technologically advanced	AI	Computer- oriented	Joyful



7. Do the Right Thing at the Right Time

Do the right thing at the right time



Do what is right.

Not what is easy.

Manage
your time -
or someone
else will



Time Management

- ☐ Have a strategic plan.
- ☐ Have routines and habits that contribute to the strategic plan every day. (Ex. Start the day with meditation, exercise, affirmations, dog-walking, etc.)
- ☐ Set daily goals the day before.
- ☐ Have a daily plan and stick to it.
- ☐ Plan the work and work the plan. (See Productivity Sheet)
- ☐ Use the calendar and stick to it. If you know you need an hour to rewrite content on your website, put it in the calendar and start working on it as though it was a meeting with other people.
- ☐ Schedule calls, meetings, outreach, and content development.
- ☐ Don't try to guess your way through the day and hope you accomplish what you need to accomplish.
- ☐ Prioritize tasks.
- ☐ In case you are wondering - the first thing to do every day is to do what is going to make you money.





Time Management

- ❑ Know what is distracting for you, and don't waste time on distractions. (Ex. Singing huskies and talking dogs are my favorite ways to waste time. So I cannot see those during the work day.)
- ❑ Be rigorous about work time. Plan to be productive for 8 to 10 hours a day, and stick to it.
- ❑ **Never, ever, ever wait until you "feel" like doing something. Feelings are emotionally based. Business success is based on decisions. Decide to get things done.**
- ❑ Every day review what you have to do to stay on track for yourself and for other people.
- ❑ Be consistent about working the parts of the day that generate the most return on your time.
- ❑ Make outbound phone calls to past, current, and future clients every day.



Time Management

When things pop up, categorize them quickly.
Be ruthless!

- ☐ **Do** – short tasks that can be done in five minutes or less
- ☐ **Delay** – these are tasks that need to be scheduled so that you get them done and so that you can focus on them at the right time
- ☐ **Delegate** – assign this to someone else. If you do not have anyone to assign it to, use contracted services or a virtual assistant service.
- ☐ **Delete** – decide this does not need to be done by anyone and delete it or trash it.

97%

of business owners
believe ChatGPT will
help them grow their
business



Forbes 2024

43%

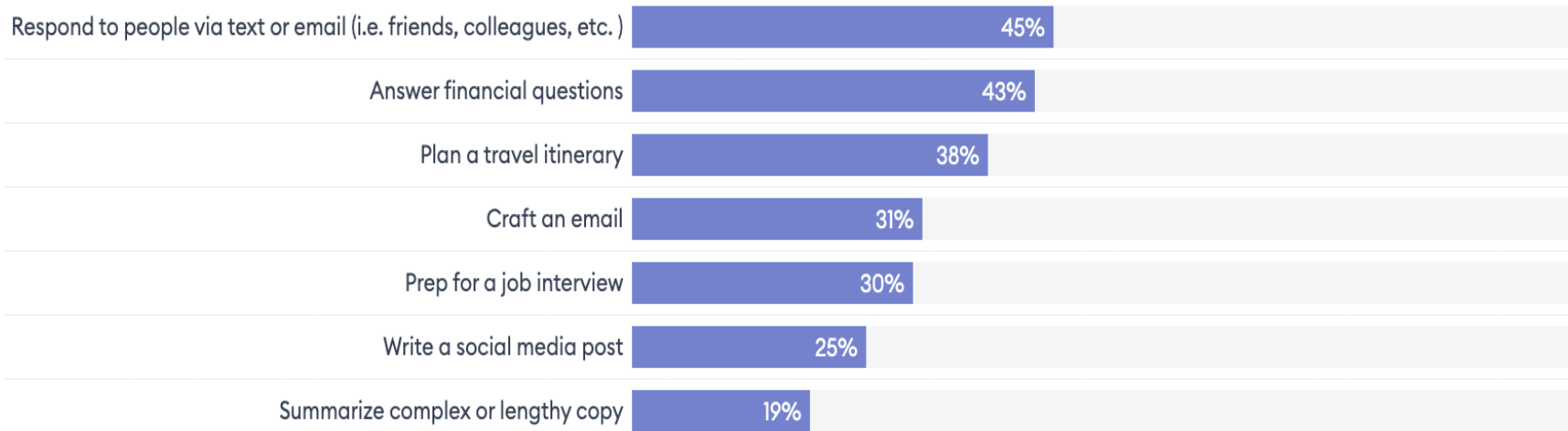
of businesses are
concerned about
technology dependence



Most Popular AI Uses in 2024

The most popular AI uses include responding to messages, answering financial questions, planning travel itineraries and crafting social media posts as its versatility transforms everyday tasks.^[7]

Most Common Way Consumers Plan to Use Artificial Intelligence











A top-down view of several hands, each wearing a business suit sleeve, pointing their index fingers towards the center of the frame. The hands are arranged in a circular pattern around the central text. The background is a plain, light-colored surface.

Ask your people, “what happens when we don’t hold ourselves accountable?”



5-MINUTE TEAM BUILDING PLAN

Building a strong team means having the right team dynamics, as well as the right team members. Collective intelligence studies show that highly functioning teams increase overall combined intelligence and improve results. We are truly better together.

What do great teams need?

1. Clearly articulated vision
2. Understandable mission
3. Corporate culture/attitude of success
4. Adaptability/willingness to change

Work with the goal in mind.

What builds teamwork in my workplace?

1. _____
2. _____
3. _____
4. _____

What is working well in my workplace?

1. _____
2. _____
3. _____
4. _____

What destroys teams?

1. _____
2. _____
3. _____
4. _____

What can I stop doing that may be harming the team?

1. _____
2. _____
3. _____
4. _____

Team players

Some people just seem to be naturally good at being team players. Why? What makes great team players so valuable to an organization?

1. _____
2. _____
3. _____
4. _____

What do great team players do that makes everyone want to work with them?

1. _____
2. _____
3. _____
4. _____

What can I do to cultivate those qualities in myself?

1. _____
2. _____
3. _____
4. _____

What are some characteristics the rest of the team or workplace expects from me?

1. _____
2. _____
3. _____
4. _____



12 MONTHS OF ACTION

STRONGER STRATEGY

BETTER DECISIONS

FASTER RESULTS

MARY C. KELLY

www.ProductiveLeaders.com

JANUARY

BUSINESS SUCCESS AND ACCOUNTABILITY

Goals for the month:

1. _____
2. _____
3. _____
4. _____
5. _____

This month I want to do more of these activities:

1. _____
2. _____
3. _____

This month I want to do less of these activities:

1. _____
2. _____
3. _____

This month I resolve to delegate/outsource:

This month I am going to streamline this process:

This month I am going to complete this project:

This month I am going to resolve this situation:

I will contact these 3 people for advice:

1. _____
2. _____
3. _____

I will reach out to these 3 potential decision-makers/clients:

1. _____
2. _____
3. _____

On a scale of 1 through 5, this month was a

5 ○ 4 ○ 3 ○ 2 ○ 1 ○
Fabulous Good Okay Meh Terrible

What could have made this month better?

1. _____
2. _____
3. _____

I am grateful for:

1. _____
2. _____
3. _____

This month I learned:

1. _____
2. _____
3. _____

JANUARY

BUSINESS SUCCESS AND ACCOUNTABILITY

Goals for the month:

1. _____
2. _____
3. _____
4. _____
5. _____

This month I want to do more of these activities:

1. _____
2. _____
3. _____

This month I want to do less of these activities:

1. _____
2. _____
3. _____

This month I resolve to delegate/outsource:

This month I am going to streamline this process:

This month I am going to complete this project:

JANUARY

BUSINESS SUCCESS AND ACCOUNTABILITY

Goals for the month:

1. Lose 20 pounds
2. Clean the house
3. Drink more water
4. Make \$100,000 more!
5. Negotiate world peace



Text the word dog to 66866





8. Don't Jerk the Leash



Correct Mistakes Well to Build Trust

- 1 How we handle mistakes says a lot about who we are
- 2 Pop the blister
- 3 Make a plan
- 4 Make it right
- 5 Don't overreact!

Remember, if you are doing things right...

1

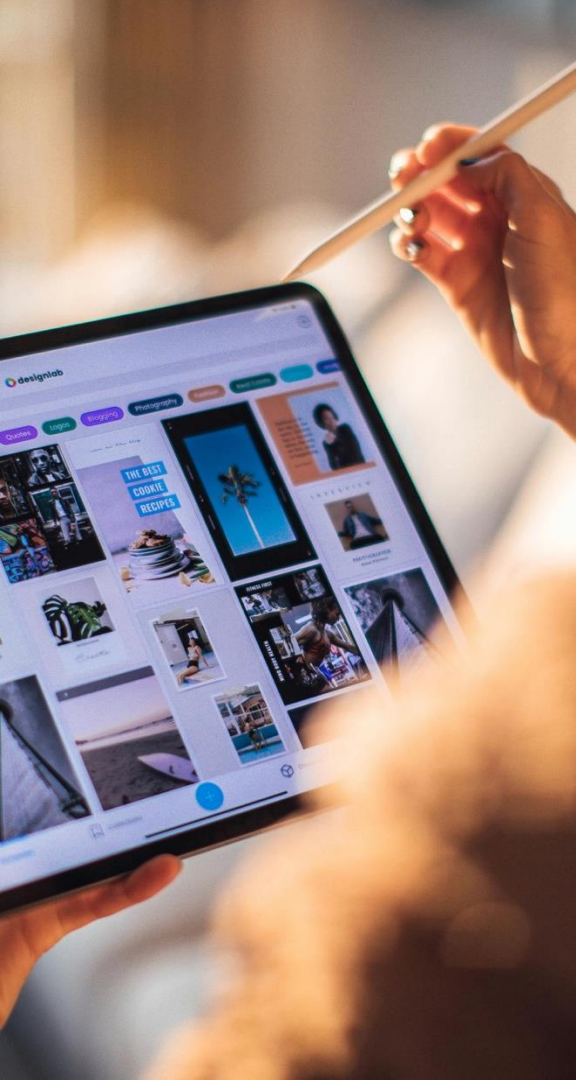
People will be upset

2

Rice bowls will break

3

To go forward, SDS



5-MINUTE BUSINESS GROWTH PLAN

Growing a business involves thousands of details. Sometimes we need to take a step back to discern what will take us to the next level. This assessment identifies where you're strong, what needs attention, and how to proceed.

Create a Strategic Vision

We have a business plan that accurately describes our business.

☐ Yes ☐ Maybe ☐ Not Sure ☐ No

We have a strategic vision for our business that is driving us toward future success.

☐ Yes ☐ Maybe ☐ Not Sure ☐ No

Everyone is clear on our goals for moving the organization forward.

☐ Yes ☐ Maybe ☐ Not Sure ☐ No

We know our break-even points, as well as our total revenue, total cost, and profits.

☐ Yes ☐ Maybe ☐ Not Sure ☐ No

We have systems in place for actively generating, receiving, and thanking referrals.

☐ Yes ☐ Maybe ☐ Not Sure ☐ No

We have systems in place to show customers our appreciation for their business.

☐ Yes ☐ Maybe ☐ Not Sure ☐ No

We have systems in place for getting honest feedback.

☐ Yes ☐ Maybe ☐ Not Sure ☐ No

Our website is easy to navigate.

☐ Yes ☐ Maybe ☐ Not Sure ☐ No

Our website is mobile friendly.

☐ Yes ☐ Maybe ☐ Not Sure ☐ No

Our social media is updated consistently and linked to our website.

☐ Yes ☐ Maybe ☐ Not Sure ☐ No

Our website can capture customer contact information.

☐ Yes ☐ Maybe ☐ Not Sure ☐ No

We have trusted advisors to keep us on track such as a corporate advisor, board of directors, or a mastermind.

☐ Yes ☐ Maybe ☐ Not Sure ☐ No

We devote resources on professional training for our team.

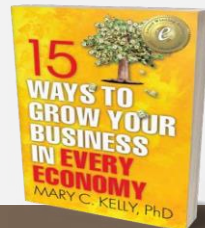
☐ Yes ☐ Maybe ☐ Not Sure ☐ No

Everyone on our team knows how to take great care of our customers.

☐ Yes ☐ Maybe ☐ Not Sure ☐ No

We follow up with our clients the way we should.

☐ Yes ☐ Maybe ☐ Not Sure ☐ No



Which picture appeals to you most?

1. Coffee

2. Beach

3. Testimonial

4. Animals

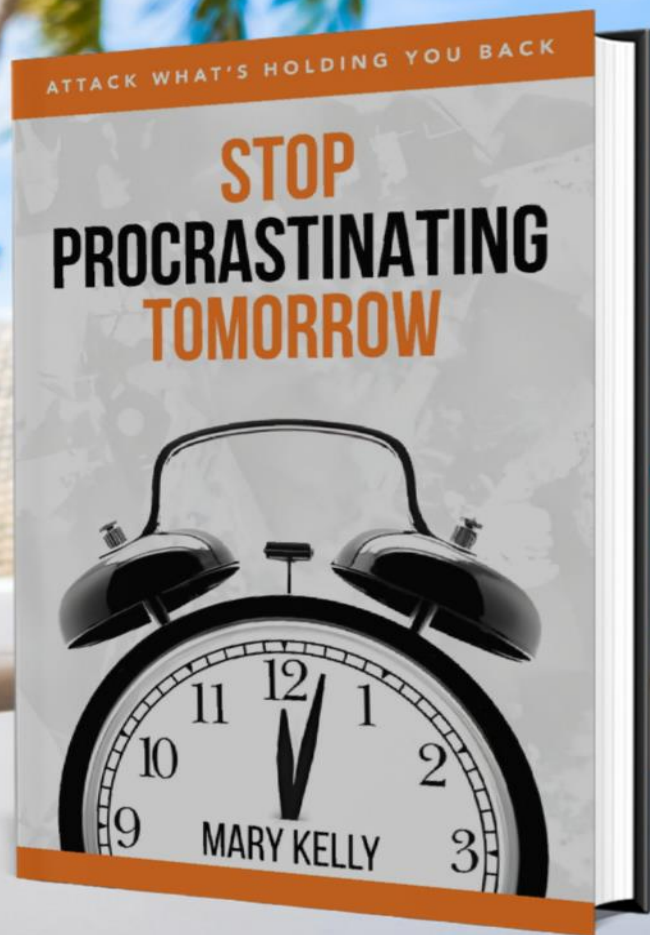
ATTACK WHAT'S HOLDING YOU BACK

STOP PROCRASTINATING TOMORROW



MARY KELLY





A SHOCKINGLY



GOOD BOOK!

A BOOK YOU'LL DEFINITELY



WANT TO GET YOUR PAWS ON!

THIS BOOK IS SO GOOD



**YOUR CAT WILL WANT
TO READ IT**

Which picture appeals to you most?

1. Coffee

2. Beach

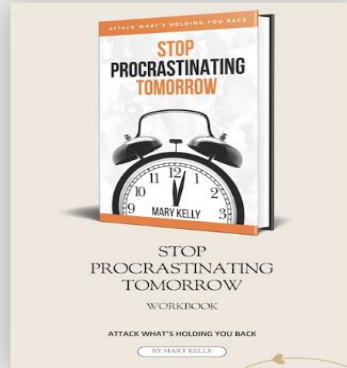
3. Testimonial

4. Animals

www.ProductiveLeaders.com /StopProcrastinating

STOP PROCRASTINATING TOMORROW RESOURCES

Stop Procrastinating Tomorrow Fillable Workbook



 [Download
Workbook](#)

5-Minute Stop Procrastinating Plan



 [Download 5-
Min Plan](#)



9. Serve with the Right Spirit





5-MINUTE CUSTOMER SERVICE PLAN

The best businesses are laser-focused on current and future needs of their customers and other economic buyers. Really great companies understand Say's Law: supply creates its own demand for terrific products and services. We also have to deliver service and experiences in a way that exceeds current customer expectations.

Answer these questions honestly to explore where your business can improve.

Our customers are wowed by every interaction at this organization.

- ☐ Yes! We're at the top of our game!
- ☐ Maybe
- ☐ Not so much

How can we find ways we to improve from the customer's point of view?

- ☐ Focus groups
- ☐ Polls
- ☐ Incentivized surveys
- ☐ Phone calls
- ☐ Other

If we improved our customer's experience, what would that do for the organization?

1.

2.

3.

Where can we improve the customer experience?

1.

2.

3.

What parts of the buying process stop customers from proceeding with the purchase?

- ☐ First introduction to the product or service
- ☐ Website links
- ☐ Understanding the product's/ service's benefits
- ☐ Actual purchase process

How can we provide additional information/service/ value throughout the process?

Our customers commit to us when we...

Our follow-up for our clients is

- ☐ Fabulous!
- ☐ Not great
- ☐ Ginge-worthy

We can improve our follow-up by:

1.

2.

3.

What can we provide to our clients that adds value for them:

1.

2.

3.



Leaders differentiate between problems
and inconveniences



10. Communicate, Communicate, and Communicate



Cathay Pacific ✓

@cathaypacific



Oops this special livery won't last long! She's going back to the shop!

(Source: HKADB)

YOU HAD



ONE JOB

FETCH!

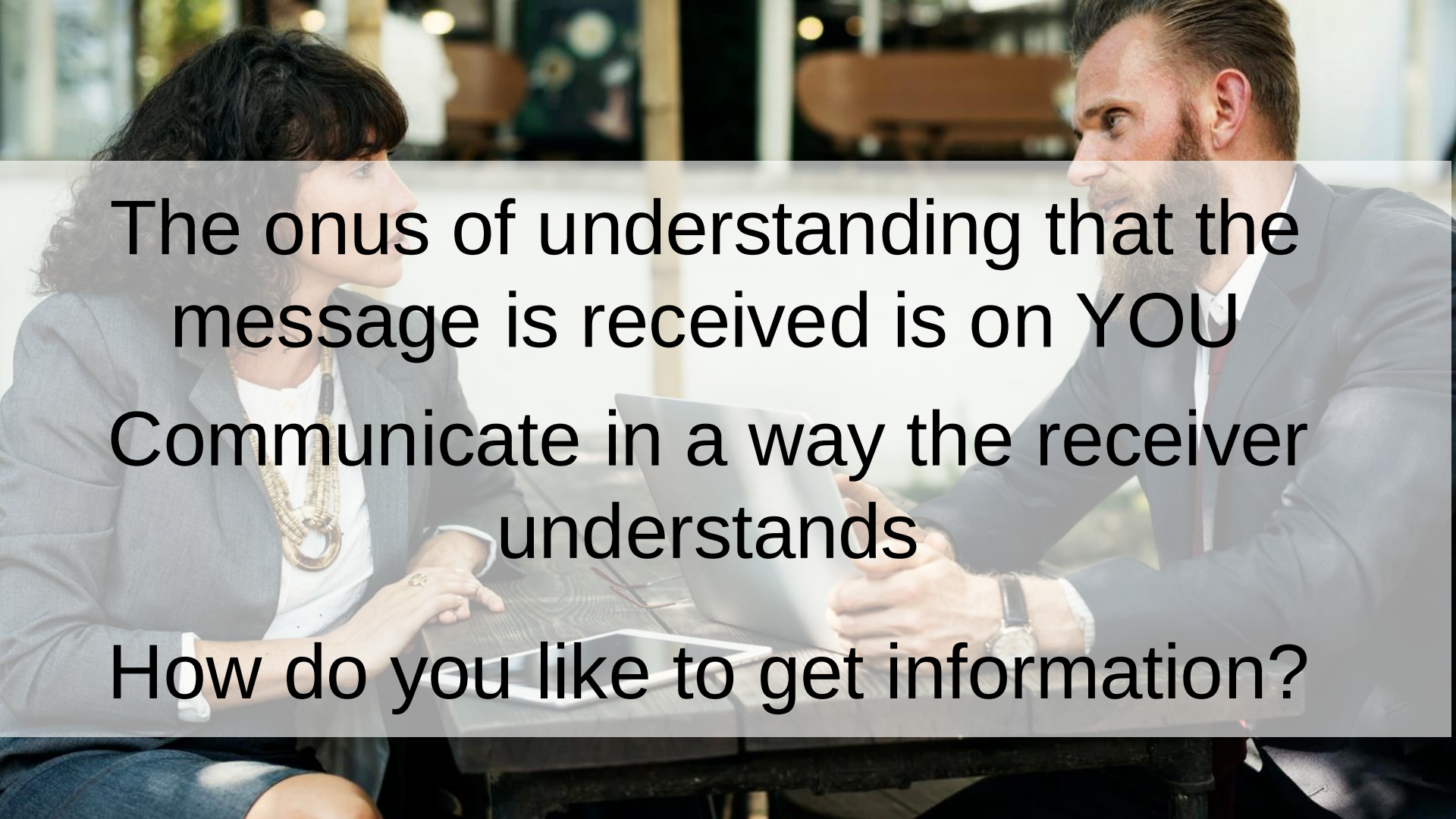
OKAY BOB, BUT THIS IS
THE LAST TIME...
HONESTLY, IF THAT
STICK IS SO IMPORTANT
TO YOU, YOU'RE GOING TO
HAVE TO LEARN TO TAKE
BETTER CARE OF IT.









A man and a woman in business attire are sitting at a table, looking at a laptop screen. The woman is on the left, wearing a grey blazer and a white top, and the man is on the right, wearing a dark suit. They are both looking at the laptop screen, which is open in front of them. The background is blurred, showing what appears to be a modern office or meeting space.

The onus of understanding that the
message is received is on YOU
Communicate in a way the receiver
understands

How do you like to get information?



How to Write Email with Military Precision



Use the subjects line with action keywords



Mary's version:

D.I.C.E.

Decide

Info

Coordinate

Execute/Act

Subject Keywords

- DECIDE – Requires decision/approval by the recipient
- INFO – For informational purposes only. No response or action required
- COORD – Coordination by or with the recipient is needed
- EXECUTE/ACT – Recipient to take some action



Bottom Line Up Front (BLUF)



Declare Purpose and Action Required

Military professionals lead their emails with a short, staccato statement known as the BLUF.

The BLUF should quickly answer the five W's: who, what, where, when, and why. An effective BLUF distills the most important information for the reader. It declares the purpose of the email and action required.

See the examples on the next slide.



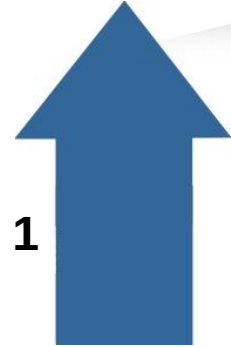
Bottom Line Up Front (BLUF)



BLUF: Effective 1 Nov 2018, Justin A. has to approve all expenditures over \$1,000.

(The BLUF helps readers quickly digest the announcement, decision, and when the new procedures go into effect.)

Example 1



Example 2:

Subject: ACT – Ceiling being replaced 27 Oct 2019 – clear desks by EOD 26 Oct
Team METCO,

Bottom Line: The ceiling is being replaced and soundproofing is being installed. We are doing this on a weekend to avoid disruption, but there may be ceiling residue on desks.

Please prepare accordingly.

Background:

The current ceiling continues to fall in pieces. The new ceiling will be easier to maintain and will decrease noise and dirt falling from the sky like tiny meteorites.

Example 2



(The BLUF Just shows the reader how this email affects them.)

Be Economical



Be economical. Military personnel know that short emails are more effective than long ones, so they try to fit all content in one pane, so the recipient doesn't have to scroll.

Use active voice, which puts nouns ahead of verbs, so it's clear who is doing the action. By using active voice, you are making the verbs do the work for you.

What do great leaders do for a happier workplace?





Relationships

Lifestyle

Work pressure from coworkers and managers

Available job resources

Opportunities for growth

Work culture

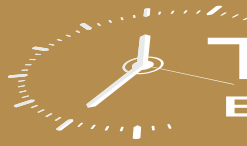
Compensation

Company reputation

Daily tasks

And how much control employees have over their
jobs

Key Happiness Factors



The 5-Minute EMPLOYEE MORALE PLAN



Keeping employees motivated and happy at work is crucial to maintaining a productive work place. Increasing morale at work comes from a work place that is supportive, encouraging, and focused on the employee. Managers and leaders can help their people be successful by frequently checking in on them, offering assistance when needed, and showing interest in their development. Note: 67% of millennials say they would leave an organization if the organization was uninterested in their professional development.

To increase employee morale, start by asking the right questions.

1. What keeps you motivated at work?

My Supervisor

My Co-workers

Customers

Flexibility

Challenges

The organization

Problem solving

The actual work

I wake up motivated

2. Name something you do at work that you really enjoy:

3. What do you like best about this work space?

4. What would make our work place more enjoyable for you?

5. How can we help you reach your full potential?



5-MINUTE

WORK-LIFE BALANCE PLAN

Promoting work-life balance starts with leadership. Leaders need to recognize that employees need time away from work to re-energize, re-charge, re-focus, and enjoy life. Many career-minded people are so focused on work that they work extra hours, don't use their vacation, and respond to emails on weekends.

Leaders are our top talent and must motivate team members, but they're also in danger of burnout, chronic stress, and other associated health problems.

At the other side of the spectrum are employees who show up late, leave early, and are late on projects and deadlines.

A good leader knows how to help both achieve an optimal work-life balance.

Workaholics need to be assured that their jobs are safe and that they need to take time off.

Overly relaxed workers need to be held accountable for deadlines.

Both can be achieved by:

- Cooperatively setting realistic goals.
- Adjusting expectations for realistic performance.
- Allocating proper amounts of time for a project — not more and not less.

I can help people on our team budget time by:

1. _____
2. _____
3. _____

Leaders make it clear that taking vacation is expected.

To encourage people to take vacation:

- Leaders need to set the example by taking their own vacations.
- Provide work coverage for the person who is gone.
- Make time off a normal part of the work year.

Leaders honor their own stated work hours

Many managers don't realize that their actions betray their words regarding work-life balance. They may say that working hours are 8 a.m.-4:30 p.m., but if they then show up at 7 a.m. and stay until 7 p.m., their teams receive a mixed message and may feel that they have to do the same.

Other ways to help with work-life balance

- Provide flexibility regarding what hours employees actually need to spend at work.
- Consider allowing remote work. This means employees are assessed on their outcomes instead of hours worked.
- Offer unique, healthy perks such as gym memberships and spa coupons.
- Be clear about expectations for answering work communications on nights and weekends.

I can promote a healthier work-life balance by:

1. _____
2. _____
3. _____





5-MINUTE MINDSET OPTIMIZATION PLAN

A large part of personal and business success is determined by how and where we focus our thinking, efforts, and resources. What and who we surround ourselves with, how we take care of ourselves, what we say, and where we put our attention matters. Take notice of how we think, where we invest our energy, and the environment we cultivate.

- | | | | |
|---------------------------|-----------------------------|--------------------------|---|
| ☐ Yes | ☐ Maybe | ☐ No | I am successful in my occupation. |
| ☐ Yes | ☐ Maybe | ☐ No | My business focus can be even more successful. |
| ☐ Yes | ☐ Maybe | ☐ No | I surround myself with positive people. |
| ☐ Yes | ☐ Maybe | ☐ No | My closest friends do not complain a lot—they seem mostly happy. |
| ☐ Yes | ☐ Maybe | ☐ No | When I work, I feel energized. |
| ☐ Yes | ☐ Maybe | ☐ No | I have daily habits for success. |
| ☐ Yes | ☐ Maybe | ☐ No | I engage in healthy eating habits. |
| ☐ Yes | ☐ Maybe | ☐ No | I exercise or move my body regularly. |
| ☐ Yes | ☐ Maybe | ☐ No | I actively practice gratitude on a daily basis. |
| ☐ Yes | ☐ Maybe | ☐ No | I partner with others to increase success. |
| ☐ Yes | ☐ Maybe | ☐ No | I seek coaching/ advice to guide my path towards greater achievement. |
| ☐ Yes | ☐ Maybe | ☐ No | I have a system in place to hold myself accountable. |

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Improve productivity and morale!



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