

Top Ten Tips for Becoming a Signature Star at Work (From *Your Signature Work*® by Dianna Booher)

Suit up, show up, and sign on for the season. Make an emotional investment in winning the game. Far too many people fail to show up at work—emotionally, that is. Star performers demonstrate flexibility, accept new ideas, and take initiative.

Focus on offense, not defense. Some employees adopt a limiting strategy in the workplace: their disposition is defense. They guard against accepting anything new—new structure, new procedures, new responsibilities, new policies, new people, new ideas. Consider whether you're known for adding points to the score or just holding others back.

Take your shots. People either stall the ball or accept calculated risks and take action. Don't let it be said of you or your work team, "They're not playing to win—they're playing not to lose."

Admit your fouls. Acknowledge errors. Learn from them. Accept consequences. Move on down the court and play ball.

Call a huddle. When problems surface and tension mounts, the inclination is to stop talking and hoard information. But sharing information is as critical to your business as passing the ball in a basketball game.

Focus on the fundamentals. The basics precede championship banners. Big successes are built from perfecting the basics. Consider the total investment of time and dollars and the cost of poor quality and damaged reputation.

Slow the tempo. Impatience can cost you the game. There's growing pressure to make a fast decision—any decision—just to keep the plates spinning at work. Sound decision-making involves four steps: Gather the facts. Have an open mind. Hear from all sides. Refuse to let false or self-imposed deadlines dictate important decisions.

Make the fast break. Opportunities pop up, people get excited about them, they make recommendations—and then they wait. And wait. And wait. The opportunity passes. The decision is made by default. Don't miss opportunities put in your path for lack of trust to make the fast break toward the goal.

Don't wait for the ref to throw you out of the game. Whining wins few friends and rarely earns respect at work. Take your tumbles, adapt, or exit with class.

Light up the scoreboard. Your fans at work demand the same outstanding performance as sports stars—despite the difficulties. Take the initiative in looking for ways to increase your value to the organization. Be considered a high-scorer. Deliver results.

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