

COMPLETED SEARCHES

Corporate Accounting Director
Engineered Products Industry

Customer Service Manager
Medical Products Manufacturer

Regional Sales Manager
Natural Health Products

Senior Accountant
Regional CPA Firm

Manufacturing Director
PE Infused Building Products

VP Supply Chain
Consumer Products Leader

HFM Administrator
Global Sensors Manufacturer

Engineering Project Leader
Motion Controls Industry

General Manager
Food Products Manufacturer

Human Resources Director
OEM Parts Supplier

Corporate Controller
PE Infused Global OEM

DID YOU KNOW?

That the latest official recession in the USA began ended on 6/30/09?

Dubai World Cup is the world's highest stakes horse racing event?

51 federally insured banks failed in the USA in 2012 as opposed to 92 failures in 2011?

34% of the total debt (\$16.7 trillion) is owned by foreign investors?

Medicare pays for 60% of the average healthcare costs for an American senior?

9 out of every 10 living things live in the ocean?

43% of American workers surveyed are not saving for their future retirement?

IMPROVING PRODUCTIVITY

Improving personal productivity is a goal for most career driven personalities regardless of level and tenure. Top five areas to key on are: (1) finishing tasks on time; (2) keeping track of To-Dos; (3) prioritizing tasks; (4) work area organization; and (5) time management. The good news is that technology has made the goal of being more productive easier. Investigate technology which can improve your productivity. Examples are Any.DO; the Action Method; Astrid; Simplenote; RescueTime; and Cool Timer to name a few.

PERSONALITY DIFFERENTIATORS

First impressions are very important and how we judge others relates to the characteristics that govern personality. Everyone has their own personality and the characteristics that sum up the core are (1) **attitude**, the pattern that we express emotions and actions; (2) **beliefs**, a combination of opinions, judgments, past experiences, and acceptance of what is true; and (3) **commitments**, the way one chooses to act. People with the right attitude are decisive, assertive and very self disciplined individuals who work hard and do not blame others but instead they focus on results. People with poor attitudes are not proactive and often lack focus and discipline. They rationalize and blame others, wait for direction, waste time and energy.

IMPROVE YOUR PROBLEM SOLVING ABILITIES

The key to problem solving is asking the right questions to define a problem. Many quickly jump right into a problem instead of stepping back and investing time in defining the problem. The better solutions to problems depend on how much time one spends on defining the problem. Applying a question-based strategy to problem-solving has a number of benefits. Ask informational gathering questions that provide history, knowledge and insight. Ask questions that allow you to have personal power and control over a conversation. Develop better listening skills. Use a combination of open-ended questions to gain a broader response and direct questions to define details and focus in on specifics that can define problems, eliminate alternatives, and identify courses of corrective actions.