

PERFORMING RIGHT NOW

1 *Clarify your purpose*

Look inside yourself to clarify what it is that really matters to you. Align with others and organisations who share this purpose and collaborate to support each other to achieve mutually beneficial goals.



4 *Think mindset*

Adopt a mindset to overcome any limiting beliefs that may restrict you from achieving all you are capable of. Listen to your inner voice and challenge whether it is serving or stifling you. If it's stifling, thank it and tell it you don't need it.



2 *Plan*

Develop self awareness of when your brain works best and plan your tasks to make the most of this capacity. Leave tasks requiring less focus to times when you might not be as alert and able to concentrate.



5 *Focus*

Reduce disruptions within your control to stay focused. Turn notifications off, put your phone in another room. Reward yourself when you achieve your milestones.



3 *Set goals*

Consider what you need to achieve and break it down into smaller, more achievable goals. Think about the resources and people you might need to enable you to achieve it and plan how you will gain access to them.



6 *Adapt*

Monitor your progress against your goals and adapt where required. Scan your horizon to anticipate change and develop plans for how you can be ready.

