

ADD ZEST TO YOUR WORK

- Commit yourself. Write out a plan of action and give a copy to a third person. What this amounts to is that you are deliberately exposing yourself to embarrassment if you fail.
- Shake up your habit patterns. Do things in a different order, at a different time.
- Set standards. Review Goals, specify project objectives.
- Develop creativity. Read, brainstorm, get ideas from others, build an inventory of ideas, then pick the best and follow through on them.
- Find out what's more important to your manager. Discuss your job together in terms of the manager's problems.
- Talk to people. Managers or supervisors, co-workers, experts. Visit other companies to find out how they do things.
- Use some personal strategy. Spend the last half hour of the day thinking through your plans for the next day. Include at least one task involving long-range planning, thinking about a new idea, or something which is not a routine job.