



The Art of Being Smart

Working Style Evaluation

The Lazy Fox: You have lots of confidence in your abilities and know what steps to take to succeed, but you do not take action and procrastinate a lot.

In order for you to get better results, you must generate more motivation to take action. Do the following:

- Create a list of the pain and you will experience if you DO NOT complete your tasks. The more negative emotions you come up with the better.
- Create a list of the pleasure you will experience if you DO complete your tasks. The more positive emotions you come up with the better.

The Bulldozer: You have a lot of confidence in your abilities and are highly motivated, but you spend a lot of time on various tasks getting very little done.

In order for you to get better results, you must develop clear and simple steps to complete your tasks. Do the following:

- Stop multitasking. Do the most important thing first and then go the next important task. Prioritizing and focusing your attention is critical.
- Understand exactly, and in detail, what must be done to complete your task.
- Create detailed steps, working backwards, to accomplish this task. The simpler these steps are the more progress you will see.

The Doubter: You are extremely committed to getting your tasks done and know what to do, but you are frequently worried and doubt your abilities. You tend to experience considerable stress, anxiety and panic on a daily basis.

In order for you to get better results, stop trying to be a perfectionist and understand that you are capable of getting things done at a very high level if you relax more. Do the following:

- Write down what it will cost you if you don't change your attitude. Those who are comfortable with being 80% perfect enjoy MUCH more success in the long run than those who accept 100% perfection and nothing else.
- Practice letting go of perfection in order to reduce your doubt and worry. Even a 10% reduction in your stress will generate much better results for you. (You probably doubt this, so try it and see for yourself.)