Simple Advice For Thriving In Business

Over my 30+ years in the business world I have enjoyed many valuable experiences. I have learned so many things that have helped me out along the way, be it from reading it in a book, listening to someone's advice or the useful act of making a mistake! I recently sat down and took my various lists of "things to remember" and consolidated them into one, simple list. A few of these I came up with, most are attributable to others and I continue to enjoy looking at them from time to time for inspiration! I hope you do too! Tom Nunn

- Simplify, don't complicate-especially processes, procedures and policies
- Never take a problem to your boss without some solutions. You are getting paid to think.
- If you're going to complain about something, have a solution in mind and make clear what you want
- Keep track of what you do - someone is sure to ask!
- Don't promise what you can't deliver
- Don't miss deadlines
- Focus on the most important things to do to help your company or team be successful not just the easiest
- Understand the skills and abilities that differentiate you. Whenever you have the opportunity, use them
- Long hours don't mean anything; results count, not effort
- Learn how to run a meeting well and learn how to prepare a good meeting agenda
- Never go into a meeting without knowing what you want the outcome to be
- Never in your life say "it's not my job"
- Be known as someone who enhances customer service
- Always know how you perform-be honest with yourself and do better next time
- If you don't know the answer, say so
- Recognizing someone else's contribution will repay you doubly
- You're never too old to change, learn a new job or try something new
- Never correct a co-worker in front of anyone
- Don't tell people their ideas are bad unless you have a better one
- Become know for building ideas, nor for finding fault
- Never apologize for an idea that didn't work- but always admit a mistake
- Being good is important; being trusted is essential
- Learn what finished work looks like and then deliver your own work when it looks the same way
- Those who do the work should have a say in how it's organized

- Team work is essential. Learn what it is and how to be a good team member
- If you learn and apply even one idea learned in a training session, it has been worthwhile
- Performance evaluations take place very day, not just every six months or every year
- Have a passion for excellence and hate bureaucracy.
- Be open to ideas from anywhere.
- Have the self-confidence to involve everyone and behave in a boundary-less fashion
- Create a clear, simple and reality based vision.
- Have enormous energy and find the way to energize others.
- Understand accountability and commitment
- See change as an opportunity not a threat.
- Build teams diverse in style and thought
- Say thank-you to someone at least once a day
- It's OK to fail as long as you have tried something __and__ if you learn from it
- It's OK to accept help and this is not a sign of weakness!
- You don't always have to be in charge!
- No matter what, hang on to your core values