Peak Performance

Hit your highest point / reach your zenith / reach your pick whatever is your deed.

When you are assigned with an important project by your boss it is essential that you establish a series of yardsticks or measures that you can use to evaluate your progress, day by day & hour by hour. The more clear & specific the measures you set, the more accurate you will be in hitting your targets on schedule.

If you want accomplish the project resolve to accomplish at least one specific part of a larger goal each day, & never miss a day. Without imposing yourself in the form of deadlines no task can be accomplished.

When you are focusing on a project your performance on the job is already at work. You need to give your best performance consistently & regularly to get superlative results. There are 3 keys to peak performance in achieving your goals.

o Commitment. When you make a firm commitment to achieve a particular goal, & you put aside all excuses, it is very much like stepping on the accelerator of your subconscious mind. You will be more creative, determined & focused than ever before. The people who are in the top positions are those who make clear, unequivocal commitments & then refuse to budge from them, no matter what happens.

o Completion is the second ingredient in peak performance. There is a big difference between doing 95 percent of a task & doing 100 percent of a task. In fact, it is very common for people to work very hard up to the 90 percent or 95 percent level & then slack off & delay the final completion of the task. This is a temptation that you must fight against. Instead you must continually force yourself, discipline yourself, to resist this natural tendency & push through to completion.

o Every time when you complete a small task, you feel happier. When you complete a large task, you feel happier still. When you finish the various steps on the way to the completion of a large task, at every achievement you get an endorphin rush. You feel continuously happy & exhilarated when you are working steadily toward the completion of an important job which your boss has given.

o Closure. The third C, after commitment & completion, is "Closure." Bringing closure to an issue in your personal or business life is absolutely essential for you to feel happy & in control of your situation. Lack of closure - unfinished business, an incomplete action of any kind - is a major source of stress, dissatisfaction, & even failure in business or at work. It consumes enormous amounts of physical & emotional energy.

o When you get your tasks done well in the said order you have earned the name of "depend-ability." When you are dependable in your place of work or getting the jobs done as assigned by your boss you will not only get paid or compensated more but will also be promoted faster. You will ultimately become extremely valuable than anybody else.

The happiness & the enjoyment which you achieve as a result of completing any project well are indescribable. The feeling of fulfillment, achievement puts you on a pedestal & you are eager to take on more & more difficult project as a challenge. Thus, your mental state will always be high & positive.

Example: Just see any successful person in cinema, business, sports, music, and arts. They attach a lot of pleasure while performing their job & when you attach pleasure & happiness instead of pain while discharging your functions you tend to give out your PEAK PERFORMANCE.-123oye.com

How to make values live in your organization

Values exist in every workplace. Your organization's culture is partially the outward demonstration of the values currently existing in your workplace. The question you need to ask is whether these existing values are creating the workplace you desire.

Do these values promote a culture of extraordinary customer care by happy, motivated, productive people? If not, you will want to:

identify the values that currently exist in your workplace;

determine if these are the right values for your workplace; and

change the actions and behaviors by which the values are demonstrated, if necessary.

"Within the organizations I have had the opportunity to serve, the core values were communicated by actions mostly - in the ways in which business is conducted on a day-to-day basis, and not so much in words directly spoken or written.

"I am a strong advocate of demonstrated values more than written or spoken - actions speak louder, but also believe that written values that reinforce and support specific actions, and specific actions that reinforce and support written values, make a powerful combination that far exceeds one or the other by itself. If it is written down and demonstrated in action, we can really hold our feet to the fire when we need to."

In a prior article, I discussed what values are, why you want to identify values, and where values fit within your workplaces. This article moves the process of identifying workplace values to the next step.

Values Development Process

My focus, in this article, is on how to develop and articulate shared workplace values. While the focus is on values identification and alignment, you can use this process to develop any product or course of action that needs widespread support, enrollment in, and ownership from your staff.

I have used it successfully to help organizations develop mission statements, visions for their future, relationship guidelines and norms, prioritized action plans, and departmental goals.

Steps in a Values Identification Process

To identify organization values, bring together your executive group to:

learn about and discuss the power of shared values;

obtain consensus that these leaders are committed to creating a value-based workplace;

define the role of the executives in leading this process; and

provide written material the executives can share with their reporting staff.

In one of my client organizations, that recently completed this process, the Team Culture and Training Team, a cross-functional group of employees from every level of the organization, asked the executive group to initiate and lead this process.

Where possible, acting on a desire for change that is percolating from all corners of an organization, is a powerful assurance of success.

Design and schedule a series of values alignment sessions in which all members of the organization will participate. Schedule each member of the organization to attend a three-four hour session. (If your group is small, it is most effective for all members to meet in one session together.)

These sessions are most effective when led by a trained facilitator. This allows each member of your organization to fully participate in the process. Alternatively, train internal facilitators who lead one session, and participate in another. On the next page, read about the role of leaders in a successful values identification and alignment process. -/humanresources.about.com

Motivating Top Talent

Two recent reports offer guidance on motivating and developing talented employees in the current global economic downturn.

Motivating And Retaining Top Talent

A report from OnPoint Consulting identifies strategies for motivating and retaining top talent in the current economic climate when the emphasis on bonus payments is no longer possible or appropriate. Previous research has found that earnings and benefits have a 2 per cent impact on job satisfaction and engagement compared to 70 per cent provided by job quality and workplace support.

The report suggests the following survival strategies:

■ Create a sense of purpose - Engagement and retention improves when people understand how they connect to the "Big Picture" and how they make a difference.

■ Provide meaningful work - Allowing people to do what they do best and make a significant contribution is key to engagement and retention.

■ Solicit ideas - Involvement in decisions gives people a sense of control in uncertain times, shows them their opinions matter, and improves decision acceptance.

■ Let people know where they stand - Setting tough but realistic goals is motivating even in a tough environment.

■ Enhance trust and communication - Trust is built when leaders improve credibility by being candid, demonstrate reliability by ensuring their actions are consistent with business objectives and values, and are accessible.

Rick Lepsinger, president of OnPoint Consulting commented:

"Feeling connected to the people you work with also helps create a sense of purpose.... Providing opportunities to learn and grow is icing on the cake.... Clear goals are only part of the equation. People need regular feedback so they know when they are on track and recognition when they achieve key milestones....The more people feel you are focused on them, rather than on yourself, the more they trust you."

Employee Goals and Talent Development

A report from SumTotal® Systems Inc., a global provider of talent development solutions, argues that implementing effective, universally-accepted goal setting for employees, coupled with a system for managing and tracking these processes can enable HR managers to make a significant contribution to improved organizational performance.

Richard Oyen, director of HR and talent development said:

"With the current economic forecast, it is now more important than ever to make sure employees' goals reflect the organization's overall goals to ensure everyone is working toward the same mission. By helping to set organizational alignment, HR departments have the ability to impact their company like never before and create significant productivity improvements."

The report offers the following guidelines for the involvement of HR in employee goal setting:

■ Know the goals - HR should be involved when senior managers plan annual goals to be aware of underlying issues and challenges.

■ Get buy-in - The executive team should support HR's efforts to align goals and help communicate the importance of the program.

■ Cascade goals - Once goals are set at the top of the organization, they should work their way down to all employees.

■ Ensure consistency - As goals are established further down the organization, HR can assist by creating standards and monitoring consistency.

■ Hold everyone accountable - Managers should ensure goals are measurable with specific deadlines and then hold employees accountable.

■ Reinforce through development - Ensure that employees have skills and tools to achieve established goals using development plans monitored by HR.

■ Work the gaps - Managers can work with employees individually. HR should identify gaps in organizational provision and address issues proactively with the Learning team.

Personal development : Why work?

How many people do you know who are happy with their jobs? Perhaps you are one who is working just to survive and make ends meet, deriving little satisfaction from your employment. Those who find fulfillment, joy and contentment in their work do exist, but they are not the majority. One thing is sure: to be fulfilling and ultimately satisfying, work needs a long-range goal and an overall opportunity for personal development.

The many books, articles and reports that address the state of various national workforces testify to the fact that something is fundamentally wrong with the modern approach to working life. Note this comment from an anonymous essay on the Internet: "'Work' as we know it tends to make us unhappy because we do so much of it, because it is so repetitive, because we don't get to choose what we do, and because what we are doing is often not in the best interest of our fellow human beings." Many of us could echo that observation.

Of course, a number of factors contribute to the sense of well-being we can draw from our employment. Similarly there are specific causes for the dissatisfaction that workers experience. Identifying them may provide some helpful insight.

HARD QUESTIONS

Do we have the courage to ask ourselves whether it's possible that people weren't intended to live and work as we do today? Of course, there are implications behind such a bold question; namely, that we did not evolve from a primeval life form but were created by a divine Being. Could it be possible that work has become such a burden today because we are not "working" in the way the One who created us intended?

Let's take a moment to put aside any preconceived notions we might have and explore this line of thinking to see whether there is a relationship between the purpose of human existence and where we are today in terms of work. The Bible simply says that man was created in the image and likeness of God. Religion and the Bible describes the human form but also addresses the purpose of life. In the first chapters of the Bible God reveals Himself not as a singular entity but in a family relationship--Elohim in Hebrew. In the first chapter of John's Gospel we learn that Jesus Christ was known as "the Word" before He came in human form. As the Word He was with God and He was God. So, long before the earth and human life existed, there were two Beings who have always existed.

Humankind was created to have a physical relationship with God that would develop into an eternal, spiritual family relationship--to become "sons of God," as the New Testament expresses it:

Adapting to change successfully

Change is the only constant in life. Once you believe in this fact and learn to accept it, you can be on the fast track to adapting to change successfully and thus, making your life much more simple and flexible.

Here are some tips for accepting and acknowledging change -

■ Learn from your Experiences : Every minute that goes by brings about something different in life and hence, change is inevitable. Accept it!

■ Trust Yourself and Know Your Capabilities as well as limiting factors. Make yourself more dependable and try to trust others as well.

■ Be Positive : A positive outlook towards life can help you to confidently face any challenging situation that life throws at you.

■ Learn to function in a team : If you are a good team players, others in your team will trust your judgment and work with you well in any kind of volatile or changing circumstances.

Creating the best work culture

The work culture is the key to high performance.

More important, influencing the work culture is a manager's best opportunity for creating high performance. "Culture" is a 24-hours-a-day training program that exists inside any organization. It's teaching and influencing all the time. Sometimes it's teaching what we like it to teach, and sometimes it's not. It's very difficult to "swim upstream" against the culture.

For example, you can teach value added and long-term relationships all you want, but if the work culture is really about short-term, adversarial relationships with clients, that's what you're going to get--that plus a lot of confusion.

The best of all possible worlds is a consistent, positive, reinforcing culture--and good sales managers are discovering that the best way to leverage their efforts is to manage the culture. After more than 10 years of research, we've come up with five factors that are critical to creating and maintaining a high-performance work culture. Listed in order of importance, they are:

1. A Shared Sense Of Mission Or Purpose. It's the culture equivalent to purpose. It answers the questions "What's expected around here, what do we do, and why do we do it?" If the only answer that you have is "making money," be prepared for your people to ask for as much as they can get for doing as little as they can. On the other hand, if you've taken the time to establish a mission--and especially if you've taken the time to involve your people in the process--that larger sense of mission will help people focus on achieving their part of the mission.

2. Clear And Attainable Goals. People perform best when they have specific goals. Goals that are reachable yet that stretch them. Don't tell people what to do, or how to do it, but give them the map, the destination, and sometimes the general direction in which to start.

3. Frequent Objective Feedback. People learn quickly and work well when they are told how they're doing.

Debrief and summarize every joint call you make. Don't assume that people know how they're doing or know what you think. Lead with positive information first, but always be honest, objective, and specific.