

UNIVERSAL OPTIMAL PERFORMANCE QUALITIES -THE FOUR "C's"

excerpted from material presented in a NETWORK workshop, May, 91,
by John Adams & Sabina Spencer - Earthart Enterprises, Inc. 84
Camino De Herrera, San Anselmo, CA 94960 - (415)-258-0367

PERSONAL CHALLENGE

Do you approach life with the outlook that it presents a series of opportunities for you to learn from? Do you turn problems and obstacles into developmental challenges? When life gives you a lemon, do you make lemonade?

WORKPLACE CHALLENGE

Does the workplace provide you with an appropriate amount of challenge? That is, are you stretched sufficiently in your present work to learn new things; and not stretched so much that you feel blown away with overload or complexity?

PERSONAL CONTROL

Do you feel most of the time you are in control of your life? Do you have goals that you are working toward? Do you feel responsible for what you are "getting" from life? Are you the Captain of your own ship?

WORKPLACE CONTROL

Does the workplace provide you with enough direction, and at the same time allow you sufficient discretion to approach things in the ways you know work best for you? As you develop in a particular assignment, are you given progressively more freedom?

PERSONAL COMMITMENT

Do you feel highly committed to your own growth and development? Are you dedicated to exploring the opportunities life provides? Do you believe in yourself and are you committed to realizing your full potential?

WORKPLACE COMMITMENT

Are you aware of how you fits into the larger scheme of things? Do you feel that your work is making an important contribution to an important service or product? Are you able to get involved in important aspects of your unit's work?

PERSONAL CLARITY

Do you have a clear sense of purpose and direction in your life? Are you clear about who you are, what you want, what you need and what you can do?

WORKPLACE CLARITY

Are you clear about the direction and purpose of your work unit AND your organization? are you clear about what is expected of you and the standards on which your performance is judged? Are the roles and responsibilities clear in your work team?

Which of the 4 C's, if any, would you like to change?

For each one you would like to change, what changes would you make?

For each desired change, what are a few initial ACTION steps you could take?

Write out your ACTION PLAN for your weekly, monthly, and yearly GOALS.

Write out your ACTION PLAN for the specific TASKS required to achieve the goals.



**OPINIONS AND FEELINGS ARE FREQUENTLY A PERSONAL TRIUMPH OVER GOOD THINKING
YOU DEFINE REALITY BY WHAT YOU KNOW, WHAT YOU BELIEVE, AND WHAT YOU DO ABOUT IT.**