



# PEAK PERFORMANCE



performance

Great Ways to Win, Anytime, Anywhere

## Table of Contents

<b>START WINNING NOW: GREAT BEGINNINGS</b>	<b>3</b>
The Right Way to Brainstorm	3
Blast Past Productivity Roadblocks	4
<b>IT'S ALL IN YOUR HEAD: MENTAL MAKEOVERS</b>	<b>5</b>
How to Convince Yourself You Can Do Anything	5
Clear Your Path to Good Decisions	5
Creative Ways to Sharper Thinking	6
How to Deal With Pressure	7
<b>FIT TO WIN: BODY TUNE-UPS</b>	<b>8</b>
Instant Energy Boosters	8
Stay Sharp by Staying Active	9
Boost Your Brainpower	9
Could Your Diet Be Making You Tired?	10
<b>BEAT THE CLOCK: MAKE THE MOST OF EVERY MOMENT</b>	<b>11</b>
Getting More From Your Personal Time	11
How to Learn From Your Mistakes	12
How Do You Come Across?	12
Are You a Good Team Player?	13
<b>ARE YOU A PEAK PERFORMER? QUIZ</b>	<b>15</b>

Start Winning Now:  
Great Beginnings

**E**very journey begins with a single step, the old saying goes. But whether it's a blank page, new job responsibility or a family dilemma, taking that first step can be difficult — and far too easy to avoid. Here's how to use the power of your imagination to actually look forward to getting started and avoid procrastination.

**THE RIGHT WAY TO BRAINSTORM**

Whether you're making a major marketing proposal or a commitment to lose 10 pounds, any project you embark on can benefit from a brainstorming session.

*Try these tips:*

1. Find a quiet place with no distractions.
2. Set a time limit and write down as many ideas as you can think of. Keep your pen moving.
3. Look at the status quo in a new way: Who else can contribute to this project? If I did the opposite of what I'm doing now, what would happen? What if I were free to change anything I wanted to?
4. If you're with a group, set ground rules: No negative comments or criticism allowed ... all ideas will be included and considered ... save the weeding out for later.
5. If you're alone, silence that inner critic.
6. Don't be afraid to get wild — the ideas that seem craziest at first sometimes work best.

**Remember:** The goal of brainstorming is to generate many ideas in a short time and encourage creative thinking. Have fun! ♦



**What Day Should You Start a Project? Try Tuesdays.** In a survey of CEOs, respondents said that was the day their employees were most productive and alert.

## BLAST PAST PRODUCTIVITY ROADBLOCKS

**PUT** a lot on your plate. It sounds counterproductive, but it works. Tasks have a strange way of expanding to fit the time allotted to them. In other words, if you give yourself one thing to do today, it will take all day to get it done. Try putting a few more items on your to-do list than you believe you can get done. You may be surprised at how far down the list you get.

**KEEP** a clean work area. A person with a messy workspace spends an average of 1.5 hours a day (7.5 hours per week) looking for things or

being distracted. Keep your work area organized and free of distractions, and your mind may follow.

**CONTROL** meeting time. On an average day, there are 17 million meetings in America. To keep meetings productive, assign one person to moderate and another to take notes. Set a time limit and try to stick to it. ♦

## It's All in Your Head: Mental Makeovers

**W**inning is an inside-out proposition: The desire to succeed, whether it involves losing weight, completing a project or getting a promotion, begins from within and works its way outward. So get ready to fine-tune your "inside game."

### HOW TO CONVINCE YOURSELF YOU CAN DO ANYTHING

Perhaps the biggest barrier to productivity is a lack of confidence. After all, if you don't truly believe you can accomplish something, chances are you'll never get it done. Here's how to boost your self-confidence:

**Remember what you are capable of.** Studies of Olympic athletes have shown that even when they lose, they know that they have the ability to win. Avoid thinking that one downfall means you are "no good" overall. Remember that you have succeeded before, and you will again.

**Seek out positive people.** Most winning teams have a cheering section. You'll feel more confident if you have positive people encouraging you and believing in you. Plus, optimistic and confident attitudes have a way of rubbing off.

**Never stop learning.** Avoid thinking of mistakes and setbacks as personal failures. Instead, view them as lessons. Rather than getting down about what you don't know how to do, find training and mentoring opportunities where you can gain the skills to achieve success.

**Remember:** There's a difference between self-confidence and overconfidence. The key is to find a balance between knowing when to go it alone — and when to ask for help. ♦

### CLEAR YOUR PATH TO GOOD DECISIONS

You are required to make many decisions, big and small, every day. While you can't remove every obstacle in your path, you can avoid those that are under your control. *Here's how:*