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**TRANSFORM YOUR LIFE
ONE SIMPLE CHOICE AT A TIME**



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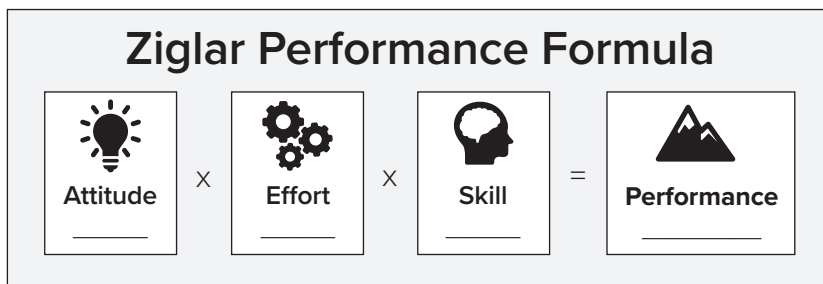
50 Performance Habits That You Can Choose to Own

The following assessment is taken directly from the book *Choose To Win* written by Tom Ziglar. Your performance - the results you get - are determined by the habits you have. Take this assessment to identify the habits you can adopt that will change your performance, and your life!

Now it's time to "own" your performance.


How do you rate yourself using the **Ziglar Performance Formula?**

Go ahead and rate yourself now:



Following are 50 performance habits in the areas of attitude, effort, and skill. Please take a personal inventory and rate yourself in each one of the 50 habits by marking a 1, 2, or 3 in the blank to the left of the number.

- 1 means it is an unrecognized or undeveloped habit
- 2 means you have it but tend to do only the minimum required
- 3 means you "own" it and exceed expectations in this area on a regular basis

 ATTITUDE Habits:	
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_____ #1. Determine your attitude in advance – choose to celebrate the good news and embrace the setbacks with an overcoming, “can do,” positive attitude before the situations happen.

_____ #2. Body language – engage your face, your smile, your demeanor, your entire body, so that those around you know you are committed, helpful, listening, and someone they can count on to solve the problem.

_____ #3. Be curious – being curious about someone else and their challenges is one of the greatest and most powerful compliments you can pay. Being ready with questions like, “Can you tell me more about that?” and “How does that impact you?” opens doors and allows you to serve others.

_____ #4. Focused – determine your primary focus in advance when working on a project or with people and let your attitude and demeanor show your focus.



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_____#5. 100% All In – be committed! Be all in or consider not doing it at all. Make sure your words, actions, and body language back up the expectations you have set.

_____#6. Act with purpose – be intentional in your actions, knowing that each thing you do gets you one step closer to your desired outcome – acting with purpose demonstrates confidence.

_____#7. Be grateful – each day take some time to reflect on the experiences, people, and opportunities that have enriched your life and position you to achieve your dreams and goals. Gratitude is the healthiest of all human emotions.

_____#8. Be generous – with your time, treasures, and talents. ***“Opportunity seeks out the generous.”*** Rabbi Daniel Lapin People you want to do life with, and who refer business, don’t spend much time with misers and Scrooges.

_____#9. Take an inventory – at the end of each day take an attitude inventory – where did you do well and what can you do better next time?

_____#10. Relish the small stuff – understand and believe that the many small things done right and with the right attitude give you the best chance for success – and usually don’t take much talent or skill. ***“The big shot is just the little shot who kept on shooting.”*** Zig Ziglar

_____#11. Tell the truth in advance – even if you don’t “feel” like it right now, decide how you want to feel and speak it as if you already feel that way.



EFFORT Habits:

_____#1. Be early – it’s a choice. Make it a habit.

_____#2. Be prepared – learn in advance everything you can that gives you the best chance for success.

_____#3. Organize and prioritize – have a plan for your day so that your life happens to your days and not your day happens to your life.

_____#4. Doing extra – exceed expectations so that every interaction you have builds trust.

_____#5. PC – Persistent Consistency – work on your big goals every day (consistency) and do just a little bit extra on each goal every day (persistence).

_____#6. Stretch yourself every day – choose to do at least one thing each day that is out of your professional comfort zone and takes you into the effectiveness zone.



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_____ **#7.** Focus on the process, not the results – take joy in perfecting the process (which you can control) and don't waste energy thinking about the results (which, oftentimes, you have no control over).

_____ **#8.** Fuel your engine – maximize your effort by getting enough sleep, eating right, and exercising.

_____ **#9.** Get some vitamin D – check your vitamin D levels, which give you fuel to up your effort. There is nothing like a little bit of direct sunlight to boost energy and attitude.

_____ **#10.** Deal with the stress – create a strategy to deal with stress, as stress impacts your potential effort and effectiveness.

_____ **#11.** Don't multitask – focus on one thing at a time.

_____ **#12.** Manage interruptions – identify the interruptions you get on a daily basis and have a plan to deal with them. For example, turn off email notifications so they don't pop up when you are working on a project.

_____ **#13.** Finish strong – just like your first impression when meeting someone, finishing an interaction or project strongly amplifies the impression and the results of your work.

_____ **#14.** Time log – know what you are doing and how much time you are spending on each activity in your day. Once you know the situation, simple changes get massive results.

_____ **#15.** Eliminate, simplify, and delegate – what are you spending effort on each day that you can get rid of? Simplify? Delegate?

_____ **#16.** Gamify your performance – I.P.A. – Income Producing Activities – what things do you do each day that directly result in income? If you are in sales, a few examples could include a LinkedIn post, leaving a voicemail message, or having a face-to-face meeting where you give a proposal and ask for the business. Give each one of these a point value – 1 point for LinkedIn message, 2 points for a voicemail to a prospect, 20 points for a face-to-face meeting where you give a proposal and ask for the business. Now, don't finish your day until you have earned 100 points.

_____ **#17.** Under two minutes – do it now. If it's something you have to do, and it comes up, do it now if it takes less than two minutes.

_____ **#18.** Maximize Automobile University – use every second in your commute time to boost your attitude and learn more skills that will improve your personal and professional life.

_____ **#19.** Time block – divide your day into time blocks of 60-90 minutes, with each time block having specific goals and objectives.



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SKILL Habits:

_____#1. Get clarity – learning and using clarifying questions is one of the most powerful skills you can master.

_____#2. The mentor/mentee relationship – a mentor who has already achieved success in an area you want to master is a huge help. Multiply this with being a good mentee – respect the mentor’s time, ask good questions, take notes, implement their recommendations, report back on what you have implemented, repeat.

_____#3. Listening – practice active listening and confirm what is being said before taking action.

_____#4. Communication – understand the personality style of the person you are talking to and speak in a way that is most effective for them.

_____#5. Control your language – avoid profanity. Use words that bring hope and encouragement and create the right environment for success.

_____#6. Create routines – develop routines in the day that maximize productivity and energy and allow you to own and control your attitude.

_____#7. Choose to respond, not react – preplan how you are going to respond to challenges and setbacks rather than react to them, based purely on emotion, when they come up.

_____#8. Create a mission statement – develop a personal mission statement that guides you in your career decisions regarding your character, integrity, and work ethic.

_____#9. Have written-down goals – clearly define your goals and have them written down in detail with specific action plans.

_____#10. Play the long game – make decisions and develop your personal and professional skills based on your long-term objectives for your life.

_____#11. Visualize how the right attitude, effort, and skill will change your life – create a mental movie of yourself with a 10 out of 10 in attitude, effort, and skill, and imagine how your life will be different.

_____#12. Reframe the negatives – when negative situations come up with other people, take a moment to see their point of view and determine what would be a good outcome from their perspective.

_____#13. Know your weaknesses and blindspots – identify your blindspots and areas that are not natural strengths for you in your decision-making process, and cultivate relationships that have these areas as their strengths.

_____#14. Ask how and why – instead of making your focus what you are going to do, step back and ask yourself why and how you are going to do it as part of your process.



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_____#15. Mind map – when beginning a major project or initiative, use mind mapping to overview the project before you begin work on the project.

_____#16. Work on your soft skills – your EQ, Emotional Quotient, is key to understanding the needs of other people, and until you understand the needs of those you are solving problems for, your performance will never be maximized.

_____#17. Develop your Who – “*You already know everyone you need to know to accomplish all that God has given you to do.*” Bob Beaudine, *The Power of Who*. Develop and invest in your key friendships – they already know who you need to know.

_____#18. Create your own personal development program – “***You have to be before you can do, and you have to do before you can have.***” **Zig Ziglar** Put together a plan to develop yourself so that you intentionally become the person who owns their attitude, effort, and skill.

_____#19. Get regular feedback – enlist three or four people who want the best for you and who you can trust to give you constructive feedback in the areas of your attitude, effort, and skill.

_____#20. Associate with those who have the same mindset and beliefs – identify the mindset and beliefs that will help you achieve your goals and seek relationships with people who already have those beliefs and mindsets.

You have what it takes. Time to get personal!

Now go back and review all of the ones that you marked as either a 1 or a 2. In each category – Attitude, Effort, and Skill - circle the three habits that, if you moved to ownership level three, would have the biggest impact on your success.

Now complete the following three steps.

The fastest way to success is to replace bad habits with good habits.

Get your pen out – it’s time to take action!

Three Questions to Transformation

In each of the chapters on the seven choices I want you to write down the answers to these questions in the space provided. Clarity helps you make the right choices and take the right actions!

What are my desires, dreams, and goals for my Career/Professional life? (Desire)



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How will my life be better in the Career/Professional area when I work to solve the problems of others with the right attitude, effort, and skill? (Hope)

How can I apply grit to my gifts, talents, skills, and experience in the Career/Professional area of my life? (Grit)

Now it's time to develop the strategy and take action!

Step 1: Identify the bad career/professional habits that you have.

What bad career/professional habits in the areas of attitude, effort (work ethic), and skill do you have that are keeping you from developing yourself to your highest potential and keeping you from achieving your desires, dreams, and goals?

Write them down here and be specific: _____

Step 2: Identify the good career/professional habits that you need.

What input can you purposefully put into your mind, and what actions can you take, that will strengthen the career/professional qualities you want to develop in yourself that will allow you to achieve your desires, dreams, and goals faster? (Education, online courses, positive relationships like mentors or coaches, books, podcasts, self-talk, actions you can take, etc.)

Write them down here and be specific: _____

Step 3: Choose to replace a bad career/professional habit with a good career/professional habit.

Pick a bad habit you want to replace with a good habit. Start small and build up. The key is starting and sticking with it! Each week you build on the same change from the previous week and/or replace another bad habit with a good habit.



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Example: In the career/professional area of your life you identify the bad habit of not being proactive regarding your attitude, effort and skill. Your work day just “unfolds” without a specific plan on how to create a good attitude in yourself. Your effort is focused on putting out fires and your professional skills are a result of on-the-job training, not strategic development based on where you want to be in five years. You determine that your lack of results and advancement is because you have not taken ownership of your attitude, effort, and skill. You decide that today is the day you take control of your most powerful economic engine – YOU. Today is the day you own your attitude, effort, and skill, and you are going to put in place the daily life-transforming choices in these three areas that change your career/professional future. Here are four examples of how you can make small choices that will transform your life.

Bad career/professional habit: No proactive focus or ownership of my own attitude, effort, and skill.

Good career/professional habit: Create a daily plan to raise my attitude, effort, and skill so that every week I am better than the previous, simply because of small good choices in each of these areas.

Example 1: Write a one-year goal detailing where I want to be in my career/professional life, and then identify the attitude I will need to achieve it, the effort I will need to reach my goal, and the skills I will need to develop in order to reach my goals. I will then break this one-year goal into 90-day time periods and determine what I need to do in each area on a daily basis to hit my 90-day time period goals. I will then track each day my progress in the area of attitude, effort, and skill, and have a 90-day review at the end of each time period and make adjustments as necessary.

Example 2: Determine and own that my career/professional attitude will be one of contagious positive encouragement and confidence that opens doors and builds trust. Each day I will start the day by taking ownership of my attitude and envisioning my attitude as the key to accomplishing my goals and solving the problems of others. Each day, and preferably at the start of the day, I will listen to, read, or have a purposeful, uplifting conversation with an accountability partner specifically in relationship to my attitude. This daily small choice of investing in my attitude 5 to 15 minutes is key to my success.

Example 3: At the end of each day I will put together my work plan and to-do list for the next day, and then review this first thing in the morning before my work day begins. My focus will be on priorities and the concept of working smoothly on the things that get the most results. This daily 10-minute exercise keeps me laser-focused on my goals as I analyze each task in relationship to it helping me achieve my one-year goal.

Example 4: Each week set aside specific time for intentional skill development such as reading, online courses, attending a workshop, listening to a podcast, etc. On a daily basis use one idea, concept, or skill recently learned, in my daily business activities and journal this or make a note in my Ziglar Performance Planner. Each day do not go to bed until I have intentionally done one of these things at least once during the day. Do this for 66 days – the length of time it takes for this life-transforming small choice to become a habit.



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Choose to Win! Time to take action. Write down what you are going to intentionally do.

Bad career/professional habits you are going to get rid of: _____

Good career/professional habits you are going to implement: _____

Daily action plan to implement at least one good career/professional habit:

This may not seem like much, as it usually takes only a few minutes a day to implement a small good career/professional choice, but when you add to this every week, before you know it your life is completely changed!

Can you feel it? Hope is rising over the tallest mountain because now you have a clear destination and specific choices and actions you can make that will get you there! Fuel your choices with GRIT, and developing your gifts and talents will fuel your balloon with rocket fuel!