

IMPROVING YOUR PREPAREDNESS

Are you used to winging it? Do you try to fake it 'til you make it? Or is solid preparation part of your regular routine? From The 17 Essential Qualities of a Team Player, John Maxwell talks about how you can focus on solid preparation.

If you continually let your teammates down, you're probably playing in the wrong position or not spending enough time and energy preparing to meet challenges. To improve your preparedness...

BECOME A PROCESS THINKER

Getting ready requires thinking ahead so that you recognize now what you will need later. Create a system or list for yourself that will help you mentally walk through any process ahead of time, breaking tasks down into steps.

DO MORE RESEARCH

People in just about every profession utilize some kind of research to improve themselves. Become more familiar with the research tools of your trade and make yourself an expert at using them.

LEARN FROM YOUR MISTAKES

The greatest preparation tool can often be a person's own experience. Think about the mistakes you recently made while completing a project or executing a challenge. Write them down, study them, and determine what you can do differently the next time you face a similar situation.

"THE WILL TO SUCCEED IS IMPORTANT, BUT WHAT'S MORE IMPORTANT IS THE WILL TO PREPARE." - BOB KNIGHT

