

## **WEBINAR NOTES**

### **SIX ESSENTIALS NEEDED TO SUCCESS IN THE WORKPLACE**

#### **1. CHANGE**

FAITH POPCORN

USA TODAY

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#### **2. SELF ESTEEM**

-CONFIDENT PEOPLE

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**30 DAYS**

**1.**

**2.**

**3.**

**4.**

### **3. TIME**

**A's**

**B's**

**C's**

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## **PROCRASTINATION**

- 1.
- 2.
- 3.

## **PLAN YOUR DAY**

# **4. HOW TO BE A BETTER COMMUNICATOR**

**20% VALUE NOISE**

**- THE GENERATIONS**

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**25% TONE- "I DIDN'T SAY SHE STOLE THE MONEY"**

**55% BODY LANGUAGE-"WHAT YOU DO SPEAKS SO LOUDLY  
THAT WHAT YOU SAY I CAN'T HEAR.**

## **5. STRESS**

**-EUSTRESS**

**-DISTRESS**

**“THE ART OF SELF RENEWAL”**

**-CONTROL STRESS**

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## **6. HAVE A PLAN**

**-GOALS AND OBJECTIVES**

**-S. M. A. R. T.**

**-MASLOW**

**-GOALS IN 4 AREAS**

**-SPIRITUAL/VALUE**

**-FAMILY/RELATIONSHIP**

**-HEALTH/PHYSICAL**

**-CAREER/FINANCIAL**

