

# **Better, Best and Beyond - How to do anything better**

*25 rules for stepping up*



**By Karyne C.S. Ang**

*Personal Strategist and Performance Coach*

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[GAMEPLAN Coaching Services](http://www.gameplancoaching.com)

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## Introduction

Are you ready to **step up**? To take your work and play to the next level? Be the leader in your field and boost your performance.

**To be differentiated** and to hold yourself to the **highest standards of excellence** in your performance is about doing everything with quality, which is a product of time, mindset, and systems.

**Having constant and never-ending improvement** keeps you on the forefront of competitive advantage. Have your competitors keep up with you rather than the other way round. Have your eyes on the ball. Be innovative. Provide ultimate quality and excellence in all that you do. Take leadership in all that you do in life because you know you can.

To **assure quality in everything you do**, there are 25 ways you can stretch yourself, boost your performance, increase your chances for success, enhance your reputation and credibility, and save time in the long term.

To help you remember these strategies, just remember the mnemonics – PEARL for Plan, Execute, Assess, Review, Learn.

**<sup>1</sup>PEARL – A model that works through your plans and action strategies with continuous improvement in mind.**

See where you can apply a couple of these PEARLS of wisdom to your life. In a few weeks, review the impact. There is no excuse here, that if you even take on board one, maybe two tips in this e-book, that you will certainly grow, and step up and get better quality results.

When you **commit and apply these tips consistently**, I truly believe that you will start to see some even more amazing results in your life. So let's get started!

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## Plan

*If we do not have a destination, then any road will do.....*

If we do not have a plan and a direction, then how will we know when we get there?

Once you have your ideas sorted, and your vision clearly defined, build up the key critical success factors, determine your goals and develop game plan strategies and action plans to help you achieve those goals.

Plans include projects, tasks, Annual Business Plans, Marketing Plans, Public Relations Plans, Personal Goals & targets. Talk to a [business or executive coach](#) if you need help in these areas.

**Decide what you want in your plan and commit to it.**

### 1. Commit to Quality

Decide that with anything you do, you'll do it the right way. Just committing to quality will cause you to reconsider sending out a half-baked project and increase your quality.

### 2. Brainstorm

Think of ways you can do it better. Think of ways to put systems around your tasks. Think of what else is needed to boost quality.

### 3. Envision Success

Ask yourself "What would perfect execution look like for this task?" What would it look like? What would you say to yourself? How would others respond once it has been well done? How does it feel? Now go do it.

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#### **4. Be Proud of Your Quality**

When you take pride in your quality, you won't release non-quality items. When you know you've given it your very best, you've produced work based on what you value and believe in, and have purposed to produce the best work, you cannot help but ensure that your outputs are of the highest standards of excellence.

### **Execute**

It is important that we do not delve at the planning stages, but learn to let go and take action. Many people freeze and keep polishing their plans till paralysis point. It is a process of continuous learning. If you believe something is stopping you from taking the next step, talk to a mentor or coach who can help you get moving.

**Take action and get results!**

#### **5. Solve the Problem, Not the Request**

Listen, clarify and reconfirm what the requester wants to ensure you are clear on what is wanted in terms of the needed solution. Sometimes a "simple" request is not so simple. Find out what the requester really wants, then give it to him or her.

#### **6. Make it happen.**

Be accountable and take responsibility for implementing your plans. If you are not taking action, ask yourself "What is holding me back?" What am I focussing on? What is missing here?" "What do I need to let go of?" "What is the first step I need to take get this going?"

## 7. Think big picture

Don't just solve the problem by applying a quick fix. See how it fits in the big picture and determine if you can solve a big problem with just a little more effort. Consider the implications and consequences of the actions you will take and decide which actions will have the greatest impact on what you are trying to do.

## 8. Don't Wait for Deadlines

It's inevitable that people rush to finish a task at the deadline. This only leads to more problems. If you find yourself procrastinating, start asking yourself if there is something or someone holding you back. When does the issue get 'urgent'? Do you wait till the last minute? What is the underlying cause of that? This is where many people find that their quality and performance may suffer as they rush towards the deadline at the eleventh hour.

The solution is simple - start early and plan your schedule so that you finish early. Which leads to:

## 9. Exceed expectations

Surprise and delight! You've understood the expectations and you've set expectations- now do your best to exceed them.

## Assess

**Are you on track?** Are you working towards your goals with aligned values? Is your focus still towards the big picture? Where are you at in the bigger scheme of things?

Measure your outcomes, what went well, what didn't, what does that mean for you and your business?

Where are the gaps, opportunities and threats?

### **10. Assess Your Task List- Don't Drop Anything**

Keep track of your commitments. If you don't know what you need to do, you can't do it well. Set your goals on what you intend to complete each day. Are you setting realistic expectations on the things you want to get done? Are you achieving them too easily? Increase the standards.

Does it seem too much, and that you're falling behind? Choose which ones are a priority and focus on the ones that have the biggest impact on your overall goals.

### **11. Assess Your Commitments: Just Say No**

With a heavy workload, it may be hard to get everything done right. This may mean saying no to new projects. If you have problems saying No, think about what this means to you. What is holding you back here?

### **12. Assess Your Understanding**

Clarify. Find out deadlines and requirements. Ask questions. Make sure you know what's expected. If you don't know what you're shooting for you can't succeed.

### **13. Assess Expectations**

Provide feedback at the beginning of a project of what you will be delivering. Set the scope of the project early so there aren't any misunderstandings.

## 14. Assess Yourself

Don't try to do everything yourself at one time. Break projects apart and succeed through layering one success on top of another. This will enable you provide progress and ensure you are on the right track.

## Review

Now that you have assessed your situation, revisit your values and drivers, review and revise your personal and/or business plans where necessary.

**Create action plans that will steer you back on track.**

## 15. Review Everything

It is important to review everything you touch before you hand it off. Proof read your documents one last time, double check that package to make sure everything is included, triple check your bullet points on your presentation.

## 16. Review Help: Enlist a 2nd set of eyes

Even after you look things over, you may miss some obvious mistakes because you are used to your work. Having someone else look it over will give you a new perspective on your work and may even lead to new, better solutions.

## 17. Review Other's Contributions

Don't take it for granted that others can do the job well or even that they know what they're doing. Trust but verify. Remember the saying, "Don't expect what you don't inspect."

### 18. Review your mistakes

Sometimes you make mistakes. Choose to focus on preserving the learnings, think about how you can do things differently next time and move on.

### 19. Review Accomplishments

A lot can be learned from your past accomplishments. Take the time to go over your past work and look objectively at what you did well and didn't do so well. There are many lessons to learn here so look for the gifts in every situation.

## Learn

What has the PEARL journey on continuous improvement taught you?

There is no failure but only feedback. Learn to use your mistakes as **gems for growth**.

**Celebrate** your successes. **Acknowledge** what you have done well. **Identify** strategies that have worked, **modify** strategies that are not serving you well.

### 20. Learn From Others

The people around you may be doing some tasks better than you. How are they doing it? What are they doing differently? Look at your colleagues, bosses and definitely don't neglect learning from your direct reports and subordinates. Look to your role models who are already successful in the area of life which you want to be. Learn.

## **21. Learn Through Research**

Look at industry groups, books, articles and blogs- all may have some good tips on helping you do better. Interview others, gather information and learn.

## **22. Learn Through Education**

Are there ways to enhance your skills? What's missing in your skill level that will take you to your next level? Take an extra course? Get a [mentor or coach](#)? How can you learn more?

## **23. Learn through Teaching others**

When you tell others what you have done, when you mentor others, write an article, impart your experience and knowledge, you will inevitably discover new insights and perspectives. When you teach others, you will cement your learnings more effectively.

## **24. Relearn**

If you frequently do a task but it isn't consistently perfect, take some time to analyze the steps you should be doing. Start the process from scratch. Consciously do one step at a time making sure you're doing it right.

## **25. Unlearn**

Are there things you are telling yourself from your past that are causing you to feel fear and anxiety for the future? Perhaps something went wrong in the past and you are afraid that it may happen again.

“What is it that if I recognised it would cause the problem to go away?”

“What is the learning that I am choosing to ignore in order to keep the problem?”

Think of those events again, and tell yourself “What new meaning can I give to this event?”

“what can I learn here that will make that experience a gift to me?”

You may wish to [talk to a coach](#) to help you through unlearning some of the old experiences that may be making you fearful and anxious or is holding you back from giving your best.

You can really be, do, have it all when you choose to be persistent and committed to your decisions, and act to make it happen. What are you choosing today in order to step up in your performance and excellence?

## Conclusion

Rome wasn't built in one day. You're probably not going to be able to implement all of this information in one day but refer to this list often to ensure you're always thinking of quality. With good quality, work doesn't need to be reworked and problems are minimized.

You can remember these tip using the mnemonic PEARL in all areas of your life, work, marketing, customer relationships ... you know which areas need a boost in stepping up, so make it happen!

***“It is not the mountain we conquer, it is ourselves.”***

***Sir Edmund Hillary***

## Keep in touch

Tell us about your business and life breakthroughs. If these tips have shifted your life and business world in some way, please share your stories with us. Encouragement, acknowledgment, contribution and inspiration are excellent mindset energizers that you can use to make a difference wherever you may be.

If you would like more information about our products, workshops, training and coaching programs, please get in touch with us.

### GAMEPLAN Coaching Services - Strategies for Life

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## About GAMEPLAN Coaching Services



**At GAMEPLAN Coaching Services** we believe in engaging our support services in an inspiring and uniquely fun way. We deliver learning and growth through a structured and proven process of empowerment and self-discovery, which means you get the results you are looking for.

Our coaches are passionate, creative, dynamic, full of fun and energy, and genuinely approachable. We provide reliable, intelligent and progressive services that invite our clients to **radically advance, change the way they think, and ultimately act differently.**

### Individuals or Groups

Our [programs](#) are uniquely faceted and designed for individuals and groups. The degree of transformation and change is directly related to the way each individual or group allows themselves to **adopt new perspectives, stretch outside their comfort zones and build a momentum of drive and motivation.**

We are based in North Ryde, Sydney in NSW Australia and serve the community actively through numerous pro-bono community coaching work as well as corporate and individual coaching, mentoring and training programs.

## Wide Array of Services

Whether you are an individual looking to [progress to the next level](#) in your work or business, want a **sounding board and mentor**, want **someone to keep you on track** and accountable or are part of a team, a manager, leader and want to enable your team and organization to **excel in performance** - **we're here for you.**

On the other hand, if you are considering what your [purpose is in life](#), feel a bit lost or stuck in your current situation and **want a change** but don't know where to start, we can help you get the ball rolling, get some **clarity and focus** around what you want in life.

We specialize in [performance and leadership coaching](#), helping [small business and start-up](#) businesses through coaching, career development, communication skills, project management and account servicing for the service industries. We also do specialized coaching and mentoring work with the [market research industry](#).

Call us today for a [complimentary 60 minute G.R.E.A.T. Diagnostics Coaching Session](#), or jump straight into the coaching packages and programs with GAMEPLAN Coaching Services and start kicking those goals right now.

We also offer a [30 Day 100% Money Back GAMEPLAN Guarantee](#) - This means if you are not entirely satisfied and you don't see that it's going to help you think and act differently to achieve positive results, then not only do you not have to continue with any booked sessions but you can also have a full refund of every cent you've paid!

We invite you to find out more about how we can help you at [www.gameplancoaching.com](http://www.gameplancoaching.com).

## Author Profile



[Karyne Ang](#) is a dedicated, dynamic, challenging and caring professional and has a passion for helping people reach their full potential through self-awareness and self-development.

Karyne has dedicated her professional life to helping people change the way they look at the world, so they can be happier and achieve more. She is an accredited and **certified Life Coach** (Cert IV Advance Practitioner in Life Coaching), **Trainer** and **Master Neuro Linguistics Programming Practitioner** and **NLP Trainer**. She holds a Bachelor of Business Administration (Marketing and IT) and Diploma in Human Resource Management.

Her professional roots are anchored with 16 years experience in marketing research, strategic brand management and consulting across a host of multinational and local companies: she has plenty of business credentials!

What does all this mean? It means she works as a [mentor and coach](#) to individuals and organisations who want to improve themselves. She helps them see outside their narrow experience, so they can see **how much more they can accomplish**. She is committed to bringing authenticity to work and life. She specializes in helping and challenging organizations and individuals to shift or expand their paradigms - think and act differently to get real results, with a down to earth and practical approach that is simple and achieves profound outcomes!

Find out more at [www.gameplancoaching.com](http://www.gameplancoaching.com) or write to us at [info@gameplancoaching.com](mailto:info@gameplancoaching.com).

*As the founder and CEO of GAMEPLAN Coaching Services – a business dedicated to advancing leaders in several select niche markets and in making a difference in the community through personal empowerment, the team is driven by a mantra of commitment to growth, achievement, authenticity, excellence and integrity.*

*Karyne drives the business with an underlying sense of fun, warmth, honesty and contribution. The connection she makes with others is the difference that makes the difference in her service.*

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