



**Professionalism • Work Ethics • Success**

Informational notes you can use right away as  
 "Your springboard to personal and professional development!"

 A Springboard Training Publication 



Sylvia Henderson

**7 PRO Points© For [Getting Into] the Right Mind Set**

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**PRO Points©**

- P** • Professional / Personal
- R** • enRichment
- O** • Objectives

**1. Carve out space and time to reflect and restructure.**

So many interruptions in a day and no time, it seems, to stop and reflect. Take note – relief is here! The last business day in December of each year is “No Interruptions” day. (Reference: *Chase’s Calendar of Events* – December) This day is set aside and designated for you to claim as your special day to hang the “do not disturb” sign – figuratively or literally – to keep family and colleagues from interrupting your life this one day.

Missed that day? Then you have another chance in February. February is National Time Management Month. (Reference: *Chase’s*, again.)

Take time out to look back on your goals and how you fared. Examine where you are today and what you need to do for the new year. Set new goals and milestones to reach to ensure that next year on “No Interruptions” day, you are satisfied with your results.

**2. Nip at a nagging point.**


Habits are big and hard to kick. Resolutions fail because too much is tried at one time. Identify one thing you want to change or improve and make your goal to tackle one part of that ambition. For example: say you want to be a more reliable person. Define what “more reliable” really means for you. Does it mean that you want to be on time for appointments more often than you are now? If so, then make a commitment to be on time for appointments 7 out of 10 times rather than the 2 out of 10 times you are now. In my book “*Why You Talk So White? Eliminate the Behaviors that Sabotage Your Success*” (WYTSW?) on page 59, I tell you how to be ten minutes early to be on time.

**3. Free your family ties.**

No, I do not mean to leave your family and abandon your obligations. By freeing your family ties I mean to identify one area where, right now, you feel a family member or friend is holding you back. Does someone owe you something? Are you letting someone stay with you whom you feel needs to move on? Has someone told you that you cannot do something you think you can? Identify one item for now. Decide whether you benefit more from letting the situation stand as it is or from making a change. Be direct and initiate the change. From my book (WYTSW?) on page 31, I quote:

“I emphasize that sometimes you need help to get past a roadblock in your life, and sometimes that roadblock is the very entity – your family – to which you are closest. Only you can decide if you are going to take the steps to get help.”

While change may hurt in the short-term, a positive change is best for the long term.



**Affirmations 100**  
(Words You Use To Create Your Success)  
A Pocket Reference Book®  
By Sylvia Henderson

Available from  
SpringboardTraining.com →  
Educational Tools

**Affirmations for the Success Mind Set**

When spoken on a daily basis, affirmations change lives by changing unconscious mindsets. Follow these instructions as you read, adapt, and adopt these affirmations for your life.

Decide on what area of your life you want to work and then determine what you want.

Practice affirmations regularly and consistently. Pick a specific time of day to make your affirmations and stick to that time. Make it a period when your mind is most receptive – typically when you first arise or the last thing you do before going to sleep.

Monitor your progress. Evaluate your achievements and note your setbacks. Revise your plans accordingly and be diligent about continuing your affirmations.

**4. Mind your manners.**

Learn one new social or etiquette skill and seek opportunities to practice that skill. If the skill is related to home entertainment (hosting parties or setting formal tables, for example), learn hosting skills and invite friends and colleagues to your home to practice. If the skill relates to social or business etiquette outside the home, learn the skill and practice by going to nice restaurants. In my book (WYTSW?), Chapter Eleven – Learn to Eat Out, I give you the basics of dining etiquette. I explain that:

“Business deals, job interviews, and just plain relationship-building between colleagues or managers and employees take place in restaurants where servers serve meals. How you carry yourself and perform when you eat out communicates a level of social awareness and etiquette that reveals more about you than your job qualifications.”

You can learn by observing others or by being coached.

**5. Look wider, still.**

A song I sing in Girl Scouts is called “Look Wider, Still”. The words are:

“When you think you're looking wide, look wider still,  
Behold the world that lies outside your window sill.  
All creation from the start becomes a wonderland,  
For all who learn to lend a heart before they lend a hand.  
And when you've looked the world around, then look once more,  
And find the friendship to be found, beyond your door.  
You will walk the earth with pride, and never look your fill,  
When you look, and look wide, and look wider, still.”

What this means for getting into the right mind set for success is to step outside your mental and physical boundaries. Read a book you have not yet read. Listen to a music format different from your usual. Introduce yourself to a stranger at a gathering you attend and strike up a conversation. Take public transportation to the opposite end of the route to see the world beyond your neighborhood. Try something new to see if you like it. Volunteer to help without a goal to get back in return. In my book (WYTSW?) on page 36, I challenge you to:

“Work to rise above where you currently exist, mentally, emotionally, and physically. Study how successful people think and behave. Emulate the positive aspects of successful people in your own way, just as you may be inclined to emulate the negative aspects of those who would keep you down.”

When you look beyond your current boundaries, you grow a little at a time without even realizing it!

**6. Pop a prejudice.**

Psst. Over here! I have a little secret to tell you. I have prejudices. You have prejudices. Most of us, if we are not Mother Teresa, have prejudices. As free-thinking and open-minded as we think we are, we have preconceived notions about others. This is a part of being human. Our experiences result in attitudes we adopt from the conclusions we draw from our experiences. The entire field of adult learning is based on the premise that we learn best from our experiences.

"Life is made of millions of moments, but we live only one of these moments at a time. As we begin to change this moment, we begin to change our lives."  
 - Trinidad Hunt

"My philosophy is that not only are you responsible for your life, but doing the best at this moment puts you in the best place for the next moment."  
 - Oprah Winfrey

" You must live in the present, launch yourself on every wave, find your eternity in each moment."  
 - Henry David Thoreau

" The innovation point is the pivotal moment when talented and motivated people seek the opportunity to act on their ideas and dreams."  
 - W. Arthur Porter

The challenge we face is to a.) identify our prejudices, and then b.) do something about them. I doubt we will ever be prejudice-free. We can work on our preconceived notions, however. Identify one specific area on which you want to – or think you should – work. Usually our prejudices involve people who think, behave, believe, or live differently from us. When we are in situations that require contact with other people our feelings reveal themselves to us. No one else may know because we learn to control our reactions and responses. But the feelings are there.

So what is the short version of how to work on our prejudices? As I mentioned above, pick one. Then force yourself to talk to someone who is representative of your preconceived notion. Make yourself sit at a lunch table with another person and introduce yourself. Ask for permission first as they may simply want time in their own space. Start with one person as it takes a lot of nerve to approach a table group. Volunteer where you will interact side-by-side with people you do not know. A shared mission helps break the ice and find common ground to begin conversations. Approach someone who is standing alone at a networking event. These events are made for short conversations.

I believe that the best way to pop a prejudice is person-to-person. Once you push yourself to break the ice with one person, you learn about that person at some level. Your mind soon starts to see others who seem to represent the same characteristics and sees them differently. I spend my life purposefully popping prejudices ... one person at a time. Person-to-person works!

**7. Lust for language.**

Develop new language skills regularly. Consciously and consistently learn new words, practice context, seek clarity and definition, correct grammar and spelling, and explore linguistic eloquence. Listen, read, and write as much as you can. The more you practice effective language skills, the more you succeed as a communications practitioner.

Take an English proficiency test online to test your language skills. I found an interesting quiz from Transparent Language™, with scoring capability, at <http://www.transparent.com/tlquiz/proftest/English/tlengtest.htm>.

In my book (WYTSW?) on page 13, I suggest that:

“When you are unsure of how to use words—which should be a continual source of learning—you have a world of resources available to you, both in print and electronically. Dictionaries, thesauruses, word lists, encyclopedias, manuals of style, books on how to speak and write, grammar classes, self-study courses, libraries, and other resources too numerous to name are resources you can use to learn how to speak and write correctly and professionally. Learn when it is acceptable to use familiar and colloquial language and when it is time to speak professionally.”

You can be authentic to your personal world while knowing when and how to communicate in your professional world. Strong communication skills in all your worlds help you to succeed.

Get into the right mind set for success by adopting the PRO Points® that are right for you.

(1) *Why You Talk So White? Eliminate the Behaviors that Sabotage Your Success.* Sylvia Henderson. V-Twin Press. ISBN #1932197001. Available online through [www.WhyYouTalkSoWhite.com](http://www.WhyYouTalkSoWhite.com) and by request to Sylvia Henderson, PO Box 588, Olney, MD 20830-0588.

**An Aesop's Fable  
The Ant and The Grasshopper**

One summer's day a Grasshopper was hopping about, chirping and singing to its heart's content.

An Ant passed by, bearing along with great toil an ear of corn he was taking to the nest.

"Why not come and chat with me," said the Grasshopper, "instead of toiling and working in that way?"

"I am helping to lay up food for the winter," said the Ant, "and recommend you to do the same."

"Why bother about winter?" asked the Grasshopper.

"We've got plenty of food at present." But the Ant went on its way and continued its toil.

When the winter came the Grasshopper had no food and found itself dying of hunger while it saw the ants distributing corn and grain from the stores they had collected in the summer.

Then the Grasshopper knew:

**It is best to prepare for the days of necessity.**

Prepare yourself for success by being well-informed.



"Cycle Therapy" Column 🚲 *The Meeting Professional Magazine*

**Full View**

"Oh, I don't read / watch / listen to the news because it's always depressing." I hear an alarming number of people – friends, business colleagues, workshop participants – say these words.

When driving a motorcycle, the rider needs to take in a multitude of road conditions. More than the side-to-side scanning done in an automobile, a motorcycle rider needs to absorb continuous information about the road surface, dangers to the side and front, and frequent checks to the rear.

We need to take as broad a view of our world as a biker takes of their driving conditions. You cannot learn from other people's experiences if you isolate yourself from them. In our professional lives we encounter a range of people with their differing beliefs, customs, perspectives, and experiences. In order to communicate and converse with people we meet we need the broad world exposure possible primarily through our media outlets. We learn how to prepare ourselves for unexpected situations by reading and watching similar situations. Rather than stick our heads in the sand and isolate ourselves from the news, we should embrace the greater information at our disposal.

Instead of being depressed by bad news, be enlightened by more information. Learn of yet another bad thing happening to someone else should have you thankful that you are doing as well as you are. Hear of yet another disaster and you are more aware of what you need to do to minimize the effects of something similar happening to you, and should spur you into action. Discover greater misery in the world – or around the corner – and examine what you do to help other people. Consider doing more for others when you can.

You make better decisions; see things with a more open mind; minimize costly mistakes; run your business better; and become a more-rounded person when you keep up-to-date with current events and with the world around you. There is a lot going on out there.

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Additional resources you can use right away to get into the right mind set for success:

- [www.SuccessCommunity.info](http://www.SuccessCommunity.info)
- [www.SuccessLanguage.com](http://www.SuccessLanguage.com)
- [www.AchievementRadio.com](http://www.AchievementRadio.com)
- [www.SelfGrowth.com](http://www.SelfGrowth.com)
- [www.Dare-Dreamers.com](http://www.Dare-Dreamers.com)
- <http://musicdistributors.com/> → Dare2BU Music



**Sylvia Henderson and Springboard Training** provide the people, programs, and resources that build knowledge, develop skills, and shape attitudes on **professionalism, work ethics, and success.**