



#3 Mistakes every working women makes

& how to avoid them



#1 Setting the bar too high

You have endless lists of things to do that only you can do because others might let you down.

You beat yourself up because you feel that you're not good enough.

Every task has to meet extremely high standards, even if it means that you get behind with something else.

Fine tuning is important but setting crazy high targets stresses you out because of the extra hours you have to put in. Then the roller coaster starts again. It's push, push push. No time to breathe and take stock.

Does any of this sound familiar? So what can you do?

1. Prioritise and see where your efforts can be best rewarded
2. Stop for a moment to review and reflect on what is really necessary because when we're tired and stressed, we generally don't work to our full capacity
3. Be realistic and manage your energy to maximise the outcome.
4. Be curious. Where does that desire for perfection come from? Are you doing it to please yourself or is there an underlying feeling of needing to please someone else?

Coaching 'Maureen' it was clear that she continually set high targets that weren't sustainable. Time and again she got sick and had to take time off work. With a bit of help she could see that her constant striving came from an old desire to show her dad how good she was. It was time to let go of that old #habit.

REMEMBER - Grow your self confidence by talking about your wins, however small they are. Build up that positive image of self and let go of perfection and self doubt.

Learn to say NO!



2 Working harder rather than smarter

Have you ever left at the end of the day feeling as if you've hardly achieved anything? You might have jumped from task to task but hardly made a dent in the long list of things you have to finish.

Hard to believe but prioritising your workflow and seeing where your efforts can be best rewarded means working less hours yet improving your productivity. Every time you come back to a long term task, consider the desired outcome in details then set yourself an objective, set a time frame and stick with it.

Close your eyes and vision the finished product all done and dusted with the seal of approval on it. Now you're setting positive energy around the task instead of seeing it as a 'grind.'

You may be working hard because you've taken on new tasks. What are your KPIs? Are they correct for the role you're doing now? Will your next performance management session recognise that?

Don't wait till it's performance management time to say, 'This isn't what I do.' Work smart and ask your boss to clarify and refine the desired outcomes and your role then you'll really feel aligned with your work and able to work smarter

Finally, review your working day and see where time is frittered away.

Pay attention!
identify those habits that are holding you back



3 Not Maintaining a Professional Network

“Head down bum up looks and feels like we’re really going places but truly, being stuck in your own little world of work can be the road to anonymity.

What happens if that job folds? Do you rely on Seek to get the next job?

Career success is more than the pieces of paper you get when you do a Cert or even your Masters. Successful women know lots of people who can help them grow their career.

Yesterday I met with Ali, an amazing young Iranian woman who had owned two restaurants. Covid meant that her second restaurant, the first one in Australia, didn’t go well so it was time for a career change into WHS. Very different and no contacts so what did she do? She joined the professional body AIHS and made connections. That’s how we met and organised a catch up.

After exploring Ali’s attributes - entrepreneur, trainer, leader, gets things done - I feel confident to chat to a company who I know are looking for someone just like her. It may not lead to a job right now but forming relationships with me and with the new bosses is definitely a step along the career path that Ali needs.

Networking might be in the ‘too hard basket’ because you find it scary. Remember, everything looks better when you get help. Practising in a safe place will give you the skills you need to connect. Remember-

**You are not alone!!
Join Courageous Women and meet those awesome mentors!**

elena@courageouswomen.com.au
www.courageouswomen.com.au