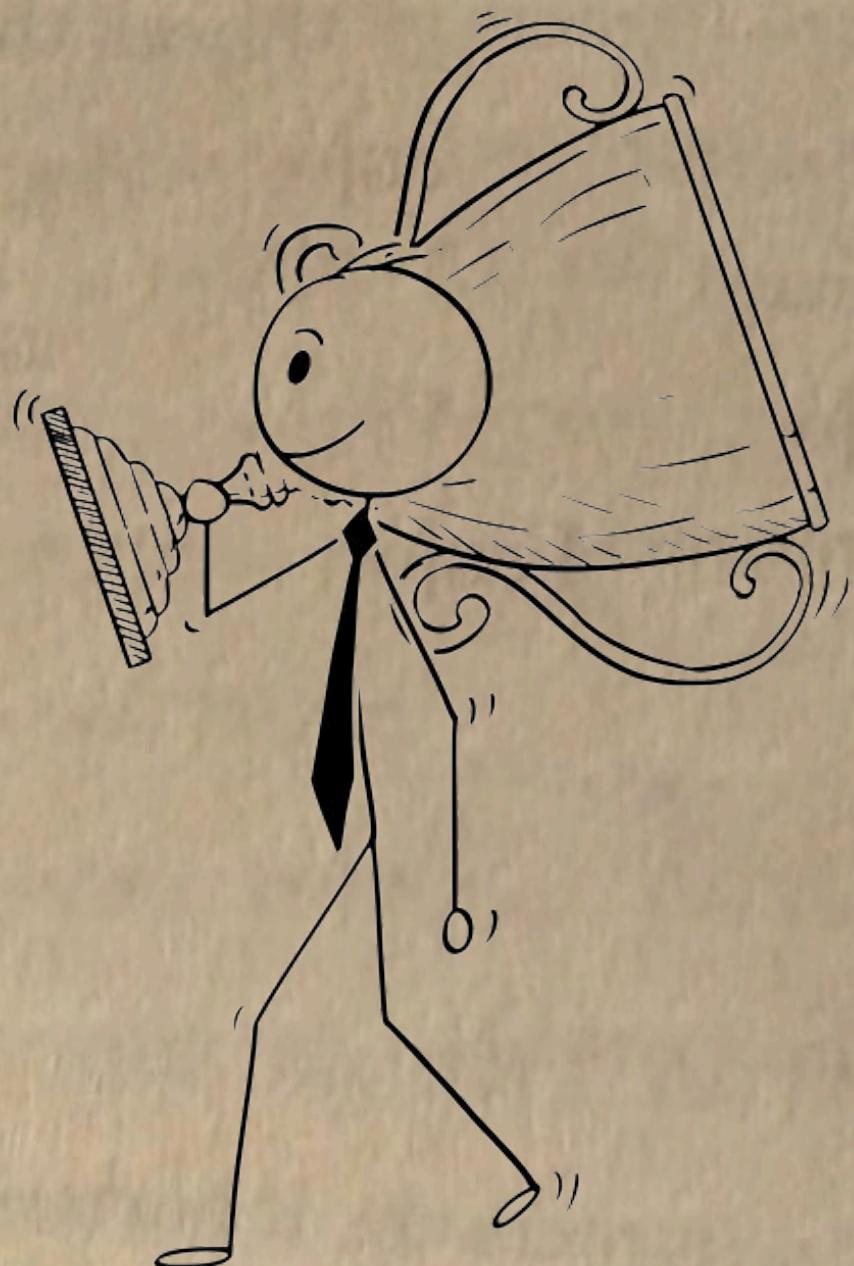


# 12

# Rare Traits of High Performers



# **Early Start**

The early hours are a great time for deep work and productivity.



## **Get after the morning, or the morning will get after you.**

# **Gets Sh#t Done**



**Ability to overcome any challenge and get things done.**

Extremely trustworthy with tasks.

Known for completing tasks quickly.

## Say NO

Learn to say no to irrelevant tasks, and yes to productive, high-value work.

**It takes courage to say no and set boundaries.**

## Constant Learning

- Get 1% better Every day
- Seek feedback
- Expand their skills
- Are curious and hungry



# **Strong Communicator**

- Convey information clearly and effectively.
- Strong verbal and written communication.
- Active listening skills & Communicate with all types of people.



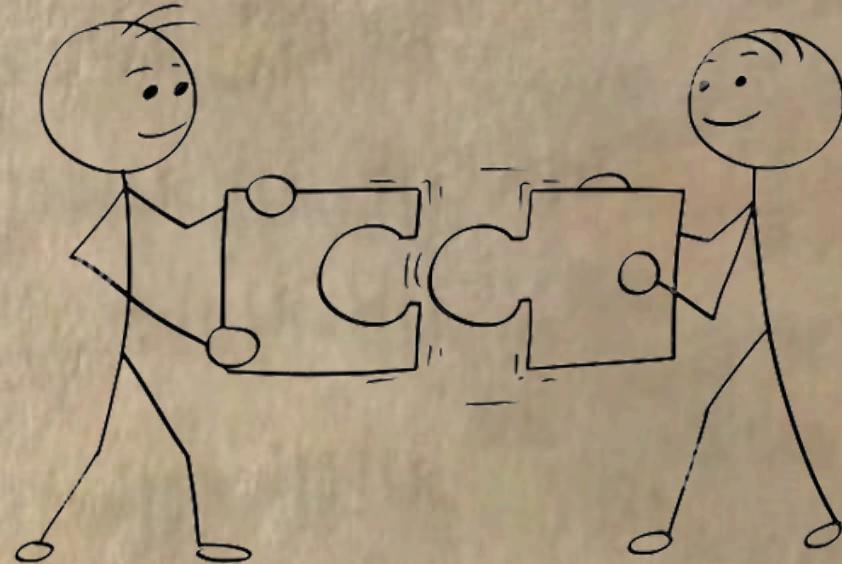
# **Prioritize**

**Cut down on the noise and focus on high-impact tasks first.**

Prioritizing tasks is the biggest competitive advantage you can have.

# Genuine

- Show empathy & Collaborate well.
  - Treat others with respect
  - Understands the struggle of others.



# Delegate

**Understand your strengths and weaknesses.**

Delegate what you are not good at, or what is not relevant to your core duties.

# Control over emotions

- Good at dealing with stress.
- Never lets emotions affect decisions.



# Feedback

**Do not be afraid of criticism.**

Instead, see it as a tool to improve and become better than yesterday.

# Grit

- Strength to bounce back
- persist through obstacles
- Tenacity to keep pushing



# Breaks

**Taking breaks is essential. The brain needs rest to function at its best.**

Short, regular breaks can dramatically improve focus and creativity.