

General Principles

Effective 14 May 2022

INTERNAL 内部文件

Table of contents

Overview

Part 1. Principles

1. Make the best use of time
2. Leave no stone unturned
3. Identify and fully utilize resources
4. Make, follow and review plans
5. Strive to be the best
6. Take ownership and responsibility
7. Disciplined, motivated and ambitious
8. Plan for the future and act now

Part 2. Documents

1. Executive orders
 1. Behaviour change
 2. Regulations
2. Guiding documents
 1. General principles
 2. Value system
 3. Strategic plan
 4. Learning agenda
 5. Career plan
 6. Learning plan

(Continued...)

INTERNAL 内部文件

1. Entity lists
 1. Security programmes
 2. Professional programmes
 3. Personal programmes

Part 3. Enforcement

1. Plan
2. Do
3. Check
4. Act

Conclusion

Overview

General Principles are a set of guidelines and tools that guide professional and personal development.

There are eight (8) principles as of May 2022. These principles are generally applicable to all aspects of life from work to home.

General Principles provide three tools for putting these principles into action: executive orders, guiding documents, and entity lists. These tools set rules and objectives, impose restrictions on behaviour and measure performance against targets.

This document contains detailed explanation of each of these principles, guidelines, and tools.



Principles

1

Make the best use of time

Always keep time in mind and plan carefully how each minute should be used. Fully utilize available time to do meaningful tasks.

2

Leave no stone unturned

Think creatively and be brave to break rules. Exhaust all options and pick the optimal one.

3

Identify and fully utilize resources

Identify and utilize resources available through research, networking, and observation.

4

Make, follow and review plans

Make SMART plans that set objectives and goals, measure performance, and adapt to changing environments.

Principles

5

Strive to be the best

Find the best solution to each challenge. Never stop at subpar. Go the extra mile to challenge oneself and learn.

6

Take ownership and responsibility

Adopt owner mindset when approach work. Take responsibility - think and do what's best for others and understand the value of work.

7

Disciplined, motivated and ambitious

Make and follow rules to manage distraction and impulsion. Be motivated and ambitious - set high standards and strive to achieve those.

8

Plan for the future and act now

Use principles, values, and purpose to guide behaviour. Make a long-term plan and take action starting from now. No waiting!

Documents – executive orders

In order to put the principles into practice, General Principles provide three tools: executive orders, guiding documents, and entity lists.

Executive orders

Executive orders are documents issued to achieve specific objectives, whether it is counter threats or seize opportunities. Executive orders set standards, impose restrictions, and measure performance and prompt action in response to their target events. Executive orders stay effect until they're overwritten or cancelled.

Behaviour change

An executive order might be issued to induce behavioural changes. For instance, an order may require ensuring ample sleep time or create certain tools to manage time and resources.

Regulations

Executive orders may also be issued to regulate certain activities. For example, an order may impose certain restrictions on music consumption or sanctions on certain behaviour or activity that run counter some core values.

Documents – guiding documents

In order to put the principles into practice, General Principles provide three tools: executive orders, guiding documents, and entity lists.

Guiding documents

Guiding documents include value system, general principles, strategic plan, learning agenda, career plan, and learning plan. These documents provide guidance for professional and personal development. Guiding documents stay effective after their issuance.

General principles

General principles are a set of guidelines and tools designed to guide professional and personal development at a high level.

Value system

I strive to be a value-driven, mission-oriented person. I must act in line with the set of values that I believe and uphold. The value system document lists and explains each of these values.

Documents – guiding documents

In order to put the principles into practice, General Principles provide three tools: executive orders, guiding documents, and entity lists.

Strategic plan

The strategic plan defines objectives and goals in professional and personal development for each calendar year starting 2021. The first plan covers both 2021 and 2022. These objectives and goals will guide all professional and personal activities.

Learning agenda

Learning agenda is a companion document of the strategic plan. The agenda identifies research questions and steps to take to achieve each objective and goal listed in the plan.

Career plan

A career plan is issued every three years with the first plan covering 2021 to 2023. The plan details objectives and goals in career development such as financial gain, network expansion, promotion, and learning and development.

Learning plan

For each career plan, a learning plan is created to identify research questions and knowledge and skills required and discuss steps to take to achieve these learning objectives.

Documents – entity lists

In order to put the principles into practice, General Principles provide three tools: executive orders, guiding documents, and entity lists.

Entity lists

Entity lists are a type of regulation designed to counter threats and seize opportunities. These lists impose restrictions and sanctions on items, activities, and behaviour contrary to executive order or guiding document rules.

Security programmes

Entity lists are used to identify and counter security threats in physical and cyber spaces. Designated entities are added to the lists and subject to certain restrictions and sanctions.

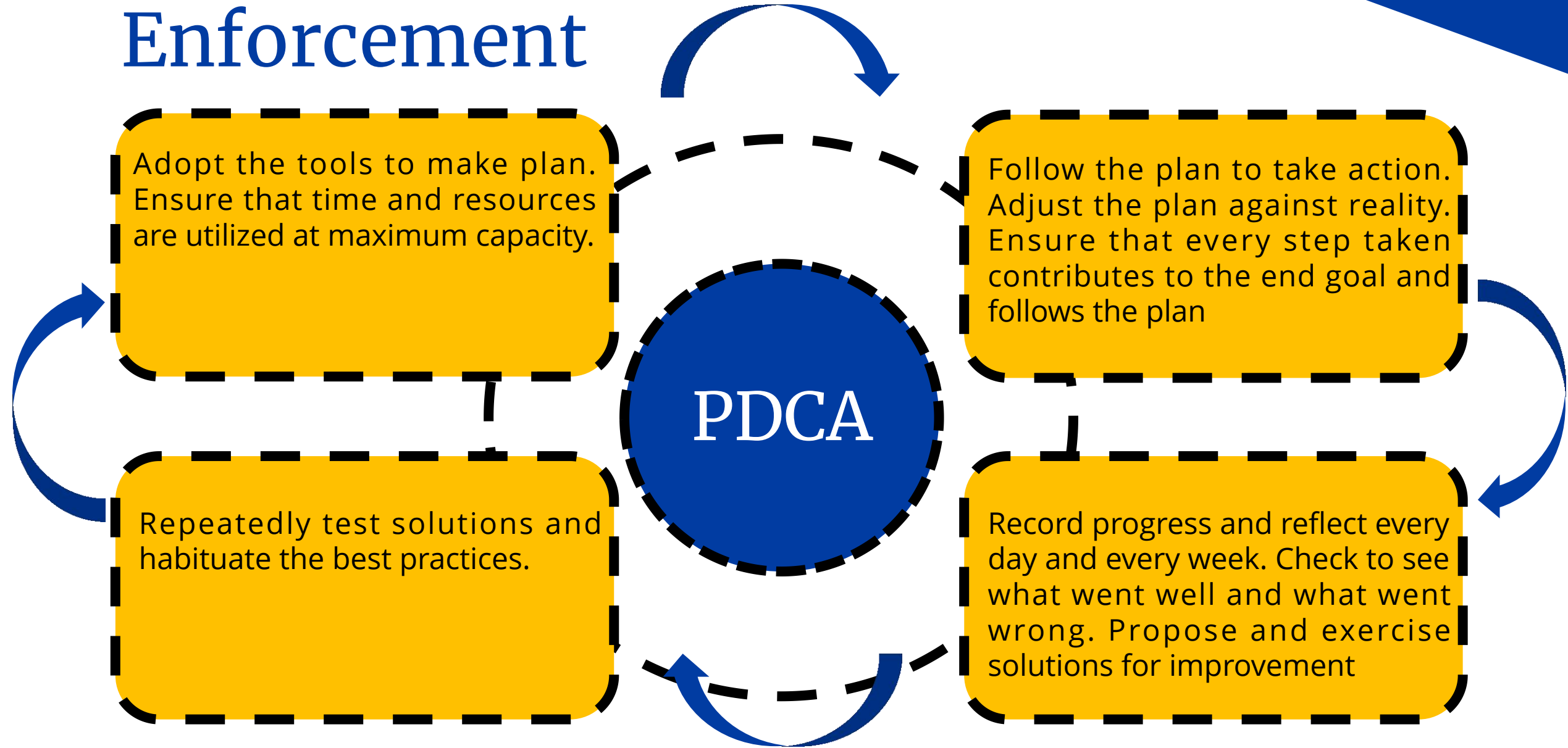
Professional programmes

For the interests in professional development, certain persons, resources, and opportunities will be added to the lists. They're either given special attention or blocked from interaction.

Personal programmes

Entity lists are also used for personal development. Learning objectives, challenges to overcome and others are identified and added to the lists.

Enforcement



Conclusion

In this document, we reviewed each of the eight (8) guiding principles -- their definitions and how they apply to all aspects of life from work to home. We have also reviewed executive orders, guiding documents, and entity lists, including what they are and how they induce meaningful changes that will benefit long-term development. We as well saw how enforcement transforms plans into action.

These principles and tools will work together to facilitate professional and personal growth. It is up to me to follow these principles and adopt these tools to maximize the value and potential of these General Principles.

General Principles

End of document