

A High-Flyer's Guide to Self-Development

Four ways to lift your performance

Self-development isn't just for end-of-year appraisals. By continually building your knowledge and skills, you can face new challenges and embrace opportunities as they come up. Here are four tips to get started.

1. Reflect

What do you want to do more of?
Where can you improve?
To find out, try self-reflection.

A little goes a long way. In a study of call-centre workers, those who reflected for 15 minutes a day about what they learned performed 23% better after just 10 days.¹

Keep a journal to capture thoughts and feelings while they're fresh in your mind.

Don't like scribbling? Try a journal app such as Day One or Dabble.me.

2. Keep sight of your goals

Long-term goals are great for pushing yourself. But they can be daunting. So:

Break down big goals into more manageable, short-term ones.

Tick off a to-do list for a burst of dopamine, the happy hormone.²

3. Stay on track

A poll of 1000 people on personal development courses found that 66% of efforts fail.³ To improve your chances of success:

Set a deadline

To boost on-the-job learning, impose a deadline to learn a new skill or focus. Better yet, get a colleague to do it for you. Studies show externally set deadlines motivate us more than self-imposed ones.⁴

Pay high-stakes networking

At networking events, most of us mingle with people we know. Sociologist Brian Uzzi recognised 'high-stakes' activities that connect you with diverse others. Think team sports or volunteering.⁵

Find a mentor

A coach, mentor or goal buddy can hold you accountable to meet your goals. Leaders who give weekly updates on their progress are 70% more successful.⁶

Track your learning

It's easy to lose sight of your progress. So, record those webinars with apps such as Scribe.ly, use your tablet's 'Bookmark' feature and store news stories as a magazine in Flipboard.

4. Take stock

It's key to regularly review your progress. Ask yourself:

- Did you achieve what you set out to?
- What new skills are you using on the job?
- Why did that goal slip away from you?

Now jump back to step one and keep on learning!

Sources:

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