

# 20 Rules to *Live By*

## 1. **Be who YOU Are.**

- Everyone else is taken. It's a waste of time to try to be like anyone else.
- Bring your authentic self to all situations.
- Don't apologize for your strengths and gifts. Instead, use them to serve others.

## 2. **Stay True to your Values.**

- Determine your values and what really matters.
- Then live those out every day!

## 3. **Focus on your Energy First!**

- If you take care of your health (mind and body) first, it opens you up to give to others.
- You can't give what you don't have. You can't pour from an empty cup.

## 4. **Be Empowered.**

- If you don't like it, change it!

## 5. **Always Live with Honesty and Integrity.**

- Honesty and transparency are always the best path forward.

## 6. **Have a Growth Mindset.**

- Have a growth mindset focused on continuous improvement.
- Stay open to feedback. All feedback is good feedback. It always helps you grow. You either win or you learn!

## 7. **Do what you say you will do.**

- This builds trust and confidence with those around you. Be someone people can count on.

## 8. **Show Up.**

- You wouldn't believe how far this one step will get you. Showing up and being present is half the battle. JUST SHOW UP!

## 9. **Speak Up.**

- You know something that no one else knows. If you stay silent, you're doing all of us a disservice. If you have an idea, share it.

## 10. **Don't Give Up.**

- If your idea has been shot down in the past, keep bringing it up.
- If you are running into roadblocks, work with a coach, mentor or a leader in your organization to evaluate options.

## 11. **Be Outcome Focused**

- Come with solutions and recommendations, not problems.
- Avoid placing blame. Determine what happened, communicate actions we are taking to resolve, and provide reassurance (whenever possible) that it won't happen again.

## 12. **Set goals. You manage what you measure.**

- Figure out what you want and go after it.
- Write down your goals and review them often.

## 13. **Schedule It!**

- Decide what matters to you and schedule those things into your day. Block off time as needed.
- Set proper boundaries to ensure you make time for what matters most!

## 14. **Track your Progress.**

- Identify daily habits to take small steps toward your goals and track those habits daily.
- On days where you fall short (no one is perfect), recommit to get back on track.

## 15. **Celebrate your Progress including the small wins.**

## 16. **Delegate as much as you can**

- Focus your time on what truly matters and on the tasks that ONLY YOU can do. Where possible delegate the rest.

## 17. **Invest to Free up Time.**

- If you can pay someone to do something you hate or aren't good at, then do it. Don't be cheap. It will be well worth the investment.

## 18. **Ask for Help!**

- No one can do anything completely alone. There is no shame in asking for help.

## 19. **Ensure you're always adding Value.**

- Be relevant and necessary.
- Be present, influential and engaged.

## 20. **Choose your Friends Wisely.**

- Be picky with who is in your life. You become like the people you hang around with most. This includes your spouse, friends, family, and even your boss and coworkers. Choose wisely. They can literally make your life a blessing or a curse.