

DOING MORE WITH LESS
and
Increasing Your Personal Value

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ACCESS

Consider that life lessons are a part of your ongoing training, understand that different stages of your life require new evaluation and assessment.



*Always pace yourself for change
and know when to take breaks!*

Seek to understand your individual core values so you can gauge your own contentment and happiness.



Above all else:

Realize that true success is the attainment of purpose without compromising your CORE VALUES

*You can do what I cannot do,
I can do what you cannot do,
Together we can do great things.
~ Mother Teresa*



Doing More with Less and Increasing Personal Value



- *What does this mean?*
- *Where do we start?*
- *What are the potential impacts?*
- *Do I have any input?*



Establishing Priorities

- Defining our Work
- Importance and Relevance
- Benefits of my work
- Impacts of my work
- Understanding Internal/External Considerations



At Work

- **Organization**

- Work Area



- **Required Tools**

- Phone

- Computer



- **Communicating with Others**



Communication

- Clear and Concise
- Verbal/ Non-verbal
- Determine essential tools
- Attitude, Attitude and Attitude



Collaboration

- Identifying individuals, units and divisions
- Expediting Information
- Conversations with Supervisor



At Home

- Organization
- Activities to Rejuvenate
- Support Systems
- Time for Self



What is My Role

- Back to the Basics
 - Well rested
 - Focused
 - Prepared
 - Healthy habits
 - Competent
 - Positive attitude
 - Flexible



Tools to Utilize

- K.I.S.S.
- One Touch Method
- Leadership Tips



K.I.S.S. Method

- Keep
- It
- Simple
- S _____



One Touch Method

Develop strategies to ensure reviewing or touching a document one time.



Leadership

- **Definitions of a Leader**
- **Expectations**
 - Consistency
 - Credibility
 - Loyalty



Everyday is an interview !

Preparing for Opportunities



Doing More with Less is Not All Doom and Gloom

- Opportunities, Opportunities, and more Opportunities
- Formal vs. Informal

*A glass half empty
or a glass half full?*



Enjoy the little things in life.

*One day you may realize
they were the big things.*

~Anonymous