

# 21 TIPS TO HELP YOU ELEVATE PERSONALLY AND PROFESSIONALLY



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## 21 Tips

1. Be a continuous learner.
2. Network with others.
3. Surround yourself with people who are where you want to be. (ex. affiliated groups in your profession)
4. Keep yourself open to all opportunities even if they aren't ideal.
5. Stay optimistic even when it doesn't look favorable.
6. Aim to keep home and work life separate. Shut it off so that you can be present in your current role.
7. Set a monthly budget & spending goal.
8. Make a daily to-do list with 5 of your MOST IMPORTANT goals. Check off your list as you accomplish items on it.
9. If you see a void/need, FILL IT, bridge the gap.
10. Take initiative and ownership.
11. Don't wait to be directed.
12. Always look to be a solution to the problem.
13. You don't need a title to be a leader, just lead.
14. Be confident in yourself and your abilities.
15. Find a mentor / coach.
16. Fill your space and environment with positive affirmations, scriptures, and your goals. (ex. vision board)
17. Be warm.
18. Be competent.
19. Smile more often than not.
20. Be authentically you.
21. Don't be afraid to fail.  
The failure is not trying.



COACH

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