

LEADERSHIP COACHING AND MENTORING –PACK

August 2023

Established in 2006

Welcome to this month's edition. Our highlights include.

Damian Piper CBE our Resilience Coach starts this month edition with: **'fuelling for success'** "In our fast-paced lives, amidst the hustle and bustle, we often need to pay more attention to what we put on our plates. Grabbing what we can as we move from task to task. While we might be aware of the physical benefits of a balanced diet, we sometimes overlook the profound impact of good nutrition on our physical and mental well-being....."

From me, **'Career Development'** I recently received an invitation from Thera's IT Department to give an inspirational talk during their 'away-day'. They chose 'Career Development' from a list of topics on offer. As I prepared my presentation it gave me the opportunity to reflect on the things I have learned and which I could share with my audience. I have ten areas of learning - which I believe have helped me - and I hope you also find them helpful.

Supporting you with some tactics to control your nerves. Switching on Channel 5 last night for a programme about the Army's MCTC reminded me of an article I wrote: "Thirty years ago, and I am sitting in a parked car at the Military Corrective Training Centre (MCTC) in Colchester, where soldiers who had 'sinned' are rehabilitated and returned to their units as "better" people. The person marching towards me is the Regimental Sergeant Major (RSM). I haven't done anything wrong – yet!"

There is lots more content in this month's edition So, let's dive in....

Steve Raw FirstLM, FCMI, GCGI

Email: steve.raw@dosh.org

Blog: www.leadershipintheraw.org

Instagram: @stephenraw6

Twitter: @SteveRaw836

LinkedIn: <https://www.linkedin.com/in/steve-raw-72454721/>

Facebook: <https://www.facebook.com/steve.raw.771/>

It is not about how good you are

It is how Good You want to be

Fuelling for success and happiness

In our fast-paced lives, amidst the hustle and bustle, we often need to pay more attention to what we put on our plates. Grabbing what we can as we move from task to task. While we might be aware of the physical benefits of a balanced diet, we sometimes overlook the profound impact of good nutrition on our physical and mental well-being. Just as a garden thrives with proper care and nourishment, so does our mind and body when we feed it with the right nutrients. Extending the garden metaphor, the thriving garden also has balance, which requires thought, planning and regular maintenance. Fuelling for our success and happiness is the same.

This subject can be tricky to discuss. It's fuelled with 'advice' and claims of do this and don't do that. While I am not a nutrition specialist, I have seen first-hand the positive and negative impact of this topic on people. I want to be clear. My thoughts on this topic do not come from a place of judgement or some idealised version of what people should or shouldn't do. Working out what's right for our circumstances is what's important. I've picked on five things to explore which play a part in fuelling ourselves for success. Let's dive in.

Stabilising Mood Swings: Ever experienced the infamous "hangry" feeling? That sudden mood swing and irritability when we're hungry, are not coincidental. Skipping meals or consuming sugary snacks can lead to fluctuations in blood sugar levels, causing mood swings and irritability. Eating balanced meals with more complex carbohydrates, lean proteins, and healthy fats can help stabilise blood sugar levels, keeping your mood and emotions balanced.

The Gut-Brain Connection You might have heard the saying, "You are what you eat." It turns out there's a lot of truth to it, especially regarding the relationship between our gut and brain. An increasing body of research shows that the gut and brain are intricately connected through a network of nerves, hormones, and biochemicals. A balanced diet rich in fibre, whole grains, lean proteins, and healthy fats promotes a diverse and thriving gut microbiome, vital in regulating mood and emotions. It contains trillions of bacteria that help maintain a healthy body and mind. The microbiome relies upon a steady intake of foods to help keep its effectiveness. The key here is a variety of foods. Eating the same three to five fruits and vegetables weekly won't provide all you need. Some research suggests that consuming 30 different types each week is an excellent goal to strive for. That's not as hard as you might think when considering that all forms of nuts, seeds, spices, and herbs also count on top of fruits and vegetables.

Fuelling Brain Function Just like a car needs the right fuel to run efficiently, your brain requires proper nourishment to function optimally. Omega-3 fatty acids found in fatty fish, walnuts, and flaxseeds are essential for brain health and have been linked to reduced symptoms of depression and anxiety. Antioxidant-rich foods like berries, dark leafy greens, and nuts protect against oxidative stress, which can also contribute to cognitive decline and mood disorders.

Boosting Feel-Good Neurotransmitters: Serotonin, often called the "feel-good" neurotransmitter, is crucial in regulating mood, sleep, and appetite. Did you know that a significant portion of serotonin is produced in your gut? I didn't. A diet rich in tryptophan-containing foods, such as fish, poultry, nuts, seeds, and dairy, can support the production of serotonin. Additionally, fatty fish and dairy products are excellent sources of vitamin D which can contribute to elevated mood levels, especially during darker months.

Creating Rituals of Self-Care: Preparing and enjoying a nourishing meal can be a form of self-care, a moment of mindfulness in the fast pace of life. Taking the time to choose ingredients, savour flavours, and create a well-balanced plate can be much more than simply fuelling our bodies. This process benefits not only your body but also your mind. By prioritising your nutrition, you're investing in yourself, which can significantly impact your physical and mental well-being.

The journey to improved mental health is multifaceted, and a holistic approach encompasses various elements, including how we look after ourselves, our rest, and what we eat and drink. Our food and drink choices are not just about your waistline; they are building blocks for a healthier mind. So, next time you're shopping or planning your meals, consider how you could invest in yourself. Remember, nourishing your body is a profound act of self-compassion that sets the stage for a more vibrant and resilient version of yourself.

As always, I'm interested in any thoughts, questions, or observations you may have.

Damian

damian@effectivechallenge.com

https://www.instagram.com/damian_effective_challenge/

<https://www.linkedin.com/in/damian-piper/>

<https://www.effectivechallenge.com/podcast>



Career Development



Flagstaff House in Colchester*. The end of one career and the start of a new one.

Walking across the grounds of the military headquarters at Flagstaff House in Colchester for the last time, I was about to embark on my second career with just a weekend in between as a break. It had been my workplace for the last seven years and was the last posting of my 24-year career with the Army. It was a career that had surpassed all my expectations.

In the year leading up to my military retirement, I needed to decide whether I would be looking for a second career or a job. I decided on a career and one I was going to be equally enthusiastic about. It was going to be personal. Being the father of a young person with a learning disability and autism, I wanted (and was going to) make a difference for people with a learning disability.

I recently received an invitation from another department of our organisation to give an inspirational talk during their 'away-day'. They chose 'Career Development' from a list of topics on offer.

As I prepared my presentation it gave me the opportunity to reflect on the things I have learned and which I could share with my audience. I have ten areas of learning - which I believe have helped me - and I hope you also find them helpful.

10 Things I have learned:

1. Networking – It really is about who you know. My life has been enriched by the people I know, and I have concluded that the success I have achieved (in both careers) has often been down to knowing the right people. My definition of a network: 'people sharing an aim, interest etc. and frequently communicating with or helping each other.' Done correctly, networking promotes your career; helps you learn from the people you network with; provides a sounding board for your ideas and, if you get stuck with a problem or situation, a good network will always know someone who can help you.

Related: [Networking: it really is all about who you know – Leadership in the Raw](#)

Tip: When you walk in the room adopt the mindset “what can I do for you?” rather than “what you can do for me?”.

2. Who is your Mentor? Who is your Coach? Both mentoring and coaching are processes that enable you to achieve your full potential. Mentors are someone who will give you the answers based on their experience and knowledge. Coaches are those who support you to formulate your own solutions. A mixture of both mentoring and coaching has helped accelerate my career and I have always actively sought Mentors and Coaches.

Tip: Look for a Mentor and/or Coach in specific areas where you think you may have gaps you want to develop/progress.

“I’ve got the attitude which I still have today that if I find someone that I really admire, someone that I think, I want to be you. I want to do the things the way you do them. I’ve always sort of been stupid enough or brave enough to go up to them and say, will you mentor me?”

Rene Carayol – Businessman, Speaker, Author, and Broadcaster

3. Qualifications and Continued Professional Development (CPD) – Starting out on my second career I felt I was starting from scratch. Most of my military qualifications were not transferrable at the time and it was one of Joyce’s (my wife) pearls of wisdom: “A qualification a year, get back into the learning habit and invest in yourself” From experience qualifications are the only investment you can guarantee a return on. Your CV gets you a seat at the interview table.

Tip: Do not put all your eggs in one basket. Have a spread of qualifications. Mine include Leadership, Coach & Mentoring, Project Management, Training, Management and Social Care.

4. Voluntary Work. Broadens your outlook and enhances your skill set. It was voluntary work during my army career supporting a residential home for people with a learning disability in Berlin and organising social events for them that attracted me to my current career. Subsequently I have been a citizens advocate for a person with a learning disability; a school governor at a special needs school; a Trustee for a Carers Centre and several projects for a military charity which included being a mentor for wounded, injured and sick (WIS) armed forces personnel.

Tip: Look for something you are passionate about where you can make a difference

5. Add Value – what is it you bring to the table? Doing a good job is a given, so what makes you different? Adding value means going beyond your job description. Investing more time and effort than is required of doing a job well. Linking your work to specific organisational objectives enables you to focus on the tasks that will have the biggest impact on your team and company’s success. What is your added value?

Related: [The 8th Leadership Lesson I learned – Add Value – Leadership in the Raw](#)

Tip: A question to repeatedly ask yourself. What is my unique selling point (USP)?

6. 'Snakes and Ladders' Prepare for the Ups and Downs Not everything will go according to plan. There will be appointments and roles where you feel you are a square peg in a round hole. This happened to me in the late 1980s. I had just spent three years in a Commando Squadron and then proceeded to a completely different unit. Despite my best efforts I found it difficult to fit in with an entirely different work culture. While I saw this as a setback in career terms, I was determined to learn as much as possible from this experience and consider what I would do better and different in my next posting.

Tip: Accepting this will can happen, and not only once, enables you to be more resilient, enabling you to bounce back better. Think of it as a learning experience.

7. The Art of Reinvention.

I love life. I want to be the best I can be, therefore, why do I feel the need to reinvent myself and how will it help me progress in my career(s)? Reinvention has worked for me:

- By stretching myself – early on I came to the realisation that only when I am really challenged am I at my best.
- It keeps me fresh and motivated.
- It gives you a competitive edge.
- It helps me recover from setbacks, obstacles, and events outside of my control.

Re-inventing myself has often happened when I have changed a job role and or moved between organisations.

Tip: It is an opportunity to do things differently, be known for something new and test out new theories.

Related: [The Art of Reinvention – Leadership in the Raw](#)

8. Surround yourself with talent

If you want to be the best person you could possibly be, then surrounding yourself with talent will fill gaps in both your own knowledge/expertise. You cannot know it all.

“If you have the ability to work with people smarter than you, always try to be the least smart person in the room and surround yourself with talent, because iron sharpens iron.”

Jake M Johnson

Related: [The 3rd Leadership Lesson I learned – Surround yourself with Talent – Leadership in the Raw](#)

Tip: Actively seek out great people to work with. People who will inspire you and from whom you will learn.

9. Be Lucky. My younger brother (who was also in the Army) once told me he thought I had joined a travel company rather than the Army due to the number of places I was sent to. I must admit I got to visit and work in some amazing places and do some exciting things. For me being lucky in life/work is all about ‘when preparation meets opportunity’ I have

always put time aside for preparation and research whilst maintaining an awareness of opportunities that may present themselves (often when least expected).

Related: [The 6th Leadership Lesson I learned – Creating Opportunities – Leadership in the Raw](#)

Tip: When someone asks if you are ready to take on an exciting new role or responsibility. Say “yes” then get busy finding out how to do it.

9 Do the work you were always meant to do.

Life is short and as my wife, Joyce, often reminds me, you are a long time at work, so it is important that you are happy doing what you do. Here are some questions you should ask yourself if you are going to do the work you were always meant to do:

- What is it that you are enthusiastic about?
- Do you want your work to have influence?
- What will it take to make you feel fulfilled?
- What skills, experiences, knowledge, gifts, and capabilities do you have?

Related: <https://leadershipintheraw.org/2016/07/27/do-the-work-you-were-always-meant-to-do/>

Tip: Do you want a job or a career? Both are good but it is important for your expectations that you know so that you decide what it is you really want to do.

10. Making Plans but do not be restricted by them. I have always made plans. I have goals I want to achieve, and I like to have something to look forward to. However, I have never been restricted by my plans – they are not set in stone - so when an unexpected opportunity arises, my mind is not closed to trying something different.

Tip: Ask yourself this self-coaching question: “If I were to meet you in 1 (or 3 years) what would make you feel satisfied with your progress?”

In the football game of life, my career development has been played out in two halves with no half time and I am now going into ‘extra time’ Hopefully it will not go to penalties.

"I would like to be remembered as someone who did the best, she could with the talent she had."

J.K. Rowling

Steve Raw

* Flagstaff House is no longer a Ministry of Defence property and has been converted into residences.

Every Second Counts

Time to Read: 21 seconds



Dear Steve

I believe we tend to overestimate what we can achieve in a year, and underestimate what we can achieve in a single moment.

With so much complexity around it is easy to forget that our brains are wired to keep us alive, and they need, adore, and thrive on simplicity.

Seven things we can do in one second, or less:

- * Decide on an "impossible" outcome – a what – and leave the ‘how’ to later.
- * Define the meaning we give to any event – oh the power in that alone!
- * That definition then gives us the power to choose how we react to anything.
- * Tell someone we love them and mean it.
- * Write the first word of that book you ‘are going’ to write – hey - you are now a writer!!
- * See something familiar as if you are seeing it for the very first time.
- * Welcome in a negative thought and feel it dissolve in your head, heart, and soul – right now.

David

@nakedleader across all social media

www.davidtaylorblog.com

SIX WAYS TO SHINE IN THE SPOTLIGHT:

1. Do your homework – minimise the risk of being blindsided in an important meeting by thinking in advance about the questions you are likely to be asked
2. Buy time – win vital thinking space by asking for the question to be repeated, or repeating it back to the questioner as part of your answer
3. Don't make statements you can't back up – you might get away with it the first time, but inaccuracies and falsehoods will catch you up eventually
4. Ask questions back – is money an issue? What's the timescale? What's your ideal outcome? It can help to clarify your response.
5. Be honest – if you don't know something, admit it or ask for more time to answer and move on.
6. Don't panic – breath slowly and deeply and stand up straight. Speak steadily and when you've made your point, stop talking.

Source: USA's Success Magazine

"I am always doing that which I cannot do, in order that I may learn how to do it"

Pablo Picasso

How to say level-headed.

The mental-health campaigner Ruby Wax shares her tips on dealing with anxiety

- Realise that your 'inner critical voice cannot be silenced completely' – an 'internal nag' will always be there. Once you've accepted that, it's easier to keep negative thoughts in perspective.
- It's a cliché, but exercise really does help. It doesn't have to be high intensity – slow activities such as Pilates or tai chi allow you to 'connect your mind with the sensations in your body'. This will lower your cortisol and adrenaline levels, reducing stress.
- Find something that will 'always take you back to your base line'. Listening to a song; looking at a photograph; even 'thinking about the feeling of your feet on the floor'.
- Breaking your mind's routine is a good way of exercising the brain. It needn't be a big change: just walk to work a different way or sit in a different seat. 'Mental workouts keep your brain sharp and fit, and have been proven to stave off depression.'

Source: The Sunday Telegraph and 'The Week'

YOUR ROUTE TO THE TOP

WINGING IT

Begin with a bang. Establish credibility with a compelling hook – say, a fascinating fact or an engaging example. No need to be an expert on everything but know one thing well.

Follow the leader. When put on the spot, listen, and gauge what the other person wants from you. Whether it's specific facts or simple reassurance that you're on top of your game, assess the situation before giving too much away.

Ask questions. Make them feel more engaged, while using the opportunity to glean information and trigger knowledge. Keep them talking – 70:30 in their favour is a good rule of chat.

Stop the negative voices. Concentrate on what you do know, rather than worry about what you don't. Replace 'fear of failure' with 'chance to learn' and embrace the opportunity.

Use fewer, better words. Choose your words carefully and give yourself time to think. What you do say will carry weight and you're less likely to get it wrong. If in doubt, don't speak.

Keep your friends close. Ensure that colleagues stay onside with regular positive feedback, then when it comes to the crunch, they'll be more inclined to help you out.

Create connections. Steer the conversation onto related topics that you know well. 'We did a similar project with company X. In that case, we went through the following steps to reach our goal....'

Reflect back. If asked a direct question that you can't answer, open it up, if possible as a discussion; 'That's a very interesting question. What does everyone think about that?'

Maintain credibility at all costs. Avoid being in a position where you can be caught out. Use your authority; change the subject or postpone the meeting. 'That's a good point well made. As team leader, I'm proposing we meet this afternoon to discuss it further.' Just make sure you're prepared by then.

Source: The Mind Gym

"If in any given moment we have two options: to step forward into growth or step back into safety".

Albert Maslow

MODELS FOR DECISION MAKING

THE EISENHOWER MATRIX

Dwight D Eisenhower supposedly once said: “The most urgent decisions are rarely the most important ones.” Considered a master of time management, the former US president had the ability to do everything as and when it needed to be done. With the Eisenhower method, you will learn to distinguish between what is important and what is urgent.

Whatever the job that lands on your desk, begin by breaking it down according to the Eisenhower method (see model, below) and then decide how to proceed. We often focus too strongly on the ‘urgent and important’ field, on the things that have to be dealt with immediately. Ask yourself: When will I deal with the things that are important, but not urgent? When will I take time to deal with important tasks before they become urgent? This is the field for strategic, long-term decisions.

Another method of organising your time better is attributed to the multimillionaire Warren Buffett. Make a list of everything you want to get done today. Begin with the task at the top of the list and continue only when you have completed. When a task has been completed, cross it off the list.

Takeaway: *Better late than never. But never late is better.*

<i>important, but not urgent</i>	<i>urgent and important</i>
DECIDE WHEN YOU WILL DO IT	DO IT IMMEDIATELY
<i>not important, not urgent</i>	<i>urgent, but not important</i>
DO IT LATER	DELEGATE TO SOMEBODY ELSE

Source: The Decision Book: 50 models for strategic thinking by Mikael Krogerus and Roman Tschappeler, published by Profile Books

Success in Seconds from the Success Magazine:

- ✓ **Reconnect and Recharge.** Call a friend, relative or colleague you haven’t talked to in a while. Inspiring ideas can result from simple conversation.
- ✓ **Make and Outline.** Organise your thoughts by listing tasks needed to complete your next project.
- ✓ **Listen and learn.** No free time to read. Get more out of your commute with audio books.
- ✓ **Add some Colour.** Studies show wearing red boosts confidence and determination.

FAST TRACK TO MANAGING DIFFICULT PEOPLE

From black holes of negativity to rebels without a cause, difficult people waste time and money. More importantly, they can be contagious, lowering morale and bringing the whole team down. Prickly individuals present a real managerial challenge, but to follow these simple tips and you'll soon be taking problem staff in your stride.

Avoid drastic action.

Sacking an employee who is difficult may seem like the obvious solution but in reality, it is a complex legal process. The cost of replacing an employee can also be greater than trying to salvage an existing working relationship. Moreover, difficult people are often talented and good at their jobs in many ways. Look at alternatives first.

Manage expectations.

While personality clashes and disagreements can cause friction at work, more often than not the underlying problem is misaligned expectations. Teams are full of people walking around resenting each other over expectations they never discussed or agreed to. The fastest and simplest way to deal with the resentment that arises from unrealistic or unfulfilled expectations is to confront it head on – as long as conversations about expectations remain constructive, most people become less difficult when they know the score.

Be constructive.

One of the best ways to cope with difficult people is by constructive confrontation; a structured cycle of discussion, commitment, and covenant, scheduled feedback and celebration. Engaging that person in conversation is a crucial first step as it can seem easier to avoid them altogether. Document everything and make sure your discussions lead to commitment that is not imposed on the person but clearly sets out how you will work together. Feedback and reward are crucial to lasting changes.

Use progressive discipline.

If you have used constructive confrontation and feel that nothing is changing, consider a formal reprimand. (You would need to involve HR and your line manager). This should state clearly what is acceptable and unacceptable and the consequences of the latter. But reprimands should not be temper tantrums – instead, they should be specific warnings and always delivered in private.

Consider a role change.

If someone is persistently difficult in their current job, they could still be valuable to the organisation. Many people who appear difficult are actually fish out of water. They've ended up in a job that does not suit their skills. Talk to the team member, your line manager and HR and consider allocating them a new role.

Keep calm.

If the difficult person you face is your boss or a superior, try working problems out diplomatically before turning to a formal grievance process. Use careful judgment, don't act on your emotions, and remain level-headed and strong.

TEN WAYS TO.....

MANAGE SUCCESS

1. Take time to enjoy it
2. Understand how you succeeded
3. Don't get complacent
4. Look out for new threats
5. Think about the succession
6. Help other people to succeed
7. Catch up with your paperwork
8. Share the fruits with all who grew it
9. Indulge yourself
10. Plan for great success

Naked Leader series)

HOW TO SUSTAIN THE GRIND

- Breathe
- Exercise
- Eat healthy
- Stay positive
- Feed your mind
- Get around good people
- Remember why you started

Brad Lea

5 WAYS TO BOUNCE BACK FASTER WHEN LIFE KNOCKS YOU DOWN

Life is not linear. No matter how well-thought out your plans are, they will eventually be interrupted. Lean into the curves when life doesn't unfold as you'd hoped, and you will bounce back more quickly.

1. **Mind Your Language**

Your words create your reality. Describe your situation as a nightmare and you'll experience just that. Describe it as exciting, and it will shift the emotions you feel and the actions you take. Don't talk about your problems using dramatic language but describe your situation in a way that places you in a position of power.

2. **Align Your Wheels**

When a car gets regular tune-ups, it goes farther on less gas and rarely breaks down. We aren't all that different. Take time to refuel and realign your thinking so you can handle life's trials with more ease and less stress. Listen to music. Play with your dog. Go to yoga.

3. **Don't Let Your Problems Be Your Identity**

No one likes to have his or her business fail, or heart broken. But although our setbacks can shape us, they don't have to define us. When life deals you a tough blow, be vigilant about not letting your adversity become your identity.

4. **Lean On Your Tribe**

The stronger your support network, the better you will cope with challenges and the faster you will recover from them. Don't be too proud to reach out and ask for help because you're afraid of appearing weak or needy.

5. **Choose Optimism**

Just because you can't see the light at the end of the tunnel doesn't mean it's not there. Our hardest times can be a catalyst for greatness, introducing us to the inner strength that otherwise lies dormant.

Source: Margie Warrell, author of Make Your Mark (read in my Success Magazine)

"Take responsibility for your own energy; where you left it, how you share it and where you get it from".

Elysia Skye

Supporting you with some tactics to control your nerves.

Thirty years ago, and I am sitting in a parked car at the Military Corrective Training Centre (MCTC) in Colchester (some of my older readers will know that the MCTC was known as the 'Glass House' where soldiers who had 'sinned' were rehabilitated and returned to their units as "better" people) and the person marching towards me is the Regimental Sergeant Major (RSM). I haven't done anything wrong – yet! I am about to take my driving test and the RSM is a Qualified Examiner. Now, there was a time when I would have been experiencing extreme nerves at the prospect of something like this (an RSM coming towards me and/ or taking my driving test) but now I was calm and in control. I was even looking forward to getting started.

So, what changed and how was I able to control my nerves?

Do you suffer from nerves? If so, I am hoping my post will help you in the workplace (if you are a runner then this will be a bonus too) and before your next event.

Forty minutes before my driving test I went through the normal routine I would perform before an Athletics Race - much to the amusement of my driving instructor who was taking me to the examination centre. It consisted of:

- Getting out the car and sitting down on the grass and completing a visualisation exercise, closing my eyes, and visualising driving well and passing my test
- Deep breathing exercises and imagining my heartbeat slowing down – and then it does!
- Stretching exercises from my head to my toes – I know, it must have been a spectacle for anyone passing by, but it worked for me
- Making sure I was wearing my favourite clothes and they were the right attire for the occasion

A pre-race routine would also involve going for a 1-mile jog, 10 x 100m strides and going to the toilet at least twice!

So, what are my 5 top tips for controlling nerves before the big event?

1. **Give yourself a good talking to!** Breakdown what it is you are about to do then ask yourself what would you be nervous about? What is the worst that could happen if you failed? Have you been through something similar which is important to you, if so, how did you get through it? You can do this.
2. **A Routine.** My pre-race routine is not much different from the routine I go through before any presentation I am delivering, or workshop I am facilitating. Do it often and consistently and it will become the norm. Having a routine that works for you is also calming.

3. **Change your mental attitude.** Rather than saying “I will see how it goes” or “I will do my best and see what happens” change the mantra to “This is the result I am aiming for”. Writing it down and/or telling others will cement your commitment.
4. **Focus.** Relentless focus on what you are about to do cuts out any distractions to the point they just become background noise.
5. **Visualise.** I recommend you do this twice before the event. When you wake up in the morning imagine how your day is going to pan out in a positive and inspiring way. Then repeat this an hour before the actual event.

A Post It for tackling your nerves:

- Prior Planning and Preparation Prevents a P**S Poor Performance (the 7 x Ps). Put this down on a ‘post it’ and look at it often.

You will neutralise your nerves if you follow a routine that works for you methodically on every occasion. Beating your nerves is something you can WIN.

Footnote: I passed my driving test. Typically, of the Army, my Boss knocked on my door and said he had fixed me up with a course on the Tuesday and that my Test would be on the Friday “and you had better pass it!”

Source: Steve Raw www.leadershipintheraw.org