

10 Point Program

General

- 1.0 Focus on the job at hand
 - ◆ First job
 - ◆ New people, new city, new processes, new priorities
 - ◆ Do not mix business & personal /pleasure agenda
 - ◆ Must capitalize on opportunity
 - ◆ First step to the future
 - ◆ Be work-centric

- 2.0 Develop discipline
 - ◆ Up early
 - ◆ On time to the office
 - ◆ Late to leave
 - ◆ Sleep well
 - ◆ Eat well
 - ◆ Dress well
 - ◆ No personal calls / agenda
 - ◆ Seem to be serious / friendly
 - ◆ No long lunch or coffee breaks
 - ◆ Devil in the details
 - ◆ Follow up
 - ◆ Say what you mean, mean what you say

- 3.0 Positive attitude
 - ◆ Be positive
 - ◆ Energy & Enthusiasm
 - ◆ Willing to do extra
 - ◆ Humble, smart, low-key
 - ◆ Hardworking
 - ◆ Good at follow up and details
 - ◆ "Can-Do", get things done, mentality
 - ◆ Take initiative
 - ◆ Don't wait for directions

- 4.0 Be a team player
 - ◆ No egos
 - ◆ High self esteem
 - ◆ Ready to help others (especially younger / women / minority / lower level people)
 - ◆ Listen well
 - ◆ Be ready to take notes and multiple roles
 - ◆ Open, honest, truthful

- 5.0 Leadership
 - ◆ Take charge of meetings (agenda, time, objectives and notes)
 - ◆ Exhibit larger concerns
 - ◆ Sensitive to deliverables
 - ◆ Always eye on PERT
 - ◆ Who will do what when?
 - ◆ Anticipate problems before
 - ◆ Communicate well (Slow & very organized)
 - ◆ Loyalty is the key

- 6.0 Understand corporate Roles and Relationships
 - ◆ Understand corporate power and politics
 - ◆ What drives each player
 - ◆ Personal agenda vs. corporate goals
 - ◆ Doers vs. front line people
 - ◆ Form vs. Substance

- 7.0 Try new ideas and innovations
 - ◆ Get out of the box
 - ◆ Ask questions never asked
 - ◆ Do not take no for an answer
 - ◆ Question fundamentals
 - ◆ Take risks
 - ◆ Cross discipline

- 8.0 Integration disciplines
 - ◆ Job is not just technical
 - ◆ It is business as such
 - ◆ This requires integration of many disciplines
 - ◆ Integration of resources and perceptions
 - ◆ Technology / Marketing / Finance always go hand in hand
 - ◆ Time is an expensive resource

- 9.0 Focus on business fundamentals
 - ◆ Basic to you success
 - ◆ Why /What is this business
 - ◆ Investments, assets, liabilities, P/L, cash flow, financials
 - ◆ Products, markets, legal
 - ◆ Competition, price, production, quality
 - ◆ Human resources
 - ◆ Track record
 - ◆ Key core competence
 - ◆ Key drivers
 - ◆ Strategy
 - ◆ Purpose, priority, plan, product, process, price

- 10.0 Keep eye on the long term goals
 - ◆ Lessons learned from each assignment / document
 - ◆ Personal file on cases – people / projects
 - ◆ How can we benefit?
 - ◆ How corporations waste resources?
 - ◆ Why businesses get into mess?
 - ◆ Who and why succeed?
 - ◆ Open mind to new experiences

Specific

- 1.0 To do everyday
 - ◆ Hard stuff early
 - ◆ Routine in the afternoon
 - ◆ Important meetings 9:00
 - ◆ Time management
 - ◆ List every day 5-10 items

- 2.0 Weekly report for self
 - ◆ Accomplishments
 - ◆ Next week's agenda
 - ◆ Lessons learned

- 3.0 Monthly review & reflect
 - ◆ Plan vs. performance
 - ◆ To do next month
 - ◆ Lessons learned
 - ◆ Meeting with boss to review
 - Ask how has been my performance
 - Do I need to improve in specific areas?
 - Please guide!

- 4.0 Develop communication skills
 - ◆ Listen, speak
 - ◆ Meeting participation
 - ◆ Presentations, reports, graphs / charts
 - ◆ Memos
 - ◆ Executive summary

- 5.0 Take care of health
 - ◆ Eat right – less red meat
 - ◆ Exercise
 - ◆ Tea, not coffee
 - ◆ Glass of wine, not beer

- 6.0 Prepare personal documentation
 - ◆ Business card file by areas / projects / tech
 - ◆ Project files
 - ◆ Article clippings
 - ◆ Management tips
 - ◆ File system / organize
 - ◆ Build personal organizer / phone directory

- 7.0 Read everyday
 - ◆ Wall Street Journal
 - ◆ Business Week
 - ◆ Management magazines
 - ◆ Fortune
 - ◆ Forbes
 - ◆ Scan HBR / McKinsey
 - ◆ Book reviews

- 8.0 Learn to invest
 - ◆ Investment clubs
 - ◆ Tech stocks
 - ◆ Major funds & growth
 - ◆ General info on fund performance
 - ◆ Stock market trends
 - ◆ Emerging market trends
 - ◆ Financial instruments
 - ◆ Financial trends
 - ◆ Event oriented investments

- 9.0 Keep your financial /accounts
 - ◆ Earn
 - ◆ Spend
 - ◆ Savings
 - ◆ Analysis
 - ◆ Improvement
 - ◆ Assets
 - ◆ Waste
 - ◆ Expense reports monitoring

- 10.0 Enjoy life
 - ◆ Work hard
 - ◆ Play hard
 - ◆ Wine, dine, theaters
 - ◆ Clubs, fashion, movies
 - ◆ Tours, party, music
 - ◆ Friends, family
 - ◆ Be in touch