



Self-Improvement Guide for Morning Kickstart with Mike: Days 25-45

Welcome to this self-improvement guide, designed to complement the Morning Kickstart with Mike podcast series, particularly focusing on Days 25-45. This guide aims to deepen your understanding and application of the Effort Mindset, strengthening your business etiquette in preparation for our upcoming workshop, "The Class to Restore Class to the Workplace."

Day 25: The Imperative of Business Etiquette in Today's Workplace

- **Goal:** Enhance understanding of the necessity of business etiquette.
- **Activity:** Reflect on a recent workplace interaction and identify what could have been improved with better etiquette.
- **Reading:** "The Cost of Poor Etiquette at Work" by Jane Goodall – explores the impact of workplace behaviors on productivity and morale.

Day 26: The Power of Positive Communication

- **Goal:** Master the art of positive communication.
- **Activity:** Practice delivering a piece of critical feedback using positive, constructive language.
- **Reading:** "The Art of Positive Communication" by Julio Garcia – provides strategies for clear and empathetic workplace dialogues.

Day 27: Building Professional Relationships

- **Goal:** Develop stronger, more respectful professional relationships.
- **Activity:** Schedule a coffee meeting with a colleague you wish to know better or improve relations with.
- **Reading:** "Building Trust in Business" by Rachel Botsman – discusses the foundations of trust and its significance in professional settings.

Day 28: Strengthening Emotional Intelligence

- **Goal:** Enhance emotional intelligence for better workplace interactions.

- **Activity:** Complete an emotional intelligence self-assessment and identify one area for improvement.
- **Reading:** "Emotional Intelligence at Work" by Daniel Goleman – offers insights into developing EQ in professional environments.

Day 29: Integrity in Professional Conduct

- **Goal:** Reinforce integrity within your professional practice.
- **Activity:** Write down three core values that define your professional integrity and consider how these can be more effectively demonstrated.
- **Reading:** "Leading with Integrity" by Barbara Kellerman – outlines the role of integrity in leadership and management.

Day 30: Harnessing the Strengths-Based Approach

- **Goal:** Identify and utilize personal strengths in daily tasks.
- **Activity:** Use a strengths-finding tool to discover your top five strengths and plan how to incorporate them into your current projects.
- **Reading:** "Now, Discover Your Strengths" by Marcus Buckingham and Donald O. Clifton – helps you identify and play to your strengths.

Day 31-45: Advanced Preparation for the Business Etiquette Workshop

- **Goal:** Prepare for the workshop by reviewing and practicing key concepts.
- **Activities:**
 - **Day 31-34:** Focus on implementing daily practices from the guide, such as patience, adaptability, and networking.
 - **Days 35-39: Prepare for** the workshop with targeted activities that refine your leadership skills and stress management.
 - **Day 40-44:** Network with other attendees before the workshop via a dedicated forum or social media group.
 - **Day 45:** Set specific goals for what you wish to achieve during the workshop and prepare questions or topics you want to explore further.
- **Reading:** Deborah Smith Pegues's "The Definitive Book of Business Etiquette" provides comprehensive insights into a wide range of business etiquette scenarios.

For more information about the upcoming "The Class to Restore Class to the Workplace" on June 27th, 2024, or any queries you might have, please get in touch with me directly. Let's use this opportunity to enhance our professionalism, civility, and effectiveness in all our professional interactions.



Morning Kickstart with Mike: Worksheet and Checklist

Day 25-45 Self-Improvement Guide

Worksheet: Daily Reflection and Planning

Objective: Use this worksheet to reflect on your daily experiences and plan your approach for tackling challenges with the Effort Mindset.

- **Date:**
- **Today's Challenge:** (Describe the challenge you focused on today.)
- **Effort Mindset Application:** (How did you apply the Effort Mindset to this challenge?)
- **Learned Lessons:** (What did you learn from today's challenge?)
- **Tomorrow's Focus:** (What will you focus on tomorrow?)

Checklist: Daily Effort Mindset Application

Objective: This checklist helps ensure that you are applying the Effort Mindset principles throughout your day.

- Identified a challenge and approached it with resilience.
- Practiced positive communication in all interactions.
- Took actionable steps towards building professional relationships.

- Engaged in activities that enhance emotional intelligence.
- Conducted a self-check to maintain integrity in all decisions.
- Applied strengths in daily tasks to maximize productivity.
- Practiced patience in tasks requiring long-term effort.
- Implemented a strategy to overcome procrastination.
- Adapted to changes in the workplace with flexibility.
- Made meaningful connections through effective networking.
- Demonstrated leadership qualities in team settings.
- Maintained work-life balance to support overall well-being.
- Managed stress through effective techniques.
- Made mindful decisions that reflect thoughtfulness.
- Celebrated at least one small win today.
- Managed time efficiently to maximize productivity.
- Drew lessons from setbacks to build resilience.
- Practiced professional etiquette in all business interactions.
- Sought and utilized feedback constructively.
- Contributed to a positive work environment.

Downloadable Resources for Self-Assessment

Objective: Use these resources to assess your progress in applying the Effort Mindset and preparing for the Business Etiquette Workshop.

- **Self-Assessment Tool:** A comprehensive questionnaire to evaluate your growth in business etiquette and the Effort Mindset.
- **Progress Tracker:** A digital or printable tracker to monitor your daily advancements in cultivating professionalism, civility, and effective communication.
- **Goal Setting Template:** A template to help you set clear, actionable goals for the Business Etiquette Workshop and beyond.

These worksheets, checklists, and downloadable resources are crafted to support your journey in integrating the Effort Mindset into your professional life, prepare you for the upcoming Business Etiquette Workshop, and ensure continuous personal and professional development.