Increasing Your Influence and Self-Assuredness

Are you as effective and influential as you would like to be? Self-assured people make sure they are effective at what they do. What measures do you use to make sure you're hitting the mark at work and at home? You may be active throughout the day, but have you been effective in what you've completed? If you want to improve your effectiveness, these simple tips can help you:

“Act As If”
If you want influence, pretend you already have it. With practice, you’ll become so accustomed to acting in a self-assured manner that it will just come naturally for you. When you reach an impasse, remain focused and in control of your emotions. Take time to think and regain your composure, then return to the issue with a clear mind and composed demeanor.

Anticipate Problems
In every situation, plan what you can do to bring about a successful result. You’ll be better able to convince people of your point of view if you can show the benefits of taking a different course of action. Be aware that you can’t control the outcome of every decision. All you can do is identify what needs to be done to reach a positive outcome, and then be committed toward achieving it.

Surprise People
You can make a strong impact on others by doing the unexpected. Look for ways to introduce original thinking and innovative approaches. Look at alternatives, consequences, advantages and disadvantages. Then, determine how much risk you’re willing to take. Once you’ve done this, choose the option with the best odds for success and the alternative with the most desirable outcome . . despite the risks.

Make Your Strengths Work for You
You only go around once in life, so it is vitally important to set both personal and professional goals to enable you to achieve your dreams and ambitions. Make use of your talents and interests and you will find that you are happier, healthier and more effective. When you must make a decision, get all the information you need, consider the alternatives and then make the decision. Remember, choosing not to do so can result in failure and regret.

Focus on One or Two Priorities at a Time
"I've got so much to do; I don't even know where to start!" Have you ever had this feeling? When you are overwhelmed with work, prioritize your tasks and then focus on the one or two most important. Devote your full attention to them, so you can complete them; get them off your plate and move on to the next prioritized task.