

Amidst all the competition that we face in the world today, it is extremely tough to bag a win-win situation. It is therefore of utmost importance to ensure ability enhancement and to imbibe quality tips and guidelines to help in self-improvement. In the current scenario, people are judged solely on the basis of good performance. It is, therefore, essential to comprehend one's worthiness through an emphasis on high-quality performance, rather than on success rate. This book covers all the areas of professional expertise that can help one achieve a performance, par excellence in their careers.

Begin your high-performance journey from today

HOW TO BECOME A TOP PERFORMING INDIVIDUAL

GAURAV GUPTA

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PREFACE

Performance enhancement tutorial of the book provides distinct knowledge to the individuals via scientific and practical studies on self-evolution and encourages them to become a high performer within professional career and education to get early success. High performance can be a great cause of immense pleasure and happiness for someone who faces competitive exams and is under the deep pressure of professional responsibilities, and for him an increased level of performance becomes a great tool to bring enormous success in the whole life practices. A person does hard enough work in his career to attain success quicker than others, but unable to do so due to lack of right guidance and quality tips. This book covers every perspective and helps to overcome from shortcomings to make you a top performer in the career wherever you are engaged because people's high performance is the key to expedite success. Those who are top performers are generally top achievers, and they know how much skill sets, hard work and knowledge from all areas require for being a great achiever.

Bear in mind, there is nothing more splendid satisfying than success and reward in our professional sphere. For all we know, success doesn't come easy. It also so appears that with time and hard work, success can be obtained by people with varied interests, in their respective fields. However, one's potential for success is also directly proportional to the amount of time that we are willing to invest in being a through professional in our job sphere. This is where our book *How to become a Top Performing Individual* form a handy guide for all those who wish to learn the art of survival during tough competition.

It does not just about know a job well. It is also about being perfect with the execution part of it, so that consistency in performance can be ensured. Apart from all the technical areas, the book takes an attempt to delve into the various other areas of the body and mind, that can help professional keep it together even within a stressful environment at work. We are at a time when competitiveness is an essential part of the work dynamics and

there is always another person to take your place when you are faltering. Mental and physical agility and responsiveness is what improves performance other than once sheer keenness to gain knowledge of the work. Each chapter of the book is dedicated to bestow a step-by-step ritualistic doctrine, which does not require one to invest beyond a certain amount of time and enthusiasm, but whose results are guaranteed and proven. The toughest and the most successful professionals in today's top IT and non-IT firms have managed to be at the top by following a way of life that is much different than we tend to follow. How our dreams and achievements can be aligned to theirs, is what this book is all about.

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1. How to Become a Top Performing Individual

Why to be a high performing Individual

In a world filled with stiff competitions, we encounter great challenges at every step. Nowadays, it is not that easy to succeed in any field because these days, people are only judged and rewarded on the basis of their performance. Not just the common people, but, the firms, institutions and various organizations are also recognized for their quality services and performance. Everyone is bound to maintain high standards and deliver the best outcome regardless of fighting over things. So, now it's high time for you too to look into the rear-view mirror, to comprehend worthiness of high performance.

Organizations like to recruit only top—scorers nowadays who can give them adequate output. So, the scenario is quite clear; they are looking for geniuses to hire, who can perform, as they know that without preserving quality, it is difficult to survive. Nowadays, both government and the private sector are looking for top performers to employ. Every person, whether he is a private professional or a student or sitting in government offices, faces this pressure to give their best for desired success.

At present, each and every field is facing a huge deficiency of quality people. Thus, there is a dire need for high performing individuals. If you're a student, you probably fear bad grades, and so, you try to improve by studying more. If you're a professional, you fear the deadlines, and so, you work overtime if need be. To become a top performer, you need to work on improvement. As we know, our demerit is the biggest hurdle in getting success. Therefore, one needs to think of a big career in their specific field and, annihilate drawbacks to enhance abilities.

However, when asked, vast majority of people tend to depict themselves as elite performers, but, in reality, they lag behind in performance and only a few may indeed have the right outlook, discipline, and the will to acquire success. The difference between a regular and a high-performing individual is the degree of preparedness. High-performing individuals are not only highly determined, but are also proficient in adapting to change. They excel at handling crises and shutting out negativity around them. Interestingly,

each one of us is capable of performing like a machine if we put our minds to it!

Adhere to these Habits to Increase Performance:

1. Think of Your End Goal

Think of your end goal and envision your way back to the start. Scribble down the things you will need to learn and achieve, and to overcome the challenges that you see in your way ahead.

2. Be Willing To Commit

High-performing individuals like to form relationships based on trust and mutual regard for one another. They think at the levels they can, because they know that strong bonding is more helpful for their success.

3. Focus on Yourself

The harder you hustle, the more rest you would need. Let your mind ponder around aimlessly and meditate. This will not only help in recovery, but also have great results when it comes to making big decisions.

4. Stay Mentally Solid

High-performing individuals are always setting themselves up for possibly stressful circumstances. Unfortunate events can emerge from the most basic situations in your life, so it is better to be prepared.

5. Work-Life Balance

Proficient employees, as well as regular students, can learn how to make sense out of this new, quick-paced, talent-driven world. The society is thriving for individuals who have a unique perspective, are more transient, and are entrepreneurially inclined than anything. Everyone has some exceptional ability in them. If they maintain focus on finding permanent solutions, they can upgrade their skills and improve the situation.

6. The Motivation Lies within You

If you stay motivated, you yourself will yearn to perform better than anyone else. This will help you to excel in all areas of your life, by developing qualities; also, it will brand you as being different from others. Once you prove your mental capacity, consistency, and have inspiration, success and growth will be in your hand.

Good Performance Results from Agile Preparation

It certainly takes some time to learn the correct techniques to compete in the exams and at workplace; each person has different tactics to bring out his or her potential. You have to prepare your own strategy and learn all the logical factors in order to give high performance. You have to keep one thing in mind, only a highly talented person enjoys a good amount of success. Imagine your ultimate goal, as in, how much you want to achieve, and in what quantity; this will always keep you motivated.

If you are working somewhere, be a down-to-earth person, show full dedication and try to understand even the smaller things. Don't keep holding on to your ego, show your curiosity only. The main logic behind this is that as long as your ego envelops you, either you stop learning or it reduces your overall learning process. As a result, you end up having insufficient knowledge and turn into a bad performer.

Let's talk about the work environment: one of the essential duties that a recruiter is assigned is to hire highly skilled people for the company. This is increasingly getting vital because the requirements are diversified, and the dynamics of the world open the gates for a global workplace. One needs to find ways to overcome the performance inabilities and contribute to self development.

These superior beings persistently fill in the gaps between finding a problem and solving it immediately. Such individuals realize that running away from problems take up much more time and energy than solving it will. And so, they get to it as soon as they can. But most people aren't like that. That is why companies today are going to tremendous lengths to discover these high-performing employees and spending fortunes on their development.

Important Aspects of These High-Performing Individuals

High performing abilities act as competitive advantages for everyone; it helps to deliver quality results consistently. It increases your value as an individual and differentiates from low grade performers. Key points to understand here are:

- ❖ Potential and performance are fundamentally related.
- ❖ Performance is not the same as potential - people with more calibre can perform well. But, those who perform well may not always have the potential.
- ❖ Recruiters identify the characteristics that separate high potential from

a high performance.

Tuning yourself to become a high performer is not something you can accomplish within a day. It takes time, consistency and a lot of dedication; to speed the process up, you need some additional pointers:

- ❖ Have an ambition in life, be more goal oriented
- ❖ Study more than the average person
- ❖ Focus to win, keep your spirit fighting
- ❖ Develop a nature to cooperate in people's need
- ❖ Master your skills
- ❖ Build relationships on mutual trust

The need of high performance is now more than ever in each and every field. The basic difference between a smart performer and a normal performer is of quality education and perfect training. Normally, skilful individuals have an advantage over unskilled people because they are more driven. You have to realize the importance of high performance to upgrade skills.

Start looking for an out of the box approach to have mastery in your field; you can perform better and can have fast-paced development with a little guidance. You will feel a sense of responsibility at the workplace; you will work harder to fulfil your goals on time. And since you will be appreciated, you would not like to hand over sub-par work to colleagues. Best performing individuals and teams often acquire quick affluence as well as being lucky every time.

So, irrespective of what you choose to do or become in your life, strive to be the best in your field. With the jungle rule dominating the work environment, you have to figure out how to fend for yourself. Do not tolerate marginal work, get your hands dirty and keep moving forward. This implies considering yourself an equal to your competitor and faking it till you make it. Today there are loads of high-fliers to learn from them. New technologies come every day. Do your bit in shaping the world, but prioritize your consistent personal growth.

2. Best performance needs to enhance abilities

Whether you're an entrepreneur, a student or an ordinary individual, there are multiple ways to learn new things. An urge to learn new things should be our top priority. In our regular lives, we do a lot to learn new things. Whenever we read business or self-improvement books, study for a college exam, or sit for an online test, we learn new things.

The point is that learning is important and should be integral to our regular routine. The article illustrates various ways to maximize the time we spend learning and improve our analytical abilities.

Note down Your Goals

Before moving forward with a learning plan, it's essential to jot down your learning goals. Create a questionnaire to ask a simple set of questions to be asked to yourself, including:

Why do you want to learn this?

Why are you reading this book?

What is the long-term goal?

This will help you in choosing the right set of information as per your goals. Once you have an idea about what you're looking for, you can keep the important elements of your learning kit in and weed the useless information out.

Learn to Keep Notes

Develop a habit of making notes of what you reading. You may do it by keeping a pen & paper on your desk or by installing your favourite note app on your phone. The basic idea is that you need to have a central place where you can note down important things to recall them time and again. These notes make sure that you can absorb most important information from your learning kit every time you read it.

Put your Fingers to Work

Don't get amused. The point is as straight forward as it seems to be. Experts say that reading using fingers is a super quick and simple way to learn faster, though, the method sounds odd. We recommend you use your finger to follow along while you're reading something.

Psychologists admit that when we read using our fingers or associate our physical body with our learning process, we learn more consciously. This greatly improves our ability to absorb the information we're reading.

Choose the Best Learning Format

Regardless of your age and profession and the methods you use to boost your learning ability, best learning formats such as speed reading and good comprehension are always useful. These formats may include online tutorials, downloading software or getting a workbook. Formats may vary in their nature. Therefore, some of us aren't that confident in grasping the use of those formats. Continuous reading using the formats is the only way to boost learning skills. Use the format you think you're best and most comfortable at.

Don't Expect Huge Gains in Beginning

Positive or negative experiences are part of any learning method. They are natural mates of your learning process, so take them normally. The only thing to note is that don't let these expectations colour your perception of what it is you're learning. Conscious efforts are required to remove these expectations. It can help us widely in learning and expanding our minds.

Test if it Works

As soon you finish off a learning module, apply it in a concrete way to find if it really works. Though, real life executions are not always possible, timely implementations of what you learned so far, helps to boom your absorption rate of whatever elements you're learning.

Active Reading skyrockets Analytical Ability

That's true. Active reading habits can exponentially enhance your analytical

abilities. Keep asking yourself what you're reading. Asking frequent self answering questions engages your brain actively and pushes it towards higher thinking. Another way would be to create your own perspective on a subject you're reading and then compare it to the writer's perspective. Jot down new ideas and thoughts you collected while reading the book. Active reading is a sure shot method that stimulates and expands your brain.

Start Playing Brain Games

There are many games that sharply improve your ability to take strategic moves. Chess, Backgammon, Bridge and other mind-improving board games should be in your habit if you are truly interested in improving your analytical thinking skills. Take treasure quests and puzzles as much as you can. Along with a fun way of indulgence, they give extra motivation to do things faster.

Learn through Personal Conversations

While you are in a group discussion, or a formal conversation, take interest in learning from each member participating in the group discussion. Ask them real life-like questions such as, how difficult it was for them to manage stress or how they developed successful careers, and so on. Make sure that the questions are essential and not vague. This is the way you can improve your interpersonal communication skills at a greater extent and may even amaze others with your analytical skills.

Take help of Analytical Tools

To make learning a fun and solid way around to develop analytical ability, acquiring specific analytical tools is a great idea indeed. These tools enable learners run a successful analysis of what they have learned and the extent to which these skills could help. Take example of an analytical decision 'tree' that organizations use in policy research and in decision-making analysis. This analytical tool creates graph or model to evaluate and project decisions taken and their possible consequences on the company. Once the analysis graph is ready, managerial teams visualize them with a tree-like graphic, focusing on ways to make policy decisions.

Seek for Regular Feedbacks

Keep looking for innovative ways to develop and strengthen your analytical skills. Get involved in group projects and discuss with the team mates ways to present these projects to a larger audience. Request feedbacks from team-members and accept them whether positive or critical. Self-assessment of the analytical skills can sharpen and improve them even further. It's quite obvious that you can have brilliant ideas. But if it fails to get across, your ideas are nothing but stale water looking for life.

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