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## *a MESSAGE from SYLVIA*

### **Personality Traits That Matter Most**

Ever wonder why it's easier to work with some folks than others? Why these people accomplish more than those people? Why so much of what they touch turns to gold? The answers to such questions probably lie in their habitual patterns of behavior, temperament, and emotion known as personality traits. Not their competencies or skills.

Years ago I had a naysayer colleague who expressed pessimistic views, complained chronically, engaged in negative banter, denied facts, criticized others, refuted good ideas, opposed others' opinions, pointed out project flaws,



doubted the worth of creative possibilities, and bucked the workplace system at large. Just being around her wore me out. Despite this woman's elite education, diverse career background, and tons of experience, she was a drain to our team. We certainly weren't sad the day she left.

Your personality traits matter. Not only to you but to everyone around

you. In truth, they create heaven or hell. It's your choice how you want to work and live. While particular negative emotions and behaviors may tend to be your defaults, you can shift or change them. And when you do, your peers, employees, and bosses win.

In my feature article below I shine the light on ten personality traits that you and I absolutely need in order to succeed in the professional arena—regardless of industry. Yep. These are the essentials. Take a look.

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## FEATURE ARTICLE

### Top 10 Personality Traits for Career Success

Successful people possess and demonstrate many qualities and characteristics that serve them and others exceptionally well. This article identifies ten critically important traits that, when used and leveraged on a regular basis, can position you for accomplishing great things.

1. **Attitude:** Your attitude determines your altitude. Many experts say this trait is the foundation for all success, regardless of type or form. We're talking about a consistently positive, optimistic, can do outlook and perspective. Is this how you approach your work every day?
2. **Enthusiastic:** This trait refers to your interest, energy, zeal, and passion for your work in general, the projects in which you are involved, the people within your sphere. Enthusiasm carries an intensity that is deeper than modest engagement. Just how enthusiastic are you about your job and your life?
3. **Ethical:** The word ethical refers to being principled, virtuous, moral, conforming to accepted standards of conduct in your workplace as well as in the world. Most people perceive themselves to be more ethical than they really are. In what way(s) might you have minimized or excused your behavior?
4. **Goal-focused:** This trait helps you to keep your eye on the ball, even when distractions, interruptions, derailments, or disappointments enter the scene. Clear goals define necessary action steps and motivate you to press forward. To what extent do you structure your days around your goals?

5. Listener: If you think about it, few people in our frenzied, complex society today are truly good listeners. Only a small percentage pay close attention to what others are saying and not saying with genuine interest and empathy. Honestly, are you one of these people?
6. Networked: This trait doesn't mean collecting hundreds of business cards from folks you don't know or building a sizable data base that just sits in your digital contacts file. Networked refers to nurturing and maintaining meaningful relationships, having a well-developed, well-connected circle of resources and influence. How effectively are you plugged in?
7. Self-aware: When you are self-aware, you know yourself as you really are. It's having clear knowledge of your values, strengths and weaknesses, emotions, stress triggers, and fears. On a scale of one to ten (with ten representing the best possible score), what number represents your insight into yourself?
8. Persistent: You may have heard it said that the most successful people are not necessarily the ones with the highest intelligence quotient but the ones who never give up. Requiring patience and effort, persistence is the ability to endure in the face of challenge, failure, adversity, or grief. Do you regard yourself as a persistent person most of the time?
9. Self-confidence: Contrary to common assumption, there are many different layers to confidence. Quite simply, we are not confident in all areas of life activity. In which situations do you hold a steady belief in your abilities? Trust yourself? Feel and demonstrate a certain amount of poise, boldness, conviction, and aplomb?
10. Self-discipline: This trait in particular is often the one that's the downfall of brilliant, highly educated professionals with great potential. Your ability to control and restrain your conduct and impulses in order to follow through on decisions, commitments, and tasks in a reasonable fashion within a certain period of time is the neon lights personality trait responsible for much of your success. Would you describe yourself as disciplined?

Nobody has honed all ten of these traits. At least nobody I know. But you can do yourself a favor by determining which of them you already possess and which you need to expand, refine, or build. Your career depends on it.

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## What Clients Say

The client whose testimonial appears below hired Sylvia once she had the awareness that changing careers had become a major goal for 2017. Her combination of enthusiasm, self-confidence, and self-discipline kept her on track, bringing her to the “finish line” weeks before the coaching contract formally concluded.

*Through this experience with Sylvia I learned that I am fully capable of achieving the things I want in my life if I focus my energy and thoughts in an appropriate way. Sylvia excelled at learning to know and understand me. Our connection was instant. I felt progress in my career transition process very early on, and was relieved to find that I had such a great support and resource in my coach.*

- Kate Stravinskaskas, Camp Hill, PA

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## Offers and Opportunities

### Want to Narrow the Gap on Your Weakest Trait?

Your state of being, professional image, and job performance are only as effective as your weakest essential personality trait. Of the ten traits discussed above in the feature article, which one is your weakest? If you're interested in learning more about how to start closing that gap, take action by contacting [Sylvia@launchinglives.biz](mailto:Sylvia@launchinglives.biz) to get a few ideas. Sylvia will engage in some FREE email coaching with you. Offer limited to two people.

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## RESOURCES

**A Great Investment for Only \$5.00**

Interested in a short, clear, concise resource filled with valuable information and real life applicability? Check out *The Owners Manual for Personality at Work: How the Big Five Personality Traits Affect Your Performance, Communication, Teamwork, Leadership, and Sales* by Pierce J. Howard and Jane Mitchell Howard. This easy to understand, thought provoking paper back is a must read for managers in particular. Available “used” copies on Amazon for \$5.00 and under.

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## TIP

Ask three people you know and trust to inform you of your **best** personality traits based upon their experience with you over time. Remember: what you think and what others see can be very different. Our perceptions of ourselves, our attributes, and our actions do not always match the perceptions of the folks around us. Thus, it pays to seek input from colleagues, bosses, employees, Board members, customers/clients, contractors, vendors, etc. After you are clear about your best traits, start to look at new ways to showcase and leverage them.

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## Where in the World is SYLVIA?

On the evening of August 9, 2017 Sylvia will serve as the Hershey Rotary Club’s thirty minute speaker at their regularly scheduled monthly meeting held at Hershey Lodge. Because the group requested a talk focused on networking, Sylvia decided to present her own creative “Seven Phases of a Two Minute Impression”.

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*Join Sylvia on these social networks!*

## About This Ezine

The purpose of this Ezine is to: 1) Provide readers with valuable FREE content which contributes to personal and professional growth as well as overall career development; and 2) Invite readers to take next steps toward working directly with Sylvia.

Back issues are [available here](#). Send an email by [clicking here](#) to manage your free subscription. Sharing content with attribution is encouraged as is forwarding the Ezine email. Include launchinglives.biz in your list of safe senders or friends, depending upon your email software, to be sure you receive the monthly emailed issues.

Launching Lives Ezine is dedicated to “building people ... building businesses.” ©2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017

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## About SYLVIA

**Sylvia Hepler**, Owner and President of Launching Lives, LLC, specializes in career development for both corporate and nonprofit executives and managers. Based in South Central PA, she specifically supports clients as they upgrade their current job performance, seek a promotion, or plan/navigate a career transition. What makes her services unique is that Sylvia helps people to cope with change, loss, and grief as they work on developing their careers. Her professional background includes: nonprofit executive management/leadership, nonprofit community health program start-up, program evaluation, public speaking, business and freelance writing, teaching, and retail sales.

A certified executive coach through The Rescue Institute in Golden, Colorado and Quantum Endeavors in Chicago, Illinois (plus a participant in extensive continuing education opportunities with several coaches of national notoriety), Sylvia offers individual and group coaching, assessments, teleseminars, workshops, keynote speeches, and retreats. She also has created tangible and downloadable products that augment her coaching and speaking services.

**For more information** and to connect with Sylvia try:

[Launching Lives Website](#)

[Click to contact Sylvia by Email](#)

Reach Sylvia by phone at **717-761-5457**

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# *Launching Lives SERVICES*

**Launching Lives, LLC** is a full service career development company for managers and executives located in South Central PA. Utilizing a holistic approach to service provision, Launching Lives focuses on supporting clients as they create the platinum level career they desire by upgrading their job performance, seeking a promotion, or planning/navigating a career transition

Often people don't really know HOW they might benefit from coaching. Quite simply, ask yourself these questions: "What can't I seem to resolve on my own? What is keeping me awake at night? What am I missing when I look at a certain situation? How can I get to the next professional level? How can I learn certain skills quickly? How can I narrow my professional gaps? How can I motivate my staff? How can I communicate more effectively so I serve myself and others better? How can I reduce my work-related frustration? How can I develop a viable plan of action for myself and/or my organization? How can I obtain greater job satisfaction? Coaching may be the SOLUTION to any of these issues.

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