

Introduction

Being able to recognize and take full advantage of every opportunity is a concern of many people about to enter military service, or already making the best of it. Use this booklet to increase your productivity and the public knowledge that you are doing great work. You will, in turn, develop a positive reputation that can advance your career to higher levels.

About the Author

Elbert Mackey is a former unit commander who has been responsible for the overall health, welfare, morale, and the performance of assigned personnel. He is currently CEO of a medical technology company. He has seen the ideas presented here produce valuable results to organizations and the people who work for them.



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101 Ways to Increase Your Productivity in the Military

ACCOMPLISHMENTS

Write down your accomplishments at the end of the day in a small notebook. You will be able to track progress; you will have information, when needed, for your resume, appraisal, or job interview.

ACCOUNTABILITY

Accept responsibility for your actions. Admit your mistakes, apologize to others when you are in the wrong, learn, and move on.

ADS

Read job descriptions in newspapers and online. Getting to know what skills and education are required for specific careers helps you choose one for which you are suited.

ALIGNMENT

Keep your actions in line with your ethics and goals. You can achieve anything when your actions match your ethics and goals.

ANSWER

Answer the door when opportunity knocks. Be prepared and follow through when you are offered a promotion, a chance for advancement, or the opportunity to “show your stuff.”

APPEARANCE

Dress and look your best at all times. Looking your best portrays an image of confidence. Keep your hair trimmed and your clothes clean and pressed.

APPOINTMENTS

Use a calendar or appointment book to keep track of your schedule. A calendar will help you manage your time. When you cannot make an appointment always let the other party know as soon as possible.

ASK

Ask questions when you do not know something or when in doubt. While this suggestion might seem elementary, asking questions gets you ahead by leaps and bounds. Also ask older adults or mentors