



# Gaining the Edge

## Katrina Webb's top tips for self-mastery and performance impact

1. Know what's important – define your values and put them into action to power your best.

2. Apply the 4D's to de-clutter and improve your performance – delegate, delay and delete tasks to create more time to do the important tasks. Learn to say 'no' to avoid spreading yourself too thin and risk underperforming.

3. Say 'yes' to opportunities that are aligned with your values, goals and that put you out of your comfort zone.

4. Stay focused – multi-tasking leads to poorer performance.

5. Surround yourself with a team of positive people that can give you honest and constructive feedback. Develop a growth mindset.

6. Invest in 'you' – schedule in time each week to re-energise physically, mentally and spiritually. Schedule a meeting with yourself and see it as a non-negotiable.

7. Create breathing space to remain calm, composed, well-prepared and in control.

8. Work on your presence – show up each day the way you want to be perceived.

9. Celebrate diversity and difference – A current perceived weakness can be your point of difference and strength.

10. Be present, open up and be you. Take your whole self wherever you go.

### RECOMMENDED READINGS

Apples for the Mind – Creating emotional balance, peak performance & lifelong wellbeing, by Dr. Tom Nehmy, Clinical Psychologist

The Happiness Trap, by Dr Russ Harris

Braving the Wilderness and Dare to Lead by Brené Brown