

# Becoming A Super Achiever: The Requirements of Success

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# Becoming A Super Achiever: The Requirements of Success

Thomas D. Meyerhoeffer and George Vasu

## ***What is a Super Achiever?***

A Super Achiever is one who has developed mental focus, confidence, and a positive attitude about themselves and their role within family and job situation. Super Achievers can quickly set attainable goals based upon honest assessment of personal skills and abilities.

## ***Objective***

To become a Super Achiever through the ten following strategies and the self-analysis profile.

- Stay Physically Fit for Life
- Confidence and Courage
- Persist Until You Achieve
- Respect Everybody
- The Ultimate Team Player
- The Relentless Pursuit of Excellence
- Take Personal Responsibility
- The Three C's of Power Speaking
- Study the Masters
- Self-Reflection

## ***Strategy #1: Stay Physically Fit For Life***

Super Achievers have the energy, enthusiasm, and confidence that it takes to attain their goals. But Super Achievers don't just possess these abilities; they work hard to actualize them every day through exercise and a proper diet.

**Recommendation:** At least 30 minutes of exercise three times per week in conjunction with a low-calorie, low-fat diet.

## ***Strategy #2: Confidence and Courage***

We are all faced with situations in life that "test" us. Whether it's dealing with a sick child, confronting your boss, or helping a complete stranger—there are times when we must "rise to the challenge." Super Achievers do this on a regular basis. Rather than succumbing to fear, they transform that fear into positive, actionable thoughts

- My son looks up to me so I need to be strong when he is sick
- I need to present the boss with these issues as if they were my issues because only if it seems like I own them will he take them seriously.
- I won't get hurt helping this person load the box into their truck because I know how to lift with my legs and I'll do it right.

**Recommendation:** Demonstrate self-confidence and courage. These traits will enable you to destroy your fears achieve your goals.

### ***Strategy #3: Persist Until You Achieve***

Everyone is jealous of a Super Achiever...except other Super Achievers. That's because only a Super Achiever knows that they aren't "lucky," or "fortunate," or "handed everything." Super Achievers are envied because they embody persistence—they never give up in trying to achieve their goals and attain their dreams.

**Recommendation:** Concentrate on your personal goals until you have captured everything you have set out to attain. Let persistence be your personal trademark and resist distractions by always moving forward. Once you have achieved your goal, make a new one. Then start over again with the same intensity.

### ***Strategy #4: Respect Everybody***

Super Achievers recognize that they don't live in a vacuum—throughout each day they come into contact with hundreds of people such as

- Family
- Friends
- Co-workers and bosses
- Complete Strangers

The Super Achiever doesn't treat the people he encounters as lesser than himself. Rather, the Super Achiever embraces everyone as an equal. This creates lasting bonds, helps portray self-confidence, and build relationships upon which the Super Achiever can lean later.

**Recommendation:** Convey your thoughts for others before thinking of yourself. ***Treat others the way they want to be treated.***

### ***Strategy #5: The Ultimate Team Player***

Super Achievers never work alone—they recognize that their success depends upon how they work with employees around them. Showing respect, demonstrating confidence, and being a leader, Super Achievers help teammates just as much as teammates help them.

**Recommendation:** Support teammates by giving them praise and credit where credit is due. Personal success is achieved much faster when other colleagues support you.

### ***Strategy #6: The Relentless Pursuit of Excellence***

If there's one thing that separates a Super Achiever from others is their pursuit of excellence. Not complacent with "second best," the Super Achiever will always accomplish tasks and meet objectives in the best manner possible.

**Recommendation:** Never take the easy way out. Even though pursuing excellence can mean more and harder work, the end result is worth it—a finished job or task of which you can be proud.

### ***Strategy #7: Take Personal Responsibility***

It's safe to say that everyone has good and bad days, up times and down times, peaks and valleys. What's important is that you take responsibility for your actions whether you're up or down.

**Recommendation:** The mark of a superior performer is one who does not make excuses. Take great pride in being held accountable.

### ***Strategy #8: The Three C's Of Power Speaking***

The three C's of power speaking are confidence, conviction, and control. Master your ability to speak in front of large groups of people with the same confidence, conviction, and control that you display when talking to one person.

**Recommendation:** practice speaking to yourself in a mirror every day. Gain confidence in your abilities to articulate your thoughts both eloquently and professionally.

### ***Strategy #9: Study the Masters***

It's safe to say that wherever you are in your life, someone has been there before. Use the experiences of other people—both famous and ordinary—to provide you with guidance in your life as a Super Achiever.

**Recommendation:** study the experiences of others through books, magazines, or stories. Learn from those that have already learned the lesson you may be about to begin.

### ***Strategy #10: Self Reflection***

Self Achievers constantly look inside themselves as they move towards their goals. They question their decisions, balance their desires against the needs of other people, and work hard at being an ethical person.

**Recommendation:** question everything you do—not to second guess yourself but to make sure that your decision-making process is sound and valid.

**Self-Analysis Profile™: Identifying Areas for Self-Improvement**

The Super Achiever is never content with who they are or how they are performing. They strive for excellence and persist in achieving the ultimate goal—to be the best person they can be.

How do they do this? Through constant self-reflection and assessment of their person.

Below is a sample self assessment. Answer the questions with a response of “always,” “often,” “seldom,” or “never,” to gain insight to pinpoint the areas that require your greatest focus for self-improvement and ultimate change.

	ALWAYS	OFTEN	SELDOM	NEVER
Do you consistently focus on the positive?	4	3	2	1
Do you participate in some form of physical fitness program?	4	3	2	1
Do you follow the essential factors of sound health?	4	3	2	1
Do you face fear with confidence and courage?	4	3	2	1
Do you persist until you achieve your goals?	4	3	2	1
Do you respect everyone you meet?	4	3	2	1
Do you get along harmoniously with others under all circumstances?	4	3	2	1
Do you give credit where credit is due and when credit is not due?	4	3	2	1
Are you humble about your own abilities and accomplishments?	4	3	2	1
Do you set performance standards for yourself in everything you do?	4	3	2	1
Do you hold yourself personally responsible for your actions and performance?	4	3	2	1
Are you aware of the way you speak and are you comfortable speaking in front of large groups?	4	3	2	1
When you need help in a given area, do you seek the help from a professional in that field?	4	3	2	1
<b>Totals:</b>				
<b>Grand Total:</b>				

TOTALS	RANK
47-52	Excellent
42-46	Good (Above Average)
37-41	Fair (Average)
32-36	Poor (Below Average)
Below 31	Unsatisfactory

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### **Achievement & Motivation**

- Becoming A Super Achiever: The Requirements of Success
- Reaching Your Personal Plateau: Goal Setting For Success

### **Business Writing**

- How and When to Write Business Correspondence: Authoring Powerful, Results-Oriented Letters

### **Career Transition Strategies**

- Establishing an Objective: How to Discover What You Want To Do
- Preparing Psychologically for a New Job: The Proactive Mindset
- Recovering from Being Fired or Laid Off: Your First Course of Action
- Resigning Professionally: Building Bridges When Moving On

### **Client Relations**

- Delivering First Class Client Service: Establishing Career Clients and Maximizing Your Income Potential
- Making the Sale through Consultation: Rapport Building with the Four Personality Types
- Successful Negotiation: Getting What You Ask For
- Successful Selling: Consultative Approach

### **Communication Skills**

- Becoming a Better Listener: Comprehensive Listening Techniques
- Communicating With Maximum Impact: The Ultimate Communicator
- Powerful and Professional Presentations: Developing Your Personal Style
- The Power of the Phone: Improving Your Phone Skills

### **Compensation Issues**

- Evaluating the Job Offer: Guidelines for Making the Best Decision
- Securing the Ideal Compensation Package: Coordinating the Job Offer
- The Psychology of Counteroffers: Understanding the Pitfalls
- Vital Salary Negotiations: Win-Win Guidelines

## **Employee Relations**

- Improving Employee Morale: Inspiring High-Spirited Performance During Tough Times
- Knowing When An Employee is Looking to Leave: Understanding the Visible Signs
- Open-Book Management: A Straightforward Approach to Employee Motivation
- Preventing Legal Hassles and Payouts: Understanding the Alternative Dispute Resolution (ADR) Process
- Sharing Compassion & Resources: How to Cope with the Terminal Illness of an Employee
- Strengthening the Employment Relationship: How to Ensure Employee Loyalty and Commitment in Today's Organizations
- Terminating an Employee: The Professional and Tactful Approach

## **Hiring**

- The Job Description: Your Road Map to Hiring the Person You Need
- Evaluating Who Is Best For the Job: The 15 Minute Evaluation/Ranking System™
- Identifying the Best Candidates: Strategies for Locating the Professionals You Need
- Legal Guidelines: Understanding the Legality of Hiring
- Reference Checking by Phone: Confirming the Facts Presented During the Interview
- Securing the Candidate you Want to Hire: Making Offers That Get Accepted
- Securing the Ideal Job Candidate: Coordinating the Offer of Employment
- The Rejection Letter: Building Company Goodwill
- The Sample Offer Letter: Specifying the Terms of Employment
- Unveiling the Person Behind the Resume: Techniques to Select the Best Candidates

## **Interview Question Sets**

- Ten Pre-Qualifiers: On the Spot Questions for the Quick Mini-Interview
- Handling Conflict: Assessing the Candidate's Ability to Perform during Conflict and Opposition
- Handling Difficult People: Assessing the Candidate's Ability to Deal with Problem Customers
- Quality Orientation: Assessing the Candidate's Ability to Strive for Perfection
- Sales Ability: Assessing the Candidate's Ability to Persuade or Influence Others
- Sales Performance: Assessing the Candidate's Ability to Become a Super Achiever
- Self-confidence: Assessing the Candidate's Ability to Believe in Themselves
- Self-Directed Team Orientation: Assessing the Candidate's Ability to Define an Individual Team Role
- Self-esteem & Peak Performance: Assessing Candidate's Ability to Gain Control of Their Work
- Sociability: Assessing the Candidate's Ability to Positively Interact with Others
- Team Play Orientation: Assessing the Candidate's Ability to Interact Successfully with the Work Team
- Telemarketing Ability: Assessing the Candidate's Ability to Communicate over the Phone

## **Interviewing**

- Gaining Control of the Interview Process: Techniques to Increase Your Chances of Being Hired
- Interviewing Formats: Strategies Used by Today's Employers To Select New Hires
- Interviewing for Maximum Results: Questions to Identify the Best
- The Interview Preparation: Developing the Plan to Interview the Best Candidate

## **Networking**

- Techniques for Networking: Finding the Job of Your Choice

## **Personal Development**

- Benefiting From Rejection: The Trademark of a Winner
- Improving Your Memory Skills: Mastering Memory Techniques
- Making the Right Decision: The Decision-Making Process
- Releasing Your Creativity: Opening Your Mind
- Weight Loss & Diet: A Sensible, Low-Impact Approach to Maximizing Your Potential
- Goal Setting System: Turn Your Goals Into Reality

## **Resume Attachments**

- Create a Winning Cover Letter: Targeting the Job Interview You Want
- Formatting the Salary History: How to Maximize Your Earning Potential
- Preparing Winning References: Securing the References You Need

## **Resume Writing**

- Create A Winning "In-Person" Resume: Securing the Interview You Want
- Create a Winning "Electronic" Resume: Getting Selected by the Applicant Tracking System
- Posting Resumes Electronically: Maximizing Your Career Opportunities in Cyberspace

## **Sexual Harassment**

- A Definition of Sexual Harassment: Identifying Inappropriate Behavior
- Preventing the High Cost of Sexual Harassment: Employer Response to Inappropriate Behavior
- What You Can Do To Stop Sexual Harassment: Personal Response to Inappropriate Behavior

## **Stress Management**

- Turning Stress into Success: How to Identify and Conquer Stress

## **Team Building**

- Recognizing Team Efforts: Guidelines for Praising High-Achieving Work Groups

## **Time Management**

- Maximizing Your Time: Strategic Management to Increase Your Productivity
- Time Management Tips for Traveling: Making the Most of Your Business Trips