

If you want to be successful, you need to have a dream and the courage to pursue it. COURAGE, DREAMS and PREPARE are the three acrostics that I have for you on Protips this week. I hope that you'll find the tips helpful and worth sharing with your officemates, friends and loved ones.

Catch Protips everyday over 702 DZAS (and other FEBC provincial stations) around 7 a.m. You may also download Protips audio from www.febc.ph. Click on the Pinoy Connection icon.

Stay in touch. I enjoy reading your emails. If you have questions, suggestions or prayer requests send them to protips@febc.org.ph.

Be a blessing in the workplace today!

Maloi

Courage @ Work

by Maloi Malibiran-Salumbides

I was telling my daughter about our childhood dog named Bold when she curiously asked, "Why Bold, Mama?" I explained to her that bold means not being easily frightened. I went on to recount the many times when Bold defeated our neighbor's dog which was much bigger than him. Bold was a courageous dog indeed. His lived up to his name. I guess, the story inspired my Bea that's why she said, "Mama, when I get my own dog, I'm gonna name him Courage... the cowardly dog!" That gave me a good laugh. Later, I found out that she got the name from a cartoon character. It made me think though, that many times we are like Courage, the cowardly dog. We say that we trust God and yet with the slightest delay in our plans we start to worry.

Are you afraid of something or of someone? Are there situations in the office that are causing you to lose your peace of mind?

Here are a few tips on how to be courageous at work and in life.

Claim God's promises. Remember the oft forwarded text message? "The phrase

'Don't be afraid' appears 365 times in the Bible. That's enough assurance for each day of the year that we can trust God and overcome our worries."

Ok to fail. Give room for trial and error. A lot of successes happened after learning from a series of failures. Don't be afraid to make mistakes but make sure you learn from them. Make those failures as stepping stones to bring you closer to what you want to achieve.

Utter a prayer. When afraid, ask God for courage. "He who kneels before God can stand before anyone."

Risk is better than regrets. Would you rather live a very calculated life and bid this world farewell with lots of regrets? Risk being hurt. Risk being rejected. Risk being laughed at. You will never find out what could have been if you won't dare to take the risk.

Analyze your fear and deal with it.

Get your homework done. Many times our fear stems from incompetence. Equip yourself. Prepare. Competence = confidence!

Exercise for the unexpected. Have back-up plans just in case something goes wrong.

Preparing for Success

by Maloi Malibiran-Salumbides

Pray. When you read the story of Nehemiah in the Old Testament, you would see that he was faced with a daunting task. That of rebuilding the walls of his native land Jerusalem. The work was overwhelming. So before lifting a finger, Nehemiah lifted his voice to God in prayer (Nehemiah 1:4; 2:4).

Research. Read about other's successes and learn from them. Know the best practices and experiences in your line of work.

Evaluate what would work for you. Sift through the information that you'd

gather from your research. Don't take in everything or you might suffer from info overload and mental indigestion.

Plan. Prepare a plan so that you'll have a framework to guide you. This plan will keep you on the right track.

Ask stakeholders. In this global village, no one can succeed by his or her lonesome. We are interdependent. Our success is influenced by other people's decisions and actions. So consult the stakeholders. Work with your boss, colleagues, competitors and customers.

Rehearse. Even those whom we consider as successful still spend time rehearsing their craft. Practice makes perfect.

Execute. You can never be successful by just having a good plan. You have to make that plan work. You have to effectively execute what you've beautifully written on paper. There is a time to plan and there is a time to implement.

Turning Dreams to Reality

by Maloi Malibiran-Salumbides

Determination. Big dreams entail hard work. They seldom happen overnight. Determination will fuel you to pursue your dreams.

Resist doubts. There's no doubt about it. Some people will doubt your dreams. Others will throw you a bucket of cold water to bring you back to reality. Don't stop, just because someone said "It can't be done." Press on and believe.

Enjoin people who will help you reach your dreams.

Appreciate small victories. When the uphill climb gets tough, celebrate the head way that you've made. Instead of fretting about what still needs to be done, be thankful for what has already been accomplished.

Make sacrifices. Sleep less, eat less, watch TV less, spend less. These are some of the sacrifices that you may have to make in order to attain your dreams.

Set a time table. "Dreams are plans with a deadline." Setting a target date for your dreams to come true gives you a sense of urgency to start working on it.