

1. Goals setting, planning, strategies

“If you want to please everyone, go sell ice-cream.” Sheryl Sandberg, Facebook chief operating director

Warren Buffets' rule

- How to set your goals?

- How to set your teams' goals?

I will try to apply for a new job. How can I reach it while I am in my current job?

When can I ask for promotion and why?

How would you learn how to improve your skills?

Method SMART

S =

M =

A =

R =

T =

“Be opened to knowledge. What fails – try differently. Try to understand yourself, others, the value of failure and win. Do not be fooled by either. Not everything that seems to be difficult and lengthy is wrong and not everything that seems to be simple and fast is good. Even the fly in front of your eyes seems bigger than an elephant short way off. Therefore, judge all the opportunities, goals and partial results with distance, detached view and humbleness.” Bill Gates

10 GTD RULES BY EMIL ZÁTOPEK

“Don’t think I was different from my friends. It took me 3 years before I won my first race. I was attending Young Men athletic group and I paid attention to those who were running better than me. I learned from them. I was still watching what they are doing better than me and I wanted to get to their level. When I got that level, I wanted to be better than them. But HOW, when I have no inspiration right in front of me, bigger than they were? Then I understood that if I want to achieve better results than they did, I have to do something different than they did!”

1. Learn from the best before you
2. If you want to be faster than the crowd, you have to leave the crowd.
3. Every time you think you can’t – you can.
4. When you think you can’t – speed up.
5. Quit not when you are tired, but when you are finished.
6. When you think of quitting, remember why you have started.
7. Victory is great but friendship is even better.
8. Always think like “next time” would mean “never”.
9. Do not strive for an easy life, strive for a life that is worthy
10. Even if you lose, continue next time. Loser is not the one who loses, but the one who stops trying next time!

How to lead a team?

- 1) Be uncompromising
 - You have to give out tasks and require the results

- 2) Work with trust and openness
 - Build an environment where people can see trust and be opened

- 3) Still have your eyes open
 - Think behind the corner, do not trust the first information to come

- 4) Stay calm
 - Do not lose the peace and objective detached view

- 5) When there are some argues
 - If there are long-term arguments, you have to keep the environment calm

- 6) All for one
 - Have a team, not a group

- 7) Time for yourself
 - Give your best but find some time for yourself