



# MY COLLECTION OF MANAGEMENT TIPS

*“I continually collect articles, lists, notes, and ideas I pick up from reading, listening to speakers, or just talking with people. I urge everyone to do that as a habit, we evolve over our lifetime as managers, and there are always new ideas that can be helpful – or old ideas that suddenly apply to a situation in which we find ourselves.” – Jim Morgan*

Start your own collection of quotes and catchphrases reflecting your management style and identity. Use this sheet to jot down insights and other ideas to reflect on.

| TIP • QUOTE • SAYING | SOURCE | DATE COLLECTED |
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On the next page you'll find a small collection of quotes from notable people to kick-start your thinking.



## QUOTABLES

*"Do one thing every day that scares you"*

- Eleanor Roosevelt

*"Success is a collection of problems solved."*

- I. M. Pei

*"I feel that luck is preparation meeting opportunity."*

- Oprah Winfrey

*"There's no shortage of remarkable ideas. What's missing is the will to execute them."*

- Seth Godin

*"If you really look closely, most overnight successes took a long time."*

- Steve Jobs

*"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."*

- Maya Angelou

*"Leadership is about making others better as a result of your presence and making sure that impact lasts in our absence."*

- Sheryl Sandberg

*"The last 1% of effort is what sets you apart from everyone else who stopped at 99%."*

- Lina Chen

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## A SELECTION OF JIM MORGAN'S BEST-KNOWN SAYINGS

*Don't be afraid to have a Plan B.*

*The character of your organization will never exceed your own.*

*Excellent managers are not born. They develop by learning.*

*Make a decision; manage the consequences.*

*Organizational success is a marathon, not a sprint.*

*Success is 10% strategy and 90% implementation.*

