

PERFECTIONISM TIP SHEET

- Be realistic about the level of performance at which you can and should perform. Most performance measures occur on a continuum.
 - Make a list of the important skills, knowledge, and abilities that are necessary to succeed in your position. Strive to make your standards challenging, attainable, and pragmatic.
- Avoid black-and-white thinking that views performance as a complete success or a total failure.
 - Many times you can be successful by turning in an acceptable performance. Recognize the difference between tasks that need to be perfect, versus those for which a “good enough” standard suffices.
- Improve your competence by pushing yourself to take on challenging work
 - Surround yourself with people who are skilled in the areas where you are less effective. Draw them into a project if you need their help.
- Focus on the process rather than the outcome.
 - Successful people make mistakes. They differ from unsuccessful people by learning from these experiences.
- Do not dwell on the past.
 - You are bound to make mistakes and occasionally fail. Dust yourself off and move forward.
 - Don’t dwell on tiny mistakes; only analyze mistakes that have a significant impact.
 - Have you made a similar mistake in the past? Study the patterns of behavior that result in repeated mistakes, miscalculations or misreading. For example, you may consistently underestimate how long it takes to do something.
- Perfectionism can sometimes impede your time management skills. Work to ensure that the time you spend on a task is commensurate with its level of importance.
- Regularly monitor your performance and compare it to your standards.
 - When you accomplish a goal, take time to congratulate and reward yourself.