

9 Proven Habits of High Performers

*And how to implement
them today*



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1. Keeps To Their Word

Why it's needed:

- Reliability builds trust and sets you apart.
- Broken promises damage reputation and people's confidence in you.

Actions:

- Commit to less, and deliver on time.
- Use written reminders to track promises.
- Say 'no' to avoid overcommitting.

2. Regulates Emotions

Why it's needed:

- Staying calm under pressure shows strength and gives credibility.
- Emotional control prevents poor decisions.

Actions:

- Pause before responding; count to five.
- Identify triggers and plan for them.
- Have techniques for finding calm e.g. mindfulness, journaling.

3. Acts Autonomously

Why it's needed:

- Taking initiative leads to faster results and quicker progress.
- It builds recognition & trust in you.

Actions:

- Identify small problems; solve them yourself.
- Take risks: try new ideas and take chances.
- Be reflective; consider your actions and how you can improve.

4. Thinks Strategically

Why it's needed:

- Top performers think beyond short-term wins, keeping the bigger picture in mind.
- Actions are aligned with longer term goals.

Actions:

- Regularly review long-term vision & goals.
- Break big goals into actionable steps.
- Consider the bigger picture before making decisions.

5. Radiates Positivity

Why it's needed:

- Optimism and warmth attract people and opportunity.
- A positive attitude inspires others around.

Actions:

- Start conversations with genuine curiosity and kindness.
- Avoid negative talk; focus on solutions.
- Reframe challenges as growth opportunities.

6. Speaks Less, Listens More

Why it's needed:

- Listening builds trust and uncovers insights that others miss.
- Speaking more doesn't always add value.

Actions:

- Pause before replying, to absorb things fully.
- Ask deeper questions to gain clarity.
- Paraphrase to confirm understanding.

7. Builds Relationships

Why it's needed:

- Your network & relationships create opportunity.
- Top performers build mutual & authentic connection with others.

Actions:

- Reach out to people with value, not just asks.
- Connect people with others in your network.
- Nurture key connections by following up regularly.

8. Learns Obsessively

Why it's needed:

- Continuous learning compounds over time.
- Not learning & evolving makes you stagnate and fall behind.

Actions:

- Dedicate 30 minutes daily to learning.
- Take courses or join expert discussions.
- Teach others to reinforce your knowledge.

9. Communicates With Clarity

Why it's needed:

- Clear communication prevents confusion and inspires confidence.
- Helps convey ideas with impact.

Actions:

- Use simple, direct language; avoid jargon.
- Actively listen, to tailor responses.
- Ask for feedback to refine messaging.

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