

Perfection: The Enemy of Progress

Study Guide

How to Use This Study Guide

The Study Guide for this course is designed to help you take notes as you're taking the online course "Perfection: The Enemy of Progress". It is organized in sections that mirror the key elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as you are learning helps to solidify the information in your brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

Course Overview – Perfection: The Enemy of Progress

Ah, the perfectionist. We all know one in our life. Or...maybe you are one. But isn't working hard and having high standards helpful, especially at work? What determines when perfectionism is harmful and when it's helpful? You don't need to be perfect in order to be successful. But **be aware that the need to get something perfectly right can also hold you back from making meaningful progress**. At work, you'll often find that having something done ends up being more important than having it done perfectly. You still want to do your best, but fear of getting it wrong shouldn't hold you back from moving forward. The details matter, but the big picture is important too – so let's learn how to move forward from places where being perfect might have you stuck.

Learning Objectives – Perfection: The Enemy of Progress

By the end of this course, you will understand the following:

- Discover what perfectionism is
- Understand how perfectionism can undermine progress
- Learn strategies to keep yourself moving when perfectionism has you stuck

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Starting the Conversation about Perfectionism

Video Notes

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8 Traits of a Perfectionist

#	List the 8 Traits
1	
2	
3	
4	
5	
6	
7	
8	

Working with a Perfectionist

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Journaling Activity - Working with a Perfectionist

6 Strategies to Focus on Progress over Perfection in Work

#	What are the 6 Ways to Work Against Perfectionism in Work?
1	
2	
3	
4	
5	
6	

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Journaling Activity - 6 Strategies to Focus on Progress Over Perfection in Work

6 Strategies to Overcome Perfectionism in Everyday Life

#	List 6 Strategies to Overcome Perfectionism in your Life
1	
2	
3	
4	
5	
6	

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Journaling Activity - 6 Strategies to Overcome Perfectionism in Everyday Life

#	List Top 3 Strategies	Pick an Upcoming Project you can Apply these Strategies to
1		
2		
3		

Discussion Questions

Discussion questions are used by workgroups who are taking courses concurrently and want to engage in a conversation about the course content. The use of discussion questions is optional.

1. What are the perceived benefits of perfectionism at work?
2. What are some ways perfectionism has held you or the group back in the past?
3. How would you like to receive feedback?
4. What is more difficult for you: starting your work or getting it finished?
5. How can others support you to make more progress at work?