

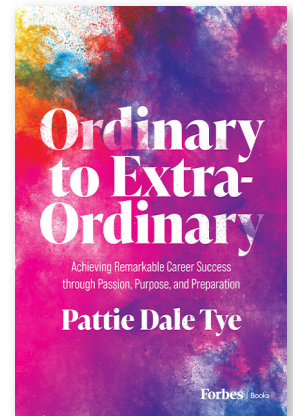


# Executive Book Summaries<sup>®</sup>

## Ordinary to Extra-Ordinary

Achieving Remarkable Career Success Through Passion, Purpose, and Preparation

by **Pattie Dale Tye**



### Contents

Chapter 1: Shout-Out to the 98 Percent

Page 2

Chapter 3: The Discomfort of the New

Page 3

Chapter 4: The Money Will Come

Page 4

Chapter 6: Up by the Bootstraps

Page 5

Chapter 8: Be Ready for the Breaks

Page 6

### THE SUMMARY IN BRIEF

Do you feel stuck in the middle of the career ladder? Are you wondering why none of your efforts help make a difference? Have you tried various strategies and followed so-called career gurus' advice, with zero visible results? Maybe you do not have to focus on the strategy to grow professionally. Perhaps you need to focus on yourself.

In her book, *Ordinary to Extra-Ordinary: Achieving Remarkable Career Success Through Passion, Purpose, and Preparation*, Pattie Dale Tye, the COO of Stoll Keenon Ogden PLLC, shares her insights and experiences to guide readers in achieving career success. She wrote this book for people at various stages of their career journeys, from the newbie just joining the workforce, to professionals re-entering the workforce or in the later stages of their professional careers.

### IN THIS EXECUTIVE BOOK SUMMARY:

- Building a career is all about the journey, not the destination.
- Professional growth takes time, so don't get discouraged if you don't see immediate results.
- If you add value to everything you do, you will reap the rewards.
- You should strive to maintain interest and curiosity in your line of work.
- A career is not only about the money.

### Chapter 1: Shout-Out to the 98 Percent

It is a fact that most of the people in the workforce feel that they are being overshadowed by societal pressures that glorify only the elite achievers—the so-called top 2 percent. However, being part of the “98 percent” does not limit one’s potential for an extraordinary career.

Even I, with my long track record of corporate success, am part of the 98 percent club, with nothing extraordinary to show for during my childhood and formative years. Only through self-awareness, risk-taking, hard work, and resilience, did I manage to create an extraordinary life and career.

The most important thing is finding what “lights you up”—the passions and interests that energize and inspire you. It is important to note that this discovery is not necessarily linked to your innate abilities or prior achievements. Instead, it is about identifying pursuits that stir curiosity, spark joy, and ignite a sense of purpose.

Thus, everyone should take the time to explore their curiosities and ask introspective questions, such as:

- What activities make me lose track of time?
- What problems do I feel compelled to solve?
- What makes me feel fulfilled and motivated?

The other theme is the importance of relationships and acknowledging that you cannot achieve success on your own. You have to build a network you can rely on and seek a mentor who will help you grow professionally.

Building the right network from the early years of your career will lead to a life-long connection with people who can nurture you, celebrate your successes or help you change tack in your career.

Also, while working hard, you don’t have to forget to take care of yourself and know how to set your priorities. Using the Eisenhower Matrix, you can separate tasks as urgent vs. non-urgent and important vs. non-important. In this matrix, your health and well-being must always be important and urgent.

Finally, keep in mind that trust is paramount in business. Business strategist David Horsager has developed a system with which he teaches leaders how to build the “Eight Pillars of Trust”:

- Clarity—People trust the clear and mistrust the ambiguous.

- Compassion—People put faith in those who care beyond themselves.
- Character—People notice those who do what is right over what is easy.
- Competency—People have confidence in those who stay fresh, relevant, and current.
- Commitment—People believe in those who stand through adversity.
- Connection—People want to follow, buy from, and be around friends.
- Contribution—People immediately respond to results.
- Consistency—People love to see the little things done consistently.

Without trust, there can be no relationship on any level – personal or in business. And to build others’ trust in you, you must stand by helping them achieve their career and business goals. However, do not see this as a transaction – I help you so you must help me. Instead, see it as a long-term relationship-nurturing process.

### Chapter 2: Everything Ladders Up

The concept of “laddering up” is a powerful metaphor for career growth. This concept is similar to playing with LEGO blocks, where each piece supports and strengthens the complete structure.

According to this concept, no experience should be considered irrelevant. Also, every career step has the potential to provide new insights, skills, or connections that enhance future opportunities. Every job, skill, or relationship forms a critical “rung” on the ladder of success, creating a cohesive journey where nothing is wasted.

The idea of “laddering up” expands the traditional notion of climbing the career ladder, which is often perceived as a solitary pursuit. Instead, this process is collaborative and multidimensional. Here is a detailed explanation of what laddering up means:

1. Leveraging every role and experience to build toward the next opportunity.
2. Fostering mutual benefit—helping others succeed while advancing one’s own career.
3. Recognizing that personal and professional growth are interconnected.

...even if your career path seems nonlinear or inconsistent, a deeper examination will reveal a common thread—skills, passions, or values that remain constant throughout your journey.

One of the core principles of laddering up is that success is not a solitary endeavor. It is important to lift others as you advance, ensuring a ripple effect of progress. This approach aligns with the philosophy of mentorship, where guiding others in their careers enriches the mentor's journey as well.

Also, even if your career path seems nonlinear or inconsistent, a deeper examination will reveal a common thread—skills, passions, or values that remain constant throughout your journey. These recurring elements create continuity and cohesion, enabling you to draw on your strengths across various roles and industries.

As an example, I have always been passionate about solving problems and helping others succeed. Whether working in insurance, furniture sales, or healthcare, this core value remained central to my approach. So, you should identify your own “light-me-up” skills and talents and focus on nurturing them, as these attributes often form the foundation for long-term success.

At this point, it is necessary to tackle the issue of career mistakes. Rushing through career decisions or pursuing opportunities for the wrong reasons can lead to setbacks. You should not be in a rush for career advancement. Growing your career is likened to running a marathon rather than a sprint.

Thus, it is essential to stay in roles long enough to fully develop skills, build networks, and maximize learning opportunities. By resisting the urge to rush to the next position, you can deepen your expertise and strengthen the connections that will support you later in your career.

### Chapter 3: The Discomfort of the New

Discomfort plays a critical role in personal and professional growth. While stepping into unfamiliar territory can be frightening, or at least daunting, it is often the key to unlocking opportunities and achieving extraordinary outcomes.

Overcoming discomfort is possible through the learning curve, which represents the process of learning from mistakes.

Everyone has a learning curve, which essentially has four stages:

1. You don't know what you don't know – as you step into a new role, you are still unaware of all the things you need to learn and all the tasks you are supposed to do.
2. You know what you don't know – as you start getting familiarized with the new job, you become aware of what you still need to learn and what is required of you.
3. You learn everything about what you don't know – either through mentoring, a hands-on attitude, or taking supplementary courses.
4. What you didn't know is what you now know and do – this is when you start being recognized as an experienced professional and an authority in your field of work.

You should embrace the discomfort of the initial stage and trust that it will lead to eventual growth and success. Instead of fearing it, welcome it as the start of something extraordinary for your future.

To achieve this, you should start by creating your 90-day plan after you accept a new role. This plan must have actionable steps for each of your first 90 days in the new role. A few examples of these steps include:

- Determine what you need to accomplish.
- Make the most of every meeting.
- Set SMART (specific, measurable, achievable, relevant, time-bound) goals.
- Learn everything about the company culture, goals and challenges.
- Build relationships.
- Keep your plan flexible and adapt it as needed.
- Be a team player, not a lone ranger.

Also, it is important to remember that success does not just

happen. You have to plan to succeed. This involves:

- Making a lasting impression from the start – only the President of the U.S. has 100 days to do something, you have only 90.
- Building relationships by nurturing trust with your colleagues and superiors.
- Understanding that you do not have to be the smartest in the organization, you just have to do your best.
- Building your personal brand, which will define your professional reputation.
- Visualizing yourself as successful in the role.
- Being authentic in everything you do.

Women are more likely to suffer from the impostor syndrome than men: statistics show that as many as 75% of women in executive positions have experienced this syndrome at some point in their careers.

The solution is that women should focus the hardest on embracing the idea that nobody is perfect. Instead, they should accept their discomfort in a new role, keep reminding themselves what they have achieved so far, and “click off” the inner voice that tries to discourage them.

Finally, it is essential to remember that finances are not everything in a rewarding career. You should not refuse a new role, just because it is not a direct promotion. Instead, plan three moves ahead, just like a chess player. This mindset can help you achieve the level of success you envision, even if you don't get the right raise or promotion when you want it.

---

### Chapter 4: The Money Will Come

It's important to shift focus from the pursuit of financial gain to the pursuit of passion and purpose in building a career. While acknowledging that financial stability is important, it is essential to accept that chasing money alone often leads to dissatisfaction and unfulfilled potential.

Many people are reluctant to accept a new job that offers lower pay compared to their current role. Even if the new job is better aligned with their goals and with what lights them up, they refuse to take this chance. However, those who have the courage to make this change, end up with a better paying job, and a truly rewarding career.

This is why you should always prioritize finding work that aligns with your values, interests, and long-term goals, be-

cause ultimately financial rewards naturally follow when you focus on meaningful contributions and personal growth.

To this end, it is important to address a common misconception: the belief that financial success equals career success. There is no question that financial security is essential. But using money as the sole measure of success can lead to:

- Burnout from pursuing roles or industries that don't align with one's interests or values.
- A lack of fulfillment, even when financial goals are achieved.
- Missed opportunities to explore careers that provide personal and professional growth, but may not initially offer the highest salary.

Passion fuels purpose, which, in turn, drives success. Identifying what excites and motivates you—whether it involves solving complex problems, helping others, or creating something innovative—is the true foundation for a fulfilling career.

Making a lateral move in your career – one that does not take you to a better paying, but a more meaningful position – is the smart thing to do. This approach helps you become an expert and develop the right soft skills that help you achieve success.

To become an expert, you have to:

- Identify your career traps.
- Define your purpose.
- Document your unique skills and create your selling statement.
- Seize opportunities to expand yourself.

Equally important is to cultivate soft skills and generosity. In the corporate world, you are not in it for yourself. Whenever you can, help a colleague, offer opportunities for growth and mentor others. This will make your life more meaningful. And, yes, in time, the money will come.

---

### Chapter 5: Suddenly Sunday

A common yet often overlooked phenomenon in the professional world is the “Sunday Scaries.” This is the anxiety and dread that creeps in as the weekend ends and the workweek looms. It affects professionals across all career stages, from entry-level employees to seasoned executives. It is that sinking feeling of unease that disrupts relaxation and joy as Sunday evening approaches.

You can also fight against the Sunday Scaries by making sure that you complete all your tasks by Friday and do not put off any of them for Monday.

To overcome the Sunday Scaries, follow these tips:

- Understand what causes the dread of Monday and prepare yourself to meet the day with serenity.
- Schedule a fun or fulfilling activity for Monday evening, after work.
- Meditate.
- Count your blessings on Sundays.

You can also fight against the Sunday Scaries by making sure that you complete all your tasks by Friday and do not put off any of them for Monday.

Most importantly, you should not allow thoughts of grumpy people you will meet at work on Monday to ruin your Sunday. Learn to stop playing conversations with them in your head and understand that their grumpiness has nothing to do with you and you should not let it affect you.

This is one of the best ways of truly enjoying your Sunday and having a good rest to prepare yourself for a new work week.

---

## Chapter 6: Up by the Bootstraps

Resilience, self-reliance, and the power of perseverance are key in overcoming challenges and achieving success. You should take ownership of your career and adopt a mindset that embraces problem-solving and adaptability. Pulling yourself “up by the bootstraps” is a critical skill in navigating life’s inevitable obstacles. Here are a few actionable steps for achieving an “up by the bootstraps” mindset:

### 1. Build resilience

This is the ability to stand back up after a setback and move forward. Remember that people invested in you took a chance on you, so you should not let them down. Do not feel discouraged by a mistake, but learn from it and move ahead.

### 2. Stay Confident

Continue to trust in yourself and your abilities. You got this role because you’ve proven your skills and experience and

people acknowledged them. And whenever you can, instill confidence in others.

### 3. Be Self-Disciplined

Be careful and intentional about your work. Remember that your actions impact others, so do not give up when it gets tough. You are not alone, but part of your team. Any slacking on your part will affect others.

### 4. Remain Curious

Curiosity prompted all the scientific developments, exploration and continuous improvement. Human history is an example of how curiosity helps us achieve new things and become better. Using the Mood Elevator meter card, you can evaluate your level of curiosity about your job tasks and find ways to become more invested in them.

### 5. Be Credible

Credibility is the proof that you can do the tasks you’ve been given. It is closely connected with authenticity and it must be the cornerstone of how you present yourself to everyone around you.

### 6. Develop Multiple Skills

Termed as being good at multiple sports, this item focuses on the need to develop a wide range of skills, allowing you to fill several roles. You must not typecast yourself for a single role, as it will severely limit your ability to expand your career.

---

## Chapter 7: Polish That Brand

Keep in mind that personal branding is a critical element for career success. Every individual has unique qualities, skills, and values that need to be refined, showcased, and continuously nurtured.

A strong, authentic personal brand is essential not only for career advancement but also for building trust, relationships, and influence in professional and personal circles.

Personal branding is defined as the way individuals present themselves to the world—how they are perceived by others in terms of their strengths, character, and reputation. A personal brand reflects a person's values, skills, and the unique attributes that set them apart.

The ultimate goal in personal branding is to become recognized as a thought leader. This is someone with authority and expertise in their field of work, a go-to source for reliable information and helpful advice.

To get there, you should ask yourself:

- What do I want to be known for?
- How can I get the word out there that I am an expert?
- How can I make a positive impact every day through my work?

---

### Chapter 8: Be Ready for the Breaks

Another key aspect to keep in mind is being prepared to seize career-defining opportunities, called “breaks.” However, it is important to understand that, unlike the generally-accepted definition of “getting a break,” career breaks don't just happen.

You have to put in the time and be present, both physically and mentally, every day at every job. Even though you have self-doubts and wonder whether you are doing enough, continue to put in the time to:

- Hone your skills.
- Build relationships.
- Make a good impression from the first.
- Blend with the corporate culture and dress code.
- Be helpful and maintain a positive attitude.
- Keep your eyes on the long-term goals and remember that your career is a marathon, not a sprint.

You don't have to be perfect, just to show people that you are doing your best. Remember not just to give credit, but also to take credit for your good work. And, whenever you can, give someone else a break and help them ladder up.

---

### Chapter 9: Look at You Now

Always remember the concept of “lifting while you climb,” emphasizing the importance of helping others

succeed while pursuing your own career goals. Mentorship has had a great impact on my life, particularly from Tony Chase, who instilled the importance of leaving a positive legacy through one's work.

It is extremely important to reflect on your desired impact and the value of servant leadership, prioritizing the growth and well-being of others. In turn, they will also prioritize your own best interests.

Also, make sure you understand the importance of self-awareness, as that makes the difference between healthy and arrogant confidence.

Confidence and generosity are of great significance when it comes to fostering a successful and fulfilling career. Generosity, in particular, is essential both in your personal and your professional life.

Generosity has a cyclical nature: helping others creates a positive ripple effect. However, you should not ignore the importance of self-care alongside generosity towards others. You cannot effectively give if your own needs are not met.

Practical examples of generosity in the workplace include mentoring, supporting colleagues, and actively participating in community initiatives. It is also important to maintain generosity during times of scarcity and remember the benefits of a “threefold cord” approach: combining servant leadership, confidence, and generosity for career success.

---

### Wrapping Up

Your work is more important than you think. It is not just going to the office from 9 to 5 and putting in the hours. Every day, you have the opportunity to influence someone's life and help them find meaning and satisfaction in their work.

While writing this book, I was also counselling a woman who was undecided between staying in the same job or accepting a new role. After thoughtful advice and consideration, the woman accepted the new role.

Sometimes, in the future, she will have the opportunity to help someone else ladder up. And this is how every career can change from ordinary to extra-ordinary.

You can also become extra-ordinary in your career and life. Apply the lessons you've learned, and you will build a meaningful and successful career.



**Pattie Dale Tye** has a wealth of experience with thirty-plus years of P&L leadership, including public/private start-up and turnaround business models. Tye successfully led businesses through regulatory evolutions such as the Affordable Care Act, Medicare Prescription Drug, Improvement, and Modernization Act, and the Telecommunications Consumer Protection Act. Using technology, new distribution channels, and innovative operational changes, she was able to reposition businesses and markets for success under new models of operating (telehealth, digital wellness, in-home monitoring).

*Ordinary to Extra-Ordinary: Achieving Remarkable Career Success Through Passion, Purpose, and Preparation* by Pattie Dale Tye ©2024 by Pattie Dale Tye. Summarized by permission of the publisher, Forbes Books. ISBN 979-8887503127. Published by Soundview Executive Book Summaries®. Copyright © 2025 Soundview, Inc. All rights reserved. Reproduction in whole or in part is prohibited. For permissions and reprints, please contact [service@summary.com](mailto:service@summary.com). 47SS04C

---