



## *Educate, Advocate and Serve*



## HABITS FOR SUCCESS

As explained in the seminar, certain habits of behavior and thoughts lead to the development of success characteristics. Below are some characteristics of successful people and a list of habits that encourage the development of these characteristics.

## Enthusiasm

- Get enough sleep
- Eat small, nutritious meals
- Step lively
- Furnish yourself with nice things
- Start the day with uplifting music
- Compliment others
- Start the day with positive thoughts

## **Self-Discipline**

- Get up early
- Tell the truth even when it's difficult
- Exercise regularly
- Maintain and repair things you own
- Work on one task at a time
- Visualize regularly
- Set your own deadlines
- Eat sensibly
- Start on things early
- Save money according to a schedule

### **Self-confidence**

- Positive self talk
- Read broadly
- Be the first to say "hello"
- Keep a journal and stress the positive
- Establish personal best records
- Smile at self in mirror
- Good Posture
- Visualize and dwell on successes
- Look people in the eye
- Give yourself rewards for achievement

### Inspirational

- Meditate regularly
- Associate with positive people
- Read inspirational books and speeches
- Listen to inspirational tapes
- Smile at others when you part
- Validate others
- Think win-win

## Sense of Humor

- Associate with humorous people
- Read humorous books
- Start on things early
- Laugh out loud
- Look for the positive

### **Dependable**

- Return calls
- Keep an appointment book
- Plan to get things done early
- Leave early for appointments

## Organized

- Put things away
- Throw away things you probably won't need
- Schedule the following day before leaving work
- Set goals for year, month, and day
- Clean off your desk at day's end
- Decide when to work on tasks when they arise

Proactive

Focus  
Work first on the things with most payoff  
Concentrate on what you can control  
Think "I want to" no "I have to"  
See complaints as opportunities  
Think "How can I make things better?"

## **Personable**

- Compliment others
- Listen to others' point of view
- Share
- Smile
- Think "What can I do for this person?"

#### **Enjoyment of work-**

- Set goals for quality and quantity
- Try to break your own records
- Focus on the purpose of your activity
- Look for and try better ways of doing things
- Avoid complainers