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

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
- Schedule the following day before leaving work
- Set goals for year, month, and day
- Decide when to work on tasks when they arise

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

Proactive
- 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?"

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

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

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

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