



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

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