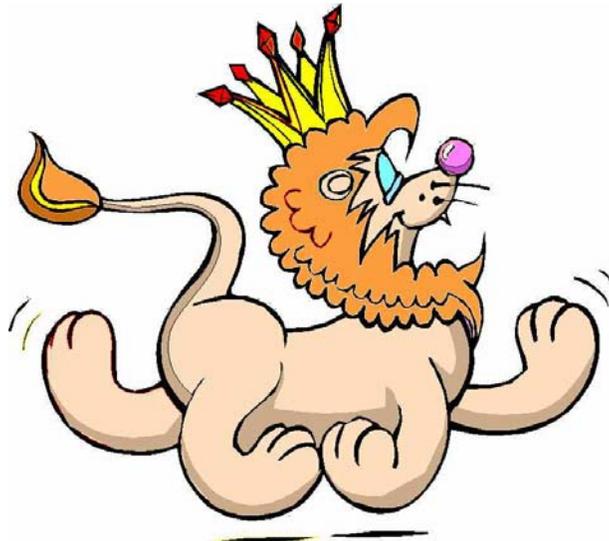


Developing Success Habits



presented by

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Success Habits Introduction Worksheet

“Your every success and failure are determined by the habits you have formed. Our habits are fastened upon us by repetition of our thoughts and acts. Therefore, we can control our earthly destinies and our way of living only to the extent that we control our thoughts. We must direct them to form the habits we need and desire.”

—Napoleon Hill

Four types of automatic behavior:

- 1.
- 2.
- 3.
- 4.

Stages of habit formation:

- 1.
- 2.
- 3.
- 4.

How habits control our destiny:

“Good habits are the key to success”

—Og Mandino

“Habits are the enormous flywheel of society. They alone prevent the hardest and most repulsive walks of life from being deserted by those brought up to tread therein.”

—William James

Habits for Success

As explained in the seminar, certain habits of behavior and thought 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
- 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
- Keep a journal and stress the positive
- Read broadly
- Be the first to say "hello"
- 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 the other when you part
- Validate others
- Think win-win
- Use positive language

Sense of Humor

- Associate with humorous people
- Read humorous books
- 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, 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" not "I have to"
- See complaints as opportunities
- Think "How can I make things better?"

Personable

- Compliment others
- Listen to others' points of view
- Share
- Look for the good in others
- 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

Establishing New Habits

Productive habits simplify the effort necessary to achieve success. They enable us to reach decisions quickly and to move swiftly toward our goals. Establishing new habits requires a concentrated effort of the will. Below are some of the principles of establishing a new habit.

1. Begin with one habit that you feel would be the easiest to change or establish.
2. Make a list of all the negative things that will happen to you if you don't change the habit. Make it as negative as possible. Create a painful picture of your continuing to keep the old habit. Every time you are tempted to engage in the old habit, call up this negative picture so that you associate the old habit with something unpleasant.
3. Make a list of all the positive things that will happen to you when you do change the habit. Create a pleasurable picture of your behaving in accordance with the new habit. Make it as positive as possible.
4. Launch the new behavior as strongly as possible. Tell your friends, if appropriate, that you intend to do this. When you practice the new behavior, call up the positive picture of what will happen to you if you continue the productive habit.
5. Begin at the first opportunity to try the new behavior. Beware of the phony excuses that your mind will offer you. This is the result of the old habit fighting for survival.
6. Practice the new habit in your mind during the period in which you are consciously trying to establish it. Imagine yourself behaving in accordance with the new pattern. Make sure your visualization is "sensory rich", including what you see, hear, feel, smell, and taste if appropriate.
7. Never let an exception occur until you have firmly rooted the habit. It will take about thirty days of continuous practice before the habit is firmly established. If you fail once during this thirty day period, you will have to start over.
8. Do not regard a setback as a disaster, however. Regard it as temporary and limited to the one specific instance. Use positive self-talk to reinforce your belief that you are capable of establishing the new habit.
9. Work on only one habit at a time. After you have changed the easiest one, go on to the next easiest one to change.

Common Non-productive Habits

Habits of Behavior

- Eating fattening foods
- Eating big evening meals
- Watching television all evening
- Not exercising
- Leaving for appointments at the last possible minute
- Drinking alcoholic beverages each evening
- Gambling
- Criticizing others
- Spending beyond your means
- Taking work home
- Speaking apologetically about yourself
- Getting up at the last possible minute
- Working first on the task that is due first
- Working first on the task that will take the least time
- Associating with people who discourage or caution you
- Putting things down on your desk to handle "sometime"
- Trying to resolve disagreements by first explaining your position

Mental Habits

- Thinking success is not for you
- Defensiveness: trying to keep things from getting worse instead of trying to make them better.
- Attention wandering
- Dwelling on the negative
- Looking for the negative
- Thinking that other people's problems are your fault
- Putting off until tomorrow that which has no deadline
- Focusing on what you can't control in a situation
- Regarding your daily workload as things you "have to" do
- Going to work for the purpose of reducing the backlog
- Quitting when you sense difficulty
- Quitting before you try
- Blaming others for negative things that happen to you
- Looking for symptoms of and worrying about disease
- Imagining the worst
- Suspicion and lack of faith in the behavior of friends
- Finding fault with others
- Making excuses before you begin
- Being jealous of others' success
- Feeling that another's gain means there is less for you
- Regarding transactions in terms of winners and losers