The qualities of successful people and the actions that they take to be successful. How to develop successful habits.

What is it?

Success describes accomplishing what is desired or intended. It is a favorable result of an activity. It is also gaining an advantage in a particular result. It is about achieving your goals and accomplishing your mission. It is about realizing your dreams and fulfilling your vision.

Don't just be successful, be significant - make a difference.

Make Time for Success

- Successful people make every minute count.
- Failure is a part of life. How you handle it is a part of success. Your adversity is your lack of adversity in your life.
- All great success stories begin with failure.
- There are no shortcuts to success. Success usually follows a series of little events and achievements.
- Rule of 5-Take five concrete actions that will get you closer to your goal.
- Keep a log or journal of your progress.
- Be open to feedback.
- Be patient.
- Connect with others.

Habits to Be a Success

- Get serious.
- Find your weaknesses.
- Find your strengths.
- Surround yourself with successful people.
- Take care of yourself physically.
- Visualize your success.
- Be positive with yourself-Fire yourself up!
- Take steps each day to accomplish your goal.
- Don't promise people better-Promise them you!"

If you promise people you, you can keep every promise you ever make.

The 4 Failures to Success

- Failure to communicate
- Failure to believe that success can happen
- Failure to inspire and motivate both you and others
- Failure to demand success of both you and others

Success Page 1 of 8

Characteristics of Greatness

- Creativity and flair
- Discipline
- Being in control
- Being organized
- Setting objectives
- Achieving objectives
- Realism
- Understand your weaknesses
- Emphasize your strengths

4 Things That Prevent Successful Outcomes - The Enemies of Success

Fear

- Fear is the biggest thing that will get in your way.
- Fear is your #1 enemy that you face.
- Fear is a terrible foe and "can steal your breath away."
- Fear of the UNCERTAIN can place you at an extreme disadvantage.
- Fear of the unknown can frighten you.
- Fear can place thoughts and beliefs in your mind that are so terrible that you are frozen into inactivity.
- Fear is not something that you can live with!
- Fear is something that you overcome, something you vanquish, something you defeat.
- Fear is in YOUR imagination.
- You can BEAT fear by taking action, in spite of being afraid.
- Train yourself to take ACTION when you are afraid. YOU will then BEAT fear and DEFEAT it each time you face it.

Procrastination

- Procrastination is a companion of FEAR and thrives on it.
- A person is afraid of failing, so they "Put it Off."
- A person is afraid of being judged unfairly, so they "Put it Off."
- A person is afraid of being hurt, so they "Put it Off."
- Procrastination lulls a person into inactivity.
- A person thinks that they can always "Do it Later."
- But once you have lost that time, because of inaction, you can never get it back.
- Action Beats Procrastination by doing something, NOW!
- Set a goal and create Action to achieve that Goal.
- Action is the key. It creates passion and inspiration!
- Action motivates you toward success and achievement.
- Action Can Beat Procrastination Every Time!

Success Page 2 of 8

Apathy

- Apathy is the thief that will steal your success.
- Apathy is the opposite of enthusiasm. It pours COLD water on enthusiasm and melts it away
- Apathy drains a person's energy, and makes them lifeless and disinterested when it comes to success.
- Apathy makes a person tired and unresponsive when it comes to success.
- Apathy makes a person pessimistic about almost everything.
- Apathy takes a person's goals and dreams away from them.
- You can BEAT apathy by increasing your ENERGY and ENTHUSIASM.
- You can generate energy and enthusiasm by creating activity.
- A positive mental attitude will protect a person from the influence of apathy.
- With a positive attitude and energy, you can create action to achieve success. Apathy will be nothing but a MEMORY!

Distraction

- Distraction is the thing that diverts people from achieving their goals and dreams.
- Distraction crops up, and you lose your focus on the success you are trying to achieve.
- Distraction draws a person's attention away from the goals and the actions to achieve those goals.
- Distraction can be like the "Shiny Object" that a person cannot take their eyes from.
- Distraction often blindsides people. They just don't see it coming.
- People can overcome distraction by concentrating on the action to be done and the task at hand.
- People need to focus and refocus on their goals and objectives.
- When people concentrate on achieving success, it will motivate and inspire them to avoid what might distract them.

Traits That Contribute to Success

Be Trustworthy

It is no secret that successful people have built their entire existence on a foundation of trust. They do an incredibly good job of not only building a solid image of trust, but actually being exceptionally trustworthy. Their word is their bond and they keep their promises. Following through and doing what you say is what really counts.

Have High Standards

Top performing people set unrealistically high goals, and then they meet them. They make a habit of setting high standards and somehow find a way to meet these goals. People who think in terms of opportunities rather than challenges are better at thinking outside the box. These people always expect the best of themselves.

Success Page 3 of 8

Seek Learning Opportunities

Whether it is a training seminar, newspaper article, mentor or partner, successful people are constantly looking for opportunities to learn more about people, business, or life itself. They seek out resources from which to learn and grow. They are always searching for ways to implement new ideas.

Be Action-Oriented

It is not enough to simply have great ideas. The most successful people know they need to put their good ideas to work. They are always ready to take action and get the ball rolling. They want to set deadlines and get working on turning great ideas into successful realities.

Be an Excellent Listener

Being a great listener is an important characteristic of successful people. Because they listen they "get it." This trait is a simple one. But because of this trait, they do a better job building connections with people. These connections lead to relationships. This is because they do a better job of understanding people's wants, needs, fears and motivations. If you understand these, you can influence. If you influence people, you can be highly successful!

Qualities for Success

Common Sense

The first and most important of the personal qualities needed for success is common sense. Common sense was defined in a Gallop Poll survey by participants as the "ability to cut to the core of the matter, to recognize and deal with the essential elements of a problem or situation, rather than getting side-tracked by smaller issues or symptoms." Another definition of common sense is the ability to learn from experience and apply those lessons to subsequent experiences. Common sense can be seen as the basis of all other personal qualities that enable a person to become increasingly more effective over time.

Be Good at What You Do

The second personality needed for success is expertise. Most successful people are very good at what they do, and they know they are very good. They have learned, practiced, reflected and have gotten better and better at what they do. They are recognized by their peers as being among the very best in their fields. This quality of being the best is an absolute prerequisite for achieving success.

Self-Reliance

Another one of the personal qualities identified in the study was that of self-reliance. Men and women who are respected by others tend to look primarily to themselves for the answers to their questions and for the solutions to their problems. They do not blame others or make excuses when things go wrong. They regard themselves as the primary creative force in their own lives. They volunteer for tough assignments and they are willing to take charge when something needs to be done.

Success Page 4 of 8

Intelligence is More Than I.Q.

Intelligence is another one of the top personal qualities identified by the study. Intelligence seems to be a key requirement for success in any field. However, when they looked at this quality the researchers found that intelligence was not measured in terms of test scores. Many of the most notable men and women alive today did poorly in school. They got low grades and scores, and many of them did not complete college or even high school. Their intelligence was not reflected in their grades.

Become Results-Oriented

The last personal quality identified by the study was that of being results oriented. This means accepting the task of achieving the results for which you are responsible. All highly respected men and women are recognized as being the kind of people who can get the job done, whatever it may be. They are invariably decisive, results-oriented people. They have a bias for action and a sense of urgency about their jobs. They have trained themselves to be extremely capable of doing whatever is required. Consequently, bigger and better jobs and responsibilities seem to flow to them. The world tends to step aside and make way for the person who knows what they are doing and knows where they are going.

Signs You Are Exceptional

- You enjoy the success of others.
- You seek new experiences.
- You are empathetic.
- You want to prove something to yourself.
- You work hard and smart.
- You want it more.
- Money is not a reward or a way to keep score.
- You do not think you are exceptional. You are humble.
- You understand that success can be lost. Integrity and trustworthiness last forever.

Habits of Mental Toughness

- Act as if you are in total control.
- Don't worry about things you can't control or impact.
- History is a learning experience. Learn from your mistakes and the mistakes of others.
- Celebrate the success of others and cheer them on. There is more than enough success to go around.
- Never whine, complain, or criticize the efforts of others.
- Focus on impressing yourself, and only yourself! Compete with yourself, not everybody else.
- Think about what you have. Don't think about what you don't have. Certainly, do not think about what others have that you don't.

Success Page 5 of 8

How to be a Likeable Person

- Show you are vulnerable to other people.
- Look for agreement with other people.
- Use the power of touch, even hug when appropriate. "He or She that HUGS best, WINS!"
- Laugh at yourself, and laugh out loud.
- Make the other person feel important.
- Treat everyone with kindness. "Kindness cures everything!"
- Make people feel that you are glad to meet them and happy to be with them.
- Remember the names of other people when you meet them.
- Never, never name drop. Remember they want to know who you are, and what you know and what you can do for them.

Successful People...

- Want to see ideas become reality. They want to "Make it Happen." They cannot stand "Playing Politics."
- Are idea people. They like to think about solving problems.
- Appreciate when others are praised and recognized. They don't get jealous when this takes place.
- Are not rule-breakers. They are rule-makers. They like to make the rules better!
- Don't believe in doing something just because they have been told, "That's the way we have always done it." Conventional wisdom may not be WISDOM at all.
- Are honest in evaluating themselves. They love input and feedback from others. They constantly try to better themselves.
- Believe whether they succeed or not is up to them and their decisions.
- Are unshakable and they stick to their tasks. They believe that accomplishment is its own reward. They believe failure is just another problem to solve.
- Have a commitment to succeed and want to make the world better. They want to be better. They know they can, and they know they will!

Actions of Successful People

- Wake up early! "Early to bed, early to rise, makes a person a success!"
- Exercise frequently. "Exercise will energize!" Energy leads to success.
- Stick to a strict schedule. "Plan your work and work your plan!"
- Learn to work anywhere and with anything. "The world is your workplace and success has no clock!"
- The enemy of creativity is inactivity. The more active you are the more creative you are. The more creative you are, the more successful you are.

"Success is getting better one step at a time."

-Pat Riley

Success Page 6 of 8

With Self-Discipline, You Gain the Ability to...

- · Work hard.
- Be self-confident.
- Define your goals.
- Be determined to move forward.
- Overcome difficulties.
- Overcome resistance.
- Reverse setbacks.
- Achieve success!

"The difference between a successful person and others is not the lack of strength, not a lack of knowledge, but rather a lack of will."

-Vince Lombardi

Developing Successful Habits

Developing successful habits leads to successful outcomes. Successful outcomes make successful people!" Habits help you define who you are.

Be selective in what to get involved in at any certain time. Have the ability to select the most important task first. Then get that task done before starting any other task. Do that task well. This trait and habit will have more of an impact on your success than any other thing you do.

"If you do something, do it with your might. Things done by halves are never done right!"

-Morris Pettit Sr.

Successful Habits Include:

- Setting priorities
- Overcoming procrastination
- Being action-oriented
- Completing tasks

How to Form Great Habits

- Commit to developing great habits
- Take action on the habits you wish to adopt
- · Practice and repeat often, the successful habit
- Make these habits part of your "comfort zone"
- Make these habits part of your personality

Success Page 7 of 8

Imagine What You Could Be If You Adopted These Great Habits:

- Highly productive
- Very effective
- Extremely efficient
- Highly focused
- Action-oriented
- Able to overcome procrastination
- Highly successful

"All people have the ability to achieve success, the keys are knowledge, experience and training. With these three keys, the decisions you make will ultimately lead to levels of success beyond your dreams!"

-Pepper Pettit and Scott Yochum

Success Page 8 of 8