

# HOW TO ACHIEVE SUCCESS



# SET UP GOALS

*In order to succeed, your desire for success should be greater than your fear of failure.*

*Bill Cosby*

*The tragedy in life doesn't lie in not reaching your goal.*

*The tragedy lies in having no goal to reach.*

*Benjamin*

*Success is getting what you want. Happiness is wanting what you get.*

*B. R. Hayden*

Have a list of short-term goals (for the day or for the week) and work towards achieving them. Build your long term goals upon the short term ones.

# PERSEVERANCE AND PERSISTANCE

There will definitely be obstacles in your path to success. If you fall down, get up and try again, and again, and again.

Do not let failures stop you from being successful. Use failures as stepping stones towards success and continue to persevere and be determined to reach your goals.



# BE POSITIVE

It is important to channel your energy on what is important, on the steps that you need to complete to lead to your ultimate goals. Your thoughts are very powerful when it comes to maintaining focus. What you think about is very important because the more you think about it, the more likely it will happen. Focus your thoughts on what you want in your life. Be committed towards your goals.



# BE CREATIVE AS WELL AS FLEXIBLE

Flexibility is needed in order to allow you to keep yourself open to changes that come along with changed circumstances. Creativity is needed in order to make the best of the changed circumstances, and to turn them around and use them to create a new path to help you reach your goals.



# YOUR EARNING ABILITY

By applying your earning ability to the production of valuable goods and services, you can generate sufficient money to pay for all the things that you want in life. The amount of money that you are paid today is a direct measure of the extent to which you have developed your earning ability so far.



# USE YOUR TIME WELL

Your time is really all you have to sell. How much time you put in and how much of yourself you put into that time, largely determines your earning ability. Poor time management is one of the major reasons for poor productivity and underachievement.



# INVEST YOURSELF CAREFULLY

Invest one hour of your time reading in your field every day. Listen to audio programs in your car. Attend every course that can advance you in your career. Get personal and professional coaching to help you to get the very best out of yourself.





# NETWORK AND RELATIONSHIP POWER

People who have a fine relationship, respect (for each other and yourself) and mutual benefit (win-win) are the prime focus. Listen well, have patience and be sincerely interested in the other. The right connection is the key.



# DRILL

1. Take a list of your output responsibilities, the things you do that represent accomplishments, not activities. Examine the list and rank the tasks by priority, on the basis of the value of the work to your company.
2. Take a list of all the things you do, day in and day out. Take this list to your boss and ask him or her to rank your tasks in terms of how valuable he or she considers them to be. Then resolve to work on your most valuable tasks every minute of every day.

**Let's follow these rules  
and you will be successful**