

Habits that Keep You Primed for Success

Below are the habits of the most successful people I know. Integrate them into your life one at a time. Focus on one for 30-60 days until it is a habit for you. Master one and then move to another. This creates an inspiring growth mindset.

HEALTH HABITS

To be at the top of your game and maintain high levels of energy do these:

1. Get 7 – 8 hours of rest every night.
2. From the time you wake up, eat small portions every 2 - 3 hours consuming primarily vegetables and protein. Learn what your body needs to thrive and have high energy.
3. Exercise daily. A 30-minute walk will help your brain work more effectively and creatively.
4. Keep a consistent schedule. Wake up around the same time and go to bed around the same time each day.

WORK HABITS

Set yourself up to do your best work by doing these:

1. Visualize your goals every day and imagine positive outcomes.
2. Write your goals for tomorrow before you leave work today.
3. Do one thing at a time and be present to what you are doing now. For example: listen deeply, minimize distractions, read email and social media one or two times per day.
4. Do the most challenging task on your to-do-list first each day.
5. Love your space. De-clutter your space and spend your time in spaces that delight you.
6. Don't get distracted by what other people are or are not doing. Instead focus on your own goals.
7. Spend time with people who challenge you and encourage you to remove excuses instead of reinforcing them.
8. Perfect your inner dialog. Talk to yourself intentionally. (Choose your affirmations wisely; see my book, *How to Improve Your Emotional Intelligence at Work & in Relationships*, page 186).
9. Use your emotions as a guide. Ask yourself the right questions based on what you are feeling now so you don't get stuck in negative emotions.
10. Communicate clearly and consciously. Ask for what you want. Don't talk about what you do not want.

—THE— PROFESSIONAL DEVELOPMENT —GROUP—

LIFE MANAGEMENT HABITS

When I ask clients to define their roles, they usually describe their jobs. Then I model what I'm asking for by defining my roles: I'm a wife, mother, executive coach, business owner, leader, and friend. Being successful means performing well in all areas of my life. To do that, I intentionally seek out ways to improve and grow, to nurture myself and those around me.

The habits listed below will help you stay primed for success:

1. Ask bigger questions. For example: What would my life (or my business) look like in 3 years if I were wildly successful? What would need to exist for me to be joyful now?
2. Understand and manage your finances. Set your life up so you are on the path to being financially free.
3. Focus your mind for 30 minutes on something that is peaceful for you. This could be gardening, knitting, coloring, meditating, creating a vision board – anything that puts you into a meditative state where your thoughts are positive and enjoyable.
4. Read regularly. (Warren Buffett spends 80% of his day reading. Mark Cuban and Elon Musk read 3+ hours per day.)
5. Keep a learning journal. Organize what you learn each day or week into specific actions you will take.
6. Volunteer 5 hours a month to help a cause you believe in. Bask in great feelings as you contribute meaningfully.

Be successful, create habits that support your goals and put you another step closer to living the life you aspire to. Consider which habits would serve you best in 2018 and make a plan now to master one every month in the coming year. When you do, you'll improve your health, build your confidence, and expand your opportunities.

Success is on the way!

The Professional Development Group LLC

We develop inspiring leaders and high performing teams. Our proven solutions and experienced consultants will take you, your team, and your organization to the next level.

888-959-1188 • www.TheProfessionalDevelopmentGroup.com • Info@TheProfessionalDevelopmentGroup.com