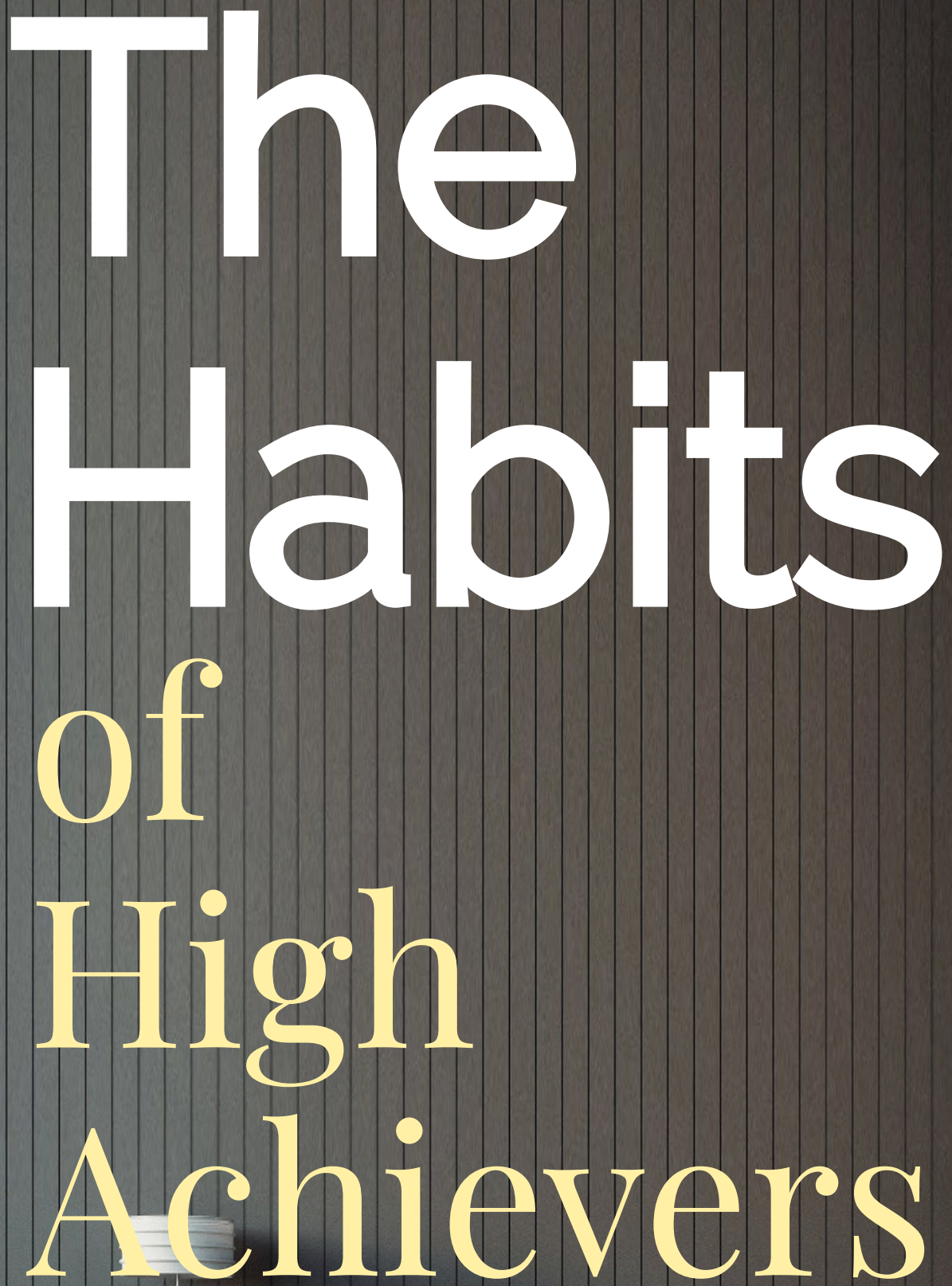


The Habits of High Achievers

The background of the image is a modern office interior. The wall is covered in dark, vertical wood paneling. In the foreground, there is a long, dark wood desk with a laptop on it. To the right of the desk is a dark wood chair. On the left side of the desk, there is a small potted plant and a stack of books. The floor is made of light-colored wood planks.

webdesign-imagineers.co.uk

Edward C. Blanchard – Volume #1

High Achievers Have Plans So They Can Act without Hesitation

High Achievers Have Plans So They Can Act without Hesitation

One of the worst things that you can do for your productivity is doubt yourself. Self-doubt rarely, if ever, leads to any form of success. What it does lead to is incomplete projects, stressful days, sleepless nights, and giving up.

If you can't believe in yourself, you won't be able to put your best effort behind your projects, and will end up with half-attempted work and nothing that you can really be proud of.

In order to avoid being overcome with self-doubt, you should have plans that you can enact in case of certain situations. Planning ahead is great because it helps you avoid situations in which you're caught off guard.

It's not uncommon for unexpected or unwanted incidents to arise, and you need to be prepared to deal with them swiftly if you want to keep going toward success. By planning ahead, you're able to know what to do and how to do it when you have to deal with something suddenly.

You should have a few different plans to work off of. One should be the plan that you intend to follow assuming that nothing goes wrong. This will be your baseline plan to build off of.

Next, you should make plans for potential hurdles that you might have to overcome. Finally, you should plan for the worst case scenarios that you can think of, just in case something truly bad does happen.

These plans can range from being fairly general to very specific. You might have a plan of what to do when your car breaks down by having an emergency fund in your bank account to draw from.

High Achievers Have Plans So They Can Act without Hesitation

You might have a backup plan if your job doesn't work out for one reason or another. No matter what, you don't want to be caught not knowing what to do. If you end up having to second guess yourself, you're going to end up in a bad spot.

You might stall and not know what to do, you might panic and make a bad choice, but whatever happens, it won't be as good as it would be with a well thought-out plan. Spend some good time planning for certain roadblocks, because you'll probably encounter a few of them along the way.

Not only should you have a plan for them, but you should also equip yourself with the resources to enact that plan. Make sure you tweak it as time goes on to account for new issues that might arise.

Ambitious People Have a Habit of Giving Back

Ambitious People Have a Habit of Giving Back

People who want to get ahead often give back to those less fortunate than they are. It doesn't always have to be in the form of cash – it might be time serving others, advice, and more.

It's better to be more giving once you've become more successful, taking your charity up to the next level. Being willing to help other people is never a bad thing, and for some people, it's a driver of their success.

Many successful people are open to helping those who need it, and it helps both parties in different ways. The financial aspect is one of the more common methods of giving back.

Nobody likes to spend money when they're tight on funds. But if you can help someone by buying them a meal or helping them with a bill, you can make a substantial difference for them, as small as it may seem.

If you've been in that situation yourself, where you needed financial help, you know how relieving it is to just have a little bit extra. Time is money, as they say, and giving your time can be a great way to help others.

Whether it be helping someone move so that they don't have to hire movers, or just talking things out with them when they're a bit lost, giving someone just a few hours of your time can help them more than you know.

You can also volunteer to give back to your community if you happen to have a free day or a few hours to spare. It's help that is much needed that not a lot of people are willing to give.

Ambitious People Have a Habit of Giving Back

One of the best and simplest ways of helping others is sharing your knowledge with one another. Sometimes, you have to learn through experience and failures, and you can help someone you know avoid failures like that in the future if you're willing to share your experiences of going through the same things.

Sometimes it can be inspirational for them if they don't think they can get out of a rut, showing them that they can keep pushing through. Something important to note about all kinds of charity is to not be forceful about it.

Sometimes, people might refuse help, because they want to go through it on their own. Even if it's not the best decision for them, you'll just have to let them learn and be there when they need you.

Make sure you make a plan for your charitable efforts and find ways to push yourself toward more success so that you can give back even more to causes that are near and dear to your heart.

High Achievers Aren't Afraid to Ask Questions

High Achievers Aren't Afraid to Ask Questions

One of the worst things that you can do to yourself is refuse to ask questions. People don't ask questions for many reasons. They might be worried about the answer, they might not want to look foolish, and they might think taking help makes them worse at what they're doing.

This is very wrong, and in fact, most people who have become successful are consistently asking questions to get whatever help they can take. Asking questions doesn't make you stupid, and it certainly doesn't mean that you're bad at your job.

It would be far more foolish to proceed with your work despite not knowing if what you're doing is going to be viable or not. By not asking questions, you're going to be stuck flailing around trying to figure out what to do for much longer than you'd need to.

Keep in mind that while asking questions is almost always a good thing, it can get to a point where others around you might be annoyed that you're not taking quite enough initiative.

This essentially means that you shouldn't always go to asking questions as soon as you encounter any kind of resistance, but rather do some of your own research first. For example, let's say you were experiencing a problem with your computer.

Instead of just asking someone straight away, you could look up and try a few different solutions. Then, if those didn't work, you could go ask them about it and let them know what you already tried.

This helps them narrow things down faster, and it also shows them that you already put in some initiative. In more complicated circumstances, you ask people about how they would approach a situation that you're facing.

High Achievers Aren't Afraid to Ask Questions

Explain to them what you were thinking about doing, and what your concerns are about how everything would work out afterwards. This gives them more context to use, meaning they'll have an easier time answering the question, and you'll get a much better response out of them.

When you're thinking about asking someone a question, have it sort of systematically planned out and phrased in such a way that it's clear. The last thing you want is to be going back and forth with someone giving them more and more information each time while they struggle to answer your question effectively.

It wastes everyone's time all due to a lack of clarity. Be upfront and transparent, but also remain respectful and level headed, because you might not always get the answer you want.

Go Getters Enjoy Their Daily Routines

Go Getters Enjoy Their Daily Routines

Everyone has some kind of daily routine. They prefer to do one thing before another in the morning, and it helps them get set up for the day. You should enjoy your daily routine, since you're going to be doing it repeatedly and you can tweak it after monitoring it for awhile to ensure it provides a great start (or end) to your day.

If you don't enjoy it, you need to make some adjustments until you're happy with the way each day progresses. It can be hard for you to make the change in your daily routine at first.

If you already have something set in place, you probably don't want to change it around, even if you're not too happy about it. However, this is a change you'll have to make if you want to be more successful, because a positive spirit and outlook is key to your success.

In order to have a better daily routine, you should journal about how your routine is working and keep track of any adjustments you make – no matter how small. One thing you should keep track of in your routine is how long it takes you each day.

Most people have routines that they do in the morning and a different one at night, so you should see if it takes more or less time each day. Chances are, you might be able to make it more efficient so that you're able to spend more time either working or relaxing, whichever you need more of.

You should also keep track of certain statistics related to your daily routine. A very important number to track is your hours of sleep per night. Many people like to think that they can get away with 5 or less hours of sleep per night, but truly, it's very unhealthy and can lead to some serious problems later on.

Go Getters Enjoy Their Daily Routines

It can cause you to become exhausted easier, and can even contribute to things like weight gain.

Make minor adjustments in your schedule to see if it helps you in your day. You might eat breakfast before you brush your teeth, or shower in the evening instead of the morning.

Sometimes you'll find that you don't like it as much as your old routine, but there's a chance you might discover that you're really liking the new way because it gives you more time elsewhere.

The real key to a good daily routine is efficiency. You should be keeping track of how long it takes you to get through these routines and how easy they are, because if it's not really working for you, you need to make those changes.

Go Getters Use Their Strengths and Delegate Their Weaknesses

Go Getters Use Their Strengths and Delegate Their Weaknesses

Everyone has their own unique sets of strengths and weaknesses. People sometimes aren't content with what they're good at, and instead spend a lot of time and effort trying to improve their skills in various fields.

While this is fine to do in your off time, it's a whole different story when it comes to work. While you're trying to get stuff done, it's important that you realize when you're not cut out for something so that you can delegate it to someone more suited to doing that task.

Spending your time that you should be using for work trying to improve yourself is a bad idea. You're going to be wasting your own time and money trying to get better at something while you could've just as well given it to someone else to do while you work on the parts of the project that you excel at.

This takes a lot of stress off of you and allows you to work much more efficiently. In order to better understand your own strengths and weaknesses, you should write out all of them into two separate categories.

Not only does this help you understand why you have difficulty with some tasks, but it also helps serve as a reference in the future when you're trying to decide whether you should take on a project or not.

Whenever you're taking on a project, you should look back at your list of strengths and weaknesses and look at which parts of the project you're going to be strong with, and which parts should be handed off to others.

Go Getters Use Their Strengths and Delegate Their Weaknesses

Over time, your skills might change, and you might become much better with something after a bit more education and experience. You can then change your list appropriately. Other times you might find that you're encountering something for the first time.

For example, if you've never used Microsoft Excel before, you might give it a try and then decide whether that's one of your strengths or one of your weaknesses. It's important to make a distinction between things that you simply haven't tried and things that you're not good at.

If you've tried to accomplish something time and time again, yet failed, then it's definitely a weakness, and you should ask for help with it. However, if it's just something you failed at once or haven't tried yet, you should keep it neutral until you have more experience under your belt with it, and then you can decide which category it will fall under.

Web Design Imagineers – Mini Ebooks.

Hi Folks

Welcome to my mini ebook series. They are always free and you are most welcome to download a copy.

More free ebooks to be found at:

<http://webdesign-imagineers.co.uk/resources/>

Visit my online bookshop:

<http://webdesign-imagineers.co.uk/digital-shop/>

Thanks for picking up this copy. Hope to see you on my web site!

Graham - [Web Design Imagineers](#)