



FACTS ABOUT HIGH ACHIEVERS!

By Dr Sylvan Lightbourne



40 DAILY HABITS OF HIGHLY MOTIVATED PROFESSIONALS

WHO ACHIEVE GREATNESS





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INTRODUCTION

SETTING GOALS AND ACHIEVING THEM IS SOMETHING EVERYONE CAN DO TO IMPROVE THEIR LIVES. WHILE WE ALL HAVE GOALS THAT WE WANT TO ACHIEVE, DOING SO, HOWEVER, CAN BE DIFFICULT. NEARLY EVERYONE STRUGGLES TO CONVERT THEIR GOALS INTO REALITY.

WE PROCRASTINATE AND LOSE MOTIVATION, AND ULTIMATELY FALTER IN THE EXECUTION OF OUR PLANS, LEADING US TO BECOME FRUSTRATED AND DEFEATED.

THIS FAILURE TO ACHIEVE OUR GOALS, EVENTUALLY CAUSES US TO LOSE FAITH IN OUR ABILITIES TO MOVE FORWARD, LEAVING US FEELING POWERLESS TO BREAK OUT OF OLD HABITS AND IMPROVE OUR LIVES. SETTING GOALS CAN BE A POWERFUL TOOL THAT KEEPS US FOCUSED AND SHARP.

THEY CAN BE VISUAL AND MENTAL REMINDERS THAT WE NEED TO GET THINGS DONE. IF WE FAIL TO CREATE GOALS FOR OURSELVES, THEN WE CAN ALSO FAIL TO SUCCEED IN WHATEVER WE CHOOSE TO ACHIEVE.

HAVING A TANGIBLE SET OF GOALS THAT ARE WRITTEN DOWN AND CHECKED OFF WHEN COMPLETED, CAN PROVIDE AN AMAZING BOOST TO ONE'S SELFCONFIDENCE, WHICH CAN, IN TURN, SPUR US ON TO ACHIEVE FURTHER GOALS.

THIS WILL THEN INCREASE OUR CHANCES OF BETTERING OUR LIVES AND ATTAINING A LIFE-CHANGING GOAL THAT WE THOUGHT BEYOND OUR REACH.

FORTUNATELY, ACHIEVING GOALS IS A SKILL THAT CAN BE TAUGHT AND LEARNED. FROM BEING MORE ORGANIZED TO CHANGING YOUR MINDSET, THERE ARE NUMEROUS WAYS YOU CAN PUT YOURSELF IN A BETTER POSITION TO CONQUER YOUR GOALS.

THE FOLLOWING GUIDE WILL PROVIDE YOU WITH 40 TIPS FOR FINDING YOUR MOTIVATION, BUILDING SELF-DISCIPLINE, MANAGING YOUR TIME, CHANGING YOUR MINDSET SO YOU CAN FINALLY ACHIEVE YOUR GOALS.



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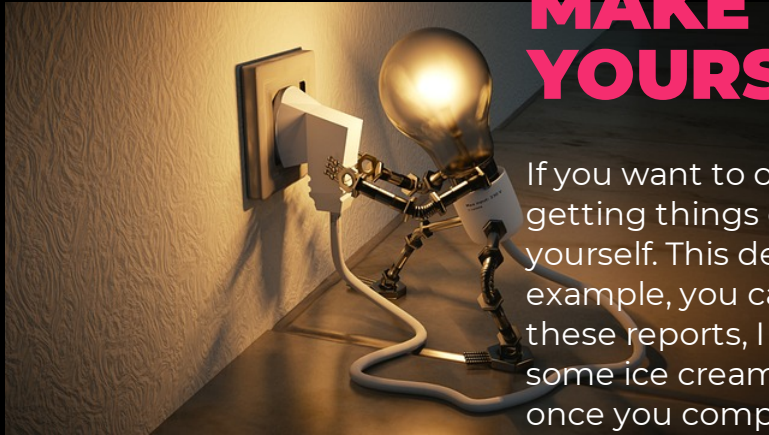


TIPS FOR FINDING YOUR MOTIVATION

If you find that you can't bring yourself to go through the necessary actions to reach your goals, then you more than likely lack the motivation. Motivation isn't something that is simply found; you have to make it happen. If you find yourself in a rut, here are some practical ways to drive yourself forward to accomplish your goals and change your life

TIP 1

MAKE A DEAL WITH YOURSELF



If you want to overcome procrastination and start getting things done, you need to make a deal with yourself. This deal can be either big or small. For example, you can tell yourself, "When I'm done with these reports, I can take a walk in the park and enjoy some ice cream." Giving yourself something fun to do once you complete your task can keep you motivated to get things done.

TIP 2

LEAVE YOURSELF MESSAGES IN THE MORNING



There may be mornings when you look in the mirror and don't like what you see. This can quickly kill any motivation you have and quickly ruin your day. To avoid this issue, find a message that will inspire you to be your best, even if you don't look or feel it. Using a dry erase marker, write the self-affirming message on your bathroom mirror. This will help build your self-image and help you start your day on a positive note.

TIP 3

AVOID THE SNOOZE



One phrase that can quickly zap your motivation, "Just five more minutes." When you hit your snooze button, you're starting your day off by procrastinating the inevitable task of getting up and going. Having an extra five minutes in bed in the morning isn't going to do you any favors and will kill your motivation.

TIP 4



PRACTICE POSITIVE SELF TALK

If you have trouble getting out of bed in the morning, start practicing positive self-talk. When your alarm goes off in the morning, instead of grumbling and hitting the snooze button, tell yourself, "I can do this!" By affirming yourself in this way, it will make it easier for you to get out of bed and get going in the mornings.

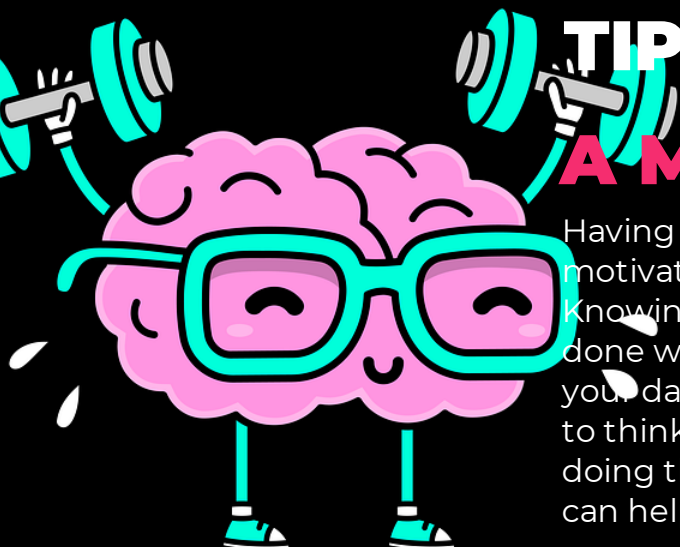
TIP 5



STAY ON A REGULAR SCHEDULE

Knowing what to expect can keep you motivated, which is why it's important to know your daily schedule and stick with it as much as you possibly can. While things do happen that can interrupt a schedule, knowing that you have one planned and in place can make it much easier to keep on track and still stay productive during the day.

TIP 6



A MORNING ROUTINE

Having a morning routine can help you gain motivation to propel you into the rest of your day. Knowing what to expect and knowing that once it's done what comes next will help you make it through your day. Changes in your routine can make it difficult to think clearly and have a productive day. However, doing the same general activities in the same order can help you get going.



TIP 7

PARTICIPATE IN MORNING EXERCISES

Take a morning walk or head to the gym first thing in the morning can increase your motivation for the rest of the day. Regular exercise can improve your blood flow and keep you from feeling sleepy or lethargic throughout your day. Even participating in a simple stretching routine in the morning can help to increase your blood flow and get you moving.



TIP 8

TAKE ONE STEP AT A TIME

Concentrate on one action at a time. If you think about everything you have to do, then your energy levels will feel even lower. Take your routine one step at a time and don't focus on what you have left to do. When you only focus on the immediate action, you won't mentally deplete what energy you have left.



TIP 9

REWARD YOURSELF

When you are faced with a difficult task or situation, setting up a reward for when you complete it successfully can help you remain motivated. Rewarding yourself for completing difficult tasks can keep you motivated to keep going with the job and accomplish it in the time frame you've set.

TIP 10

KEEP MOVING FORWARD

Once you get moving, keep moving. Energy isn't something that lives in a bottle and can be taken on a whim. Sometimes you have to force yourself to keep going. Maintaining your momentum increases the chances that you will continue to be productive and finish what you started out to accomplish in the first place. Don't fool yourself by telling yourself that you'll be able to do it later. This is nothing more than procrastinating and will ultimately leave a lot of unwanted tasks sitting on the back burner.

TIP 11

LEAVE YOURSELF NOTES

Leaving yourself encouraging notes in places that you often look can make you feel better about yourself. Writing encouraging notes to yourself can help to remind you that you can do it and make it through whatever challenges that life throws in your direction.

TIP 12

TRACK YOUR PROGRESS

When your list of to-dos seems longer than what you have completed, take a moment and think of everything that you've accomplished during a certain period. While you may not be where you wanted to be at that moment, you need to remind yourself that you completed some of your tasks. Giving yourself that small pat on the back will help to keep you motivated and help you to continue with whatever tasks you still need to complete.

TIP 13

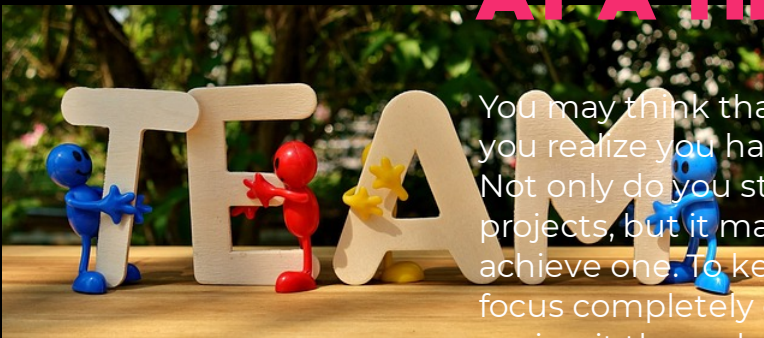


MAKE SMALL GOALS

It is extremely easy to feel overwhelmed when you set your standards and your goals too high. Setting small and attainable goals from the start will help you stay motivated when you reach them so that you can move on to the next step. When you set your goals too high, to begin with, you can become discouraged too easily and feel overwhelmed.

TIP 14

WORK ON 1 PROJECT AT A TIME



You may think that multitasking is a good idea until you realize you have unfinished projects on your list. Not only do you still have to complete each of the projects, but it makes you feel like you can't even achieve one. To keep your motivation, you need to focus completely on finishing one project at a time, seeing it through to the end before you begin the next one. Not only will this keep your motivation because you've achieved what you set out to do, but you will become more productive

TIP 15

TURN TO OTHERS



Those around you can be great resources when it comes to finding your motivation. Find some supportive friends and family who can help you achieve your overall goal and provide you with the motivation you need when the going gets tough.

TIP 16

CLEAR YOUR MIND

When you start to feel completely overwhelmed, it's best to step away from the situation and take a deep breath. Allow your mind to relax and clear itself from the stress that it might be currently experiencing. Going into something with a clear mind will provide you with the fresh perspective that you need to help you stay motivated and productive.

TIP 17

THINK OF THINGS THAT ENERGIZE YOU

If you lack energy, you can think about things that energize and motivate you to give you the necessary boost to get moving. Using whatever the thought is that will drive you, allow it to replay through your mind over and over again as you pursue the not so pleasant tasks that you might be facing when you're less than motivated and lack energy.

TIP 18

LISTEN TO INSPIRED MUSIC

Music has the uncanny ability to dictate your moods. Upbeat and positive music can help you get going when you have low motivation. Try finding upbeat music that you like to listen to and play them when you lack energy and motivation and see if they won't have a positive effect on your motivation and energy.

TIP 19

FIND YOUR MANTRA



A mantra doesn't have to be long; it just has to get you excited. When you lack energy and feel unmotivated, it's those few words that remind you what matters to you and get you to take action toward achieving the goals you've set for yourself.



TIPS FOR FINDING YOUR SELF DISCIPLINE

People who are more self-disciplined tend to be more successful in their lives and are better able to accomplish whatever they put their minds to. Sometimes it can be tough to keep yourself in line. Everyone has their temptations and vices that can cause them to stray from their ultimate goals.



However, having self-discipline will help you to define your limits and know when you're getting off track with your goals and expectations. So, if you find that you have no self-discipline, you need to try and find ways to build that discipline and keep it strong whenever you see an opportunity to stray.



TIP 20

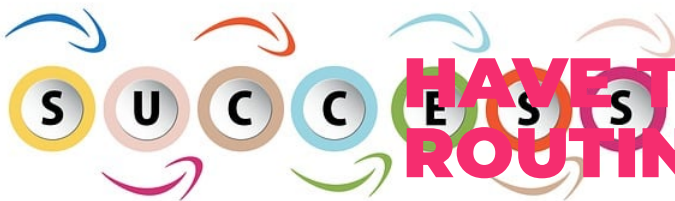
~~CAN'T~~
CAN

PLAN A ROUTINE

Developing a plan and sticking with it is a great way to keep yourself disciplined. Taking the time to have a set routine and sticking with it on a regular basis can help keep you in line and keep yourself motivated throughout the day. It will take some time to get a productive routine down, but once you have it, it's a quick way for you to ensure that you are disciplined and able to stay motivated throughout the day.

KEEP TO YOUR ROUTINE

Unfortunately, there is always a way of interrupting our plans, no matter how prepared we think we are. However, it's how you handle these distractions that will ensure you find success. So, when you see that something is interrupting your routine, work on getting past it as soon as possible so you can get back to your routine and carry on as if the interruption never happened. When you can stick with your routine, you are more likely to keep the momentum of your day in high gear.



HAVE THE SAME ROUTINE DAILY

It can be incredibly confusing if you change your routine too often. Have one routine and work towards keeping it consistent from day to day. A routine can help you continue a steady flow throughout your day. It might take a bit to get your routine in place, but once you do, you will get the driving force that will help propel you through your day.

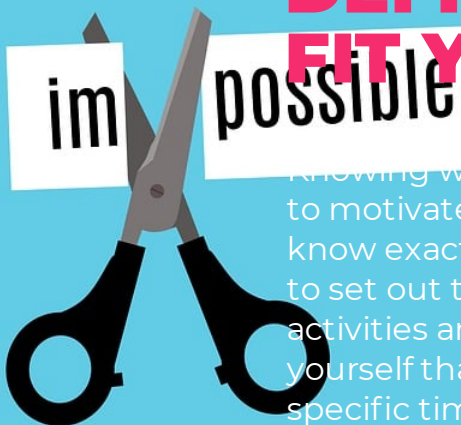
TIP 23

SET SPECIFIC GOALS

Goals are an important part of your motivation. If you don't know what you're aiming for, then you'll do nothing but walk around in circles. Having specific goals in place before you go for it will help you find your motivation so that you can reach those goals. By knowing what you want and what you can gain from the activity will give you the motivation to give it your all.

TIP 24

DEFINE YOUR LIFE TO FIT YOUR GOALS



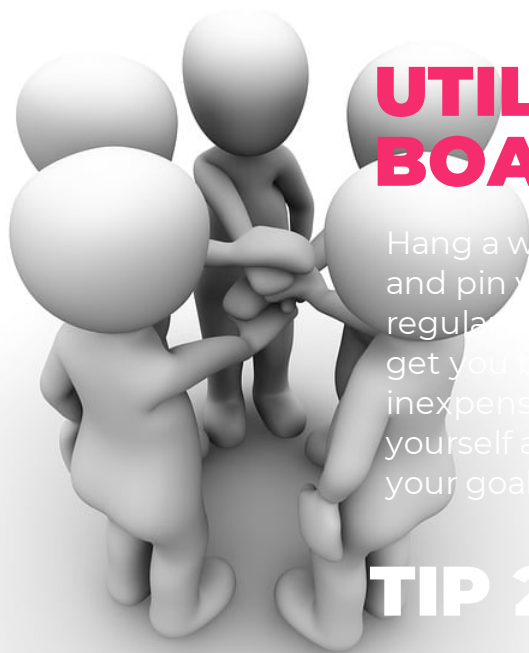
Knowing what you want to accomplish is a good factor to motivate you to succeed in achieving it. Once you know exactly what you want and what goals you need to set out to achieve it, carefully structure your activities around those goals. This can be simply telling yourself that you want to be at this place at this specific time.

TIP 25

ORGANIZE YOUR DAY



Take a few minutes in the morning to organize your day. Organizing your day can help you stay productive and motivated throughout the day. There is nothing more discouraging than not being able to find what you need and having to waste valuable time looking for it. Taking a few minutes to plan ahead and organize how you want to spend your day can help to keep you on track.



TIP 26

UTILIZE A WHITE BOARD

Hang a whiteboard someplace where you'll see it daily and pin your goals to it. Looking at your goals on a regular basis can help to rekindle lost motivation and get you back on track to pursuing them. This is an inexpensive and quick way to visually motivate yourself and keep you working toward accomplishing your goals.

TIP 27

TALK THROUGH YOUR EMOTIONS



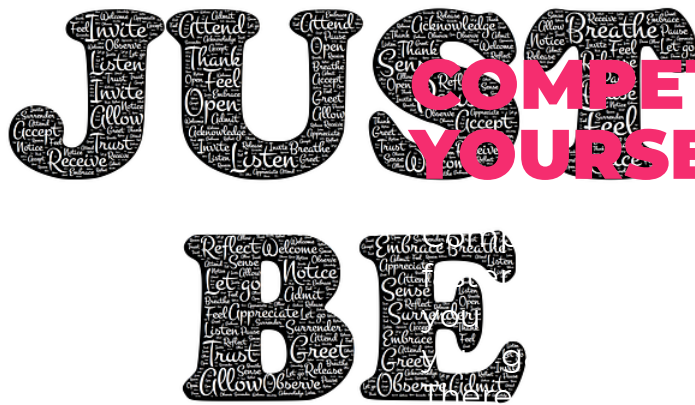
When you talk through what you're doing, you tend to pay better attention to what you're doing. This can save you a ton of time because you won't wander around aimlessly and forget what you wanted to do in the first place. When we are more aware of what we are doing, we tend to make each movement count.

TIP 28

CELEBRATE SMALL VICTORIES



If you want to get moving and feel lethargic, celebrating for the small things that you've accomplished will help motivate you and keep you on track to reaching your goals. While it might seem silly, it can be a great motivator, especially when you're lacking the energy and drive to get going.



TIP 29

COMPETE WITH YOURSELF

Competing with yourself can help you to get moving against yourself to do better than before. You can make you want to step up on yourself to do better than before. There are different ways that you can compete with yourself. You can become better and improve your motivational goals.

TIP 30

CHALLENGE YOURSELF



Find motivation and self-discipline by challenging yourself to complete new tasks on a daily basis. Challenging yourself daily to complete new, more difficult tasks, can keep you excited and make you want to continue trying and can help you improve your habits.

TIP 31

ALLOW OTHERS TO CHALLENGE YOU



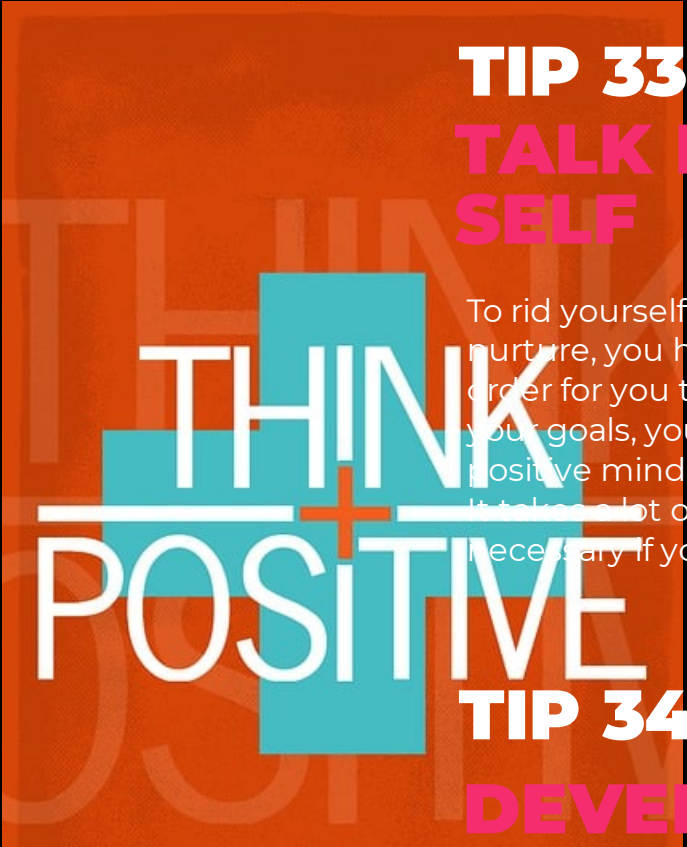
Competition with others will fuel your desire to continue on the journey to reaching your goals. Use those around you to help you become more self-disciplined and help you find motivation and success. A little competition can go a long way in helping you go further and accomplish more than you would under your own power.



TIP 32

FILTER YOUR MIND OF NEGATIVE THOUGHTS

Before you can **hit** your goals and be motivated to discipline yourself, you need to start filtering the negative thoughts out of your mind. This will allow you to begin to focus on what matters. Unless you cleanse your mind of poisonous thoughts, you will find it impossible to think clearly and believe in yourself.



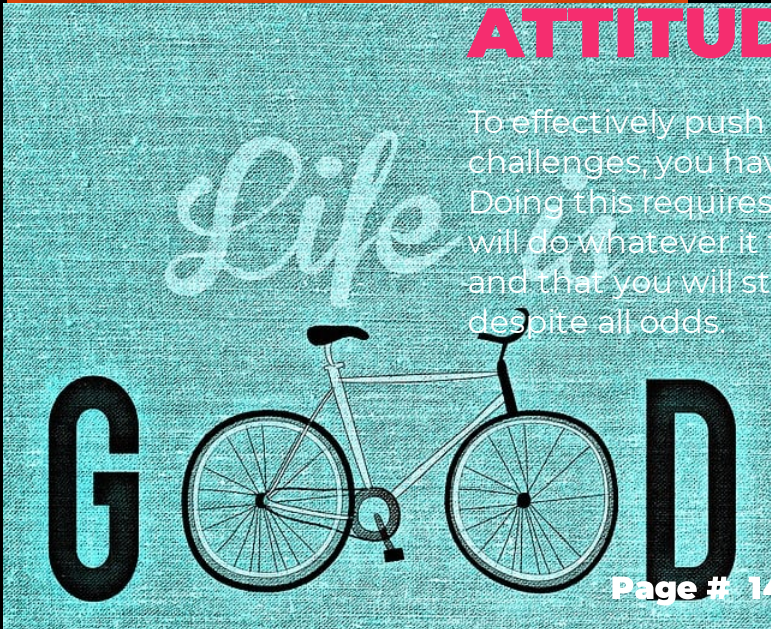
TIP 33

TALK KINDLY TO YOURSELF

To rid yourself of the negative thoughts that you nurture, you have to pay attention to your self-talk. In order for you to be able to move forward and reach your goals, you have to build a positive mindset. A positive mindset starts with talking kindly to yourself. It takes a lot of courage to be kind to yourself, but it is necessary if you want to find yourself in a better place.

TIP 34

DEVELOP A CAN DO ATTITUDE



To effectively push yourself forward and embrace challenges, you have to develop a can-do attitude. Doing this requires a commitment to yourself that you will do whatever it takes to become more disciplined and that you will strive for what matters most to you despite all odds.

TIP 35

DEVELOP POSITIVE AFFIRMATIONS

You were born

*** TO BE
REAL

*** NOT TO BE
PERFECT

One way to ensure that you follow through with your goals is to turn them into affirmations and repeat them daily. When you repeatedly say something to yourself with deep conviction, you affirm in your mind and compel it to accept that suggestion and to work toward fulfilling it. As soon as your mind accepts the suggestion as the absolute truth, it will focus its energy on it and make you take meaningful action to reach your goal.

TIP 36

BREAK YOUR BAD HABITS



If you want to become more disciplined so you can achieve your goals and become more productive, you need to get rid of all the bad habits that keep you from being the best version of yourself. Your habits shape your life, so if you want to build a good, meaningful life and accomplish all your goals, you need to eliminate the bad habits that keep you from fulfilling your

TIP 37

MAKE AN ACTION PLAN

BELIEVE

IN YOURSELF

-anything-
IS POSSIBLE

Without an action plan, you won't be able to move toward your goals efficiently. A plan of action will provide you with a step-by-step guideline for moving toward each of your goals. With an action plan in hand, you can complete necessary tasks every day that are needed to achieve your goals. Break your big goal, into smaller, more manageable steps and work on them daily.

TIP 38

HAVE THE BIGGER PICTURE IN MIND

If you have difficulty starting tasks or you lose your motivation, stop what you're doing and recall your end goal and think of the bigger picture. Recall why you're pursuing the particular goal and reiterate to yourself the importance of having self-discipline for achieving your goals.

TIP 39

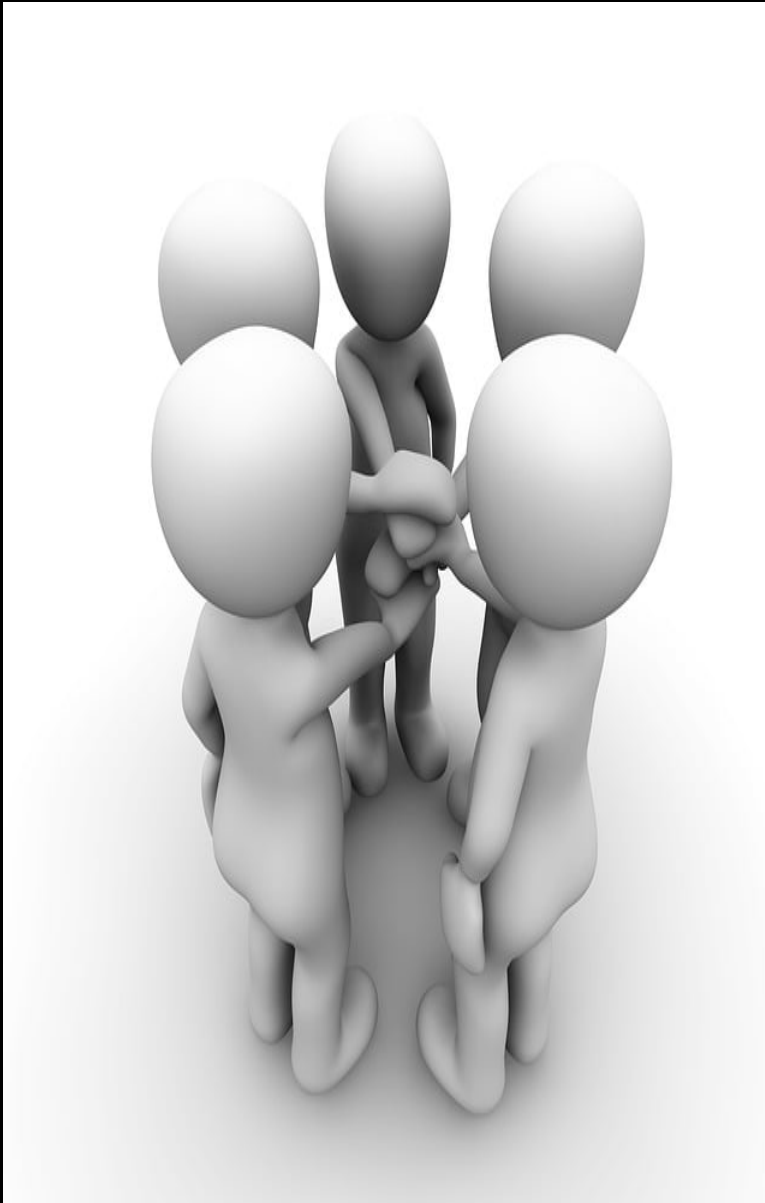
FOCUS ON THE PRESENT

If you want to make continuous progress, it is important that you learn how to live in the present. Focusing too much on the future can overwhelm you making it extremely tough to work on the current task effectively. Likewise, when you live in the past and continue to remember the setbacks you've experienced, you're unable to take the meaningful action you need to continue to move forward.

TIP 40

LEARN FROM YOUR EXPERIENCES

Every experience that you go through, be it good or bad, should be seen as a learning experience. If you make a mistake, don't regret the mistake and don't feel bad about making it. Instead, focus on what you can do to improve. Accept each challenge and obstacle happily and wholeheartedly to stop yourself from fearing setbacks.



Utilize these 40 Self Help Tips to kick out the negativity and eliminate the stress that has been controlling your life. Don't wait, break the barriers that are keeping you from reaching your goals, break free from the cocoon, and finally win control over your life.

"Motivate YOU!"



**THANK
YOU!**



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sylvan

