



# Habits of Successful People

**A Habit is a an acquired mode of behavior that has become nearly or completely involuntary.** It is often thought that habitual behavior is carried out effortlessly by the individual exhibiting it. Habits can form the basis one's character. New habits can be formed through automatic repetition while old habits can be replaced by first identifying the negative behavior and substituting it with a healthier alternative. Habits of highly effective people are attributed to consistently performing behaviors that breed success. This month, we highlight a few habits portrayed by individuals who are deemed successful.

### ***Committed to Morning Routines***

How you start your day is very important in shaping your day. You need energy and a clear mind to carry out tasks most effectively. Nurturing your body in the morning with water, wise nutritional choices, light physical activity, and nurturing your mind with meditation, prayer, inspirational reading, or journaling are some habits that many have identified as boosting their morning.

### ***Do not Compromise on Refueling their Energy***

No one has the super powers to create more than 24 hours in a day. However, with increased energy, you can increase productivity and efficiency. As stated by Kevin Kruse, "highly successful people don't skip meals, sleep, or breaks in the pursuit of more. Instead, they view food as fuel, sleep as recovery, and pulse and pause with "work sprints." Knowing your energy source is key.

### ***Manage Time Judiciously***

You can never regain time that has passed; you must learn to use it wisely. Many have developed methods of scheduling most activities on a calendar and then work and live from that calendar. Sort out your priorities and don't procrastinate.

### ***The Fear of Failure is not a Deterrent To Trying***

Many high achievers are risk takers because their desire to succeed usually exceeds the fear to fail. There are many lessons to be learned when you fail at something. Failure can be a stepping stone to success.

### ***They Delegate when Necessary***

Highly productive people are usually not micro-managers. They focus more on how the task can get done.

### ***Seek First to Understand, Then to Be Understood***

Practicing this habit helps build effective communication. The majority of poor communication comes from poor listening. Start listening not only for words, but also for feelings, meanings and undercurrents. This correlates with forming strong relationships.

### ***Begin with the End in Mind***

It is not effective to live day-to-day without having a clear purpose or mission. Developing a personal mission statement is a roadmap for success. Write down goals and commit to achieving them.

### ***Stay Proactive***

When you are proactive, you become an agent of change and not a victim. Taking initiatives is empowering and gives an individual the freedom to choose. Seek out new opportunities and be ready to take action.

### ***Don't Major on the Minors***

Successful people usually channel more energy on their areas of strength. Choose working smart over working hard by focusing on activities that will achieve greater results. Synergy can make individual weaknesses irrelevant. Guidelines on how to channel your focus on strengths developed by John Maxwell are listed below:

- **Focus 70 percent on strengths.** Spend more time focusing on what you do well.
- **Focus 25 percent on new things.** To grow and get better, you have to keep changing and improving.
- **Focus 5 percent on areas of weakness.** No one should avoid working on their areas of weakness.

**References:** Definition of Habit, Merriam Webster Dictionary, accessed on 09/09/18 at <https://www.merriam-webster.com/dictionary/habit> | Jason Selk, Forbes, Habit Formation accessed on 09/05/18 at <https://www.forbes.com/sites/jasonselk/2013/04/15/habit-formation-the-21-day-myth/#f2d2343debc4> | Robert Taibbi, Psychology Today, How To Break Bad Habits accessed on 09/08/18 at <https://www.psychologytoday.com/us/blog/fixing-families/201712/how-break-bad-habits> | Steven R. Covey, "The 7 Habits of Highly Effective People", the miniature Edition, (New York, Running Press, 2000) | Steven R. Covey, "The 8th Habit", (New York, Free Press, 2004) | Soundview Executive Book Summaries, The 21 Indispensable Qualities of a Leader by John Maxwell, accessed on September 5, 2018 at <http://files.soundview.com.s3.amazonaws.com/sample-summary/21.pdf> | Kevin Kruse, 15 surprising things that Productive People do Differently, accessed on September 6, 2018 at <https://www.forbes.com/sites/kevinkruse/2016/01/20/15-surprising-things-productive-people-do-differently/> | Mindvalley University, The 7 Habits Of Successful People You Need To Adopt, accessed on 09/09/18 at <https://blog.mindvalley.com/habits-of-successful-people/>