

# HOW DO SUCCESSFUL PEOPLE GET THAT WAY?

~ ~ ~ 32 Habits of Successful People ~ ~ ~

## 1. THEY HAVE PLENTY OF DRIVE.

People who go places in their work usually have almost tireless energy--or drive. They work persistently toward their objective.

## 2. THEY ACCEPT RESPONSIBILITY CHEERFULLY.

Responsibility is a challenge to our ability and to our attitude toward our work. Smart people not only welcome it but seek it as the best way to prove their value.

## 3. THEY KNOW THAT SUCCESS IS NEVER AN ACCIDENT.

It is not a matter of "luck" -- but of doing those things which experience teaches are most likely to lead to success. A successful person is one who makes it a habit to do the things which failures habitually try to avoid.

## 4. THEY KNOW THAT THE CUSTOMER IS THEIR REAL "BOSS".

Customers are the life blood of a business - its most valuable asset. Without them there would be no business--no jobs. Your company is judged by the quality and value of everything it does. See that you do your best to uphold its standards and help to hold its customers.

## 5. THEY LOOK - LISTEN - AND LEARN.

To understand what goes on around us we must keep our eyes, ears and minds open. There is a difference between seeing and observing -- hearing and understanding. Our eyes and ears are supply routes to the brain but if our minds are closed to new ideas, nothing gets through. Keep on the Alert.

## 6. THEY FIND OUT - IF THEY ARE NOT SURE.

It's always better to make sure than to make a mistake. No one will excuse that lamest of all alibis, "I didn't know." If you do not know, find out.

## 7. THEY SET AN EXAMPLE TO OTHERS.

In striving to do a better job yourself -- see that you inspire and encourage those around you to follow your example. You all are members of the same team.

## 8. THEY KNOW THAT THE NEXT FIELD ONLY "LOOKS" GREENER.

The place to succeed is where you are -- not in some other job or company. The man who thinks he can't succeed in his present job has simply failed to look for, and discover, the many opportunities for becoming more valuable where he is. His job can become a gold mine if he just digs beneath the surface.

## 9. THEY WELCOME NEW IDEAS.

New ideas are the seeds of progress--and change is the accepted order today. When we refuse to accept new ideas--we cease to grow. Welcome them--give them every consideration. Never be afraid of change.

## 10. THEY PROFIT BY THEIR MISTAKES.

No one ever mastered any undertaking without making mistakes along the way. It is important to know what NOT to do as what to do. Our mistakes help us and enable us to help others avoid them.

## **11. THEY SPEAK CLEARLY AND CONVINCINGLY.**

In business we must be able to get our ideas across and make our instructions in order to avoid misunderstandings, delays and errors. Be brief--be definite--say exactly what you mean.

## **12. THEY DON'T EXPECT ALL THE CREDIT.**

Haven't you noticed that people who do things that count never stop to count them. Instead of expecting a lot of credit and applause, they keep on trying to make what they do tomorrow even more. Good work is always noticed.

## **13. THEY COOPERATE.**

Instead of playing it alone--they pitch in and cooperate--realizing that what is best for the team, is best for the company--and for them.

## **14. THEY REALIZE THAT THEIR POWER IS THEIR OWN RESPONSIBILITY.**

The company you work for is not responsible for your future progress, nor is the job you hold in the company. You and you alone determine how far up the success ladder you will climb.

## **15. THEY THINK THINGS THROUGH -- FIRST.**

No man ever was fired for saying, "I'll think it over." It always is better to be right than sorry. Take time to think things through--the more important the decision the less need for hurry.

## **16. THEY BELIEVE THAT GOOD MANNERS ARE GOOD BUSINESS.**

"Manners mark the man"--and, as one great man put it, "We cannot always oblige but we can always speak obligingly." Courtesy, consideration, tact -- add up to good manners and they help not only us, but they stimulate and encourage those around us.

## **17. THEY KNOW THE WORLD DOESN'T OWE THEM A LIVING.**

Instead -- they feel that they owe "the world" the very best of which they are capable -- and that "the world" will reward them accordingly.

## **18. THEY ARE WILLING TO GO THAT "EXTRA MILE."**

The people most likely to succeed are not the chronic clock watchers--but that more exclusive group -- the "extra milers", the men and women who gladly do whatever is necessary--to be of value. Did you ever notice how many executives take brief cases home with them?

## **19. THEY SET GOALS FOR THEMSELVES.**

Such people have objectives and a sense of direction. They know where they want to go, and are willing to study, work, and save--in order to get there, instead of trusting to so called "luck". They know that no one can go higher than he THINKS he can.

## **20. THEY REALIZE THAT EVERYTHING WORTH HAVING HAS A PRICE TAG.**

There's a price tag on success. Like everything of value, it has to be paid for in personal effort. Nothing is free--not even failure--for the price of failure is success itself.

## **21. THEY KEEP PHYSICALLY AND MENTALLY FIT.**

Because they know that a high level of physical and mental energy is essential if one is to maintain the tempo of modern business or any successful organization.

## **22. THEY EARNESTLY WANT TO SUCCEED. (... IT'S ABOUT ATTITUDE!)**

Most people (about 90%) are half-hearted about it. That's why less than 10% are above average -- they really wanted to succeed and they did something about it. An attitude of indifference result. When we fully realize that the companies success is reflected in our own success we put our best into everything we do.

## **23. THEY KNOW THE VALUE OF ENTHUSIASM.**

Haven't you noticed that enthusiasm is a magic that inspires an entire department--company--or community. It breeds confidence and courage in everyone within its radius. Be enthusiastic about your job--your company--and everything it stands for.

## **24. THEY MAKE OTHERS FEEL IMPORTANT.**

Every job in your company is important, and it follows that every worker is important too. Never belittle a fellow worker--on his job. Avoid criticism--especially before others. Make him feel important and you win a loyal friend.

## **25. THEY TRY TO HELP THE "BOSS".**

They are an important person, or they wouldn't be the "boss". They have their problems too--many more, in fact, than those under his supervision. By doing your own job better you help them to do a better job--and that helps the company.

## **26. THEY NEVER PASS THE BUCK.**

If they make a mistake--forget instructions--are late for work, or an appointment, etc., they admit it and take full blame instead of trying to pass it on to another.

## **27. THEY CONTROL THEIR TEMPER.**

A quick temper--a sarcastic tongue--an argumentative, fault finding nature--have closed the door to success for many an other wise able man. Be tactful--slow to anger and never condemn another behind his back.

## **28. THEY CONSIDER WORK A PRIVILEGE, NOT A CHORE.**

Most people complain when they are unemployed, but many complain at having to work, at all--and consider it a burden--a chore. Work is a privilege--an opportunity to be of service and thus justify our right to exist. The bigger the man the more grateful he is for his work.

## **29. THEY ARE THEIR OWN CRITIC. (...IT'S CALLED QUALITY CONTROL OF YOUR OWN WORK)**

Always check your own work carefully before passing it on. Be your own critic -- and be sure that everything you do measures up to your own standard -- and the company's.

## **30. THEY'VE LEARNED THAT EASY DOES IT.**

You'll live longer, enjoy your work more, and do vastly better work if you work calmly, steadily and, yes, easily. The phrase, "take it easy" does not mean "loaf on the job" - but "take time to do it right."

## **31. THEY TRY TO CUT EXPENSES.**

Every step in the operation of a business costs money. By eliminating unnecessary steps we save time and money and thus become more valuable to the company. Keep your eyes open for ways to cut expenses without sacrificing quality.

## **32. THEY NEVER FORGET...**

that "good enough" is not enough today--or any day--and that only our BEST will pass the test.