



Daily Success for Success Tips!

What are You Doing for Your Life Success Today?! Daily Strategic, Collaborative, and Savvy Success Tips!

What do people do in business and in their personal life to become successful?

What are their attributes? What do they do differently than those who do not pursue success in their own life? To be successful, certain attributes are required, such as: an outline of steps and goals wanted by you; the why and how behind where you are going; the steps and actions required by you; how long each step and goal will take; and most importantly, you must pay the price to realize your success. Once you have done this, you can then act, be accountable, and see results in your life!

To act, we need to understand how to build our lives with goals and steps – a blueprint. To build a successful life, a constant blueprint is needed that shows what goes where, the specifications, when things are due, etc. This blueprint is your life outline, what you look to, what is next for you, dates when things should be accomplished – “your master plan”.

Personal Introduction

Below are several areas that I have observed many successful people possess and implement in their own lives over the years. These people have included business owners, educators, engineers, speakers, millionaires, billionaires, philanthropic, church leaders, non-profit executives, CEO's, CFO's, COO's, athletes, and so many other types of people from many cultures from around the world. I have had the honor to embrace these areas, learn, and apply them for my own success.

From my learning, application, and success, I have trained thousands of people from all over the world on how to lead, develop teams, effectively communicate, set and accomplish life goals, and many other areas related to human development and life skills.

Intent & Purpose

The list outlined below is not an entire teaching outline – the purpose is to provide you with some areas that you can look at in your own life which need improvement and develop these areas for your greater outcome. From this, you will have an opportunity to have greater success, effect more people, and create an empowering environment where you can become more than you ever imagined.



Once you have determined what areas need to be worked on, your next step will be to develop a game plan on how to become more successful in your life. From this, your success will create a ripple effect and touch many other lives around you!

Success Areas

Below are some areas that will help you analyze your life, your actions, how you approach each day, week, and month, how you interact with others, your attitude, your behaviors, goal setting, and other necessary areas.

Take your time as you read the information below. Ponder what each area states and be honest with yourself. Ask yourself some questions: What needs improvement; what your weaknesses are; what your strengths are; what you need to change; Etc. After you have done this, create a game plan. As you embrace the information, apply the steps you have created, and stay on track with your plan, you will have greater success in life!

Whatever you do, do not create the plan, and look at it once every month. Read it at least once per week and see how you are doing. Make any changes and additions to ensure your game plan is a winner.

The example below might be of help to you in how to organize your next steps and actions.

Area: Write Goals.

Action: I do not have any written goals. Write down each business and personal goal – include a category for daily goals, weekly goals, monthly goals, annual goals, five-year goals, ten-year goals, twenty-year goals, and lifetime goals.

Completion – Date Required: This weekend.

Area: Communication.

Action: I am not a good listener – I am a Type A person who does not take the time to stop. Buys some books about listening, read them / take an online class.

Completion – Date Required: Research books online about listening and communications / Buy the books from Amazon today. Enroll in the local college for an online class next quarter.

Area: List Your Other Areas.

Action: List More of Your Actions.

Completion – Date Required: List Your Dates.



Remember, take your time reading, re-read, and let each area sink in.

Written Goals

- Know what you want out of life.
- Have direction and dreams.
- Be clear, concise, and precise.
- Do not be confused and lost.

Choose to Excel and Produce

- Every day be excellent with your every step, word, and thought.
- Do not take short cuts.
- Do things the right way – When things are not done correctly, work must be done to ensure the correct product outcome and service (this means more time and resources beyond the original work).

Apply Total Commitment

- Apply committed daily action.
- Go all out in everything you do each day.
- Give 100% effort.

Be Organized

- Do not waste time looking for documents.
- Set up a system that works for you.
- Make sure everything is filed, orderly, and in its correct place as you have set it up.
- Keep your system updated always.
- Organize your life each day (Write your task list each day and check each item off as you go to ensure organization, focus, and completion).

Keep Good Records

- Keep accurate records of transactions, dates, and your calendar.
- Do not get rid of records that you may need later for documentation (You never know when a company, a government agency, individual, etc. will need some back-to-dated information).

Engage in the Profits and Financial Success of Others

- Be authentic.



- Care about the needs of those around you (Your clients, your associates, your team).

Accessible by Cell, Phone, Voice Mail, Email, and Other Means

- Be available and accessible (Plan your week to make return calls at certain times each day).

Promptly Return Calls

- Do not leave people with the feeling that they are not important.
- Treat people the way you want to be treated.
- Respect, honor, and treat each person with excellence.

Informed

- Keep learning new things by reading and studying about how to succeed.
- Hang out with those you want to be like (If you want to be wealthy, you cannot learn from those who have never been wealthy because they do not know how to; If you want to become a master chef, who do you learn from, If you want to become a Medical Doctor...).
- Apply what is learned.

Agreements, Contracts, and Appointments

- Keep agreements, contracts, and appointments.
- Your word should mean more than any written document.
- Communicate on a regular basis with your team.

Follow-up with Team, Staff, Prospects, and Clients

- This is where most people fail, and few succeed (Follow up with all that are involved with your business process; Success is all about the relationships you create and keep with people).

Never Give Up

- Have a 90-day, 6-month, 12-month, 24-month, 60-month, and life plan.

Do Not Get Discouraged

- Be consistent, persistent, and persevere.
- Realizing small problems are only an inconvenience.
- Don't major in the minors.



Never Talk Bad About Others

- Know that anything can happen to the best companies (This is called life – nothing is for sure).

Serious About Business and Life

- Know the why for what you are doing (What is the reason behind your doing what you are doing).

Humor

- You can laugh at yourself.
- Understanding comedy and laughter is a gift.
- Engage in hearty laughter as medicine.

Possesses Self-Esteem

- Do not think they know more than others.
- Believe in who they are.

Against Laziness

- Reap the rewards by being an example.
- No expectation from others to do what they have not done themselves.

Professional

- Think things through before acting.
- Support their team (Communicate, listen, respect, appreciate, and empower).
- Always encourages.

Represents Great Product/Service

- Reliable and quality product and service.

Responsible, Accountable, and Handles Complaints

- Do not ignore people.
- Do not look at things being a problem (Act as a solution giver).
- Finds a solution for each challenge.
- Provides excellent customer service to clients, associates, team, and vendors.

Recognizes and Praises Organization and Team Achievers

- Praises people during good acts.



Works their Business Weekly (not weakly)

- They know that "steady plodding brings prosperity".
- Responsible in the little things (The big things arise from the little things).

Glad for Other Successes

- Thrilled to see others get ahead in life.
- Supports, encourages, and roots others in their life goals and endeavors.

Never Blame

- Never blames any organization, lack of support from others, their superiors, what they do not have, circumstances, etc.
- Know that if others can succeed under similar circumstances, they can too.
- Takes responsibility.

Realistic About Expectations and Effort

- Understands and knows that dreams, supported by goals, takes time and work.

Associates with Positive People

- "Birds of a feather flock together".

Practices Constant Patience

- Willing to put out the necessary effort to earn the money desired.

Passes Timely Information Immediately

- Communicates and engages everyone in the team.

Never Complains

- Does something about what is bothering them.

Focus

- Focuses on building their team, company, and goals.
- Does not get sidetracked.
- It is a long-term plan worked daily.

Willing to Take Risks

- Are not security oriented.



- Being a leader, being in business for yourself, and succeeding will require you to spend money and invest time to make money.
- Does not wait and watch.

Does not take "NO" Personally

- “No” only means "not now - give me a good reason to say yes" or "this is the wrong time in my life".
- Does not give up because people say no.

Copes with Changes

- Flexible in thinking.
- Life changes all the time.
- Works within company, team, and group.

Company Belief

- Does not do things just for the money.
- Belief in the product / service and the people.
- Core Belief: The client, vendors, staff, those who work with you, and the organization must all win.

Not influenced by Negative Comments

- Listens to both sides (positive and negative).
- Can think for themselves.

No Perfect Team & Organization

- Always provides efforts to take ownership of what they can do (Create an atmosphere in the organization that makes it a better place).
- In fact, the longer an organization has been in business, the more complaints will take place (The key is to be willing to continue be humble, listen to others, and make the right ethical changes).

Success Plans

- Plans to win.

No Excuses

- Does not give excuses in life.



Does not Think I Know Everything

- "The more you learn, the less you know".

Up to Date

- Informed about business, industry, area, people, etc.
- Makes it a habit to observe others.

Physically Fit

- Has energy and passion.

Strives for Best

- Always gives the best effort in everything.

No Rumors

- Checks the facts and the source of information.
- There is an old proverb: "Gossip is the brother to the destroyer".

Believe that "If is to be, it is up to me!"

- No one else is going to do it for you.

Embraces "the" Work

- It is a long-term plan, with many steps, over time with applied efforts and focus, that causes realized success.

Humility

- Practice humility always.
- Humility always comes before honor and pride always comes before a fall.
- When you make mistakes, apologize, and make it right.

Less is More

- Be a person of fewer words.
- It is better to listen and let others talk and share before you do.
- Another proverb: "A fool utters all their mind, but a wise person waits until the end".

The Race

Obviously, each of us will have days that we are down. There will be challenging days with several hurdles. We will not be perfect, but the goal is to give our best in the above success



steps in our business and personal life. As we get back up from falling, dust ourselves off, and go forward with humility, focus, and determination, we will see greater results over time. Notice, "over time"! It is not about the swiftest that set out, it is about starting the race (each goal) and finishing no matter how long it takes you.

I root you on in your efforts, life goals, and I know you can accomplish many things in this short life as you keep running the race of life each day.

One Last Thought

What do you think people said about the Wright Brothers? "We are going to teach people how to fly in the sky". How about Bill Gates? "Invest in our company - Microsoft - a little company in Redmond, Washington. We will help people communicate with each other all over the world through the personal computer...."

Be yourself and do not let people, circumstances, and what you have or have not done in the past hold you back!

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30+ years growing people, procurement, and projects!