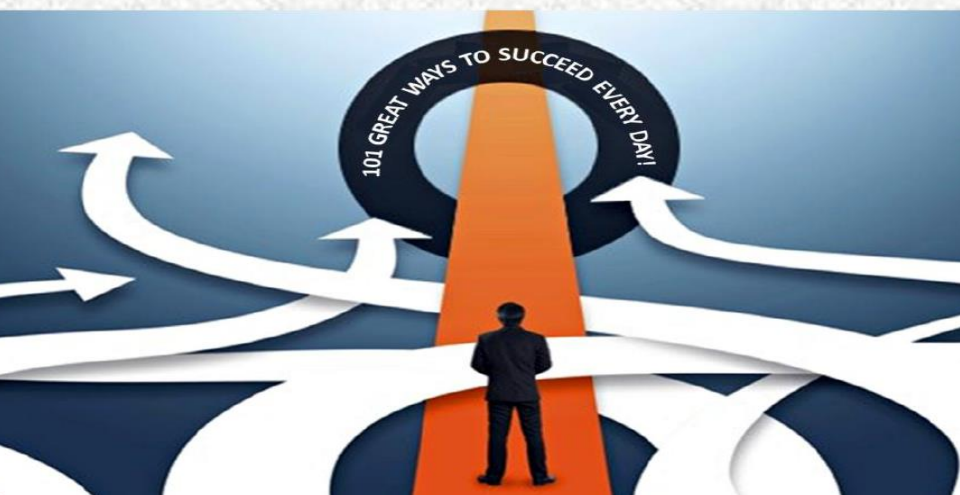


- ✓ *Think & Work Smarter!*
- ✓ *Improve Personal Effectiveness!*
- ✓ *Achieve Life Balance & Success*

# 101 GREAT WAYS TO SUCCEED EVERY DAY!

TAIDIN SUHAIMIN



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# **101 Great Ways To Succeed Every Day!**

This book is written for people who want more time for what is important to them. Each tip has been tested to help you think and work smarter to give you more time and energy for what's important to you and achieve your goals successfully and faster.

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Books that Taidin has authored include:

1. *Awakening The GIANT In You!*
2. *101 Ways To Achieve More Every Day!*
3. *How To Speak Confidently & Effectively In Front of Audience*
4. *Membangunkan GERGASI Dalam Diri Anda*
5. *Motivasi, Teknik Belajar & Strategi Cemerlang Menghadapi Peperiksaan*
6. *Petua-Petua Kesihatan, Kecantikan Diri, Masakan & Rumah Tangga*

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# 101 GREAT WAYS TO SUCCEED EVERY DAY!

*“The very act of taking a moment to think about your time before you spend it, will begin to improve your personal time management immediately.” – Brian Tracy*

## INTRODUCTION

Time is a great equalizer to every one of us. Everyone has the same twenty-four hours each day yielding 168 hours per week. Yet, some people accomplish many times more than others.



Surprisingly, these people often appear organized and calm. They have arrived at constructive attitudes and habits and have polished their skills for making the most of their time.

This book is written for busy people who want more time for what is important to them. Each tip has been tested to help you think and work smarter to give you more time and energy for what's important to you and achieve your goals successfully and faster!

We cannot save time. It can only be spent. And, there's only two ways to spend our time; we can spend it wisely, or, not so wisely.

We can effectively increase the amount of time available to us each week by working "smarter" rather than working "harder".

Through simple, specific tips that have far-reaching impact, “101 Great Ways Succeed Every Day!” gives practical advice on how to:

- ☑ *Think & Work Smarter*
- ☑ *Boost Personal Health & Energy*
- ☑ *Manage Distractions & Improve Focus*
- ☑ *Improve Personal Effectiveness*
- ☑ *Minimize Stress*
- ☑ *Achieve Goals Faster*
- ☑ *Achieve Life Balance & Inner Peace*



# MASTER THE PSYCHOLOGY OF EFFECTIVE TIME MANAGEMENT

## 1. TAKE TIME TO UNDERSTAND THE VALUE OF YOUR TIME

If you tend to take a lot of work home with you, it is important to ask yourself if the time you spend on certain tasks is worth the sacrifice of doing other things.

While it can be difficult to make decisions for how you use your time when you feel the pressure to perform many tasks, it's not impossible. Take the time to assess your goals and make decisions that reflect them. While being reliable is important, you may find new strategies that make better use of your time. You can identify areas where you should be delegating instead of doing things yourself.

You might try reorganizing your day so your schedule includes the most important tasks you need to accomplish while fitting less important tasks around it. Taking the time to understand the value of your time now is going to save you frustration in the future.

## **2. FIND OUT HOW YOU REALLY SPEND YOUR TIME - ELIMINATE TIME-WASTING OR LOW-YIELD JOBS**

Most people function at different levels of effectiveness at different times. Your effectiveness may vary depending on the amount of sugar in your blood, the length of time since you last took a break, routine distractions, stress, discomfort, or a range of other factors. There is also some good evidence that you have daily rhythms of alertness and energy.

### **KEEP AN ACTIVITY LOG**

Activity logs help you to analyze how you actually spend your time. The first time you use an activity log, you may be shocked to see the amount of time that you waste! Memory is a very poor guide when it comes to this. It is too easy to forget time spent reading junk mail, talking to colleagues, making coffee, eating lunch, etc. You may also be unaware that your energy levels may vary through the day.

Keeping an Activity Log for several days helps you to understand how you spend your time and, when you perform at your best.

Without modifying your behavior any further than you have to, note down the things you do as you do

them. Every time you change activities, whether opening mail, working, making coffee, gossiping with colleagues or whatever, note down the time of the change.

As well as recording activities, note how you feel, whether alert, flat, tired, energetic, etc. Do this periodically throughout the day.

### **LEARNING FROM YOUR LOG**

Once you have logged your time for a few days, analyze the log. You may be alarmed to see the length of time you spend doing low value jobs!

You may also see that you are energetic in some parts of the day, and flat in other parts. A lot of this can depend on the rest breaks you take, the times and amounts you eat, and quality of your nutrition. The activity log gives you some basis for experimenting with these variables.

### **3. MANAGE YOURSELF, NOT YOUR TIME**

The idea of time management has been in existence for more than 100 years. Unfortunately, the term "Time Management" creates a false impression of what a person is able to do. Time can't be managed. Time is uncontrollable. We can only manage ourselves and our use of time. You cannot change time, yet you can make changes to yourself by organizing yourself, setting priorities, taking responsibility... When you manage yourself, you will have more time to create the life you really want.

### **4. THINK & DO SMARTER**

Taking action without thinking is the cause of every failure. Your ability to think is the most valuable trait that you possess. If you improve the quality of your thinking, you improve the quality of your life, sometimes immediately.

Think of it this way. Every minute you waste during the working day is time that your family will ultimately be deprived of.

So, concentrate on working when you are at work so that you can concentrate on your family when you are at home.

## 5. WORK SMARTER – NOT HARDER

Your time is a valuable resource – both to your employer, business and family. When you treat every task, you do as a priority, it is easy to slip into bad habits that eat into your time but do not give you enough benefits. You run around ‘putting out fires’ and face every day’s activities as emergencies. Nothing is planned and you never have time to get things done properly. Identifying these areas and restructuring your routine and mindset, enables you to optimize your time so you produce the most results with the least effort.

### HOW DOES THAT WORK?

By identifying daily routines and your own body ‘rhythms’, you can plan the most energy consuming activities during your most productive times of the day and use your less productive times for activities that do not require the same amount of concentration or effort. This applies equally well to all parts of our life – work and home.

Time management helps you identify time (or energy) wasters. Perhaps, there are activities that must be removed or delegated to someone else. By doing so, you will not succumb to guilty feelings that you were not "up to the job" but, you will conscientiously decide that to keep doing them is a waste of valuable resources – your time.

## **6. ALWAYS KEEP YOUR PERSONAL LIFE IN BALANCE - ORGANIZE EVERY ASPECT OF YOUR LIFE**

### **THREE KEY QUESTIONS THAT YOU CAN ASK YOURSELF CONTINUALLY TO KEEP YOUR PERSONAL LIFE IN BALANCE**

The first question is, "What is really important to me?" Whenever you find yourself with too much to do and too little time, stop and ask yourself, "What is it that is really important for me to do in this situation?" Then, make sure that what you are doing is the answer to that question.

The second question is, "What are my highest value activities?" In your personal life, this means, "What are the things that I do that give me the greatest pleasure and satisfaction? Of all the things that I could be doing at any one time, what are the things that I could do to, add the greatest value to my life?"

And, the final question for you to ask over and over again is, "What is the most valuable use of my time right now?" Since you can only do one thing at a time, you must constantly organize your life so that you are doing one thing, the most important thing, at every moment.

Personal time management enables you to choose what to do first, what to do second, and what not to do at all. It enables you to organize every aspect of your life so that you can get the greatest joy, happiness, and satisfaction out of everything you do.

## **7. ENJOY YOUR JOB – YOU WILL BE MORE EFFECTIVE IF YOU LOVE IT**

It is important for your own quality of life that you enjoy your job. If you know broadly what you like and dislike, you will be more able to move your job towards doing things that you enjoy. This is important as you are much more likely to do your job effectively if you love it than if you loathe it.

Note that, almost every job has tedious or unpleasant elements to it. So, it is important that these parts are done properly. It is up to you over time to minimize this.

## **8. RAISE YOUR VALUE**

Raise your value and you will reap the rewards. Work like you are paid more and you will surely stand out from the crowd. You will be more productive and waste less time.

What if you cost your business \$5 / minute instead of \$5 / hour. Or, \$10 / minute instead of \$10 / hour. How time be worth now? Would you hang around an office waiting room or stay on hold on the telephone? Or, would you confirm appointments and leave messages? Raising your value will improve how you view your time and will help you spend your time productively.



# SET EXCITING & REWARDING GOALS

*"A goal properly set is halfway reached." - Zig Ziglar*

## 9. SET YOUR GOALS

By Setting Goals you can:

- *Ensure that you concentrate only on those tasks that will move you towards your goal in the most effective way possible, without being distracted by unimportant but urgent tasks.*
- *Increase your motivation to achieve.*
- *Improve your performance.*
- *Increase your pride and satisfaction in your achievements.*
- *Improve your self-confidence.*
- *Plan to eliminate attitudes that hold you back and cause unhappiness.*
- *Suffer less from stress and anxiety.*

## 10. CHOOSE GOALS THAT ARE RIGHT FOR YOU

If you really want to be successful in life, you have to choose the goals that are right for you. We are all unique individuals and our goals and our journeys through life should reflect that.

If you want success in life, you need to choose goals that are congruent with your values, your strengths, your passions and your desired lifestyle.

Most of us go right to the lifestyle. *"Hey, I want to drive a Jaguar and live in a big house like Joe Blow... he's a lawyer, so I should become a lawyer, right?"* Wrong. Joe has the gift of gab, he has a natural gift for debate and he loves to make contacts at the Country Club. You get nervous when you have to speak in public, you hate conflict and your idea of fun is taking quiet nature walks. Becoming an attorney was a natural choice for Joe. That doesn't mean it will be for you.

So how do you choose? What do you need to do to make sure that your goals suit you, thus virtually guaranteeing yourself success? You need to ask yourself the following questions:

## WHAT ARE MY VALUES?

Your goals must be consistent with your values. Your values will take priority over any other desires you have. So, think about what is most meaningful to you. What are the things that are most important to you?

## WHAT ARE MY STRENGTHS?

This doesn't mean taking an inventory of your skills. Skills are things that you have already learned how to do and, while the skills you have may come into play, new ones can always be developed. Strengths are more or less things that you seem to naturally possess. Some people have the gift of gab, some can seem to solve any problem or puzzle, some have great mechanical ability – they can take any machine apart and put it back together. Your strength might be good judgment, open-mindedness or an ability to gather others together and gain consensus.

## WHAT DO I LOVE DOING?

Think about when time flies. Sometimes we get so lost in what we are doing that we lose track of time. This happens when we are doing something we love.

Think back to when you were ten or so. What did you spend your free time doing? What did you do

when school was over, homework was done and it wasn't dinner time yet? Yes, you may have changed somewhat since then, but taking a little trip back in time can help us to uncover passions that we have abandoned and forgotten.

### **WHAT DO I WANT MY IDEAL DAY TO LOOK LIKE?**

Make sure that the reality of what you think you want to do actually meshes with the way you like to operate. Take some time to outline your ideal day. What types of things would you do and when? Use this schedule as a test for any goals you may be considering.

### **WHAT'S REQUIRED TO REACH THIS GOAL AND WILL I ENJOY THE JOURNEY?**

This may be the most important question of all. While it is true that sometimes you have to do some hard work and make some sacrifices to achieve your goals, if everything you must do to achieve your goals is a struggle and a sacrifice, you're simply on the wrong path. It won't be long before you start to veer off the road and give up. It's important to remember that those goals we have will provide only a brief moment of enjoyment when we reach them. We soon adapt to our new life, get bored and look for something else to work

towards. It's human nature. The majority of our time is spent on the journey itself. Remember this. If the journey is not going to be enjoyable, why bother? You will not only likely fail to ever reach your goal, but you will also make yourself miserable in the process.

Achievable goals are well-thought-out goals; goals that match who you are, what you do well and what you want out of life. Not sure where you're going or why? Don't know what you can achieve? Stop. Give yourself time to think. Look deep inside. That is where the answers lie. Know yourself first, then choose your goals. Choose wisely and success will be yours.

## **11. SET GOALS THAT MOTIVATE YOU**

When you set goals for yourself, it is important that they motivate you. This means, making sure it is something that's important to you and, there is value in achieving it. If you have little interest in the outcome, or it is irrelevant given the larger picture, then, the chances of you putting in the work to make it happen are slim.

Goal achievement requires commitment. So, to maximize the likelihood of success, you need to feel a sense of urgency and have an "I must do this" attitude. When you don't have this "must do" factor,

you risk putting off what you need to do to make the goal a reality. This in turn leaves you feeling disappointed and frustrated with yourself, both of which are de-motivating. And, you can end up in a very destructive "I can't do anything or be successful at anything" frame of mind.

To make sure your goal is motivating, write down *why* it's valuable and important to you. Ask yourself, *"If I were to share my goal with others, how would I tell them to convince them it was a worthwhile goal?"* You can use this motivating value statement to help you if you start to doubt yourself or lose confidence in your ability to actually make it happen.

Motivation is the combination of desire, values, and beliefs that drives you to take action. These three motivating factors, and/or lack of them, are at the root of why people behave the way they do. Because you ultimately control your values, beliefs, and desires, you can influence your motivations. This means, if you consider something important and assign value to it, you are more likely to do the work it takes to attain the goal. When motivation originates from an internal source and is combined with a realistic goal and circumstance, the odds of a good outcome are greatly increased.

In order to get motivated and stay motivated, try the following:

- Identify your values, beliefs, and desires.
- Recognize your strengths and weaknesses and use this information to establish realistic goals.
- Understand the role of personal circumstance, and
- Realize that success is the merger of all three factors.

### VALUES, BELIEFS, AND DESIRES

To understand what motivates you, you'll need to understand what is important to you. If you have never thought about this question, do it now.

Consider issues such as family, relationships, learning/school, grades, work, aspirations, achievement, status, money, travel, social causes, social life, following a dream, etc.

People's goals and desires grow from their values and beliefs. Once you have made your personal list, begin to think about how the items relate to one another. Are some issues more important to you than others? Are some more important in the short-term while others are more important in the long term? Are they linked in some critical way? These issues and relationships are always alive inside us.

By becoming consciously aware of them, you can begin to modify, control and understand them.

Judging the quality and depth of your motivation is important, because it is directly related to your commitment. Often students find that they "want" a good academic outcome, but they can't seem to make it happen. Sometimes, this gap occurs when there is a clash between what they are striving for (a good academic outcome/degree) and what they would rather be doing (following a dream of singing in a country-western band).

It's OK for values, beliefs, and desires to be in conflict, but it is important to recognize when they are and act appropriately on this information. In the example above, this student needs to both rethink and internalize the relationship of school and dream or she needs to change her circumstances. But without such a clarification, her motivation will continue to lag and her performance will be less than it could be.

### **STRENGTHS, WEAKNESSES & GOAL SETTING**

One of the keys to college success is having a realistic view of your strengths and weaknesses. Do an informal assessment of your abilities. Reflect on what you have learned about yourself in the past from classroom experiences, conversations with



teachers and advisors, standardized tests, projects and activities, and outside activities.

Consider specifically your reading, writing, oral communication, math, computer, musical, artistic, physical, interpersonal, and analytic skills. An accurate and honest assessment of your abilities is essential. It prevents you from under-estimating or over-estimating your skills and directs you toward attainable and appropriate goals. Having an accurate direction is important in maintaining motivation.

Knowing what you value and desire, along with an assessment of your strengths and weaknesses, makes it possible to establish personal goals. Most people already have a mix of short-term and long-term goals of some type in mind for themselves. Students often are aiming towards a particular test, project, class, grade point, degree, graduate program, professional school, or career.

These are often complemented by other goals such as living a healthy lifestyle, maintaining personal integrity, volunteering, working, nurturing relationships, or growing as a person. It is not unusual for short-term goals to support long-term goals. For example, a student's long-term goal to teach elementary school might be supported by a series of short-term goals related to class

attendance, study habits, project preparation, test performance and commitment to outside activities.

All goals, whether short-term or long-term, should incorporate these common attributes:

- Be realistic. Goals should be based on your abilities and circumstances.
- Be possible. Don't establish constraints that make the realistic, unrealistic.
- Be flexible. Anticipate bumps in the road and expect to work around them.
- Be measurable. Have a target in mind so you know when you have reached your goal.
- Be under your control. Set your own goals based on your values, interests, and desires. Target things where you can control the outcome.

Write down your goals and post them somewhere you can review them regularly. This will serve as a reminder of what you're working toward and help to keep you motivated and on track. When your goals slip from sight and lose importance, motivation and success deteriorate as well.

### PERSONAL CIRCUMSTANCE

Once you have set goals that match your beliefs, values and desires, you should be in position to act on them successfully.

## END OF SAMPLE

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