



Mental Health Association of Northern Kentucky

A LEADER IN PROVIDING ADVOCACY, EDUCATION, AND SERVICES THAT PROMOTE MENTAL WELLNESS

EDUCATION AND SCREENING OUTREACH PARTNER FOR THE NATIONAL INSTITUTE OF MENTAL HEALTH AND NATIONAL MENTAL HEALTH ASSOCIATION

513 Madison Avenue, 3rd Floor Covington, KY 41011 859-431-1077 or www.mhanky.org

HABITS FOR SUCCESS

As explained in the seminar, certain habits of behavior and thoughts lead to the development of success characteristics. Below are some characteristics of successful people and a list of habits that encourage the development of these characteristics.

Enthusiasm

- Get enough sleep
- Eat small, nutritious meals
- Step lively
- Furnish yourself with nice things
- Start the day with uplifting music
- Compliment others
- Start the day with positive thoughts

Self-Discipline

- Get up early
- Tell the truth even when it's difficult
- Exercise regularly
- Maintain and repair things you own
- Work on one task at a time
- Visualize regularly
- Set your own deadlines
- Eat sensibly
- Start on things early
- Save money according to a schedule

Self-confidence

- Positive self talk
- Read broadly
- Be the first to say "hello"
- Keep a journal and stress the positive
- Establish personal best records
- Smile at self in mirror
- Good Posture
- Visualize and dwell on successes
- Look people in the eye
- Give yourself rewards for achievement

Inspirational

- Meditate regularly
- Associate with positive people
- Read inspirational books and speeches
- Listen to inspirational tapes
- Smile at others when you part
- Validate others
- Think win-win

Sense of Humor

- Associate with humorous people
- Read humorous books
- Start on things early
- Laugh out loud
- Look for the positive

Dependable

- Return calls
- Keep an appointment book
- Plan to get things done early
- Leave early for appointments

Organized

- Put things away
- Throw away things you probably won't need
- Schedule the following day before leaving work
- Set goals for year, month, day
- Clean off your desk at day's end
- Decide when to work on tasks when they arise

Proactive

- Work first on the things with most payoff
- Concentrate on what you can control
- Think "I want to" no "I have to"
- See complaints as opportunities
- Think "How can I make things better?"

Personable

- Compliment others
- Listen to others' point of view
- Share
- Smile
- Think "What can I do for this person?"

Enjoyment of work-

- Set goals for quality and quantity
- Try to break your own records
- Focus on the purpose of your activity
- Look for and try better ways of doing things
- Avoid complainers