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## MOTIVATE YOURSELF TO SUCCESS

### **Key Strategies to Empower Your Mind**

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## 1. Understanding Self-Motivation

"You can motivate by fear. And you can motivate by reward. But both of these methods are only temporary. The only lasting thing is **self-motivation**."

- *Homer Rice*

Motivation refers to an inner feeling, strong desire, goal or expectation about something. You may not have the necessary level of inner drive to cross the gap between what you actually have and what you want. Self-motivation is what gears you to work to achieve your desire and bridge this gap.

"It is a funny thing about life; if you refuse to accept anything but the best, you very often get it" - *Somerset Maugham*

Self-motivation is not something which you can buy. Self-motivation is a form of self-encouragement. You tell yourself that you have the capacity to perform still better and surge ahead. This keeps you pushing further until you reach your goal.

You can motivate yourself even in very difficult situations. You may not be aware of any rewards or gains when you first start to move up but you continue working at it.

Your inner strength says that you can accomplish your goal, so you work on it. This inner strength is your willpower - the guiding force behind your self-motivation. This willpower is the strength of your ego, aided by some form of self-discipline. It forms an essential part of your health, happiness and success. As your achievements increase, you are happier and contented.

Why or how do you become motivated?

Research indicates that youngsters in challenging environments develop greater self-motivation than most of those who have an easier environment:

- ✓ They **learn** from role models.
- ✓ They **plan** their future goals and
- ✓ They **work** determinedly to achieve them
- ✓ They overcome all hurdles in life to reach their final goal
- ✓ They maneuver their way through various barriers through well-planned techniques which they have had to learn
- ✓ They use (often limited) available resources wisely

Self-motivation is a combination of willpower, goals and ability to keep trying to attain the highest level and never being satisfied until you reach your goal.

## **2. Power of Self-Motivation - Why You Need Self-Motivation**

**S**elf-motivation is a guiding force. You have certain goals and targets in life. You pursue them and work to achieve them. With a lack of goals in life you just keep moving along without any proper sense of direction or aim. This eventually leads you nowhere and you pass away without achieving anything concrete in life. Hence, fuel for your self-motivation lies in your ideals, dreams, and visions for your future.

### **Necessity for Self-motivation**

Self-motivation encourages you to plan goals and how to reach them.

It adds excitement and enthusiasm into your life. You add zest to your life and your activities become much more interesting.

It increases and supports your willpower which cushions you when you face obstacles or setbacks. You move along boldly against the challenges and adversities in your life.

It prepares and encourages you to accept new opportunities, try new techniques and seek new adventures.

In the process, you will come upon unexpected opportunities and rewards. The challenges and your improved ability to deal with them improves your quality of life.

This inner strength and willpower make you tough and build your personality. With this improvement, you will not need nor depend on others to boost or applaud your efforts as you move ahead.

It erases boredom and monotony from your life because you are working towards current goals and always have further achievable goals to pursue. There is always plenty of excitement in your life.

Self-motivation is a positive driving force to improve the quality of your own life and those around you. This leads to higher satisfaction levels, happiness and more fulfillment in your life.

However, it is better not to overdo anything. You need self-motivation to seek your goals but pace yourself and don't overexert or punish yourself.

### **3. Attitude and Behavior of a Winner**

**W**inners are not born so; they make themselves winners in life by charting the paths leading to their goals and aims in life.

A winner is a self-made person. You must face all eventualities, obstacles and adversities with vigor and passion just as you deal with happy times in your life. Do not accept unexpected challenges of life meekly, sit back, watch, or let things take their own course. Use your fighting spirit to battle any adversities.

You are a winner, cheering others guiding, and mentoring them while also pursuing your own goals in life. Your spirit to excel will establish yourself on your chosen path.

This positive attitude adds quality to your life and also helps to develop a better quality of life for those around you. You can improve the quality of life of all who meet you.

Disappointments are stepping-stones to your success. To become a winner, take upsets in your stride. You can learn from your mistakes and rectify them so you do not make them again. You can learn from stories of great and successful persons and strive to achieve your goals in life.

Success is different for different people. Every one of us has different levels of satisfaction. However, certain common factors about success are to live, love, and enjoy life, to help others, and to maintain positive elements in your life.

It's not a cakewalk. Success needs determination, energy, and effort to make it happen. Take each day as it comes and accept things in your stride. You can win only by cruising over the obstacles, locating, and identifying your path

amid the adversities. Life is a great teacher. Try to learn from the different experiences and happenings. Develop these attitudes and behaviors to become a winner in life.

## 4. What It Takes to Become a Winner

You are what you believe yourself to be - it is that simple. You can do what you have in your mind to accomplish. There is no place for any adversities to block your path. You can become a winner when you learn to have full confidence in yourself and your abilities.

The moment you start doubting your own capabilities, you are becoming negative. Being negative leads you nowhere or rather, it only increases the chance of failure.

Winning does not have any relation whatsoever to your physical looks or any regional classifications. Education and background do have a role to play in forming your personality but they are not the determinants that chart your course in life. You can find innumerable people who have achieved success in their respective fields with very little or almost no education.

To become a winner, take up challenges as they occur and meet them eye-to-eye. Never back out of your responsibilities or lose courage in trying times. You need to be optimistic and look on the brighter side of life. There are always two sides of a coin. Good times and bad times alternate with each other. Face your adversities with courage and determination. You will see them disappearing in no time. Every such experience will make facing future trials easier.

Do not wait for fate to chart your course in life to become a winner. Chart your own life with kindness, sincerity, and respect. Avoid any ill feelings towards anyone. You need to be happy for others' success. Try to help all; work and share with everybody.

A winner always looks to the future and does not live with his accomplishments of the past. Stand up for your failures and mistakes. Let go of your arrogance and do not force your ideals, values or goals on others.

Instead, be equally mindful of others' goals and desires. You can become a winner by setting aside your pride, accepting criticisms and always trying to improve. Be ready to work hard, let go of your anger and communicate your feelings and views to others.

## **5. Cultivate an Attitude of Positive Expectancy**

**H**aving a positive attitude in life is the first stepping-stone to success. You need to expect positive happenings and outcomes of every situation rather than be pessimistic. Success and failure are the two possible outcomes of any situation. Always look at every situation optimistically. Believe in yourself and your abilities.

Thereafter, work hard to achieve your goals.

Develop a positive attitude by forgetting your past actions. Every day is a new one, so do not carry forward any negative feelings of the past.

Instead, wake up and greet every day with a positive and cheerful attitude. Don't let any doubt creep into your mind while you actively pursue your goals. Believe in yourself and your capabilities.

You begin to doubt your abilities because you feel that you are unable to succeed. It is not true that you cannot do something just because you could not do it when you tried the first time.

You learn through your failures and do not make the same mistakes again. Do not fear failures because they teach you better ways to deal with things. Always keep looking ahead, not behind you, to fulfill your goals in life.

Failures are only temporary phases in life.

You can achieve a better positive attitude in life by building your inner strength. When facing an obstacle, tell yourself about your capabilities and

assure yourself that you can overcome it. Give yourself some positive self-talk and you will feel a resurgence of inner strength to tackle your problems.

Work hard to reach your goals and expect positive results. You are sure to win and succeed. Developing a positive attitude is an essential, giant step towards attainment of your goals.

Never shy away or back off from your commitment because it is hard. First, make good choices and then strive hard to fulfill them.

Be ready with different options to overcome any problems on your road to success.

## **6. Develop an Abundance Attitude**

Your mindset plays an important role in the success of your endeavors. It is essential to develop an optimistic attitude and you also must develop an abundance attitude. That refers to 'a feeling of having plenty'. This specific attitude and a positive focus leads you to still higher levels of success, prosperity and excellence.

A positive attitude helps you to focus. When you start any opportunity while maintaining your positive attitude, it can be easier to transform it into another successful venture.

However, when you develop abundance attitude, you instruct your mind to feel abundance of resources to develop still greater expectations of success. If you have abundance attitude, you always have an inner feeling of lots of energy and resources to go further beyond your original goals.

People with abundance mentality feel there are plenty of resources or energy to accomplish their goals. They believe that their success is a success for everyone and, similarly, they are happy and content with others' prosperity.

You can develop this mentality by thinking more about abundance. The more you think about abundance, the more abundance you have. The more abundance you have, the more success and prosperity is yours.

How does abundance create abundance?

Your mind and thoughts decide all your actions. Repetition of thoughts creates greater presence of those same thoughts. If you think of abundance constantly, you find abundance in your life. So, you need to fuel your mind with positive

feelings of abundance. This is focusing your mind and making a conscious effort to think positively and abundantly.

When your mind sets these priorities for your thoughts, it constantly thinks and instructs your subconscious mind to create favorable situations for the occurrences which you desire.

In simpler terms, if you want a good job, you keep thinking about it, contact relevant people, talk to them and, eventually, you land the sort of job which you seek or perhaps even something better. This is because your mind constantly tries to get a good job and thinks about securing a good job with better focus.

To attract larger abundance, feed your mind with thoughts of abundance, wealth, and happiness. You get greater positive and abundant thoughts to help create abundance of all good things in your life.

## 7. What if You Lack Self-Motivation?

Self-confidence propagates self-motivation. However, you may lose your self-confidence at certain periods in your life and the level of your self-motivation automatically drops down. This is true, even for people with a very strong positive attitude. Adversities happen to all of us – only the degree of those adversities may differ. Hence, your responses are according to degrees of adversities.

Lacking self-motivation allows negativity to set in. Poor self-motivation can lead to:

- × Stress and depression, which makes you feel confused over unsuccessful efforts.
- × Trying to change your attitude but the effects are hard to sustain so your situation doesn't change.
- × You blame others for your lack of success.
- × Your feeling of abundance can be replaced by feeling that there is a paucity of everything- funds, resources, energy, time, and effort.
- × You blame these negative factors for your lack of success.
- × You refuse to accept any responsibility. You want others to support you and work for your success.
- × You don't realize obstacles in your path to success.

- × You feel time has no role in your success.
- × You find discouragement all the time and are impatient for changes to take effect.
- × Your thinking becomes less rational and your behavior may be irrational to a smaller or greater degree.
- × You lack necessary drive and zeal to make things work for you and accept defeat very easily.
- × You feel everyone around is too fussy about your behavior and attitude and they interfere too much in your affairs.
- × You feel your friends and relatives distance themselves from you through no fault of yours, and you are unimportant to them.
- × You are often angry over criticisms and most unwilling to change.
- × You even doubt genuine efforts of those around you who are trying to put you back on track.

You can reset things into the correct perspective by taking positive measures to reconstruct your life and regain your self-motivation.

## **8. Establish a Purpose for Your Life**

Life is a continuous process of change. There are certain moments or events on this path which help you to realize greater truths. You face those moments or events and the changes that result. The change could be for good or bad. Those particular moments or events affect and mold your persona.

It is necessary for you to analyze yourself; your capabilities and your total personality. This helps to define your objectives and your roles in your future.

**You are ready to take up all challenges and meet every eventuality.**

**Uncertainties of life do not put you down.**

**You have a definite purpose in life and work to achieve those goals.**

Once you are clear about your capabilities, you can tackle any hardship or upset with minimum effort. Your inner strength is fully charged to bring you success in every venture. "Doubt", "Fear" and "Can't" - these terms have no place in your life. You can develop your positive attitude and work relentlessly towards fulfillment of your goals.

However, it is easier to define than actually implement your plans in real life. You face adverse situations and encounter indifferent people. This might dishearten you but do not turn your back. Instead, face every adversity as a test of your prowess and determination. Tackle every challenge convincingly and come out a winner.

If you are clear about your capabilities, you have the upper hand to deal with uncertain events or circumstances. You can turn the course of events to your

desired manner. You do not look at circumstances and possibilities as unknown threats, but rank them according to your capabilities of dealing with them.

This control over events would be impossible without your clearly defined analysis of your capabilities.

Otherwise, your life would become a real mess as you would find it difficult to deal with things in your life.

## **9. Master Your Emotions**

Life presents you with varied opportunities in your daily existence. Any day or night, you encounter events and you deal with them. This continuous change improves your zeal for life. Some of these happenings excite you and make you happy. Some others try to unravel you or scare you even while you deal with them. Some others do not arouse any special emotion.

An important need in life is to be able to master your emotions to deal with any events of life. It is easy to simply state this fact but mastering your emotions is no joke. You need immense willpower, strength, and belief in your capabilities. Emotions are your reaction to a situation. Such emotion in your brain and mind translates into the type of physical behavior you respond with.

Without any reaction, emotion is meaningless. The return trip of Apollo 13 was miraculous. When the crew encountered problems, they contacted Houston for help. That was no great deal. Effective implementation of corrective measures to avert a serious and major mishap may only be possible if you have nerves of steel. The crew of Apollo 13 kept their focus on having a safe landing and that it is exactly what they did.

This classic example of keeping your emotions under total control displays appreciable grit and determination. They fought against all odds and emerged successful.

In daily life, you encounter numerous situations and have to deal with them. You cannot allow your emotion to take the upper hand and dictate terms to you – that could spell doom for you.

Example situations may include:

Accidents to loved ones

Grueling sessions in your examinations

Interviews for jobs where you need to prove your mettle

Unexpected happenings in your professional life,

... which require important decisions within seconds, etc.

You may feel nervous initially but must shed your nervousness. You need to keep your emotions under tight control and do what the situation demands. There is no time or place for emotions. Effective action should rule over everything else.

Every person has an inborn capacity to master their emotions. This is not something you learn at school but it might be encouraged there or not.

When the events occur which try to unravel your inner capacities, you realize your capacity and master your emotions to come out successful. This creates pleasant situations for you and you find it easier to stay at peace at all times.

## 10. Fear of Failure

Failure is a negative word that evokes feelings of incompetence, inability and incapacity to perform to the desired level. It fuels pessimism which can make you afraid to attempt anything because of the possibility of failure. You vividly imagine failing in your attempts at doing anything and feel like you are at the end of your world. The fear of failure constantly lurking in your mind affects your actions. You think many times before starting on anything and doubt your own capabilities. You lack self-confidence which can cause more setbacks.

This scenario changes for the better immediately when you decide not to attach importance to your failures. You fail because you do not try to your best potential. So you fumble more often and fall. You hold back on your quests and encourage failure.

The important point is to let go of your fear of failure. Instead, treat failures as steps towards success. If you fail one attempt, try again with greater, renewed vigor. You will succeed, if not the second time, then the third time. Persist and you are sure to emerge a winner with greater self-confidence.

In reality failure, is only when you succumb to fear of failure and *give up*.

Remove fear from your mind and fill it with faith:

- ✓ faith in your abilities
- ✓ faith in your capabilities, and
- ✓ faith in yourself.

This faith in yourself can take you to high levels of success. There is no failure if you keep trying until you succeed. Nobody recalls the number of times you failed from the day you succeed.

**Success is the truth while failure is only a mirage.**

This is evident with American President, Abraham Lincoln. He sure did not become President of America first time he tried. However, he did not give up. He tried again and became President.

In the same sense, many more politicians tried for presidency but could not be successful. They just chose to quit the presidential race and carried on with their lives. Hence, they are 'failures' in this quest - they backed down due to fear of further failure.

There are not many roses on the path to success and you probably will tread on plenty of thorns before you reach your goal or meet success in your endeavors. Pay no mind to fear of obstacles or hurdles in your path. They are there to teach you how to tackle them and then move ahead.

Before starting, be mentally prepared for impediments and problems. This mental preparation goes a long way in evading fear of failures. Statisticians say that over ninety percent of fears do not happen at all.

**How to Overcome Fear of Failure**

Fear of failure and faith in your abilities are opposites and exist together in your mind. It is up to you to eradicate the fear and reinforce the faith. This unwanted fear directly relates to failure and gains over your faith. You should decide to push out fear and instill faith in its place.

A classic example is when a baby is learning to walk. It tries innumerable times and falls or gets hurt. Nevertheless, it does not stop in its attempts. Instead, it keeps trying until it finally walks! This is an obvious display of the baby's faith in its capacity to walk one day.

This clearly indicates that you are born with faith to succeed and overcome obstacles in your path to success. Proper action replaces fear of failure with faith in your abilities and efforts. Such action needs you to start it. Allow your faith to grow and reinforce itself every time you fail. Faith is necessary to live while fear drags you to darker realms.

Change your mindset to give more prominence to faith. Realize that this change takes time. Nevertheless, keep trying and do not stop until you succeed. Such renewed vigor energizes your subconscious mind. Slowly you fill your heart, mind and soul with faith and throw off your fear of failure.

## **11. Without Struggle, There is No Progress in Life**

**S**truggle and progress go hand in hand. It is impossible for one to be present without the other. You struggle in your attempts and then achieve success, which is how you progress. This is a constant struggle. The irony is that both struggle and progress has no meaning in each other's absence. It is like wanting rain without thunder or lightning. Alternatively, you want the ocean without the roaring sound of waves.

Humanity has been through innumerable struggles and upheavals. Every struggle has finally led to progress. This conflict is exciting and intriguing at times. Struggle could be moral, physical or a combination of both. It is human nature to fight against oppression and injustice. Once you stand up against tyranny and domination, the struggle succeeds and delivers progress. Again, struggle can be through actions, words or a combination of both.

A man achieves more through his struggles. Obstacles and struggles motivate you to achieve or progress more. Only then, you get the maximum benefit from your potential. Struggles tap your resources and ignite them. Such struggle yields positive results in the form of progress.

When you can get anything easily, you need no effort to get it. Therefore, struggle is absent and there cannot be much real progress.

To move ahead in life, you need to analyze and identify obstacles in your path to success. If you can anticipate the problems, you are better equipped to overcome them.

If you do not anticipate them, you need the perseverance and grit to beat them.

## 12. The Power of Positive Thinking

All thoughts start in your mind. All your feelings, thoughts, knowledge and beliefs are a culmination of your thoughts, either in your subconscious mind or your conscious mind. These thoughts reign in your mindset, even without you realizing it. So, it is best to cultivate positive thoughts within your mind.

Positive thoughts radiate positive energy and you face all events in your life positively. This enhances the quality of your life and has a positive influence on the lives of those around you.

To develop your positive attitude, concentrate on three major issues: Commitment, Challenge and Control.

**Commitment:** You are what you think yourself to be. Make a positive commitment about your work, family and everything dear to you. Be enthusiastically committed to them.

**Challenge:** This is considering and taking up opportunities with an optimistic attitude. You need to be open to changes and different options.

**Control:** This refers to total focus of your mind on your goals and priorities. Strategically controlling and dealing with your problems, with your positive attitude, will lead to success.

All these topics work towards your progress and success.

Positive thinking erases negativity from your mind as you visualize and experience positive happenings. You can relax and enjoy the success and fruits of such success.

### **13. Develop Persistence and Never Quit**

Life is full of challenges and you face combat with them daily. Some challenges are simple and easy to face while some pose huge problems.

You do not seem to feel simple challenges as being of any great cognizance so you have no problem dealing with them. Others may have far-reaching consequences and you need to think them through. It probably takes quite some time before you can arrive at amicable solution finally.

You have certain aims and goals in life. You have to achieve them to realize your dreams. Day in and day out, you plan for your dreams; write them on sheets of paper and work to achieving them.

Finally, when you are on the threshold of your dreams, something occurs unexpectedly and everything comes falling down:

you are back to square one

you are too upset for words

you feel there is no meaning in continuing with your dreams again

But this attitude is wrong!

Although you might feel that you cannot achieve your goals despite your best efforts, you should never quit. Instead, work harder this time around. You overcome mistakes each time and work better and faster. Perseverance is the key to your success. There is failure in the story behind every success, it only takes a little more effort before you achieve success. Success may elude you now but it will be yours - it is only a matter of time.

'Never say Quit' is the mantra of self-motivation and the main theme behind many motivational books. You can overcome all situations and hurdles. It always requires your hard work, umpteen tries and an unfailing confident attitude. These together guide your route to success.

Winning or conquering your challenges is a continuous process and not just any one event. When you pass a challenge or obstacle, the next one is ready to obstruct your path. This continuous process needs constant review. Tackle every problem with vigor and perseverance to overcome them successfully.

The very idea of quitting is in your mindset - you need to block it out. This mindset becomes more prominent when it combines with fear of failure. The fear factor makes you lose your confidence and fills you with uncertainty. You become vague; lose your focus and turn pessimistic. No negative factors can lead you to success. Rather, you become so confused that you forget the path to success, your goals, and aims in life.

You are what you think yourself to be. If you develop an attitude of quitting or losing, you can never win over circumstances. You sway along the currents of uncertainties, tossed around in all directions without any particular aim in life.

You need to change this mindset and turn the tide of events in your favor. Circumstances do not change, you change in response to circumstances and make them work favorably for you. Failure is a negative attitude, resulting from quitting.

Results of your actions come from your attitude. A negative attitude only brings the potential for failure. If you think and concentrate on winning, your winning attitude points you to victory.

Not everything works according to your plans. However, this does not indicate your failure. Instead, accept results as the best thing to happen at that point. Just continue with your work and adjust your plans. Soon, your attempts will succeed and you can reap the fruits of your hard work and determined attitude which will propel you toward further success.

Life is a continuous process and death is an inevitable part of it. It is best to keep on trying as long as you live. Until then, dwell only on the option of trying and winning through your perseverance. Never quit or back out of opportunities in life.

## **14. Overcome Your Self-Imposed Limitations**

There are some factors or situations which cause delays or impede your path to success. Some of these could be a result of your own thoughts or negative actions, (these are your self-imposed limitations) while some are beyond your control. You can change or remove your self-imposed obstacles through perseverance and changing your circumstances.

Overall, limitations are only as strong as you view them. If you feel that you cannot overcome a particular limitation, then it becomes difficult or impossible for you to cross that barrier.

Others view you just as you view yourself. If you feel you are capable enough and have the abilities to manage and overcome difficult situations, others also will tend to consider you capable and efficient.

If you view yourself as missing opportunities due to unavoidable limitations, you pave your path through life with failures.

Always cultivate the attitude of a successful fighter and project yourself that way to others. You need to defy the odds and emerge successful. Such an attitude imbues your mind with positive thoughts and you can put all your energy and abilities in to achieving success.

You may not be able to correct past happenings, but can control and plan your future.

You can further overcome your self-imposed limitations by reading inspirational books and biographies so you can understand how different people fight against odds to reach their goals. You will learn and understand a

lot from their willpower and determination. You can also get clues from your mentors and inspirational models. You also could become a mentor to others and learn through such experiences.

Never treat life as something static. Always be on the move, acquire new friends, look into newer opportunities, expand your horizons and learn more from your travels and experiences with people.

Life is a permanent learning process. There is never any limitation or extent for education. Learning and self-education constantly teaches you new things and prepares you for exciting new experiences.

It is not possible to overcome your self-imposed limitations in a moment. Everything needs time and effort to overcome. You need to change your mindset and make yourself strong. Develop your positive attitude and be forever ready to face new challenges. Build a strong resolve to work hard with diligence and persistence.

## 15. Overcoming Procrastination

It is just human nature to procrastinate. That means that you put off tasks for another day or time. This is true in matters which do not interest you much or you do not enjoy doing. You seem to be happy and fast in doing things which you like even if they take more time and are comparatively harder.

The main reason behind such procrastination is fear. You have some unknown fear lurking in your mind as you are doubtful of your capabilities to tackle such problems. You feel the work is too difficult or you are not interested in the job. However, once you start doing the job, the fear vanishes and you can complete it perfectly. It is best to face unpleasant jobs or situations early and finish them off to free your mind. It is better to start with those you do not like to do or those you avoid.

Procrastination could be due to many reasons but it only leads to more stress and anxiety for you. It will do you immense good to push aside your procrastination.

Overcome it by following a few simple steps -

- ✓ Never keep aside anything pending.
- ✓ Always clear off all work.
- ✓ Do not dwell on whether you like to do it or not, just concentrate only on completing the job.

Once you develop this attitude, you will always be ready to complete any difficult and important work. Then you experience mental peace when you are done with the job.

Make a list of all jobs and work according to the list. Tick off the completed ones. This boosts your energy levels as you feel a sense of satisfaction at having completed each job.

You may set huge goals for yourself. Try to break them into simpler and smaller ones with date limits.

Accomplish them individually and carefully so you reach your goals without as much effort.

This removes the chance of procrastination taking over your mind again.

Have a balanced diet with lots of nutritious food, exercise regularly and take sufficient rest. These regular activities build up energy levels in your body and you develop a healthy attitude towards all sorts of work.

This also reduces your tendency to procrastinate.

Self-talking is a tested way to achieve and boost your self-confidence. Talk to yourself about the benefits of doing the 'nasty' work immediately.

Boosting your self-confidence increases your ability to meet your targets and accomplish your goals. It also develops a positive attitude.

You feel more stress by thinking about undone jobs. Instead, gather your energy to work and complete them. You find great relief and satisfaction at having accomplished something you may have been dreading for a long time.

Different methods of overcoming procrastination are successful for different people. You need to choose and adopt those which suit you best. It might take time for you to arrive at the best method. However, patience yields positive results and then you can adopt the most suitable method to avoid procrastination.

Although initially, you are slow in adopting and applying your method to deal with procrastination, you finally develop high levels of concentration and can focus well.

## 16. Motivation by Gratitude

Some days you feel upset and your spirits are low. You go into deep depression because things are not as you would like them to be. You feel lost, distressed, and disappointed because you could not get the desired results.

A simple technique to lift your fallen spirits is to invoke a feeling of gratitude.

You only need to feel grateful for what you have. Just visualize how you could have been if things had become still worse? You will change your mental focus and feel that things are pretty good.

Your gratitude for what you still have lifts your morale and you enjoy a higher level of motivation.

When you lose \$1,000, you are terribly upset. However, you need to be grateful that you did not lose everything. This state of your mind helps you to analyze the situation and makes you aware of the far greater things you have than what you lost.

All these feelings are no doubt only in your mind. Your mind can motivate you and make you reach higher levels of achievement.

It is the same mind which sometimes sends out depressing signals. To maintain equilibrium, just meditate on being grateful for what you have. This gives immense peace of mind.

## 17. Nobody Is Perfect

No man in this universe is perfect. Every person differs from others, both physically and mentally. No two people think exactly alike. The only constant factor in the lives of humans is change. Whatever seemed to be perfect just a little while ago is not so now. Moreover, it cannot be, as things need to change to provide solutions to emerging problems.

Change offers excitement to your life. Changing situations and environments do not allow perfection to thrive.

Lack of perfection does not mean a lack of accomplishment. You can do things well enough and fulfill conditions of the job. If you view perfection to be your goal, you may not even venture to begin the job. Absolute perfection is an abstract term.

If you try to achieve perfection, you will keep practicing and practicing until you master all aspects of your work. This is an impossible feat because you need to be constantly refining your work, not finishing it to the best of your current ability and then getting on with your next task. This means that you have to be trying forever.

This may stop you from even starting the job.

Just accept that no one is perfect. Everybody begins from some point and makes errors at some point. You should start with small, sure steps. You can keep improving on these initial steps and progress slowly.

It is better to be happy that you tried and put in some effort, instead of not doing or trying anything at all.

## **18. Become a Complete New Person**

**M**any times you wish to change certain characteristics of your personality and become a new person. The main ingredient necessary to remake your personality is total determination and willingness to change. You need to be ready for a total and complete changeover and makeover.

The best way to transform yourself is to go by your inner voice. Be ready to face criticism bravely. Then, you can open your basic existence to a higher level and see beyond the realm of illusion.

This changes your ideas, thinking and communication with the people around you. You become more assertive in expressing your views and opinions.

Re-organization of existing capabilities brings transformation. This is vital for developing better willpower and expresses your thoughts and words differently. You can use your ideas differently to progress your life as a whole.

You could undergo a change in your physical appearance and add extra vigor to your existence.

You now become a completely new person by adopting a new approach towards your career, profession, ambitions, status and, in a way, your total destiny.

Forget your irresponsible attitudes and affirm your abilities to exert a more conscious effort on your willpower. You undergo a change in your philosophical beliefs and change your method of thinking. You are now ready to let go of earlier beliefs and experience the influence of positive powers on

yourself. You develop higher levels of endurance and restructure your abilities to suit the levels you desire.

While undergoing transformation, place more importance on health issues. Let go of unnecessary habits like drinking, overeating and smoking. Build up better health by exercising more control over your immune system. Such a boost of physical abilities induces positive energy into all your accomplishments and your outlook on life is now different.

You renew all your capacities. You reaffirm your belief in life and experience greater enjoyment in being alive. You love more and spread an aura among all around you.

## **19. How to Enhance Your Self-Image**

**W**ith the passage of time, you grow through different phases of life with prominent physical changes. In the same way, you need to undergo changes in your inner-self to build up your self-image. This self-image is different from your personality as the latter is your projection of yourself to the outside world. However, self-image is how you look at yourself and thereby present your image to the world.

Self-image is a more discreet way of viewing yourself. You respond to different happenings and events according to your self-image. If you have a back-dated image, you respond to present events according to what you were in the past.

However, if you have a modern outlook, you tune in with the times and project a livelier look. You make an image of yourself as viewed by people around you. More often, you behave and change according to circumstances.

Slowly, your self-image becomes a culmination of all behaviors and your personal attitudes. Nevertheless, you can change your self-image by choosing different inherent traits within your image. You can enhance your self-image by imbuing various positive qualities. Humility ropes in rewards from all sectors of people you deal with. It also creates perfect balance between self-image and self-esteem.

Try to erase all negative traits in your self-image. These could be present due to your interactions with people with negative thoughts, either now or earlier. You can gear up for a changeover by developing new interests, new languages and developing relationships with new people. Although initially, it requires

some effort to incorporate such changes in your self-image, with time and perseverance, you can do it successfully.

When you undergo such enhancement of self-image, you need to take in the full effect after your initial euphoria subsides. You need to follow and adapt new changes and challenges as part of your daily life. People around you probably will take time to accept your changeover or may not accept it. It is better to make a personal assessment of new and old qualities of your self-image and review them periodically. This helps you to carry forward positive changes of your self-image.

## 20. Ten Ways to Regain Your Self-Esteem

Self-esteem is your inner state of mind which indicates the extent of your love for yourself. You can change your self-esteem and put in new values. That sparks and uplifts your energy levels, your persistence and your love for life. It is the experience of being able to meet challenges of life happily and shows your love and respect for yourself as a human being.

You incur losses to your self-esteem through negative happenings in your life. You degenerate in front of yourself whenever you commit mistakes, misbehave, are unable to forgive others or neglect yourself. This hints towards you lacking some qualities of a total and complete human being.

However, you can regain your self-esteem through these ten ways:

1. **Be happy always**- Happiness is within your mind and reflects in your feelings. Regain your self-esteem by molding your mind to be happy always.
2. **Honor values close to you** – Develop and set specific important values in life. Learn to honor them whatever the circumstances.
3. **Identify points of success in your life** –Identify and fix your criteria for success in your life. Such criteria highlight your preferences in life.
4. **Fix your goals**– Your love for yourself comes to the fore through goals you set. If your respect for yourself is high, you will set challenging, higher goals.
5. **Be positive** – Develop a positive attitude towards life and try to uphold it in all circumstances. Positive thoughts bring about positive happenings.

6. **Maintain high-energy levels** – Developing high-energy levels helps you to view life and its challenges with enthusiasm during difficult circumstances.

7. **Develop vision in life and live for it** – You need to keep alive your vision in life to maintain a particular direction and purpose in your life. Otherwise, your life becomes drab.

8. **Develop passion for life** – Passion ignites all your feelings and you become more lively when you develop and retain passion in your life.

9. **Make the right decisions** - Try to make correct and good decisions for your life to retain your love for life.

10. **Reward yourself** – Fix goals in life, break them into smaller targets and reward yourself on reaching every target. This boosts your energy and self-esteem.

## **21. Techniques to Build Self-Motivation**

Self-motivation is in your hands. You need motivation to accomplish current tasks and accept newer, more challenging tasks. You have to maintain your motivational levels when discouragement or other factors try to pull you down.

Adopt the following techniques to start acquiring higher motivational levels and achieve greater success.

### ***Put your plans in writing***

Writing down your plans in black and white helps you to focus more on your goals. When you write what you intend doing, you add more psychological impetus to your aims. You work more towards turning your aims into realities. Mental lists do not evoke such strong commitments and you sometimes forget all of your mental list.

Besides, social norms indicate the effectiveness of written contracts. Similarly, when you write down your aims, you feel more committed to fulfilling those objectives. This psychological factor enhances your self-motivation levels.

State in specific terms your goals, a date to fulfill your goals and specific rewards for achieving your aims or goals. Make it a point to read through your goals morning and evening before going to bed. It helps you stay motivated. Make necessary changes in your goals but try to maintain realistic limits. Make them neither too hard nor too easy. Keep it just right to maintain your motivation levels.

### ***Keep your Goals within your View***

You put immense efforts in your projects to gain something at the end. Plan goals of a project as you would any material purchase like a car, or a house or a vacation at some seaside resort with your family.

Try to make these goals as visual as possible to increase levels of motivation. Cut pictures of your desired car or apartment and keep it in front of your eyes. You could take pictures of yourself driving your favorite car and keep it well within your sight always. Visualizing your house or car creates a positive impact on your mind and you feel a surge of motivation.

It does not allow you to become slack or lackadaisical in your approach towards your work. Just look at the picture whenever you feel your spirits getting low. It provides the necessary boost to push up your drowning spirits.

This technique also works well towards achievement of different physical changes in your outer self. If you want to lose weight, carry along your slimmer photographs or, if you do not have any, paste your face across pictures of other slim persons. These work well to motivate you to take up fitness regimes or to do regular exercises. You aim and try hard to get back your slim figure or persevere to acquire a slim figure. Whatever the plan, you achieve your aim to become slim.

### ***Psychological way of motivating yourself***

You find the world around you just as you feel in your mind. If you are upset or tense about anything, it reflects in your mental attitudes and moods. You seem forlorn and lack energy or drive to do anything. You feel as if your world is crashing on you. These thoughts reflect on your physical self. You are

unable to do anything concrete. Your concentration levels drop and whatever little you do could be full of mistakes.

The best way to turn yourself around is to put a smile on your face. When you wake up in the morning with a smile on your face, you feel everything around you pleasant and enjoyable. You feel your spirits soaring and your energy levels rise. Your lightness of mind is reflected in your physical self. You feel motivated and spread positive energy around you.

Both your physical and mental attitudes complement each other and reflect others' moods. Try to instill confidence in your physical self by walking erectly with a smile on your face. This boosts confidence and motivation levels. Although you are aware initially about your faking method it will, with time, become a way of life and you can motivate yourself during difficult times.

### ***Rewards for your efforts***

Rewards are excellent motivators and you feel doubly happy and energetic when you receive rewards for completing something. Similarly, reward yourself on having achieved your aims and goals. Keep small rewards like a short reading session, a day off or something interesting and enjoyable. Of course, rewards need to be at par with your level of achievement. You cannot promise yourself an expensive holiday for having cleaned your car or garage. Just reward yourself for your efforts and remember to take your rewards positively to motivate yourself.

## 22. How to Set Your Goal

**G**oals are the ultimate aim in your life. They are your targets in life and your constant endeavor is to achieve your goals. It takes time to set them, as you need to decide initially what exactly you want to do in your lifetime. After deciding your goals, concentrate on the methods to achieve them. Goals provide you with vision and your mission in life. They motivate you, increase your self-confidence and help you focus all your energy on acquiring more knowledge and resources to reach the success you desire.

Before starting out, identify your goal on different levels. Split your lifetime goals into smaller goals and targets. You achieve those and slowly proceed towards your lifetime goal. It is simple to decide to set your goals but you need to know how to proceed. Try to set goals covering all or, at least, the most important areas where you aim to achieve something in your lifetime.

You can categorize your goals broadly as follows -

**Attitude** – If you are dissatisfied with any particular behavior or tendency you have, resolve to set it right and how to do that.

**Education** – Set your goal on acquiring a particular level of education with specific skills. Gather all the information you need regarding your education.

**Career** – Set your desired level in your career and work towards achieving it.

**Finance** – Decide on the level of financial stability you desire and the date you want to achieve it.

**Art** - If you have any artistic inclinations, set goals to fulfill them.

**Family** – Set your goal on being a parent or not and how big your family will be.

**Pleasure** – What are the things that you enjoy in life? Set goals to achieve particular standards of relaxation and enjoyment.

**Physical** – Do you have any athletic inclinations? If so, set goals to achieve targets in competitions and events.

**Public Service** – Set goals for betterment of society and humanity as a whole.

Finally, prioritize your goals and review them periodically. Fix flexible limits as your goals change with age and experience.

Besides, these goals should reflect *your* aims and not any that are desired by your family members, friends and colleagues.

## 23. Put the Power of Goal Setting into Action

After setting your goals, implement them effectively. Split your lifetime goals into smaller goals and set up mini-plans with each of them leading to the other, more advanced targets.

This gives continuity in your plans and you review them from time to time. In the initial stages, gather information on your goals and steadily you start to work at them. Regular reviews helps you to update them to incorporate new knowledge and changed circumstances.

Follow these principles to activate your goals effectively -

**Precision** – Fix specific targets with dates for each of your goals to measure your progress. If you reach it before time, applaud your efforts but just meeting your target is also reason to feel satisfied and celebrate.

**Optimism** – Express your goals positively to imbue optimism into your efforts.

**Written format** – *Always* write down goals and keep them where you see them everyday. These motivate you to work harder to achieve your goals within time limits.

**Priorities** – Set priorities for each of your goals and work on a single goal at a time. Confusing too many goals together gets you nowhere. Try to keep goals small steps so you can achieve them with reasonable effort.

This motivates you to try for further goals.

**Realistic goals** – Set realistic goals to achieve. Unrealistic goals put more stress on you and cause you to feel let down if you are unable to achieve your goals.

Similarly, do not make only simple and easy-to-achieve goals as you underestimate your abilities and waste much time.

**Performance levels** – Set goals on your performance and do not always just judge your capabilities by results or outcomes of your endeavors. If you are unable to work due to external factors like bad weather or injuries, allow for that in your reviews, but plan how to deal with those factors, as much as possible in future. Be comfortable with your performance.

After achieving a particular goal, understand the impact of this achievement on your other goals. Applaud yourself on your efforts and determination. Such self-confidence boosts will motivate you to accept and fulfill more difficult goals. You benefit from these methods and emerge successful in your endeavors. Even if you cannot achieve all that you aim for, learn from your mistakes. Then, try again with renewed vigor and you will surely taste success.

## **24. How to Manage Your Time and Set Priorities**

**M**anaging your time effectively and productively requires some careful planning. It is a difficult task at first as you feel confused. Sit, think and then formulate time schedules and plans to manage time with minimum wastage.

Your plans should fit well with your objectives. Otherwise, they cannot yield favorable results.

The first objective is to set priorities on your goals or projects. Every task has a time schedule and you need to complete work within a set time limit. Set your priority on every objective and follow the schedule diligently. You may spend quite some time on setting priorities until you get more experience doing this, but the time spent is not wasted. It helps you to visualize the outcome of your plans.

Time is a very limited commodity. You need to use it effectively as time lost is gone forever - you cannot get it back. Allocate quality time for important spheres of your life such as career, health, family and relaxation. Consider your responsibilities towards each sphere and fix your time schedules accordingly. That balance between important spheres of life brings contentment to you.

After prioritizing and allocating time schedules for each task and goal, think about the results you expect. Expectation makes you work positively towards accomplishment of goals and you feel satisfied and happy. Even before achieving the results, you are at ease and work positively and productively towards your goals.

After deciding on your schedule of work, follow it diligently. After some time, try to evaluate your performance. If you feel your performance to be lower

than optimum level or there are no effective results, then change your schedule. Sit back and re-do your priorities for your goals.

Further, goals and responsibilities change from time to time. It is therefore necessary to rearrange your time management schedule to adapt to the changes. Develop a flexible time schedule to put in changes or introduce new developments periodically. These techniques ensure higher productivity levels and maximum satisfaction.

## **25. You Can Transform Your Dreams into Reality**

**Y**ou have dreams of achieving many goals in your life. However, you find certain impediments in your path. You are unable to progress well and show results. You seem to be stumbling in your path to success. You have to face certain realities in life and overcome them to transform your dreams into reality.

### ***Educate yourself and become a master in your sphere.***

You need specific education in your sphere to gain full knowledge about your interests and the skills you need. If you are interested in amassing wealth, gather all information about ways and means of making money. Read, study and learn to apply them in your life. You could also learn by interacting with people having similar interests. Talk and exchange views and perceptions. This is an excellent method of broadening your education.

### ***Understand you capabilities***

You have to understand your abilities and think of ways of improving them further to help you achieve your goals. Strive to overcome any limitations. Unless you improve your education, you cannot increase your self-confidence, self-motivation or positive attitude.

Erase limitations of your mind and widen its horizon to imbue necessary qualities. Your key to success lies in your brain. Fill it with effective education to overcome any perceived shortcomings. That means you utilize your idle inner capacity.

Learning need not be through formal institutions or an imposition on you. You may choose what you want to learn that is favorable for achievement of your goals. Never stop this process and always educate yourself for the betterment of all.

You can transform your dreams into reality by developing an undying passion for them. Your goals and achievements may not appeal to all around you. Nevertheless, continue working towards *your* goal. This is possible - have firm faith in your abilities and capacity to work unflinchingly towards achievement of your goals.

Your dreams can become reality through perseverance and self-confidence.

## 26. Unleash and Use Your Full Potential

After progressing for a certain time, look at everything again. Your perspective will have been changed and improved by your experiences and small successes.

This changed awareness helps you to realize many facts about yourself which you were unaware of. You really utilize only a marginal part of your total potential and intelligence. After changing your perspective, you develop and use better, faster and clearer memory that helps you to build lasting and loving relationships.

Just as regular maintenance of electrical devices makes them work longer and better, your brain also needs regular sprucing to work well. Some energizing tips are -

**Laughter** – Laughter is the best medicine and energizer for your brain. Learn to laugh loud and clear. Laughter releases endorphins and other positively charged chemicals into your system. This reduces stress levels and you feel at ease in your mind.

**Curiosity** – This virtue is an inherent part of your system. However, you stifle your urge to question with age. Learn to question every move you make. You can find innumerable answers and opportunities which you had not ventured into before.

**Playtime** – It is essential for you to play some games like board games, cards, video games or others. Games keep your brain on its toes by working non-stop as it comes up with strategic solutions. You energize your brain to work more efficiently by playing simple games.

**Solve puzzles** – Puzzles intrigue your brain and sharpen your mental skills. Try solving different jigsaw puzzles to maintain alertness and activate your brain more.

**Memory Power** – Increase your active memory power by reminiscing over old events and memories. This refurbishes your brain and brings in positive energy to solve present problems and challenges with renewed vigor.

**Learning and writing** – Always be learning something new and interesting in your spare time. Such learning opens new opportunities and energizes your brain with additional information. Similarly, always write down your thoughts, feelings and experiences. This allows your brain to explore deeper into the matter and you will sometimes find amazing facts and realizations in your own mind.

**Exercise** – Regular exercises energize your blood and your brain receives better oxygenated blood. This increase in blood flow reflects positively on the stamina of your brain.

## **27. Synergize Your Positive Life Forces**

**S**ynergy enables you to look into matters through the viewpoints of other people. You need to understand clearly that there are innumerable ways of looking at anything. If you cling to your viewpoint and advocate that all others are incomprehensible, you are closing all doors for better understanding.

Being open to more possibilities leads to better communication and cooperation with your friends and colleagues. Value others' ideas and views. Try to incorporate them with your thinking. This cooperative attitude opens new opportunities for better analysis of problems.

Although you may eventually decide on a neutral solution, pooling different alternatives and solutions widens the scope of your understanding and options. You experience and explore many possibilities through mutual understanding and compromise. This positive cooperation paves the way for accomplishment of your goals.

Synergy makes you recognize the differences in mental and emotional capabilities of people. It shows the varying degrees of your perceptions and that of others. Although all of us may see the same things, perceptions differ and you need to transcend this difference to be able to comprehend others' perceptions of anything. Learn to express your view courageously and imbue others' viewpoints into yours to bring about positive results.

Shed negative synergy and take in positive elements of others. Such positive synergy is very evident in nature and its ecological forces.

## **28. How to Manage Distractions**

**D**istractions are many. You need to keep your mind focused on your work.

When you find external thoughts gliding into your mind while you work, make the effort to push them out of your mind. Avoid distractions by making a schedule for your day's work. Prioritize the tasks and allocate realistic time to complete each part with essential breaks for refreshing your mind and body. Such time limits gear you and you concentrate on completing work within your schedule. Then distractions do not infest your mind.

A disciplined and sincere approach towards your work does not allow any distractions. This approach gets higher productivity levels.

Another technique to avoid distractions is to schedule your work according to your energy levels. Set difficult jobs for the morning if that is when your mind is alert and fresh. Then, you can do routine jobs in the afternoon when your energy and concentration level are relatively low.

Maintain adequate energy levels during the day with a proper diet. A carbohydrate-rich breakfast and a light lunch help you to be on your toes the whole day.

Other distractions like emails and telephone calls do not allow you to concentrate. Allocate a particular period of time to receive and make phone calls and clear your emails. Thereafter, do not entertain either of them.

Similarly, deal sternly with unwanted visitors while you are working.

## 29. Develop the Desire of a Winner

**G**oals are **important** in your life. They help you develop a definite focus.

You concentrate your efforts on reaching your aims or goals. If you have a definite focus, you are less likely to be deterred in difficult situations. You **know** what you want to achieve and can just keep working towards your goal. You push numerous distractions out of your way because of your concentration on your goal.

While setting goals, instill within your mind a spirit of commitment towards achieving them. This spirit develops from your desire to achieve your goal. That desire should have a definite terminology and no uncertain or ambiguous terms. Spell out your desire in definite words. Visualize the wonderful effect that achieving your goals will have on your life. This kindles a strong desire within you to reach your goal. Add further strength to your desire by writing down your goals.

After writing down your goals, test your commitment to them and your desire to achieve these goals. Goals need to be in line with your basic values of life. Set smaller and realistic goals to reach besides your lifetime goals. Analyze your plus and minus qualities. Find ways of overcoming your shortcomings. At the same time, try to convert your negative points into positive ones and give due importance to the time required. Unless you adhere to time constraints, the usefulness of your goals is nil.

The desire to achieve your goals and excel in your life stems from your innermost feelings. You are the ultimate owner of these desires and goals. This

commitment and total zeal to reach your goal improves your abilities to overcome your current limits.

You need to be extremely passionate about your goals. Such passion helps you fight adversities and makes you successful in reaching your ultimate aims in life.

This insatiable hunger is supported by your courage, commitment, self-motivation, discipline and a desire to excel. A positive attitude in a relaxed and healthy mind sets the stage for achievement of your goals, undeterred by adversities and distractions.

### **30. Make Desire and Self-Motivation Your Way of Life**

**M**otivation comes out of your inner desire to achieve something - your goals in life. Your inner feelings are your desires which motivate you and develop your self-motivation.

Motivation encourages your efforts and you get happiness and satisfaction when your efforts bear fruit. You need to make desire and self-motivation basic parts of your life to achieve your lifetime goals.

Self-motivation comes from within you and is not something which you can buy or borrow from others. Your interest and desires about your goals spruces up your hidden potential as you work towards your goals. When you develop a strong concentration level, distractions do not have any impact on you. You feel highly enthusiastic about your desires and goals. This zeal is essential to keep your self-motivation levels high.

It is necessary to maintain and improve your self-motivation levels. They need to be in tune with your commitment to your goals. Different cultures, thoughts, perceptions and desires decide your motivational levels. However, the most important deciding factor for your motivation is the consequences of your efforts or of doing nothing. You should be aware of the implications of achieving or not achieving your goals. A clear idea about different outcomes triggers your self-motivation and encourages you to concentrate more on reaching your goals.

Normally, your desire pushes your self-motivational levels. When you desire your goals, you are ready to face all challenges. This shows your strong

interest in your goals. You face all eventualities and put up with all upsets. You behave according to your desires and needs. A clear understanding of your desires and self-motivation paves the path to your goals.

Desire and self-motivation go hand in hand towards achievement of your goals. You cannot achieve something without feeling motivated about it. Similarly, motivation sprouts out of your desire for your goal. Hence, you need to be determined about both desire and self-motivation.

Various other factors work to fulfill your aims. You need lot of determination to try repeatedly with an intense sense of discipline. Discipline controls your emotions and gears your perseverance to work continuously for your goals.

A very important revelation is that your goal begins and ends with you. You need to have the necessary focus to overcome challenging situations and problems. Such challenges and obstacles only add to your self-motivation levels. Self-belief in your abilities instills confidence in you.

Make an honest assessment of your weaknesses and strong points. This presents a true picture of your efforts towards achievement of your goals.

It is not enough that you desire something. You have to work towards achieving your aim. That needs motivation from your innermost desires. Make desire and self-motivation a way of your life and move to achieve your goals.

## **31. Build a Tough Mental Attitude**

**M**ental toughness is a relative term and means different things to different people. Mental toughness could be a quiet confidence, an intense ability to focus, a means of controlling oneself or the ability to beat competition and emerge victorious. Your personality and approach to life determines the category of your mental toughness.

To build up mental toughness, you need to look into its opposite. Identify weak points of your mind which do not allow you to concentrate. Correcting those weaknesses allows you to develop a tough mental attitude.

A tough mental attitude allows you to do things in the most appropriate manner without any major mistakes. You can build up a tough mental attitude by skillfully adhering to these principles -

### ***Adverse situations***

Adversity is a part of life and is never easy, clear, or simple. Difficult situations can arise at any time.

You need to face them bravely. You toughen your mental attitude by taking adverse situations in your stride rather than just worrying over them. Be ready to recoup from such dire situations and move your life back to normalcy as quickly and smoothly as possible.

Patience and being impressively positive in difficult times reflects your tough interior mind-set. Build up your concentration levels and formulate responses to possible adversity. This lessens any impact of adversity and, at times, you look forward to adversities to test your mettle.

### ***High levels of concentration***

Build your mental toughness through your high degree of concentration. Concentration helps you to focus single-mindedly on what you want to control. Fix **all** your attention and energy on your work to attain high levels of performance and satisfaction for having completed assignments perfectly and on time. Excitement and apprehension can disrupt concentration but your tough mental attitude helps you to remove such distractions and finish the important work.

### ***Fear factor***

You, like everybody else, face many fears - failure, success, changes, and at times some unknown ones. Build a tough mental attitude by learning through confronting those fears. These lessons go a long way in achieving success. Overcome fears by analyzing and gaining control over them. Then, you are often ready with solutions to combat them even before you encounter a bad experience.

## **32. How to Turn an Adversity into Opportunity**

**A**dversity and prosperity are two sides of a coin. Just as you are happy in times of prosperity, you need to be equally positive in hard times to turn adversities into profitable opportunities. It is not possible to always have only good times.

Learn to take in any positive elements from your mistakes and adversities. Setbacks give you a jolt so that you find it difficult to concentrate or go further with your earlier zeal.

Certain factors help turn adversity into opportunity -

### ***Understand your meaning of success***

Success is a relative term. Do not consider your setbacks as failures when you do not match others' levels of success. Believe in yourself and your capabilities. Visualize your success and goals as an independent house, or dream vacation and live life according to your rules.

### ***Maintain your viewpoint***

Do not judge your capabilities by a single failure. Do not label yourself a failure in life just because you could reach a minor goal. Try to analyze your mistakes and learn not to commit them the second time around. Stick to your viewpoint and positive attitude. Do not take temporary failures to heart.

### ***Be optimistic***

A positive attitude towards life prepares you for the uncertainties which we all encounter. Spend enough time on pampering yourself through recreational activities. These recharge your mental and physical energies so that you can maintain a cool attitude through trying times.

### ***Have a sense of humor***

A humorous frame of mind helps you laugh at yourself and evaluate your abilities critically. This helps you in adverse times.

After the initial jolt, you can think over all problem areas and arrive at a workable solution. Your sense of humor makes you laugh at your mistakes and you do not blame yourself for all setbacks. Instead, it acts positively on your efforts and encourages you to work more diligently.

### ***Rejoice at your failures***

Just as you celebrate your success, also rejoice at your failures. You could not have failed if you had not put in any effort. You are just celebrating your efforts to reach your goals.

Accept adversity as part of your life and learn to flow with it to reach inevitable prosperity. Dwelling on adversity only makes it worse for you.

### 33. How to Be Motivated without a Motivator

**M**otivation is an important factor for delivering results in line with your maximum potential. Normally, organizations and employers use definite motivational tools and techniques to get the best from their employees. Such techniques are specific instructions which help you achieve your goals and dreams in challenging situations.

Absence of such techniques leads to low productivity levels. The people without these tools lack drive and the zeal necessary for best outcomes.

However, if you do not have any motivational techniques or tools in your organization, become your own motivator.

Apply three main tools of motivation- **discover**, **design** and **develop** to motivate yourself:

**1]** You **discover** your abilities and capacities and identify your most passionate goal. You are willing to go to any extent and endure to any level to achieve your goal.

**2]** After identification of your goal, focus on the **design** of your response. Prepare to accomplish your goal by evaluating yourself. Set targets in different spheres like career, personal development, finances, business, public service, and relaxation. You need to review your performance in these spheres regularly and incorporate any changes when necessary.

**3]** After discovering your passion and designing plans for developing these passions, **develop** your responses by cultivating positive habits to motivate you and take you towards your goal. Do not be afraid of mistakes as most learning

is through your mistakes. You can gain a lot of wisdom from mistakes. Always be ready to work anywhere and under any circumstances to achieve your goals. Difficult situations bring out the best of your abilities.

Whatever your current situation, learn to be happy. Make happiness your state of mind as motivation comes more easily to happy people.

Try not to limit your dreams. Dream and aim high as there are no boundaries or limitations for dreaming and setting goals.

Regularly read inspirational books, review goals intermittently and change plans to reach your ultimate goal.

Never leave any work in the middle; make it a point to finish every task you undertake.

Always celebrate small accomplishments. These go a long way in motivating you to reach higher goals.

Never quit suddenly giving vent to exasperation, as you are probably very close to your goal.

Try to become a motivator for somebody else. Believe it or not, this really helps you stay motivated and stay focused on your own goals.

### **34. Enhance the Magnetic Power of Your Personal Charisma**

**M**any profitable business opportunities and openings develop from your personal capacity and magnetic power to draw people into your fold.

Your excellent communication skills will attract people to develop business and personal relationships with you. Your positive vibes and caring ways gel well with people.

Many of you have such inborn capabilities, but all of you can cultivate these for better success in both professional and personal spheres.

#### ***Communication ability***

Communication is just connecting to people. You need to understand other people's needs and necessities and then deliver accordingly. This fosters business and personal relationships and a positive atmosphere which is more conducive for future involvement.

There is a measurable increase in productivity and decrease in conflicts and overall morale is good.

Never impose your authority on others. Instead, deal with everyone on a person-to-person basis. This is the foundation of all strong relationships.

### ***Establish and develop rapport***

Initiate a rapport with all around you through friendly gestures, enthusiastic involvement in everything while inspiring and supporting others' ventures and plans.

Develop patience and good listening habits. In return, you receive more trust and confidence from your friends and colleagues. They depend on your abilities and entrust you with expansion plans of their business, spend quality time with you and help you in different challenging endeavors.

### ***Develop creativity***

Support others' creative inclinations. Believe in and appreciate their creations. Discouragement leads to resentment and resistance to further developing relationships. Anger, distrust and other negativities only lead to decline of relationships.

### ***Use good language***

Words connect and express your feelings to others. Harsh and offensive words sting people and you repel your friends and relatives. Develop a habit of talking positively, without ever hurting others' feelings. This initiates more peaceful relationships.

### ***Develop a sense of humor***

Humor lightens every situation and crisis. Mistakes are an inherent part of life. Learn to accept your mistakes and those of others. Look at them humorously without taking or giving offence.

Be open to criticism and take it professionally. This enables you to correct mistakes and put up a better performance in future. It also increases your productivity levels and those of groups which you are part of.

All together, these suggestions develop your personal charisma so that people will tend to flock to you for everything.

## 35. Be Self-Disciplined

Self-discipline means **you** imposing discipline upon **you**. You control your urges for your own good. This develops your willpower so that you can face harder challenges in life. You develop your ability to ignore unnecessary impulses and accept only necessary and good impulses.

It gives you the stamina to overcome mental, physical and emotional setbacks.

Self-discipline adds more meaning to your life. **You** control your actions and behavior. You do not become the servant of your desires. You do not yield to unnecessary temptations as they are not conducive to your well-being. Instead, by being self-disciplined, you get enormous inner strength and increased capability to decide in good and bad situations.

A serious effort on your part can help you become self-disciplined and overcome any perceived shortcomings.

Develop self-discipline by practicing certain techniques in your daily life consistently. Thereafter, it becomes a habit and you do not have to exert any extra effort to do it.

A few recommended techniques are -

Switch off your television and set things in proper order. Don't sit glued to television while you are aware of pending work lying around you. You will feel satisfied at having done a good job.

You know that you need to exercise regularly to trim your figure but keep putting it off to another day. Shrug off your laziness and start today to gain

control over your feelings. Convince your mind about the necessity and effectiveness of exercise and *get going*.

Cut down on your junk food and, instead, indulge in a nutritious diet to maintain and improve your health.

Stop gossiping and utilize the time in some useful reading or writing.

Cut out any impulse to talk about unimportant things in a discussion. Instead, collect all your thoughts and only give your opinion on important matters.

By developing self-discipline, you can control functioning of your mind. Your concentration levels increase and you enjoy greater peace of mind. Distractions and other happenings do you no harm.

You are well on the path for self-growth and mental satisfaction. It helps you lead a healthy and worry-free life.

## **36. Ten Useful Self-Motivating Tips**

**M**otivation helps you to give up minor pleasures and deal with disappointments now as 'payment' for a much better, more enjoyable and secure future. Be your own motivator to bring out your best. Surprise yourself by exposing your exceptional skills, abilities and hidden potential. Although others can provide you motivational techniques, you gain nothing unless you implement them.

Use these self-motivating tips -

- 1]** Do not be afraid of committing mistakes. Mistakes teach you innumerable lessons and are a source of wisdom. You learn more from your mistakes than from your skills.
  
- 2]** Be happy as happy people are always more motivated. Happiness makes you look at opportunities optimistically and you imbibe more motivation from happiness.
  
- 3]** Try to get into unfamiliar surroundings and explore better opportunities. Do not cling only to known places, persons, skills and work. Open and encourage numerous prospects for better development and enhancement of your skills.
  
- 4]** Do not limit your thinking. There is no limit for your goals and dreams. Dream high to be able to set high goals and then work to achieve them.
  
- 5]** Read inspiring and motivating books, listen to motivational tapes, and implement all relevant ideas that you read or hear. You will feel more excitement and energy to work still harder towards accomplishment of your

goals after listening or reading through inspirational matter rather than just listening to pop music.

**6]** Learn to live every moment of your life fully. Do not let go of excitement and happiness of each moment that you experience. Once you lose your present, it is impossible to get back. Thinking about the past or day-dreaming about your future will not improve it.

**7]** Never run away from any difficult situations. Do not quit in your quest for your goals while experiencing difficult times. Setbacks and frustration are inherent components of your success venture.

**8]** Always complete whatever you start. Never leave things midway.

**9]** Take up each challenge one by one. There is no point in accumulating them all together and then being unable to complete anything.

**10]** Do not miss anything in life. It is how much you accomplish rather than how much you miss out for lack of guidance or desire.

### **37. Achieve a Balance in Your Life**

It requires considerable planning to keep a healthy balance in your life. Many times, you focus on a particular aspect and the other fields suffer. If you are busy playing, your productive work may suffer. Similarly, if you are completely engrossed in your work your relationship with the people that are important to you, personally and professionally, may suffer.

Striking a good balance is not an easy task and requires constant adjustment.

You might have come across the word idiot savant. It defines a person who is a genius in one field and a dullard in other fields. The brain of such people show an unbalanced development and they suffer from this imbalance.

The brain of a normal individual seeks balance among its different faculties. It requires constant checking to notice changes and diversions in its normal course. The best way to deal with an extreme situation or leaning is to start accommodating and managing time for other activities as well, so each sphere receives adequate attention.

Very often, work can dominate your activities and you do not get enough time for physical exercise or relaxation. That gives you an unbalanced lifestyle. The paradox is that while you try to focus more on work, you do not remain as efficient as you would have otherwise with an organized lifestyle.

A true analysis of how you spend your time gives you notice of anywhere your time management is out of balance. This enables you to improve.

A few tips like;

- ✓ Planning and thinking
- ✓ Utilizing down time and
- ✓ Saying no to things that are not useful in making you achieve your goals

... help you to manage your time properly.

The right balance requires the right approach towards life. When you strive for one, you naturally achieve the other.

### **38. Pride from Your Accomplishments**

Success puts you in an advantageous position and also charges you with a positive state of mind. When you think over your success, it boosts your morale and keeps you motivated.

Sometimes, you lack motivation and your work suffers. People often try to instill energy through negative internal motivation. If you motivate yourself to do a particular work through criticism or fear, it may become negative. External coercion or internal criticism may bring out negative emotions like oppression and rebellion in you.

Motivation is self-management in the real sense of the term. It is nurtured through celebration and appreciation. When you celebrate your previous success and appreciate what you have already accomplished, you become motivated to accomplish the unconquered.

You can achieve self-management by either of two styles - the “good boss” or the “bad boss”.

If you are a bad boss of yourself, you will take up criticism and intimidation, never giving way to appreciation. Treating yourself nastily is yet another criterion of a bad boss.

On the other hand, a good boss bestows generous praise when the job is accomplished accurately, and tries to analyze the underlying features if one fails.

Harsh treatment never produces good results. Adequate encouragement is necessary for a positive mindset.

While the goal of both types of self-management is the same i.e. to do the job properly, their perspectives make a difference.

A strict and astringent approach would mar the beauty attached to the work and just cultivate a feeling of anger and tension. A stressed mind and resentful mood will strip off enthusiasm from the work and you will dread it.

But, a positive approach enhances the productivity and you feel proud to accomplish your goal. Take pride in your accomplishment and prepare yourself for conquering new horizons.

### **39. Stay Motivated to Keep Getting Results**

**M**otivation inspires you to carry out a task in the best possible manner. It is difficult to imagine a life without goals and good work when there is not enough motivation guiding it.

The word motivation means 'a reason that enthuses you with a will to act'. Motivation can be related broadly to vision. In fact, your vision helps you to motivate yourself for achieving your goal.

Motivation is a manifestation of an emotion. It is like a passion having even greater intensity. Your motivation has a form only when you turn it into work. Positive work helps to get a result. The more you become motivated to obtain the result, the more you achieve.

It is vital to generate a positive mind-set. Do this by reading good ebooks. Ebooks are often a good resource for generating new ideas and positive skills. Reading ebooks about successful people who have made a difference through their work also helps to motivate you.

The pace of achievement can never remain the same every time, so utilize the time when you feel the momentum is greatest and move more steadily when the tides are not in your favor; setting a goal helps to encourage and motivate you.

Make sure you do not set an intangible or vague goal. Setting an unattainable goal will not benefit you so keep your goals realistic. A short-term goal helps to achieve your vision through a systematic process. That keeps you focused.

You cannot stay motivated alone.

Factors like;

- How you charge yourself and keep your motivation up every day
- What vision you entertain for your life and
- How do you fuel your passion

determine your chances of achieving your goals.

The culmination of every positive motivation is realization of the goals associated with it.

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