

## **UCSI University**®

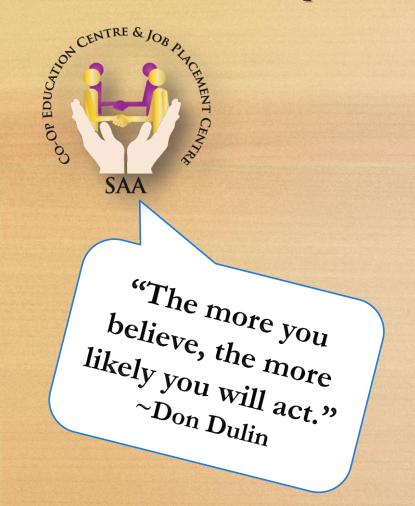
# Essential Tips

courtesy of Co-Op Education Centre & Job Placement Centre

Cultivating Habits of Success

By Ng Siew Mun





### #1: Visualisation

- Create a mental image of your desired outcomes or goals for the future
  - Visualise details of these scenarios so you are inspired to accomplish your goals.
  - Visualisation is most effective when you are in a relaxed and calm environment. When you visualise, avoid distractions such as your mobile phone or a television.
  - Surround yourself with images that are related to your goals.
- Rehearse repeatedly



"Sleep for
success."
~Dr James B. Maas

## #2: Have a good sleep routine

- Lack of sleep may lead to short-term memory loss and leave you feeling moody and easily irritated. These will interfere with your daily activities.
- Having sufficient sleep will help you to:
  - Reduce stress
  - Promote greater health
  - Be a performer and accomplish more in a shorter time



"My great concern is not whether you have failed, but whether you are content with your failure."

"My great concern is not have failed, but whether you are ailed, content with your failure."

## #3: Remember your victories and failures

- All victories and failures teach their own lessons
  - Take them as opportunities for you to learn and improve
  - These will teach you to succeed and move forward

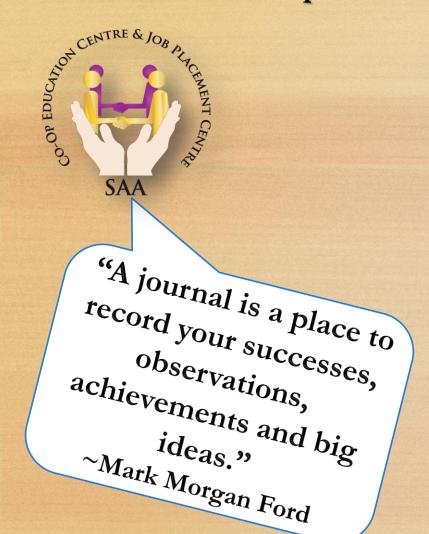


"The moment you stop investing in yourself is the moment you have Written off future dividends in life."

~Paul Carrick Brunson

### #4: Invest in yourself

- Make a conscious effort to feed your mind for success:
  - Spend 15 minutes reading an inspiring book or article every day
  - Listen to motivational recordings
- Spend some time on self-development
  - Learn a new language, exercise, attend social media classes, and etc.



### #5: Keep a journal

- Doing so helps you stay organised and keep track of your goals
  - Write down your ideas, thoughts and goals
  - Create a "to-do list" at the beginning of the day and accomplish them before the day ends
  - Review your journals every month



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# Essential Tips

Tune in next week for more

courtesy of Co-Op Education Centre &

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