

Essential Tips

*courtesy of Co-Op Education Centre &
Job Placement Centre*

Cultivating Habits of Success

By Ng Siew Mun



#1: Visualisation

*“The more you believe, the more likely you will act.”
~Don Dulin*

- 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



#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

*“Sleep for
success.”
~Dr James B. Maas*



#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

“My great concern is not whether you have failed, but whether you are content with your failure.”
~Abraham Lincoln



*“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

“A journal is a place to record your successes, observations, achievements and big ideas.”

~Mark Morgan Ford

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Tune in next week for more

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