



26 TIPS ON HOW TO BE MORE SUCCESSFUL

Quick List of Tips from Full Article at
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26 Ways to Be More Successful

1. Meditate
2. Find Something to Look Forward To
3. Commit Conscious Acts of Kindness
4. Infuse Positivity into Your Surroundings
5. Exercise
6. Spend Money (but not on Stuff)
7. Exercise a Signature Strength
8. Believe in your Abilities

When faced with a real challenge or just a tough to-do:
Focus on all the reasons you'll succeed, rather than why you might fail.
Remind yourself of the relevant skills you *have*
Remember a similar situation where you succeeded.
9. Believe you can Improve Your Abilities

By changing the way we perceive ourselves and our work, we can change our results – for the better.
10. Three Good Things Exercise. Make a daily list of the good things in your job, your career, your life. Write down three good things that happened every day. Your brain will have to scan your day for good things to come up with the list. And so, you'll start the process of noticing what's positive.
11. Practice. Practice. Practice. With Others.
12. Make it a ritual. If you have your 'tools' (pen, paper, tablet, whatever) at hand, and do the Three Good Things exercise at the same time daily or at least 3 times a week, seeing the positive in life will become the norm. And seeing the positive is part of the optimistic attitude that is critical to success.
13. Rose Tinted Glasses

Yes, ignoring serious bad things is often bad. You have to see the positive without being blind to negative things that must be dealt with. Martin Seligman refers to this as pragmatic optimism.
14. Change Your Explanatory Style

Martin Seligman, the Father of Positive Psychology, author of *Learned Optimism* and whose teachings are the basis of two other Mustang Articles: *The ABC's of Resilience at Work*, and *Do You Give Up When Bad Things Happen?*, tell us that how we explain things to ourselves or others determines how optimistic or positive we are. And his and other studies have shown that optimistic people are more successful. Our Explanatory Style determines how we see things:

 - Permanent – this is not a temporary setback, it will last forever!
 - Pervasive – I'm not just having a problem with this issue, I have a problem with Everything!

- Personal – it's my fault; it's all about me.
Reverse that thinking, and you can help get yourself back on the road to optimism and success:
- Temporary – Well, this isn't a good situation, but it won't last forever.
- Specific – I'm having a problem with one person at work. Not with everyone at work. Not with anyone in my personal life.
- External – this is bad; it happened because of circumstances beyond my control or is the fault of someone else.

15. The ABCs of Resilience

Looking to Martin Seligman again, we can use a technique he didn't create but applies extremely well. You can see a summary in the Mustang article, *The ABCs of Resilience of Work*.

- A. Adversity. An event we can't change and we don't like.
- B. Belief is our Reaction to the Event
- C. Consequences are the effect of our Belief
- D. Disputation
 - Evidence – For and against. Is it more or less likely to be as bad as we think?
 - Alternates – What are alternative possible reasons for the event? Maybe your boss had a fight with her spouse this morning and you got the brunt of it.
 - Usefulness. Is this stress useful? Sometimes it is; and we should just embrace it. If I stress about doing a presentation I'm likely to put more prep into it than if I'm feeling pretty casual. More prep usually means more success.
 - Implications. If all your disputation results in the indisputable fact that the event is bad and is factual, what's the worst that can happen. You don't need to bury your head in the sand. Practically determine the likely outcome and make plans to handle it. Going to lose your job? Start looking for a new one now. Cut back on expenses.

16. Self-awareness

Verbalize the stress and helplessness you feel. You can write it down or confide in someone. Many years ago, I was working with a team on a complex sales opportunity. Everyone was stressed and having a hard time being effective. When someone suggested we were just in the 'floundering around' stage, everything settled down. It seemed we just needed to acknowledge that this was a tough opportunity but we knew we had the skills to handle it.

17. Identify what you can Control and What is Out of Your Control

Be clear on things that are just out of your control and you have to let go of. Then you can direct your energy to the things you can exert influence over.

18. Identify One Small Goal You Can Accomplish Quickly

After you let go of the things out of your control, you were left with a list of things you can address. Take one thing and really focus your efforts on that. Contrary to what some people believe, going for the gusto is more often a pathway to failure and frustration. Don't stay on one small task. Add another and another. Make them bigger as needed. And of course, plan. But piece by piece, circle by circle, our small victories will lead to big success. This is the basis of the Japanese theory of Kaizen, or Continuous Improvement.

19. Make it Easy

Following the principles here, determine the fastest and easiest route to the new habit you want to create. Make it easy.

20. Give positive responses to good news.

21. Make introductions and give referrals.

22. Prioritize relationships.

For teams:

23. Encourage natural social interactions. Don't try to force them with artificial activities.

24. Team lunches and after hours get-togethers.

25. Use language that implies a common purpose and interdependence.

26. MBWA: Leaders get out from behind your desks and walk around – management by walking around.

For more detail:

[The ABCs of Resilience at Work](#)

[Six Tips for Happiness](#)

[Do You Actually Know What Your Strengths Are?](#)

[Success is Driven More By Attitude than IQ](#)

[The Happy Secret To Happy Work - Ted Talk](#)

[Learned Optimism - Book](#)

[The Happiness Advantage - Book](#)