

DEVELOP GOOD HABITS FOR WORK

We all want to handle sth well, like manage a project. I think we should developed certain habits, either naturally or through research, that the rest of us haven't stumbled upon yet. There is a list of some habits to help you set goals and achieve them.

What is important to you? Finding your core values may seem a bit off-topic when it comes to success, but creating goals that are in line with your values is key to creating intrinsic motivation. Sit and reflect on what you value most. Pick a handful of things and actually write them down. Remind yourself of your values every day, and reflect on whether you are honoring those values through your work.

Choose one goal to start. Something large enough that will give you a sense of accomplishment, while aligning well with your core values. Focus is key here. The more focused you are on one goal, the higher chance you have of success. If you spread yourself too thin, you might never complete your projects because they will take far too long. Believe me, multitasking isn't all it's cracked up to be.

Set a date for success. Identify when your hope to achieve your goal. Keep it realistic, while not giving yourself too much time. By setting a time limit, you are making the process more real.

Believe fully in your ability to achieve your goal. Visualize yourself having completed your goal in the exact time-frame you have chosen, although

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finishing early is also acceptable. You don't need to consider the failures that will happen along the way. Success is inevitable. Others may think you will fail, don't let yourself be one of them! (If you have trouble visualizing success, perhaps a fear of success is limiting you.)

Set up negative consequences for missing the deadline. Necessity is the mother of all invention. If you can manage to keep yourself intrinsically motivated, that's great. If not, this will help kick you into gear and keep your eye on the prize.

Break down goals by week and by day, setting up a plan to reach your overall objective. Keep the number of tasks per day as low as you can, and focus on completing only your planned tasks for each day. If you find yourself done, pick the next thing from your weekly list. Do the hardest things during your peak energy level, which usually means doing them first!

Prioritize the tasks you have in front of you. Don't always do the most urgent thing first. Pick the task that's the most important. Sometimes these overlap, which is nice. By always accomplishing what's most important, you are making clear progress toward your goal.

Also keep in mind that completing the hardest task first is a sure-fire way of increasing your productivity. If you put it off until later in the day, your energy level is bound to drop, and finishing the hard task will seem daunting and maybe even impossible. But, if you start off with the hardest task, when your energy level is high, you will have the focus and energy required to finish it off.

Take time every day to sit quietly and reflect on your values, goals, and progress made so far. Where have you excelled, and where can you do

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better. Is everything you are doing still lining up with your core values?
Always look for ways to improve.

Never stop learning. Know what everyone else is doing, and what everyone else has done, and how they did it. Search wide for knowledge that might help you, and any inspiration that may do the same. Never think you have nothing to learn from others.

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