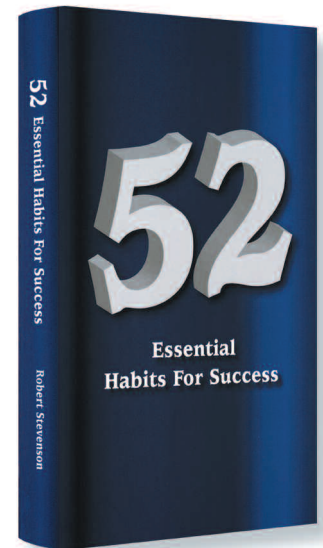




52 Essential Habits for Success



by Robert Stevenson

CONTENTS

Habits 1-5

Page 3

Habits 6-10

Page 3

Habits 11-15

Page 4

Habits 16-20

Page 4

Habits 21-25

Page 5

Habits 26-30

Page 5

Habits 31-35

Page 6

Habits 36-40

Page 6

Habits 41-45

Page 7

Habits 46-52

Page 7

THE SUMMARY IN BRIEF

Why is it that some people succeed while others fail or lead lives of mediocrity? Not that a life of mediocrity is bad; if that is your aspiration, then so be it. But if you aspire to be something more, then you need the answer to this question: “What do you need to do to be successful?” That answer seems to elude most people. Professional keynote speaker and author Robert Stevenson wrote a book to address that specific question.

Psychologists have suggested if you see, read or do something 14–21 times, it becomes a part of you. According to Stevenson, if you spend a few minutes in the morning and the evening reviewing and contemplating a single essential successful habit for seven days, then by the end of 52 weeks you will have absorbed and incorporated all 52 habits into your life.

IN THIS SUMMARY, YOU WILL LEARN:

- How to establish the 52 successful habits into your personal and professional life.
- How to shorten your learning curve and reduce mistakes.
- Why the people with whom you surround yourself have a huge influence on your personal success.
- How to use the power of your subconscious mind to make you better.
- The importance of acting as if the whole world were watching.
- Why you must accept without reluctance that you are where you are today because of the choices you have made.

THE COMPLETE SUMMARY: 52 ESSENTIAL HABITS FOR SUCCESS

by Robert Stevenson

The author: Robert Stevenson is an expert at building a high-performance culture and accelerating growth. He has worked with more than 2,500 companies and interviewed 10,000 employees, managers and senior executives in 250 different industries.

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Introduction

Give me the amount of time it takes to brush your teeth in the morning and evening, just that amount of time, no more, and I will show you a way to substantially improve your level of success.

There are some excellent books that address the topic of success in great detail. Many of them have had some outstanding suggestions of what one should do to be successful. However, these suggestions are often too difficult to implement. In most cases, after people read a self-help book, they appreciate the wisdom of the author, and have every intention of following through on the suggestions the author made.

The problem is they just get burdened down with all the steps they must take, things they must do, lists they must write and self-analysis they must ponder to help them become a better person. Even those who have really good intentions find it extremely difficult to stick to the plan the author has laid out in the book. Their intentions were good. They actually finished reading the book, but they became overwhelmed with all the things the author said “*they must do*” if they are to become successful.

Most people don’t like to study, refer back to books or articles they read, prepare lists, or assess their current situation and then change the way they do certain things. So how do you replace old, unhelpful, sometimes destructive wasteful habits with new, helpful, useful habits without studying, list preparing and more?

The simple objective is for you to read one of the 52 habits for success every morning and evening for one week, then go to the next habit and do it again. It is that simple.

The reason why this program will be so effective is because you will be involving your conscious and sub-

conscious mind in establishing the habits you need to incorporate into your daily life if you are going to be truly successful. You see, after you read the success habit with your conscious mind, your subconscious mind will then take over. Your subconscious mind will start thinking about this one simple success habit all day long until it becomes a part of you. You will begin to know it, you will understand it and subconsciously you will start to do it. Before long, these 52 habits will be permanently conditioned in your mind, to help lead you on your journey to an extremely successful life.

Don’t Shorten the Learning Curve

Don’t try to shorten the learning curve by reading each success habit for one, two or three days, thinking you can obtain your desired goal sooner if you were to only shorten the amount of time you spend on each habit. Nothing worth having was ever accomplished well by taking a shortcut.

Yes, it will take you one full year to get through the habits if you want to get the full impact of the program. But you need to understand, it does not take one full year for you to start reaping the benefits of what the book teaches.

You will notice a huge difference in your life after only the first month. Just allow yourself to read, receive, and believe, and you will start achieving. It is a proven fact that what you read can affect your thoughts and actions, so I am going to affect them in a positive way. Everything you will ever be is totally up to you. You are where you are today because of your past decisions, and your future is completely in your hands. These success habits will help you make better decisions. Let them work for you. If you will take the time to absorb the habits, you will change your life for the better. ●



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Habits 1-5

Habit #1: Believe in Yourself. If you don't believe in yourself, why should anyone else believe in you? People want to be around confident people. One of the most important traits of leaders is the confidence in themselves. People don't want to follow someone who lacks self-confidence. When you first start out, you may have to "fake it before you make it." None of us were born with all the knowledge, experience and talents we would need to be successful. These are all developed skills. So relax and learn from your mistakes, realizing we have all passed this way before.

Habit #2: Act as if the World Is Watching. Thomas Jefferson said, "Whenever you are to do a thing, though it can never be known but to yourself, ask yourself how you would act were the world looking at you, and act accordingly." Even though that was said more than 200 years ago, it is still great advice for today, especially in this technological world with people carrying mini-video recorders in their cellphones. The next thing you know, your actions are being shown on national TV or on the Internet for all the world to see. So act as if there is a camera on you at all times and act accordingly.

Habit #3: Practice, Drill and Rehearse, Then Take the Initiative. If you want to beat your competition, then you have to be willing to put in the time to practice, drill and rehearse (PDR). The great ones don't need someone telling them to practice. They understand when they are not practicing, someone else is, and when they meet that person on the field of competition, that person will win. Success comes to those who take the initiative to do more, stay longer and work harder. The day you understand your success is dependent on you — your own desire, initiative and fortitude — is the day you start achieving greatness. To the great ones, PDR is not a motto on some wall, it is a way of life. Simply stated: If you want to be the best at what you do, then practice more than the rest and success will come to you.

Habit #4: Don't Be Afraid to Fail. It's amazing how much experience can be gained by making a mistake. As Henry Ford once stated: "Failure is the opportunity to begin again more intelligently." If you never try to do something beyond what you already know how to do, you will never get any better. Failure is a major component to your success process. You need to decide that there are no failures in life, only results. Failure isn't fatal unless you quit. If you don't like the results, then analyze what went wrong, learn and then alter your method.

Habit #5: Make Goal Setting a Habit. If you don't know where you are going, then how will you know when you get there? The vast majority of people don't set goals, and the vast majority of people do not reach their full potential. You have to decide what it is you want and write it down; some call it "thinking on paper." You then have to decide what it is you will have to do to make what you have written down become a reality. The first two steps in making a dream become a reality are to write it down and then set a deadline. Remember to be "SMART" about your goals: Specific, Measurable, Attainable, Realistic and Timely. It has been proven that people with goals earn twice as much as those without goals. ●

Habits 6-10

Habit #6: You Must Pay the Price. One of the most valuable things you possess is your willpower. Great accomplishments come from great efforts. You will have to pay a price if you are to be successful. The question is: Are you willing to pay the price? Your actions are all that matter. Your actions are the only thing that will get you success. The price of mediocrity is far less than the price of greatness.

Habit #7: Never, Never, Never Give Up. Elbert Hubbard captures the point I am trying to make so profoundly in his words, "There is no defeat except in no longer trying. There is no defeat save within." Failure is just a result in the learning process; giving up is a choice, a very bad choice. Walt Disney was fired for lack of creativity and went bankrupt twice before he was able to turn his dream into a reality. At one time Donald Trump had a negative net worth of \$900 million. Most people would have declared bankruptcy. Seven years later he was worth more than \$2 billion. Bill Gates' first Microsoft company went bankrupt. He then became the richest man in the world.

Habit #8: Hang Out with Successful People. If you want to be successful, then you need to "hang out" with successful people. Watch what they do and how they work at their chosen profession. Unconsciously, you will start adapting these behaviors, habits, attitudes and opinions. Dr. David McClelland of Harvard found, after 25 years of research, that the choice of a "negative reference group" is enough to condemn a person to failure and underachievement in life. The good doctor simply means, if you hang with people who are going nowhere with their lives, then you'll be headed in that same direction. If you can't be around successful people, then read as many biographies/autobiographies as you can about successful people.

Summary: 52 ESSENTIAL HABITS FOR SUCCESS

Habit #9: Success Requires Self-Discipline. Self-discipline is making yourself do what you need to do when you need to do it whether you want to or not. In the overall scheme of success, being self-disciplined is the most important trait you must possess. You can know, understand and identify what must be done, but if you don't have the discipline to do it, it's all for naught. The great ones get it done regardless of how they feel. Remember your action statement: If it is to be, it's up to me.

Habit #10: Accept Criticism for the Benefits It Brings. There is nothing fun about receiving criticism. It is amazing how painful words can be if we let them. Regardless of the agenda of the person giving the criticism, use the words to your betterment even if they were given for someone else's gain. This is all about creating a better you, not a better them. Filter out all pain and prejudice and allow only the things that will benefit you to enter your mind. ●

Habits 11-15

Habit #11: Contain Your Anger. Anger is a self-induced reaction to an external stimulus. The amazing thing about anger is that it is unnecessary. Anger comes from within you. It is a response you choose to give when you feel you are being victimized, treated unfairly, cheated or taken advantage of. The next time you feel your anger raising up its ugly head, take a moment and get control, making certain that you don't say a word. Anger is a choice, not a cause or condition.

Habit #12: Smile — It's Good for You and Those Around You. There are thousands of languages we don't understand, yet a smile is understood no matter what language is being spoken. To successfully deal with people, you need to create trust, confidence and rapport. It is a proven fact that the simple physical response of a smile will help create all three. Smiling displays your frame of mind and warmth without having to say a word, and it puts you in a positive mood; this is all good.

Habit #13: Look for Ways to Praise Often. If you want to have a lot of friends in business and in your personal life, then look for ways to compliment (praise) them often. Make sure it is sincere praise and not contrived. Think how great you feel when someone tells you that you did a good job. Complimenting someone is not a hard thing to do, but we seem to forget to do it, even when the perfect opportunity avails itself. If you make it a habit to praise people rather than condemn, you will be amazed at how many people will want to help you.

Habit #14: Shorten Your Learning Curve by Reading. Life is too short for you to learn all there is to know by personal experience. Reading is an excellent way to shorten your learning curve. Reading will improve your creativity, vocabulary, spelling and language skills. Make it a part of your daily routine to read something (at least five days per week) that will help you become a better person.

Habit #15: Never Neglect Your Body. When you neglect your body, your energy levels diminish, fatigue sets in and illness ensues. Exercise is a key factor in all aspects of your success. There is a litany of incredible benefits to your overall health if you maintain a proper exercise program. So get up and get moving with some kind of structured exercise program a minimum of three times per week. ●

Habits 16-20

Habit #16: Be Positive — It's the Only Way to Act. Being negative causes stress, illness, worry and anger; reduces productivity; and makes others not want to be around you. The remarkable thing about life is that every moment we have a choice regarding the attitude we embrace. Olympic gold medalist figure skater Scott Hamilton stated, "The only disability in life is a bad attitude." It doesn't mean bad things don't happen to positive people. It just means positive people don't let bad things hold them back.

Habit #17: Watch What You Say. Things have a way of coming back to haunt you. People take things out of context to support their own personal agenda. The best rule to follow is to say nothing about anyone you wouldn't have the courage to say directly to their face. Stick to what you know to be factual, not hearsay or rumor. Someday you may have to defend your comments, so make sure you speak only the truth.

Habit #18: Want an Advantage? Be Early. If you want to reduce your stress, then be early. Being late shows a lack of respect for whomever you're dealing with. Being early shows others you are motivated, organized and disciplined. Be known as the one they can always count on to be early, prepared and excited to be there, and you will have everyone wanting you on their team. True leaders don't keep people waiting.

Habit #19: Do More Than Expected. If you want to position yourself for success, then do more than expected. The people who do the minimum required will usually get the minimum return. All great athletes, musicians, actors, lawyers, doctors, businesspeople, etc.,

Summary: 52 ESSENTIAL HABITS FOR SUCCESS

understand for them to excel at their profession, they have to be willing to do more than those around them.

Habit #20: Say “Thank You” Often. Two of the most powerful words in the English language are “thank you.” These two words are so simple to say but so seldom used. We get so caught up in the speed of our daily lives that we forget to say the words that will help make people want to assist us again. Regardless of your position or status in life, you should never forget to say these two words. ●

Habits 21-25

Habit #21: Remember People’s Names. The words that are most familiar to you and the least threatening are the words that make up your name. When you first meet someone, try saying their name several times while you are speaking to them so it will help you better remember their name when they leave. People will be extremely impressed if you have just met them and you remember their name the next time you see them. It is a sure way of showing your respect for them by proving their name was important enough for you to remember it.

Habit #22: Let Them Know You Care. There is enormous power in sending cards, notes or letters to people. Using the Internet to stay in touch with friends, associates and clients is helpful, but if you want to stand out from the rest of the crowd, send them something they don’t have to print off on their printer. If you want to really stand out, remember people on special occasions, holidays and especially their birthday. Always remember, people don’t care how much you know until they know how much you care.

Habit #23: Always Use Good Manners. In this fast-paced techno-gadget world where people text rather than talk, email rather than converse and hurry rather than help, a person who shows a little common courtesy will be the exception rather than the norm. Treat everyone as if they were your equal, and always shower them with courtesy and good manners.

Habit #24: Beware of Fads. “Fads come and go.” The problem with that statement is that they go. The desire to stay up with the latest fashion trends, wear the “right” clothes or tattoo, drive the “hot” car, or have the latest cellphone or technological gadget isn’t new. It was that way 50 years ago, and it will be the same 50 years from now.

Habit #25: Pay Attention to Your First Impression. You will never get a second chance to

make a good first impression, so that first impression really matters. You want the way you look to demand respect. People like to deal with individuals who are successful, and that means you need to look the part. If you want someone to pay attention to you, then you must first pay attention to yourself. ●

Habits 26-30

Habit #26: Prepare Now or Fail Later. The great college basketball coach John Wooden (who won 88 consecutive games, 11 NCAA national championships, seven of them in a row) had a saying: “Failure to prepare is preparing to fail.” The truly successful people leave nothing to chance. They put in the time, effort, research and thought to ensure they will achieve their desired goal. This is your life and you’ve got one shot at it. All success begins with a definite purpose, a specific objective and a plan to achieve it.

Habit #27: Show Excitement in Your Greetings. The simple expression of “I am really happy to see you” makes anyone feel good. Get up, make eye contact, give them a smile, and show a genuine interest in them. You will find that people will love to be around you, look forward to seeing you, and include you in their plans, parties and get-togethers.

Habit #28: Be Persistent, Relentless, Determined. What will separate you from those average souls out there who stay mired in mediocrity will be your willpower, your desire to see it through, to not fail, to pay the price to achieve success. Always think your next great victory is just about to happen. Thomas Edison failed more than 11,000 times trying to invent the light bulb. A person one time asked him what it felt like failing more than 11,000 times. Edison said, “I didn’t fail 11,000 times. I discovered 11,000 ways how not to do it.”

Habit #29: Search Out Role Models. In most cases, you aren’t the first person to ever attempt your chosen goal. If you want to be great at your chosen profession, remember, others have passed this way before you who have learned great lessons they would love to share. In many cases, there are people who would love to share the lessons they have learned if you just ask them. People love a compliment. Approaching someone and asking for their help because you respect what they have accomplished and would like to learn from them is a great compliment to them.

Habit #30: Never Waste Time. When you are wasting your time, you are wasting your life. Your life is

Summary: 52 ESSENTIAL HABITS FOR SUCCESS

a finite amount of time made up of moments. Successful people take full advantage of their time. They plan their day ahead of time. Time management skills are an essential tool for anyone who wants to be successful. You can do nothing about the time you have already lost, but you can do everything with the time you have left. Every minute spent in planning your day saves about 10 minutes in executing it. ●

Habits 31-35

Habit #31: Always Be Truthful. The truth is but a simple thing, for it knows no right or wrong. There are those who would alter it; they will speak, imply, suggest what you know are not the facts. But the truth will remain the same, rest assured. The truth will rise above it all.

Habit #32: Don't Gossip — It's a Waste of Time. What do you accomplish when you gossip about other people? Nothing, except wasting time. You haven't learned a thing, you have helped no one and you have accomplished nothing. Don't get yourself caught up in the bashing, trashing, smashing, gossiping conversations. By wasting your precious time in this common activity, you are really hurting yourself.

Habit #33: Concentrate on Your Strengths and Interests. When you focus most of your time and energy on things you are good at, you will reap enormous rewards. Sometimes your strengths will be hidden in your interests. Focus on what you can do rather than on things you can't. If you aren't certain where your strengths lie, then focus on things you enjoy doing rather than on things you hate. Couple your interests with your strengths, and then commit to concentrated practice and study. Your concerted efforts will reap you enormous rewards, and you will also enjoy your journey toward success.

Habit #34: Become Interested in Others. Bestowing positive sentiments on or about others will eventually find a way back to you. Talk to people about what interests them, not you, and listen attentively. Getting people to talk about their favorite subject (themselves) is easy. Just start asking questions. Your objective in any conversation is to be listening more than you are speaking. By showing appreciation and admiration, by being agreeable and accepting, you will be a welcomed participant in any conversation. Being interested in others makes them more interested in you.

Habit #35: Expand Your Vocabulary. There are more than 650,000 words in the English language. The average person knows about 15,000 and a child of 5

knows about 5,000. A very scary statistic is that after the age of 30, the average person learns about 5 words per year. If you want to set yourself apart from the masses, start with learning one new word per week. The use of an excellent vocabulary will distinguish you from others and is usually an excellent indicator you are an intelligent person. ●

Habits 36-40

Habit #36: Don't Cheat the Face in the Glass. There is a poem by an unknown author I have taken the liberty to paraphrase. I feel it best addresses the subject of cheating yourself.

When you get what you want in your struggle for self and the world makes you king for a day, just go to a mirror and look at yourself and see what the face has to say.

It isn't your father, mother or wife whose judgment upon you must pass. The person whose verdict counts most in your life is the one staring back from the glass.

Habit #37: Admit When You Are Wrong. Most people have more respect for a person who admits they are wrong than a person who won't. You will be amazed how people will be more forgiving of a person who admits they are wrong. It takes courage to admit you made a mistake. It is also a true sign of maturity by owning up to your errors and then moving on. Not being able to admit you are wrong shows a lack of self-confidence. Admit you are wrong, learn from your error and move on.

Habit #38: Listen Every Chance You Get. The need to listen to others is critical. Life is too short to be able to learn how to be successful all by yourself. If you want to profoundly increase your learning curve, start listening considerably more than you speak. You can't learn anything by being the person who is doing all the talking. You will be amazed at what you can learn from others if you just start listening. So start asking good questions, then close your mouth, listen and learn.

Habit #39: Prepare a "Things to Do" List. The key to being successful is for you to be the one running your day. Once you have established your goals, you must then start developing your plan of attack, what you need to do to achieve those goals. The perfect way to do that is to prepare a "Things to Do" list each night. You must prioritize the list in order of importance, with the most important on top. Consult that list at least three times per day so it will help you keep on track, and then knock them out in order of priority.

Summary: 52 ESSENTIAL HABITS FOR SUCCESS

Habit #40: Don't React — Get the Facts and Then Act. There are two sides to every story, and the key to a successful career or relationship is to hear both sides before determining how you should act. Jumping to conclusions or reacting prematurely before you have all the facts can sometimes lead to horrible consequences for one or both parties. Every day I receive emails from friends and clients containing amazing stories. The problem is that many of them aren't true. They sound true and contain some elements of fact, but the majority of the story is embellished or totally fabricated. By passing the story on to someone else before you validate its truthfulness, you are helping perpetuate a false story, which could prove to be extremely hurtful to the people in the story. If you can't prove it, don't share it. ●

Habits 41-45

Habit #41: Beware of Quick Fixes. Why is it we rarely have time to do it right the first time, but we always find time to do it right the second time? Anything worth doing is worth doing right the first time. Problems solved by quick fixes seldom stay fixed; therefore, it wasn't a fix, it was just a temporary remedy to a problem that still exists.

Habit #42: Become Courageous

It takes a person of courage to overcome challenges and become successful. The following is repeated by the cadets during chapel services at the U.S. Military Academy at West Point.

*Make us to choose the harder right
instead of the easier wrong,
and never to be content with a half truth
when the whole can be won.
Endow us with courage that is born of loyalty
to all that is noble and worthy,
that scorns to compromise
with vice and injustice and knows no fear
when truth and right
are in jeopardy.*

Habit #43: Sometimes You Must Lose a Fight to Win a War. If you are trying to win an argument, then you are also trying to make the other person lose that same argument. Your victory has also caused a defeat. When you defeat someone, you haven't

Be Like the Golden Bear

Jack Nicklaus, the world-renowned golfer nicknamed The Golden Bear, knows a thing or two about winning. Nicklaus raised his putter and nodded to the crowd after making an incredible shot; he didn't pound his chest in a display of egotism of how great he was. Be gracious in winning, humble in defeat and always confident.

endeared yourself to that person. Everyone is entitled to their point of view. Sometimes by simply allowing a person to feel as if they are right, you can still get what you want. Words like "I can see your point" don't put the other person on the defensive. On the contrary, it shows you are willing to consider other possibilities, remedies or solutions.

Habit #44: Strive to follow the Golden Rule.

- CHRISTIANITY: Do unto others as you would have others do unto you.
- CONFUCIANISM: Do not unto others what you would not have them do unto you.
- JUDAISM: Whatever is hurtful to yourself do not to your fellow man.

The Golden Rule is a universally accepted principal. You can never go wrong incorporating it into your daily life.

Habit #45: Ask for Help and Advice. No one has enough time on Earth to be able to learn it all. You need to take advantage of those who have come before you and learn from their experiences. It is easier to have someone explain to you how to do something rather than you stumbling around trying to figure it out on your own. ●

Habits 46-52

Habit #46: You Have to Stretch Yourself. It is amazing what you can accomplish when you put in the time, effort and practice. In order to keep progressing, you have to keep pushing yourself, stretching to achieve more. Mavis Lingren, when she was 62 years old, decided she wanted to run a marathon. The day she decided her goal, she couldn't run farther than a block. Eight years later she ran her first marathon. At the age of 86, she ran in the New York City Marathon, her 65th marathon in 16 years.

Habit #47: Act Like You Have Been There. Be gracious in your winning moment because there will

Summary: 52 ESSENTIAL HABITS FOR SUCCESS

come a time when you don't win. By accomplishing the amazing feat and not making a big deal out of it, you will cause even more of a stir in the minds of others. Folks will be wondering how good you are when you don't make a big deal out of something. Carry yourself with confidence, show excitement for your feat but always act like you've been there.

Habit #48: Handle Jerks Quickly and Cautiously. “Jerks” are difficult people to deal with because they don't care about reasoning, and they especially don't care about you. Screaming, yelling, ranting or raving at them won't help either, because they are not listening. Those tactics only serve to worsen matters. To end a situation with a “jerk,” you must first understand that you are not dealing with a rational person. Reasoning with them in any way will not work, so you need to minimize your losses. In simpler terms: Hold your tongue, and move on.

Habit #49: You Have Got to Take the Shot. It is a simple rule: You can't make the shot until you take the shot. Many a career failed because someone was just too scared to take the shot. Michael Jordan, probably the best pro basketball player to ever play the game, missed 50 percent of the potential game-winning shots he took. The key is, he took the shot. More important, he wanted to be the one who took the last shot. He wasn't concerned or thinking about the consequences of missing the shot. Success does not come to the timid or meek. In fact, success does not come to anyone; you must go out and get it. If you don't ask, you won't get. If you don't try, you have already failed. Prepare yourself; practice, drill and rehearse, then let it rip. If it doesn't work, then rethink, reload and take another shot. The only difference between a big shot from a little shot is the big shot was a little shot who just kept on shooting.

Habit #50: Treat Everyone Special. On your journey to being successful, you will encounter all types of people. You will meet folks who are talented, motivated, rich and/or powerful. You will also encounter folks who are less fortunate; people who, due to no fault of their own, haven't achieved any status, privilege, money or recognition in life. It doesn't matter who they are or what their status is, you must treat them all the same by treating them “special.” By taking a few extra moments to be genuinely interested in others, you will greatly enhance your personal potential for success. You will never know when they might return your polite attitude or act of kindness with something that may prove to be extremely beneficial to you.

Make the 52 Habits Work for You

Your choices will determine your success:

- Choose to live a life of excellence.
- Choose to rise above trivial things.
- Choose to be courageous.
- Choose to control your destiny.
- Choose to never give up.
- Choose to guard your integrity.
- Choose to be punctual, orderly and diligent.
- Choose to believe in yourself.
- Choose to live a life of action, not words.
- Choose to practice, drill and rehearse.
- Choose to be a positive person.
- Choose to never quit learning.
- Choose to make the 52 habits a part of your daily life.

And by making these choices, you have now chosen to be successful.

Habit #51: Protect Your Integrity. Everything in life can be taken away from you: your money, your home, your car and all your worldly possessions. You can lose your good health or even your life. The only thing that cannot be taken away is your integrity. Only you can give it up by lying, cheating and/or stealing. Integrity is a quality a person gives to him- or herself, so guard it, protect it, value it and respect it. Once you give up your integrity, you can seldom, if ever, get it back.

Habit #52: Don't Procrastinate — It Kills Dreams. You need to deal with whatever is holding you back. Many people create excuses or blame others for their inability to do what is necessary to become successful. The only thing really holding you back from reaching your desired goals is you. Remove the clutter in your life and focus on where it is you want to go, and then do it. ●

RECOMMENDED READING LIST

If you liked *52 Essential Habits for Success*, you'll also like:

1. ***Extreme Productivity* by Robert C. Pozen.** Pozen provides readers with a tutorial to determine your highest priorities and match them with how you actually spend your time.
2. ***Drive* by Daniel H. Pink.** Pink examines the three elements of true motivation — autonomy, mastery and purpose — and offers techniques for putting these into action.
3. ***Linchpin* by Seth Godin.** Linchpins are the people who get the best jobs and the most freedom. Godin shows you how to become indispensable.