

It's All About Habit

What habits do you practice when you start your day? Some of the most successful people have certain habits in their daily routines. These habits help contribute to their success and can be considered good habits for anyone to have. It could be something simple like setting a goal to 'do good each day,' as Benjamin Franklin suggested, but, whatever the goal, you must remember to plan, prioritize, and produce.

Every minute spent in planning saves 10 minutes in execution, so sit down and make a list of everything that you need to do the coming day. When you write down a list you have a track to run on. It will focus your thinking and force you to think at a higher level, increasing your productivity each day.

If you have 10 items on your list of things to do, many times two will be more important than all of the other items put together; I call this the 80/20 Rule. Go down your list and answer the question, "If I were to leave home for a month, what are the most important things that I have to finish before I go?" Once you identify the "20", set those jobs as your first priority.

Success in life comes from getting things done. If you can't produce something, it probably means you have bad habits in your routine. At the start of your day, begin immediately on your most important job and focus on it, and only it, until it's done. You can increase your productivity by planning, starting, and completing your most important jobs every single day.

Plan your day the night before, prioritize your jobs in order of importance, and produce finished projects by completing your most important jobs first thing in the morning. Develop these habits of successful people, and you will increase your productivity overnight; living each day with a routine of good habits will not only help you get more done, it will also help you be more successful in life.