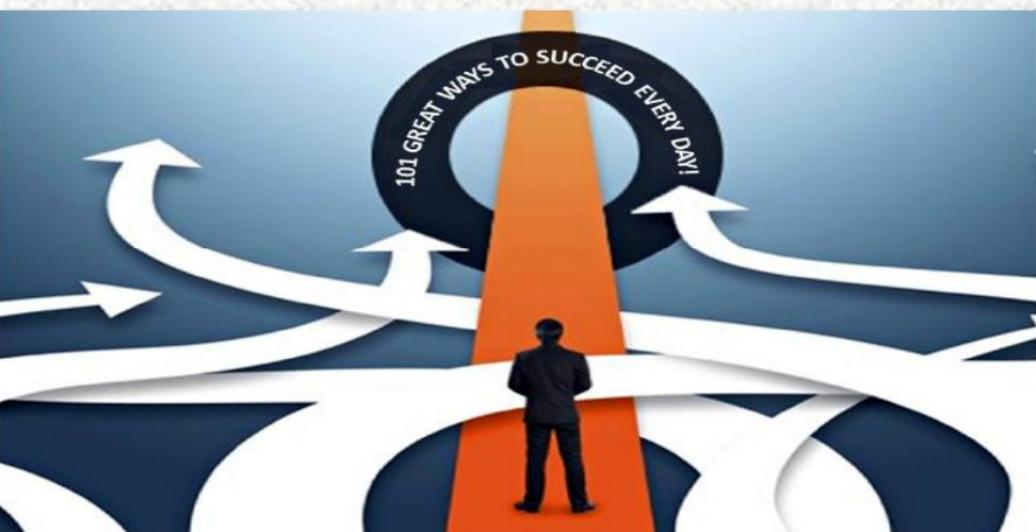


- ✓ *Think & Work Smarter!*
- ✓ *Improve Personal Effectiveness!*
- ✓ *Achieve Life Balance & Success*

101 GREAT WAYS TO SUCCEED EVERY DAY!

TAIDIN SUHAIMIN



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101 Great Ways To Succeed Every Day!

This book is written for people who want more time for what is important to them. Each tip has been tested to help you think and work smarter to give you more time and energy for what's important to you and achieve your goals successfully and faster.

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Millions of people have also heard or seen him speaking over Radio and TV.

Books that Taidin has authored include:

1. *Awakening The GIANT In You!*
2. *Membangunkan GERGASI Dalam Diri Anda*
3. *101 Great Ways To Succeed Every Day!*
4. *How To Speak Confidently & Effectively In Front of Audience*
5. *Motivasi, Teknik Belajar & Strategi Cemerlang Menghadapi Peperiksaan*
6. *Petua-Petua Kesehatan, Kecantikan Diri, Masakan & Rumah Tangga*

TABLE OF KEY TOPICS

CHAPTERS	PAGE
▪ INTRODUCTION	6
▪ MASTER THE PSYCHOLOGY OF EFFECTIVE TIME MANAGEMENT	8
▪ SET EXCITING & REWARDING GOALS	16
▪ DEVELOP EFFECTIVE PLANS & STRATEGIES TO ACHIEVE YOUR GOALS	37
▪ PRIORITIZE TASKS EFFECTIVELY	52
▪ CREATE A MOTIVATING & PRODUCTIVE WORK ENVIRONMENT	64
▪ USE TIME MANAGEMENT TOOLS & TECHNIQUES EFFECTIVELY	72
▪ DEAL WITH TIME WASTERS ASSERTIVELY	86
▪ LOOK AFTER YOUR HEALTH, FITNESS & LIFE BALANCE	114
▪ CONCLUSION	127
▪ REFERENCES - SOURCES	128

101 GREAT WAYS TO SUCCEED EVERY DAY!

“The very act of taking a moment to think about your time before you spend it, will begin to improve your personal time management immediately.” – Brian Tracy

INTRODUCTION

Time is a great equalizer to every one of us. Everyone has the same twenty-four hours each day yielding 168 hours per week. Yet, some people accomplish many times more than others. Surprisingly, these people often appear organized and calm. They have arrived at constructive attitudes and habits and have polished their skills for making the most of their time.



This book is written for busy people who want more time for what is important to them. Each tip has been tested to help you think and work smarter to give you more time and energy for what's important to you and achieve your goals successfully and faster!

We cannot save time. It can only be spent. And, there's only two ways to spend our time; we can spend it wisely, or, not so wisely.

We can effectively increase the amount of time available to us each week by working "smarter" rather than working "harder".

Through simple, specific tips that have far-reaching impact, "101 Great Ways To Succeed Every Day!" gives practical advice on how to:

- ☑ *Think & Work Smarter*
- ☑ *Boost Personal Health & Energy*
- ☑ *Manage Distractions & Improve Focus*
- ☑ *Improve Personal Effectiveness*
- ☑ *Minimize Stress*
- ☑ *Achieve Goals Faster*
- ☑ *Achieve Life Balance & Inner Peace*

MASTER THE PSYCHOLOGY OF EFFECTIVE TIME MANAGEMENT

1. TAKE TIME TO UNDERSTAND THE VALUE OF YOUR TIME

If you are self-employed or tend to take a lot of work home with you, it is important to ask yourself if the time you spend on certain tasks is worth the sacrifice of time doing other things.

While it can be difficult to make decisions for how you use your time when you feel the pressure to perform many tasks, it's not impossible. Take the time to assess your goals and make decisions that reflect them.

While being reliable is important, you may find new strategies that make better use of your time. You can identify areas where you should be delegating instead of doing things yourself.

You might try reorganizing your day so your schedule includes the most important tasks you

need to accomplish while fitting less important tasks around it.

Taking the time to understand the value of your time now is going to save you frustration in the future.

2. FIND OUT HOW YOU REALLY SPEND YOUR TIME - ELIMINATE TIME-WASTING OR LOW-YIELD JOBS

Activity logs help you to analyze how you actually spend your time.

The first time you use an activity log, you may be shocked to see the amount of time that you waste! Memory is a very poor guide when it comes to this. It is too easy to forget time spent reading junk mail, talking to colleagues, making coffee, eating lunch, etc. You may also be unaware that your energy levels may vary through the day.

Most people function at different levels of effectiveness at different times. Your effectiveness may vary depending on the amount of sugar in your blood, the length of time since you last took a break, routine distractions, stress, discomfort, or a range of other factors. There is also some good

evidence that you have daily rhythms of alertness and energy.

KEEP AN ACTIVITY LOG

Keeping an Activity Log for several days helps you to understand how you spend your time and, when you perform at your best.

Without modifying your behavior any further than you have to, note down the things you do as you do them. Every time you change activities, whether opening mail, working, making coffee, gossiping with colleagues or whatever, note down the time of the change.

As well as recording activities, note how you feel, whether alert, flat, tired, energetic, etc. Do this periodically throughout the day.

LEARNING FROM YOUR LOG

Once you have logged your time for a few days, analyze the log. You may be alarmed to see the length of time you spend doing low value jobs!

You may also see that you are energetic in some parts of the day, and flat in other parts. A lot of this can depend on the rest breaks you take, the times and amounts you eat, and quality of your nutrition. The activity log gives you some basis for experimenting with these variables.

3. MANAGE YOURSELF, NOT YOUR TIME

You cannot change time, yet you can make changes to yourself by organizing yourself, setting priorities, taking responsibility... When you manage yourself, you will have more time to create the life you really want.

The idea of time management has been in existence for more than 100 years. Unfortunately, the term "Time Management" creates a false impression of what a person is able to do. Time can't be managed. Time is uncontrollable. We can only manage ourselves and our use of time.

4. THINK & DO SMARTER

Taking action without thinking is the cause of every failure. Your ability to think is the most valuable trait that you possess. If you improve the quality of your thinking, you improve the quality of your life, sometimes immediately.

Think of it this way. Every minute you waste during the working day is time that your family will ultimately be deprived of.

So, concentrate on working when you are at work so that you can concentrate on your family when you are at home.

5. WORK SMARTER – NOT HARDER

Your time is a valuable resource – both to your employer, business and family.

When we treat every task we do as a priority, it is easy to slip into bad habits that eat into our time but do not give us enough benefits. We run around ‘putting out fires’ and face every day’s activities as emergencies. Nothing is planned and we never have time to get things done properly. Identifying these areas and restructuring your routine and mindset, enables you to optimize your time so you produce the most results with the least effort.

HOW DOES THIS WORK?

By identifying daily routines and your own body ‘rhythms’, you can try to plan the most energy consuming activities during your most productive times of the day and use your less productive times for activities that do not require the same amount of concentration or effort. This applies equally well to.....

Thank you for your interest and taking the time downloading and reading the sample of this eBook.

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