

Small Tweaks

BIG **CHANGES**

200+ EASY WAYS TO SUCCEED MORE IN YOUR LIFE



IQ TEST ACADEMY

Abstract

What does success look like? What does it take? While some people assume that it happens only in the most substantial actions and habits that we develop, the truth is much more detail-oriented. There are small, easy shifts that you can make to optimize every area of your life and find more success than you may have ever thought possible. This book will explore more than 200 such shifts, empowering you to rethink your life on a more precise scale.

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Understanding Success

You look around and see other people living the life that you want to live and doing the things that you want to do. It never gets any easier. You start to wonder what you are doing wrong and why things never seem to go your way. The harder you look for the *one* answer, that single thing that you can change to alter your entire identity, the more out of reach it seems to get. Before long, frustration may get the better of you.

This is precisely the outcome that we want to avoid. The thing about success is that it virtually *never* happens overnight. There are so few exceptions to this rule that you would do well to forget that there are any exceptions at all. The cold reality of success is that if you want to find it for yourself, you need to work for it. You need to put in more than standard hours and minimum effort. To distinguish yourself from everyone else who is putting in their time and energy, you need to look *within*. Ask yourself the most daunting questions, reflect on your potential weaknesses, and then catapult yourself forward.

Of course, if you *already* feel frustrated, then you may be thinking, *That's much easier said than done*. From that perspective, successful people may seem to have come out of nowhere. That is only, however, because you have not examined the minute details that separate them from everyone else in the world. High-performers and true luminaries emerge out of the grinding, grueling challenges that cause others to quit, and these challenges come down to the *details*.

That is the key to unlocking your future. To understand success, you can look at the tiny details in others' behavior. Notice what they do and how they think. Ask yourself what is different about them and how you can adapt to mirror their strengths.

200+ Easy Ways to Succeed More in Your Life

In this book, we are going to talk about more than 200 such tiny details – specific, actionable steps that you can take to succeed more in every area of your life. Let's jump right in.

Mistakes Unhappy People Make

Cultivating greater happiness is *not* a side pursuit in your journey toward success. If you sacrifice your peace and your joy for all of your other ambitions, you are going to put too much pressure on yourself. Something that the most successful people know is that whatever they are trying to accomplish, they need to think about in terms of sustainability.

This means that you are not "giving yourself a gift" when you focus on your happiness. Rather, you are setting yourself up for more long-term performance. You are laying the foundation for success whenever you ask yourself how much work you can handle without depleting your motivation and where your passions lie. If you want to find success, these are concerns that you need to put right up at the front of your mind.

For example, if success for you means earning a higher income, then you should reflect on the income level that you *really* need to live the lifestyle that you want to live. On the contrary, if you simply say "I want to make as much money as I can," then you are not presenting yourself with an exact target. Over time, that sort of thinking – for which there are no actual goals and no end in sight – is going to become a stress point for you.

In later sections, we will talk more about things like productivity, efficiency, and organization. What we want to do *first*, however, is prepare you to immerse yourself in your career and your personal life in a way that is satisfying.

Tip 1

Make choices based on your passions. If you have enjoyed doing something in the past, try to find a way to monetize it, instead of

spending all of your time on something others have done to succeed.

Tip 2

Seek out mentors who align with your values and mindsets. Even though you want to *learn* from these people, it will be much easier for you to learn from someone whom you sincerely like and appreciate.

Tip 3

Remind yourself that you are willing to let go of anything that is causing you too much stress. This may sometimes mean that you are incurring a "setback." Think of those setbacks as detours instead.

Tip 4

Find a way to learn that is fun and engaging for you. The better you understand your own mind, and what it is that makes a topic interesting to you, the more time you will be able to spend on your necessary education.

Tip 5

Connect with people who share your passion for growth and success. A well-chosen network will make it easier for you to spend a lot of time working toward your goals. Choose your friends and associates based on the positive traits that you see in them.

Tip 6

Eliminate any relationships that are no longer serving you. This does not mean that you need to stop spending time with all of your less ambitious friends. It only means that you need to prioritize those who share your vision.

Tip 7

Set aside a few hours every week for things that are *not* productive. This one may seem counter-intuitive, but to master balance, you

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need to remind yourself not to try to fill up every single moment of your life.

Tip 8

Look back on past milestone achievements. These events should serve to encourage you when you are feeling down, providing you with invaluable proof that you have overcome challenges in the past and can continue to do so.

Tip 9

Laugh at least a handful of times every day. You do not want to get so caught up in your daily grind that you forget to enjoy yourself. If you can share these laughs with people you care about, all the better.

Tip 10

Meditate about your passions. Even if you have made a firm decision about a goal or a venture, you owe it to yourself to keep asking whether or not you still align with it. Look inside yourself to see how you are feeling.

Tip 11

Stop comparing yourself to your competition. Instead, think only about what your goals are and what you are doing to work toward them.

Tip 12

Read about other people who have faced adversity in their lives. When you see the challenges that they have overcome, it will help you to put your own challenges into context and stop building them up in your mind.

Tip 13

Set a sleep schedule. This is one way that you can show yourself *respect*, by allotting yourself a certain amount of time each day to

rest and recharge. Let nothing interrupt that sleep schedule. Think of it as sacred.

Tip 14

Portion out your meals for the week. Taking control of your diet, you are not only going to look and feel better – but also feel like you can take greater control of all the other areas of your life.

Tip 15

Connect with people whose work you admire, even if you do not currently see how you can collaborate with each other. The act of connecting may spark an important idea in one of your minds.

Tip 16

Reconnect with people. Nostalgia, when it serves a healthy purpose, is a plentiful source of happiness. Again, even if you cannot think of a specific reason to reconnect, do it anyway.

Tip 17

Pick a fitness activity that you enjoy. This should be something that is relaxing for you. You may want to look back into your past, to remember a time that you had fun while you were getting your exercise.

Tip 18

Find someone to help. This person should not be able to offer you anything in return. Generosity will uplift your spirit, reminding you how wonderful it can feel to do something selfless.

Tip 19

Volunteer your time somewhere. If you can, commit yourself to a nonprofit regularly. Tell the person in charge that you would like to make a habit out of this. They will be happy to have you, and you will feel happy doing something positive.

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Tip 20

Journal about your innermost drives. As healthy as motivation can be, you want to understand it on a deeper level. Ask yourself *why* you feel motivated to do something and what that says about you as a person.

Tip 21

Talk about your plans with someone you trust. This is a method for getting clarity about your plans for success. Make it clear upfront whether you want someone to listen or you are inviting this person to share their ideas too.

Tip 22

Take a break from any screen time. It is especially important to see how smartphones, video games, and TV may have become unhealthy for you, as you take a more conscientious perspective of your own happiness.

Tip 23

Go on a solo retreat. Your retreat may take place somewhere exotic – or right in your own home. The point is to get in touch with your most genuine self. Use this time to focus on *yourself*.

Tip 24

Write a letter to yourself ten years from today. Pretend that you can see what you have accomplished in ten years. Say what those accomplishments would mean to you and how you view the road ahead.

Tip 25

Check an item off your bucket list. It may be something simple, like visiting a nearby destination, or something complex, like applying for a new job. Either way, focus on it until you have finished it.

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Tip 26

Give yourself a meaningful gift. It does not need to be expensive, but it should be something that you want. Tell yourself that when you reach your next big goal, you are going to do this again. Create *additional* motivation for yourself.

Tip 27

Forgive yourself for a mistake that you have made in the past. The most successful people know to carry on, rather than linger on the bad times. Do yourself a favor and adopt the same mindset.

Tip 28

Pick up a new skill. This skill does not need to connect to your largest goals, at least not directly. Pull up a video on YouTube that explains something you would like to learn.

Tip 29

Brush up on an old skill. This can be anything that you have learned to at least an intermediate level in the past. If possible, choose an old skill that is going to benefit one of your largest goals in some way.

Tip 30

Make a list of the things that you would buy if you were working your dream job. This list can be as outlandish as you want it to be, or it can include only the necessities of a more luxurious lifestyle.

Tip 31

Read a book that you have been meaning to read. When you finish it, look up other people's thoughts about it. Consider writing your own responses to their thoughts, if you feel inspired to do so.

Tip 32

Invite a friend out for lunch. You pick the place and cover the check. During this lunch, let the natural flow of the conversation

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guide you. Get as comfortable as you can and give up any expectations.

Tip 33

Ask someone to read a book with you – as part of a "two-person book club." You should agree on how long you will spend reading it so that you can talk out your thoughts together regularly.

Tip 34

Sign up for a class. In almost any city, you will find classes about topics from salsa to stand-up comedy to interior design. Select a class based on your own interests, without any regard for its practicality.

Tip 35

Memorize a few words from a language you would like to learn. If the language uses another alphabet, then learn how to write the word too. Try to get as close to native pronunciation as possible.

Tip 36

Look over some notes that you have written in the past. Think about how far you have come since writing those notes and what that says about your growth – as well as your potential for future growth.

Tip 37

Schedule a "cheat meal" day. On this day, you can eat and drink anything that you want. Use this day as a reminder that on every other day, you should be eating and drinking carefully and thoughtfully.

Tip 38

Plan a vacation for two years from now. You can be as realistic or unrealistic as you want, but as you sketch out your plans, you should be thinking that you *will* take the vacation.

Tip 39

Identify someone who has done something similar to one of your largest goals. As you read about them, pick out different features or characteristics that you share in common with them.

Tip 40

Watch an inspiring movie. It may be one that you have seen before or one that sounds intriguing to you. Picture yourself in the leading role so that you *feel* what the character is feeling.

Tip 41

Create a playlist of motivational songs. Any time you feel like you are running low on energy, you can go back to this playlist. It is like a "safety net" as you work toward your ultimate success.

Tip 42

Message someone whose work or career you admire. If they are willing to talk to you, then talk to them. Otherwise, acknowledge the value in putting effort into something like this.

Stop Complicating Your Life

As soon as you realize what you have been doing to hinder your own happiness and positivity, you will realize that you have been hindering yourself in other ways too. Most of us will, for example, tend to over-complicate things. We will create problems where there are none and stumble into issues when we could have stayed on a straight path.

Finding greater simplicity will make it easier for you to grow and move toward your success by clearing up your vision and your mindset. You will be able to differentiate the obstacles that you need to face from the ones that you are introducing unnecessarily. You can then start using *all* of your time, not only a portion of it. When you think about a day, a week, a month, or a year, those units of time will mean more to you. They will seem much more like tools than they do challenges, there to help you and not to hurt you.

These tips are all about *simplicity*.

Tip 43

Outline your schedule for the next week. The more specific that you are, the more useful this schedule is going to be for you. Think about how you can best utilize each day and what you can drop.

Tip 44

Outline your schedule for the next month. For this schedule, you can get slightly less specific, even gifting yourself entire days for "slacking" and "free time." Remember that balance is an important part of success.

Tip 45

Outline your schedule for the next year. This schedule will be the least specific of all. It should still highlight, though, your understanding that you can accomplish a great deal in a year.

Tip 46

Recognize a task or duty that has stressed you out in the past. Even if you feel you cannot do anything to rid yourself of this task or duty, you want to make yourself aware of your emotions around it.

Tip 47

Clean your living space. This is one way that you can communicate respect *for yourself*. When you are tidying up every room in your apartment or home, that attitude will carry over into your work life.

Tip 48

Decide how you best communicate with your collaborators or team members. Then, avoid anything that is going to get in the way of optimal communication. You will save yourself a lot of time and energy this way.

Tip 49

Come up with ten ideas and then put them into a binder. You can use this binder to fall back on any time you feel like you are running out of gas, turning back to it and jumping into one of the ten ideas.

Tip 50

Find five things you can throw out in your home or office. These may be litter, but they may not be. You may realize that you have held onto something from a past project, something that is no longer relevant. Toss it!

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Tip 51

Set up a calendar that other people can use to schedule time with you. Any time someone asks to meet with you, you will be able to send them a link to this easy-to-use calendar.

Tip 52

Schedule a handful of alarms in your phone or on your laptop. Some of the most useful alarms may be "drink water," "productivity check-in," and "sit and breathe." When one of the alarms comes up, do what it says.

Tip 53

Approach three people about holding regular meetings every week. These meetings will serve as brainstorm sessions with people whose opinions you trust and whose ideas you value. Think of them as times that you can speak and plan freely.

Tip 54

Clean out your fridge. Throw out anything that has expired. Even though this task may seem minor, it will provide you with evidence that when you take the time to make your life neater, you will feel better.

Tip 55

Put any loose scraps of paper into folders. You can use as many or as few folders as you deem appropriate. For now, you are just getting the scraps of paper into one place, to wait until you are ready to deal with them.

Tip 56

Create labels for your e-mail inbox. Again, you can use as many or as few as seems to align with your goals and priorities. Use the labels whenever you receive an e-mail so that you can locate things more easily.

Tip 57

Come up with a general schedule for work time and relaxation time. This is an exercise in prioritization: you need to think about how much time belongs to work and how much time belongs to relaxation.

Tip 58

Decide when you will and will not use your smartphone throughout the day. Once you do so, tell yourself that there is no going back on what you have decided. If you allow yourself any wiggle room, the whole system is likely to fall apart.

Tip 59

Buy a label maker. You can use this device to mark any folders or binders that you use, as well as any items that belong to you. If you feel that it helps, you can even make labels to mark relevant dates on things.

Tip 60

Wipe off your desk. The point is not so much the wiping as it is the work that will need to come before that step. Before you wipe your desk, you will clear it of all your items, so that you can figure out what belongs there and what does not.

Tip 61

Reflect on tasks that cause anxiety for you. It is important not to allow yourself to ignore these things. If something has been causing negative emotions for you, then you should remain aware of it until you are able to resolve it.

Tip 62

Pack a single suitcase for a one-month trip. This exercise should point out to you the things that you need throughout your daily life, in turn highlighting the things that you know you can do without in a pinch.

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Tip 63

Make an inventory of all the things that you would need to work remotely tomorrow. This inventory should be even more selective and precise than the suitcase you have packed for your one-month trip. Think about: eight hours. What do you *really* need?

Tip 64

Alphabetize your books. You get to choose if that means the author's last name or the book's title. Pick the one that makes the most sense to you, depending on your view of your books.

Tip 65

Automate or outsource one of your weekly or monthly tasks. Find either a piece of software or a low-cost contract worker to handle something that you would otherwise need to handle manually on your own.

Tip 66

Consider getting "in" and "out" boxes. These boxes will provide a sense of order to the forms and envelopes that wind up on your desk. Once per day, look at the two boxes to move items from one to the other.

Tip 67

Copy your sticky notes or index cards into a single document. Although this task may seem arduous, it will enable you to clear out any ideas or reminders that are no longer relevant to you.

Tip 68

Get a whiteboard. Then, clear it at the end of every day. Unlike sticky notes, which tend to remain with us long after they are useful, your whiteboard should become a space for quick, simple tasks only.

Tip 69

Do your least favorite task first thing when you wake up. There are two benefits to this habit: you will get your least favorite task out of the way sooner, and every other task will seem even less stressful.

Tip 71

Skip your coffee, your tea, or your breakfast once per week. The purpose is the discomfort. Show yourself that you can still get through your morning routine without that small pick-me-up.

Tip 72

Pay off a credit card or balance your accounting books. By doing so, you are getting ahead of a task that is easy for many people to push off. If the due date is still months away, think of the value in getting ahead.

Tip 73

Re-read an old favorite book and highlight the best passages. You can go as slowly or as rapidly as you like. Come up with your own system for highlighting, assigning distinct meanings to each of the colors that you use. Later, you can use this system in your professional papers.

Tip 74

Transition some form of floor storage to a form of wall storage. For example, if you have been keeping files in a bin under your desk, attach a bin to your wall so that it is at eye level and, thus, more accessible.

Tip 75

Think about the layout you have chosen for your desk. Is there anything that you can tweak so that this layout will make more sense to you? Is there anything about your layout that works perfectly?

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Tip 76

Create an instructional binder for one of your major tasks or processes. You may never share this binder with anyone. All the same, it will help you to get your thoughts out of your head and onto the page.

Tip 77

Keep a daily journal exclusively about organization. While the journal may seem monotonous to you, stick with it. Notice where your attention goes naturally and what that says about your organization habits.

Tip 78

Plan your perfect hour. This hour should include mostly work, but some rest as well. Many people prefer a "50-minute-on and 10-minute-off" split. You need to figure out what works for you.

Tip 79

Find something quick and easy that you can do to stretch your legs during the day. Go for a walk, fill up your water bottle, or do some yoga. Choose something that will not become a multi-hour distraction.

Tip 80

Rank your tasks for the day, from most important to least important. If anything goes incomplete for the day, it *should* come from the end of the ranking. Pay the most attention to the tasks at the top of your ranking.

Tip 81

Measure the time that you spend on each of your tasks during the day. Keep these measurements in a spreadsheet so that you can see what may be preventing you from sticking to an orderly, intentional plan for the day.

Tip 82

Read about SCRUM. This is an agile framework that many large businesses have used to provide structure to their teams. Once you understand it, see if you can apply it to your own workday.

Tip 83

Tap into your flow state. Rather than working ten minutes and then breaking, work for at least 45 minutes at a time. Ask yourself what you can do to organize your day so that you are tapping into your flow state more often.

Tip 84

Plan your perfect day. Like your perfect hour, it should split up your duties and responsibilities *ideally*, with the understanding that there will be bumps along the way.

Tough Truths to Help You Grow

The people you admire most were once ignorant about the world. Even though you may hear them speak, and think that such wisdom could have never come about naturally, they have gone through the same tribulations that you are going through right now. They had to learn difficult lessons in the same way that we all do, through trial and error.

There is no way *around* any of this. You know you want to become a more rounded, developed person, and to do that, there are certain things that you have to accept. Misconceptions and immature attitudes are catastrophic for even the most promising talents. If you want to make the most of any of your opportunities, you need to start out by acknowledging that life is not always easy and that competitions are not always fair.

At the same time, growth *is* fair in many ways. Those who are sincere in their attempts to grow *will* grow. If you are open to learning ideas, even those that challenge your current worldview, then you can give yourself something close to a guarantee that you will be better off ten years from now than you are today.

This means that you need to think through your old mindsets and perspectives, discarding the ones that are no longer serving you. These tips, even some of them may be discomforting, are about the *truths* that you need to accept along your path to success.

Tip 85

Perfection is never going to happen. At some point, you need to accept that you have performed your best and celebrate whatever the outcome of that performance is. Show yourself some grace and understanding.

Tip 86

You never know what you can do until you try. Your potential is probably much greater than you have believed at different points in your life. The only way to know if you can do something is to risk failing at it.

Tip 87

Some people have unfair advantages over you. All that you can do in response to these unfair advantages is resolve to work even harder than you would have. Hopefully, that will be enough for you to compensate.

Tip 88

No one will care about your success as much as you do. If you set a goal to impress or please someone else, you are on the wrong path. It is best to realize that whatever you are doing, you should do it for yourself.

Tip 89

Your time is limited. Even more importantly, you are not getting any more of it. No one can tell you how much time you have to work with, which is why the smartest move is to make the most of every moment.

Tip 90

Competition is often harsh. Especially if you have selected a highly desirable goal, you will encounter cutthroat people who will do anything to get an edge on you. You need to look out for yourself and stay aware of all challengers.

Tip 91

Many people will never forgive you for the mistakes you have made. As long as you forgive yourself, you should be able to move on. Give yourself permission to learn from your mistakes and then let them go.

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Tip 92

When you are a leader, people expect you to perform better all the time. You never get to rest on your past accomplishments because people are counting on you to surpass their expectations of you.

Tip 93

Communication is difficult. You will sometimes feel like you are not getting through to people. It will be disappointing. To minimize communication issues, keep studying communication and express your openness and sincerity to others.

Tip 94

Education is never complete. Some people will complete a doctoral degree and then consider themselves "finished." To avoid all of the trouble that comes with that mindset, you need to learn *constantly*.

Tip 95

The hardest workers do not always get ahead. There are systems and processes that favor some workers over others. You are best off ignoring those systems and processes and working toward your largest goals as if they were fair anyway.

Tip 96

Great rewards require great risks. To accomplish anything worthwhile, you have to incur some amount of danger. Anyone who plays it safe all the time is missing out on their success potential.

Tip 97

Relationships are complicated. The most important relationships are, however, worth the work that they take for you to understand and navigate them. Pinpoint which of your relationships those are so that you know not to quit on them.

Tip 98

There will always be people who question your values. You are only going to waste your time and energy if you debate them at

every turn. Instead, let them think what they want to think and continue to live and work according to what you believe and cherish.

Tip 99

Growth is painful. The pain is not something extra, though: it is a necessary part of the process. To keep growing, to the point that success is unavoidable, get into the habit of feeling and accepting the pain that comes with it.

Tip 100

It is much easier to fall behind than it is to get ahead. However hard you have been working for a year, one bad month may set you back. Remember that so that you stay on your guard against distractions and difficulties.

Tip 101

If you forget to rest, you will waste your energy. Sleep debts compound, which means that if you miss an hour one night, you need to get two hours to catch up. Try to build strategic naps into your schedule if nothing else is working for you.

Tip 102

Lessons usually come in the form of failures. This is part of that growing pain we have mentioned. Recognize that when you feel doubt or stress, you are likely on your way to something better.

Tip 103

Your goals may not be as fulfilling as you expect them to be. As you reach them, try to temper your expectations. If you feel too much disappointment, you risk pointing yourself in the wrong direction afterward.

Tip 104

People who seem to be helping you may be leading you astray. You can never say for sure whether or not someone has impacted

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you positively until you are thinking in retrospect. Keep that in mind when you are taking others' advice.

Tip 105

Trust comes at a premium cost. If you want to build a relationship based on trust, expect to give at least as much as you are receiving. Collaborators and team members will respond most to your genuineness.

Tip 106

You will never please everyone. Even if you have found so much success that the majority of people are your fans, there will still be others for whom you can do nothing right. Try not to pay too much attention to those negative opinions.

Tip 107

Success demands sacrifice. You cannot do everything that you want to do in a lifetime. Instead, you need to cut out the distractions and emphasize your priorities.

Tip 108

Your instincts are usually correct. This is especially difficult to realize when your instincts are telling you not to do something you want to do. Nonetheless, you need to listen to them.

Tip 109

Negative thinking will poison every part of your mind. It may start out innocently enough, as "realism," but if you fail to eliminate it, it will become a serious problem.

Tip 110

People will judge you within five seconds after they meet you. Their judgments will be good sometimes, and other times they will be bad. Remind yourself that their judgments say more about them and their values than they say about you and yours.

Tip 111

Your memories never go away. Again, this is either a positive or a negative, depending on your perspective. For the painful memories, keep in mind that they are all pieces of the path leading to your greatest achievements.

Tip 112

Second chances are rare. More often than not, people will write you off after your first failure. Continue to work toward your goals anyway, convincing yourself that you create your own second chances.

Tip 113

Few people will understand your vision until you have achieved something worthwhile. By that time, you will not need the help you may have needed from them once. Trust in the value of your own dreams.

Tip 114

You can only reach your largest goals through small steps. The classic "marathon and not a sprint" mentality will apply to your greatest success. If necessary, divide your goals into more manageable components.

Tip 115

To succeed, you will most likely need to build a team around yourself. This is because you do not possess every talent you are going to need. Start asking yourself how you can spot the best team members.

Tip 116

No one will read your contracts for you as carefully as you would read them yourself. To protect yourself, never make an agreement before you have read through it carefully and checked all of the details.

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Tip 117

Your time will move as quickly as you allow it to move. If you stand by idly, then years will pass like months. To make the most of your time, fill it up as intelligently as you can.

Tip 118

Confusion is the first sign that you are learning something. Instead of throwing your hands up in the air in frustration, trust your mind is working and that it will get the big picture soon enough.

Tip 119

For some dilemmas, there are only equally undesirable solutions. Learn how to compare those undesirable solutions so that you do not get caught waiting around for something better that is never going to come.

Tip 120

You cannot predict the future. This one may seem obvious, but it is a valuable reminder. You can only make choices and decisions based on what has already happened and what you think *may* happen.

Tip 121

You cannot change the past. This one may seem just as obvious as the last one, but again, it is a valuable reminder. Focus on what you can affect, not on the events that have already come to pass.

Tip 122

When something seems impossible, all you can do is try anyway. Some of the most impressive achievements once seemed impossible. Pick out an impossible goal and then throw yourself at it.

Tip 123

There will be days that seem to sap all of your energy. Positive thinking will help: keep telling yourself that just as the good times have gone away before them, the bad days will go away too.

Tip 124

You will only realize many of the ways you have wasted your time long afterward. Then, you can do nothing but keep moving forward. Never let a disappointment turn into an excuse.

Tip 125

Some valuable collaborators will seem like the most difficult for you to handle. Determine how you are going to calculate the balance between their value and your own sanity.

Tip 126

All of your errors are your own responsibility. Even if you have done nothing wrong to cause them, you have to fix them yourself.

Amazingly Achievable Things to Do Today

Productivity and efficiency can seem elusive at times. Just when you think you have mastered one of them, something else comes up. You pound out a month of your best work, only to slip up for the two months that follow. After you have won some recognition for all of your hard work, a string of setbacks seem to wipe out all of your gains.

Is the world conspiring against you? *No!* On the contrary, punishments and rewards tend to come down on us approximately proportionally to what we deserve and how well we have evolved. Productivity and efficiency are not the exceptions. These two things are so particularly impactful on all of the other areas of our lives, though, a little paranoia is *not* a net-negative. Prepare for countless setbacks, so that you can stay on top of these two areas of your growth most effectively.

Make no mistake about it: no matter how much effort you need to put into cultivating your productivity and efficiency, there *will* be setbacks. This is why so many people will spend a lifetime trying to make a little progress on them, and still come up short. Follow these tips to find your edge.

Tip 127

Work one sixteen-hour day. Even though you do not want to make a habit of such a demanding schedule, it is useful to show yourself that you *can* focus that much, if you ever need to do so in the future.

Tip 128

Try to run on two hours less sleep than usual. Again, this is not something that you want to do routinely. You should only do it once, to provide evidence that in a tight spot, it is another tool available to you.

Tip 129

Set up rewards for yourself throughout the day. These may be as simple as tasty snacks or as complex as creative side projects on which you spend your time. They should motivate you to work even harder on your core tasks.

Tip 130

Flip your smartphone onto its screen. Tell yourself when you can flip it back and then do *not* break your word. Once you have flipped your smartphone, it should stay that way until you have met the conditions you have set.

Tip 131

Spend your first half-hour of each day doing something valuable. If you have been scrolling social media or watching TV first thing in the morning, get out of that habit.

Tip 132

Come up with projects that you can collaborate on with other productive people. You can either store these projects somewhere for your perusal at a later date or bring them to your prospective collaborators immediately.

Tip 133

Get some fresh air. At least a few times a day, go outside and take a deep breath. If your work situation is amenable, you may even schedule a whole day during which you do all of your work outdoors.

Small Tweaks, Big Changes

Tip 134

Try to answer your own questions before you ask anyone for help. While you do not want this habit to turn into a form of egotism or pride, you should rely on yourself much more than you rely on the people around you.

Tip 135

Practice yoga or meditation to improve your focus. If both of these activities are new to you, look into some of the best-known teachers and gurus, to see whose style strikes a chord with you. Then, learn from them.

Tip 136

Create a "working my hardest" list of videos. These videos should run between a minute and five minutes in length. Watch one or two of them before you dive into a multi-hour working session.

Tip 137

Delete the games from your smartphone. If you have earned a high score in one of them, congratulate yourself on it and move on. The games are only going to distract you when you should be spending your time and energy on work.

Tip 138

Deactivate all of your social media for a month. Some people may, of course, use social media for their work. In that case, commit yourself not to using social media *at all* unless it is in direct service of your work.

Tip 139

Plan a working vacation. This means you are going to venture off someplace, either nearby or far away, and then do what you would have done at home anyway. Think about it: seven days on a beach, getting tasks done!

Tip 140

Find an accountability partner. Text each other, at least a few times per week, to provide updates about the progress you are making on your small tasks and your large tasks alike. Make it clear that you expect your accountability partner to call you out if you are lagging behind.

Tip 141

Schedule one evening for a video game or a movie. The implication is, then, that you are not going to play video games or watch movies at all the rest of the week.

Tip 142

Start going to sleep and waking up earlier. Again and again, the highest achievers say that they prefer to get up before anyone else does. Start by pushing your bedtime and morning alarm by one hour.

Tip 143

Decide when you are going to do your daily workout. The morning works best if you want a burst of energy, and the evening works best if you want to wind your day down actively.

Tip 144

Cancel any unnecessary meetings. You do not need to offer any detailed explanation. Simply say, "I have decided to push this issue, and I will follow up again when I know more."

Tip 145

Decide which of your goals and projects matter the most to you. The same way that you have prioritized your tasks, prioritize the largest goals that you have set for yourself.

Tip 146

Train yourself not to procrastinate. Whenever you have decided to start a task, allow yourself no more than a two-minute delay before

you start. This way, you are not making excuses for potentially bad habits.

Tip 147

Avoid taking on too much for any one day, week, or month. Remember that you are going to accomplish a great deal more by *spreading out* your responsibilities.

Tip 148

Create a routine for yourself. The less that you need to think about what you are doing from one day to the next, and the less willpower you require, the more productive you are going to become.

Tip 149

At the same time, you do not want to depend so much on your routine that you forget how to form new positive habits. Break up that routine once you realize you are doing it effortlessly.

Tip 150

Spend less time on less important tasks. This one requires you to use your judgment. If something is not going to lead toward key results, then you should not be devoting a lot of energy to it.

Tip 151

Categorize every e-mail in your inbox in one of three ways: save it, finish it, or throw it out. These categories will be separate from your labels. Whichever category an e-mail belongs to, follow the instructions you have left for yourself.

Tip 152

Set a one-hour timer every time you begin one hour's worth of tasks. You do not want to inadvertently spend more time than you have planned on anything. Precise planning is critical for efficiency.

Tip 153

Touch each of your important projects at least once per day. You may only spend a few minutes on something one day. That is fine, as long as you are keeping it within your frame of view in the long term.

Tip 154

Stay honest with yourself. If you are not doing something you should be doing, acknowledge it. You are only going to hurt yourself if you start to tell yourself lies and, even worse, if you start to believe those lies.

Tip 155

Never reschedule a meeting more than once. Show your associates enough courtesy that once they have agreed to a new time, you stick with it, no matter what else happens.

Tip 156

Show up five minutes early for everything, including your own workday. This habit will position you for consistency and punctuality, keeping you from eating into important tasks and meetings.

Tip 157

Try not to wait until you feel motivated to do something. The more that you wait around for motivation to strike you, the more likely it is that you are going to push something off indefinitely.

Tip 158

Put off your texts and your e-mails until a few hours into your day. This way, you avoid getting caught up in anything unexpected before you have gotten through the tasks you have planned for your morning.

Small Tweaks, Big Changes

Tip 159

Install an app blocker. These tools empower you to schedule the time that you spend on certain apps. You can choose only to use work-related apps throughout your workday.

Tip 160

Get your team onto a single messaging and collaboration platform. There are many options available. It does not matter which one you use, as long as everyone is comfortable with the format.

Tip 161

Stop trying to do more than one thing at a time. Multi-tasking is a *myth*. If you are striving for excellence, take on one task at a time, only moving on to the next one after you have finished.

Tip 162

Schedule every conference, meeting, and phone call. Unscheduled, these things tend to take up more time than we would have allotted them beforehand.

Tip 163

Figure out whether you work better when you are alone or when you are around other people. Then, abide by that. Set up in a shared work space or a coffee shop, or hole up in an office or your bedroom.

Tip 164

Turn down anything that is not going to build toward your goals. You need to shift your thinking about your time, realizing that because it is so limited, you need to guard it carefully.

Tip 165

Cut down on the number of choices that you make every day. "Decision-making fatigue" is a real phenomenon, resulting from our over-reliance on willpower to perform our daily tasks.

Top 166

Split your small tasks into even smaller, half-size tasks. This habit will help you overcome your urge to do as much as you can all at once. When you reach the halfway mark, *stop*, leaving the rest for later as you have planned.

Tip 167

Create a timeline for following up with the tasks you have assigned to other people. You will save yourself the headaches, conflicts, and missed deadlines by creating a straightforward process for follow-ups.

Tip 168

Give yourself entire days for rest. The busier you feel, the greater an impact these rest days are going to make on you. When you come back, notice how much more you are getting done in short periods of time.

Timeless Lessons for a Well-Lived Life

It seems like a tall task: getting in touch with oneself and building stronger relationships with others. You may even think that once a relationship has shown its cracks, there is no recovering. Many people fail to see, though, how much they can do to repair, preserve, and strengthen their relationships – with others and with themselves.

Too often in this area, we work with a sledgehammer when we should be working with a sewing needle. When you value someone, you owe it to them to work on your connection. As social beings to our core, we are healthiest and at our best when we have surrounded ourselves with positive, productive relationships.

After all, the original relationship in your life, the one that you develop with yourself, is not going anywhere, whether you are happy with it or not. To master yourself, you first need to master your ability to understand other people.

What can you do for them? What should you expect from them? What should you expect from *yourself*?

Here are some tips to answer these timeless questions.

Tip 169

Reflect on gratitude. Every day, you should take some time to think about the things that have gone right in your life. This is a practical habit that will encourage you to view the world positively.

Tip 170

Get some facetime with the people close to you. Texts and phone calls are useful when you are short on time, but at least a few times

a week, you should be meeting up with your friends and family members for some bonding time.

Tip 171

Make your "main circle" smaller. While there is nothing wrong with keeping a lot of acquaintances around, you should narrow down your exceptionally close relationships so that you can invest more of your time into them.

Tip 172

Cut out anything that is costing you your peace of mind. If someone or some habit is creating excess stress for you, then it is not worth whatever you think you are getting out of it.

Tip 173

Remember what you are working toward. As often as seems right to you, take some time to envision yourself reaching all of your goals and becoming the success that you want to become.

Tip 174

Tell your closest friends why you enjoy spending time with them. The more specific you can get, the more meaningful the message will be. Everyone appreciates hearing what you like about them.

Tip 175

Smile at people you pass throughout the day. As they smile back at you, you will see how much power you wield. You can make someone's day better without expending almost any energy at all.

Tip 176

Introduce yourself to a stranger. You do not need to become the best of friends. Still, as you cultivate a social, outgoing attitude, you will feel more at ease with yourself in new and challenging situations.

Small Tweaks, Big Changes

Tip 177

Compliment someone without expecting anything in return. The more automatic the compliment is, the better it will land. Say whatever first pops into your mind when you meet the person.

Tip 178

Find a sunny side in your darkest moments. It is easy for us to smile when things are going well, but much harder when things are going badly. Put effort into maintaining an optimistic perspective.

Tip 179

Accept that stress and disappointment are sometimes inevitable. This way, you do not make these experiences worse for yourself by feeling any additional anger or sadness. Sometimes things do not go your way, and you can deal with that.

Tip 180

Buy a gift for an upcoming holiday or birthday. Even if the holiday or birthday is months away, the act of *planning* to do something kind for someone will get you into a positive and useful state of mind.

Tip 181

Believe that you deserve success. Your self-belief is either a wall or a bridge, from where you are to where you would like to be. Keep telling yourself that you *should* be living the life that you have imagined.

Tip 182

Describe one of your recent dreams to your friend or in a journal. Whatever you may think of the dream, it is part of your life experience. Successful people know to examine *everything* that happens, both outside and inside.

Tip 183

Stop worrying about what other people think of you. Because you can usually do nothing to change their opinion, and because it should not define your mood anyway, you are best off ignoring it.

Tip 184

Go to a concert or a sporting event. You can either get a single ticket, and make it a night to yourself, or invite someone you care about, and turn it into a bonding opportunity.

Tip 185

Practice a new dance move or exercise. As you move your body, pay attention to the way that you feel and the way that your feelings are shaping your thoughts.

Tip 186

Record yourself making a speech. It may be a speech that you have written yourself, but it may be one that you have heard performed. Either way, put your personality into it, saying the words in whichever way feels right to you.

Tip 187

Present the same speech in front of an audience. Because public speaking is most people's number-one fear, you should be confident and accomplished after you have finished your speech.

Tip 188

Pick a book based on its cover and then read it all the way to the end. This exercise will help you to get more spontaneous about your choices. Give yourself permission to do something merely because you want to do it.

Tip 189

Set a goal even bigger than the biggest goal you have already set. Success requires us to think *beyond* our capabilities, to find the edge of our potential by trying to move past it.

Small Tweaks, Big Changes

Tip 190

Accept that creativity sometimes requires a bit of chaos. It will be stressful, and it will be hectic. At the same time, it will be rewarding to you once you have reached the end of an important project.

Tip 191

Do something that you think you will fail at. All the while, work on convincing yourself that you *cannot* fail at it. This is the sort of attitude that will empower you to break through your perceived self-limitations.

Tip 192

Write out a list of ten positive affirmations and then repeat them aloud to yourself every morning for a week. Make them your own, choosing affirmations based on what you value and what your personal success looks like.

Tip 193

Look into local business opportunities. These may include real estate for sale, franchises for lease, or startups that are soliciting investment capital. Whatever you choose, think of it as a means to help your community.

Tip 194

Dissect one of your past failures and determine how it could have gone better. Try to find a balance between self-scrutiny and optimism. You want to think realistically, without going too hard on yourself.

Tip 195

Speak to a friend or family member for a whole hour, without any interruptions. This means that you are not looking at your phone *once*. Afterward, notice how different you feel – how much closer you feel to the other person.

Tip 196

Send out cards to tell everyone on your team how much you appreciate the work that they do. These cards should outline the most valuable contributions each person on your team has made.

Tip 197

Eliminate one of the smaller, less significant goals you have set for yourself. Make sure that it is something that seems like it is no longer serving your largest, overarching goals.

Tip 198

Watch two people have a conversation. See what about their conversation styles seems positive to you and what you would do differently if you were in one of their positions.

Tip 199

Interview someone you admire. You may know this person already, or you may not. If you are reaching out to someone you have never met, be upfront about your intentions. Tell them why you respect them and why you would like to learn from them.

Tip 200

Write a letter to someone who is no longer in your life and then tuck it away somewhere for safekeeping. Use it as an opportunity for closure.

Tip 201

Spend a little more money to buy the luxury version of something. If you feel guilty afterward, tell yourself that you deserve a taste of the finer things once in a while.

Tip 202

Ask someone important to you one thing that you can do to make their day better. Whatever they ask, try to follow through on it. If they are hesitant to ask anything, make sure they know you are serious in your desire to help them.

Small Tweaks, Big Changes

Tip 203

For one day, find something for which you can thank every person with whom you come into contact. These things may be small, like saying hello, or more substantial to your overall life.

Tip 204

Do a puzzle with someone. Sudoku, jigsaw, or any other type of puzzle: turn it into a collaborative effort, making sure that you are both contributing thoughts and input.

Tip 205

Pitch a business idea to someone you trust and respect. If you are able to get them excited about the business idea, set aside some time in a few weeks to talk about it in more detail together.

Tip 206

Commit yourself to listening more than you speak in every conversation. Any time you feel like you are going to start talking about yourself, think of a question that you can ask instead.

Tip 207

Tell people how you feel. You want to *stop* following any fear and anxiety about sharing your emotions. Successful people learn to feel confident about sharing.

Tip 208

You also want to get comfortable with welcoming other people's emotions. Ask people to share how they feel. If they need to unload something difficult, lend your ear willingly.

Tip 209

Do something that makes you uncomfortable. This habit will come in handy as the barriers to your greatest success become more emotional and more psychological.

Tip 210

Ask a close friend to tell you their favorite thing about you as well as one thing that they would like to change about you. They may ask you if this is a trap. Tell them that it is not – and that you want to generate more feedback for your ongoing growth.

You and Your Success

Take a moment to envision what your life will look like if you integrate even a dozen of these tips. You can get some idea of the difference all of these actions would make, by taking even one or two of them into consideration. After a week, you *feel* better. You feel more self-actualized, like you have wandered into the one destination that you have been searching for all your life.

This is the best-kept secret among successful people: we are all going to grow anyway, and if we introduce a little consciousness into the process, we can determine what that growth is going to look like. Gradually, we can direct that growth toward the dreams that we have come up with for ourselves. Looking within, we can ask ourselves what our passions and our interests are. Then, we can follow through on them. We can push ourselves to become more than anyone would have ever predicted we would be.

Your success is a matter of both your talent *and* your work. The former is, of course, totally outside your control. You can do nothing, short of traveling back in time, to alter the gifts with which you were born. For that reason, focus on the work. Think about the effort that you can put into your goals. When you have gotten to the end of a long, hard day, congratulate yourself for making the most of your lot in life.

Time and again, this approach has proven itself to work. People who avail themselves to wisdom, insight, and knowledge do not only grow, but grow in the best direction. They become leaders, looked up to for their counsel, admired for their accomplishments. It is easy for those who see them at their best to conclude that it has all been by chance, but the successful people know better than that.

200+ Easy Ways to Succeed More in Your Life

Every day, you are making choices about your growth. Follow these 210 tips and make those choices *count*.