

# 101 SUCCESS HACKS



*UNLEASH YOUR  
GREATEST POTENTIAL NOW!*

SHAWN JOSIAH

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# 101 Success Hacks

Unleash Your Greatest Potential Now!



By Shawn Josiah

<http://101SuccessHacks.com>

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## **Acknowledgements**

To my Daddy God who made me the apple of His eye, I am truly humbled by your works in my life. Only by your grace will I be here today. To you be all the glory!

To my parents, who have seen my worst and yet still love me unconditionally over the years, I am forever grateful and thankful for the sacrifices you've made. I hope I have made you proud!

To my little brother Wayne, who always believed in me and looking up to me as an elder brother. You make me want to achieve more and strive higher just so I can be a good role model for you to follow.

To my soul mate, Carolyn, for always being there to support, encourage and to keep me in prayer for all that I do. Thank you for being the motivation and my constant. I love you!

To my teachers, mentors, military superiors, brothers, sisters and friends who have guided me and taught me the valuable lessons of life, I believe that we have all learnt something from each other since the time we met, and I thank you for sowing into my life, in one way or another.

Most importantly, to YOU, my dear readers, for downloading this eBook to optimize your level of productivity and taking action to make a change in your life. Because of you, I'm more motivated and encouraged to continuously improve myself and provide the most value I can every passing day.

## Introduction

Hi, my name is Shawn Josiah (Ong), founder of <http://101SuccessHacks.com> and author of *101 Success Hacks*.

Firstly, I'd like to congratulate you for **taking action** towards downloading this eBook because you are committed to your own success! *Taking action* is the virtue to all successful people, as we all know that *doing nothing gets us nothing*. Because you are committed, I am ready to add massive value to your success!

Have you ever felt at any point in life that failure was the *only* option? Is there a time when you felt all alone, trapped in a situation where there seemed to be no other solution? Have you ever felt that you have missed it and you didn't measure up? If you do, I want to encourage you to **NEVER** lose hope on your goals!

All of us have face different challenges in life at a certain point in time. Some of which were easy to solve, some of which were a little tougher and some of which we are still struggling with. But here is the simple truth – ***no great success was ever accomplished without failure***. Be it one epic failure or a series of failures, these embarrassing stumbles, setback or obstacles are *necessary* stepping stones to achieving our dreams. Yes, they are tough but necessary.

I myself have been through the different ups and downs of life. The saying goes, "When life throws you lemons, make yourself lemonade". One thing I've learnt about this is that we shouldn't focus on making lemonade, but when life throws you lemons, you make yourself a lemonade machine! We have all heard of this quote, but honestly when the rubber meets the road, we know that even lemonade doesn't come easy.

## My Story

As a child, I didn't grow up like the other kids who were popular and well liked. I was a shy and timid boy, one who often hid in the shadow and was easily forgotten. I was skinny, underweight and often called names because of my physiques. I would always find different ways to fit into the crowd just to be noticed, but needless to say, I was always the one feeling left out.

I'm a little slow when it comes to learning (It's hard to admit but yes, even till now). I'm not the brilliant kid by the block who learns and produces results swiftly. I have to work hard, practice and recall something that was taught continuously before I can fully comprehend even something "simple". (Anybody can relate?) I'm the kind of student that teachers pray to not have because I'll pull the overall aggregate score of the class down during the final semester. I fared poorly at almost every exam and constantly feel like a disappointment to my parents.

In year 2007, I suffered an identity crisis. *I lost myself trying to find myself.* I was searching for assurance, comfort, recognition and attention; simply put - a sense of belonging. I was trying to *fit in*. I resorted to mixing with friends who belonged to secret societies, friends who didn't care about education, friends who were bullies because they felt empowered thinking they were finally *someone*; friends who were *just like me*.

## The Breaking Point

Finally, I thought I found my *family*. People whom I can trust, relate and confide in. I built this strong emotional attachment to this bond that was created, and rooted my identity as part of this band of brothers. We fought with other gangs out of school, rebelled against teachers in class and made a name for ourselves. We walked around in groups that commanded attention because that was all we were after. I was finally *someone*, someone who had a voice in this society. I pledged myself to this band and built my walls around them. However, this comfort and recognition that I had found was short-lived.

After 9 months of being in this group where I drew my identity from, I fell out and was out-casted by my own *family*. It all happened when one of the two of my closest buddies from the group got expelled from school due to misconduct and encouraged us to leave school to join him. My other buddy gave it a long thought and decided to leave school voluntarily to join him. I was left hanging. I knew in my heart what the right thing to do was, but on the other hand, my mind was telling me where the comfort was. Looking beyond comfort, I knew if I had taken that path, I'd be an *even* greater disappointment to my parents. Thus, I muttered the courage to say **no**. (Even if you have taken that path and found yourself now, it's never too late to take a detour!) My 'family' stopped contacting me ever since as I was said to have broken the 'code'. I was left feeling like a failure all alone; losing my only sense of identity and achieving *nothing*.

## The Turning Point

That very moment, I remembered asking myself this one question, “So who am I now?” The “*someone*” I thought I was suddenly became a “*nobody*”. I have lost myself once again. I begin to reflect on my own self-worth, my actions and how I almost ruin my future because of impulsive emotions. Then something in my head clicked, “How can a “*nobody*” become ‘more’-nobody? Why don’t I just **be myself**, and stop trying to fit in?” I knew in my heart, *I have nothing to lose* because I have nothing to begin with. That was when I decided to try things I have never tried, to behave in ways I have never behaved and to express myself in ways I never did. I got out of my comfort zone to speak to strangers who eventually became my good friends. I took up new co-curriculum activities and ran for positions I would never imagine myself taking. From this point onwards, my life took on a turn; a turn I never knew I could... all because of a **switch** in my perspective.

The following year in 2008, I was appointed chairman of my class because my teachers saw a drastic change in me. It wasn’t a sudden improvement in my results, in fact, my results got *worse*. But one thing I knew changed, was my *attitude* towards my *studies*.

### Academic Result Slips

**东林中学**  
**TANGLIN SECONDARY SCHOOL**  
Holistic Report Card  
First Semester for Year 2007

Page: 1  
23/05/2007

Name : ONG WEI QUAN SHAWN  
Age on 1st Jan : 14      SIN : 33      Identification No. : [REDACTED]  
Class : 3E4      Stream : EXPRESS  
Form Teacher : [REDACTED]  
Co-Form Teacher : [REDACTED]

Subject	Assess 1	Assess 2	Mark	Grade
ENGLISH LANGUAGE	59.0	45.0	50.3	C6
CHINESE	45.0	56.0	51.9	C6
ADDITIONAL MATHEMATICS	40.0	33.0	35.6	F9
MATHEMATICS	44.0	37.0	39.6	F9
SCIENCE (PHY, CHEM)	58.0	43.0	48.6	D7
COMBINED HUMANITIES (S,H)	60.0	43.0	49.4	D7
LITERATURE(E)	19.0	46.0	35.9	F9
DESIGN & TECHNOLOGY	58.0	65.0	62.4	B4
CIVICS & MORAL EDUCATION				B

Total : 373.7/800      Class Position : 15/38      L1R4 Aggregate : 30  
 Percentage : 46.7%      L1R5 Aggregate : 39  
 Conduct : GOOD      Attendance : 94/94

Comments : Shawn is a bright student who is capable of good work when he put his heart and mind into it. He is easily distracted and seemed to be lack in time-management skills. He may also need to priorities his activities and sort out his roles and duties to concentrate in his role as a student. He is recommended to reviews his study strategies so as to reap a greater harvest. With consistency and determination, a more significant progress would be within his reach.

Year 2007 – The year I lost myself

**东林中学**  
**TANGLIN SECONDARY SCHOOL**  
PROGRESS REPORT  
TERM 1 for Year 2008

04/03/2008

Name : ONG WEI QUAN SHAWN  
Hanyu Pinyin Name : WANG WEIQUAN SHAWN      SIN : 29  
Age on 1st Jan : 15      Stream : EXPRESS  
Class : S4-E4  
Class Teacher : [REDACTED]  
Co-Form Teacher : -

Subject	Term 1 Ave Mark	Grade
ENGLISH LANGUAGE	48.0	D7
CHINESE	42.0	E8
ADDITIONAL MATHEMATICS	33.0	F9
MATHEMATICS	40.0	E8
SCIENCE (PHY, CHEM)	43.0	E8
COMBINED HUMANITIES (S,H)	52.0	C6
LITERATURE(E)	48.0	D7
DESIGN & TECHNOLOGY	66.0	B3

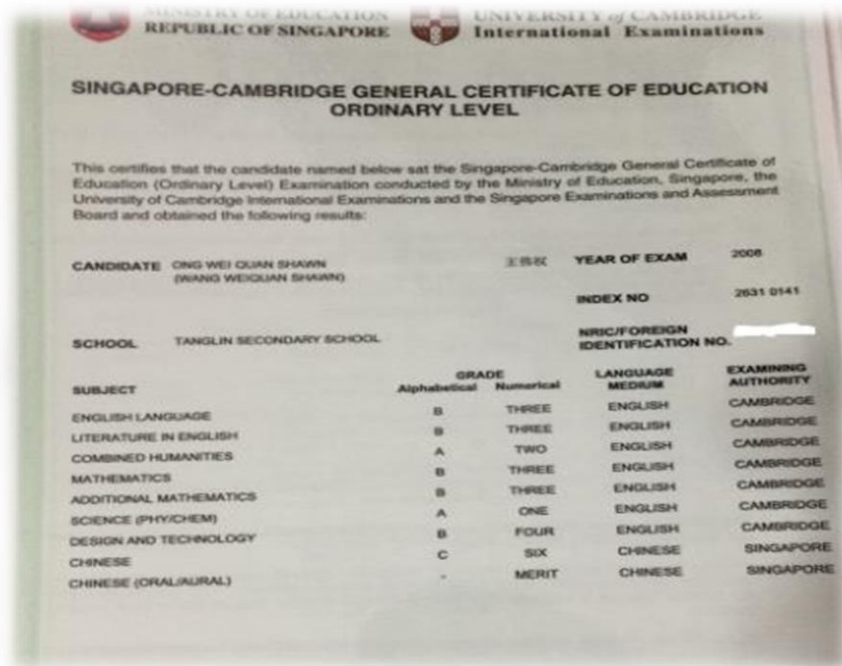
Conduct : Excellent

Attendance : 44/48  
 Remarks : Shawn is a polite student. He has put in effort in his studies by seeking help from his teachers constantly. He is on task and learnt to clarify his doubts with teachers. With constant practice, he is able to excel in his studies.

Year 2008 – The year of my GCE O'Lvls

As you can see, in year 2007, I was failing 5 out of 8 of my subjects (According to GCE O'Lvls, D7 and below is considered 'failed'). When it came to the following year, *I did worse*. I failed 6 out of 8 of my subjects. But one thing that made a significant improvement was my **conduct** (yellow boxed), from a **Good (average)** to an **Excellent**, and people could recognise the **change in my attitude** (Remember, it's **all about the shift in mind-set** 😊).

Academic Result Slip (GCE O' Levels)



*Year 2008 –GCE O'Levels Results*

I have to admit that the journey wasn't easy. There were time where I have to pull through humiliation of asking simple and stupid questions in class simply because I couldn't understand. I had to humble down to seek help from my peers and diligently practice for it. When my results came, it clearly paid off! Although I did not score straight A's for my exams, it was a huge achievement to me. Little did I know, that this small achievement was just the beginning of a wonderful journey ahead.

In the coming years, I continued to apply the same success hacks that I picked up along the way throughout my tertiary education. In year 2010, I was appointed the President of my polytechnic's Canoeing Club and was awarded Full Colours Student Excellence Award (Highest achievement for curricular activities) upon graduation.

## Positions and Achievements

To certify that the student mentioned below has participated in the following co-curricular activities as a full-time student of Ngee Ann Polytechnic.

Name: **ONG WEI QUAN SHAWN**  
 NRIC/Passport: XXXXXXXXXX  
 Course: **Business Studies**

S/No	Activity ID	Term	Organization	Activity	Sub Descr	Role	Achievement
1	0000052702	5110	School of Business & Accountancy	Orientation Programme	BA Orientation Week	Students Coordinator	
2	0000051680	5110	Canoeing Club	Management Committee	Management Comm Sem 5110	President	
3	0000051628	5110	School of Business & Accountancy	Module Representative	Module Representative	Module Representative	
4	0000051627	5110	School of Business & Accountancy	Class Representative	Class Representative	Class Representative	
5	0000051257	5110	Canoeing Club	National Canoe Polo Championships	National Canoe Polo Competition	Participant	SILVER
6	0000051036	5110	School of Business & Accountancy	Fashion Fiesta	NPFF Organising Committee	Committee Member	



In year 2012, I graduated with a Diploma in Business Studies in Year 2012 with an aggregate GPA of 3.7 out of 4.0. By the grace of God, I managed to stay focused and consistent with my progress. I was enlisted into the military that very year and commissioned with a Sword of Merit (Top 3 in cohort) during my Officer Cadet Course. I was called back by my secondary school (the place I once struggled in ) in recognition of my achievements and was featured in the school's 50 years anniversary magazine and was offered an overseas scholarship to pursue a degree at King's College London.

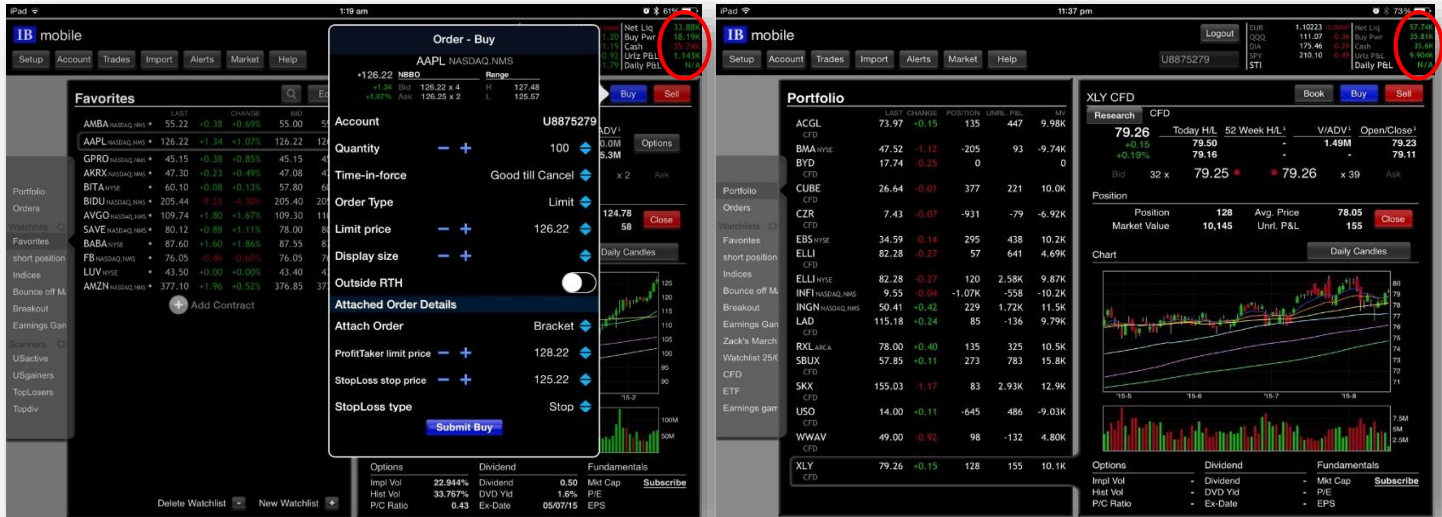


*Tanglin Secondary School 50 years Anniversary year book*



## Outside The Classroom

In the recent year, I started my stocks trading journey and made a 70% returns in 6 months. There were times when the market didn't go in my favour, but I remained disciplined, composed, strictly follow the rules and pressed on. I may not be the best stock trader, but I aspire to be one and am still climbing and reaching higher!



13 February 2015 – \$33.88k

18 August 2015 – \$57.74k

Along the struggles towards success, I've made many mistakes, but at the same time, learnt many life lessons that I would like to share with you. I am still on this journey of learning, growing and achieving greater success for myself and my love ones. I have set higher goals for myself, keeping in mind that *success favours the prepared*.

I always believe that the best way to learn is not to make the same mistakes others make, but to *apply* the lessons that others have learnt to accelerate your own success! I have spent weeks working on this book; sharing my thoughts, personal experiences, guiding values and in depth research to put together a practical and comprehensive success manual as a gift and way of saying thank-you to my valued subscribers like you, who have given me a chance to sow success into your life! I hope that these 101 Success Hacks that I've put together will bless you abundantly towards your success!



# #101 SUCCESS HACKS

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## *#1 Get Sufficient Rest*

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Exactly how much rest do we need? I place this hack as number one because it is the most important thing that you can do for your mind and body if you want to improve your lifestyle and achieve your goals. One of main reasons why people fail is because they are not getting enough rest. They think that staying up just a few more hours to work on whatever project it is will make them successful, but the reality is that unless you get the sleep that your body needs, your mind will become unclear and you will actually end up less productive as compared to getting the proper rest your body needs every night.

You may have already realized that some people need a lesser amount of sleep than others. If you are very active you will need more sleep in comparison with someone who lives a more inactive lifestyle. Give your body time to adjust and to let you know just how much sleep you require. If you are constantly feeling tired and lethargic when you wake up the next morning, this is a sign associated with one of the two issues. The first issue is of course that you need more sleep and the other issue could be that you are not feeding your body the right fuel, which brings us to our next hack.

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## *#2 Change What You Eat*

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If you are not feeding your body with the right food, you will find yourself feeling lethargic all the time and lacking the motivation to achieve your goals. If you really want to be successful, you have to start with the most important aspect of your success, which is **taking care of yourself**. It would be best if you could remove as much processed food from your diet as possible, drink plenty of water throughout the day, and make sure that you eat enough fruits along with vegetables. This will give you the energy you need to help you take charge of your entire day and motivate you to achieve your goals. Not too hard to check this off ya? 😊

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### *#3 Work Out Regularly*

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Exercising is not all about losing weight. You may not have weight loss as one of your goals, but you need to make sure that your body is getting the sufficient amount of exercise it needs on a frequent basis. This is so that your body can function to the best of its abilities and you will be able to reach your full potential. This is crucial if you often find yourself lacking in energy. I know that exercising when you feel lack of energy does not necessarily make sense, but what you will find is that when you exercise often, not only will you sleep better at night, but you will be in a better mood from all the endorphins your brain releases. Through exercising, you discover that you are more focused on what it is you need to get done and become more motivated to succeed in your other goals. These exercises may simply be 20 push-ups or sit-ups a day or a short 30 minutes jog 3 times a week– as long as it gets your body pumping!

Before I go on, I want to make it clear that you should focus on hacks 1, 2, and 3 prior to going any further into this book. The changes that you need to make are very straightforward, go to bed earlier, cut out the processed/unhealthy foods by replacing them with real/healthy food, and physical exercise. These are the essence to a healthy lifestyle. ☺

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### *#4 Create A List*

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Before you can begin to work towards your goals, you need to first know what they are. I suggest getting yourself a notebook specifically for this. Start by writing down “Things I Want to Achieve In Life” as the title of your first page. Follow this by coming up with a list of all things you want to achieve. Do not limit yourself on the numbers – be it 3 or 35 goals, just go all out with it and write them down. After you have completed this, I want you to go back and put a star (PRIORITY!) next to the goals that you feel are most important. These are the goals that you are going to start working on NOW. Once these are accomplished, you can then start moving down the list. I suggest that you pick no more than 5 goals to work on at a time and they need to be in different aspects of your life. For example, if one of your goals is business related, choose another 4 goals that have to do with family, relationship and so on instead.

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## #5 Create A Map

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If you do not have a map or some form of direction to show you where you are going, you will never reach your destination. Creating a map will help you to succeed in your goals. Start by writing your number one goal as the title of your second page in your notebook. Then spend some period brainstorming about how you're going to get there. Write down every idea that you have, **no matter how silly you think it is**. One example is, if you are trying to start a weight loss regime, you may want to map out on

- Give away all junk foods.
- Planning a workout challenge
- Research on healthy meals
- Creating a food calorie tracker

It really can be that easy. Once you see it on paper you'll be able to determine what step it is advisable to take first to assist you to reach your goal. You will then have the capacity to see be sure that do in the short-term as well as eventually in order to assist you to reach your goal and keep your success.

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## #6 Take ACTION

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Now that do you know what are your goals and directions to assist you, in order to reach them you have to start **taking action!** You can spend all the time in the world, recording and brainstorming about your own goals, but if no action was taken, you're as good as where you begin. If someone, for example, wants to be a millionaire, he may know what to do to achieve it; such as investing, starting a business or upgrading himself. However even if he knows what needs to be done but chose not to take action to learn the "how", he'll never be able to start working on the goal! **The more MASSIVE your action, the more MASSIVE your results!** Choose to take that very first step instead of only putting it as a 'thought'.



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## #7 Take On Challenges One At A Time

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Now that you've started **taking action**, you'll find yourself facing many obstacles along the way. You may lack perseverance, procrastinate, have negative thoughts when things get tough or simply give up when things are not how you planned it to be. At this very moment, you have a **choice**: either to **overcome** so you'll see further, or stop and see what you can only see. This choice is the rudder to your boat, the difference between success and failure. You can spend a long time talking about many of the challenges that you may face, but if you cannot deal with them, you know you'll not be able to reach your goals. Pause, stop and think about what to do *next*, instead of trying to solve everything all at once. This will help your mind simplify things and make it easier to tackle that very next challenge towards your success.

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## #8 Master Your Mind-set

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After observing the habits of successful people, I realised that they have one attribute that made them different from the rest. They see complains of others as opportunities to create a change and add value to their lives. I have never met a successful person joining in with the crowd complaining about their situation, but instead, they adopted a completely different mind-set when the rubber meets the road. **In order to be successful, we need to start mimicking how successful people behave and react.** Whether or not a person is going to be successful depends on their attitude. It may sound like a cliché, but it's nothing further from the truth. Think about it in this way: Two person from the same exact background, having the same resources and placed in the same place set themselves a goal to achieve financial freedom in 5 years. One day, a financial crisis occurred and wiped out both their life savings and they were declared bankrupt. One of them chose to murmur and complain about how unlucky he was, and how the world was unfair to him. He lose sight of his goal and allowed his fate to be sealed. On the other hand, the other took the crisis as a life lesson, and instead of complaining, he began educating himself on financial literacy with free resources from the library and on the internet. His positive attitude carried him through and did not allow the crisis to be the hindrance towards his goal. Who do you think will be the 'successful' person we spoke of in the end?

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## *#9 Failures And Successes Precedes Itself*

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This will be one of many challenges that you'll have to face when you making the effort to reach your goals. Let's go back to the previous scenario about the two person who were in a financial crisis and assume we adopted the mind-set of the person who simply murmured and gave up. Because of that attitude, we did *nothing* and literally set ourselves up for failure the rest of our lives. Because of the halt in motion, we failed to achieve our next small goals and the following small goals necessary to reach our biggest goal. This continued on during the day and if we remained oblivious, this halt will carry on to the next day, and then the following just as hack #9 says, failure precedes failure if we choose to stay stagnant. If we decide to adopt the other mind-set and take baby steps to pick ourselves up, learn a new skill and educate ourselves to rebound from a crisis, chances are we will be able to achieve those small goals we set that will ultimately lead us to our main goal. Again, success precedes success.

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## *#10 Master Your Habits*

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The habits that you have may be the cause of your failure towards reaching your goals. Not all habits are bad. Those that are good, we hold on to them while we work on the rest. We need to start identifying habits that are hindrances to our goals. Such habits may be small habits such as sleeping late and waking up late the next day, getting on social media such as Facebook, Instagram or Snapchat as time killers (because we can do so much more with that time spent there) or simply procrastinating. When it comes to identifying bad habits, you need to sit down and be honest with yourself. Admit that you have that habit, and make the conscious effort to prevent it whenever the urge of it arises. Trust me, mastering of your habits will allow you to reach your goals quicker and faster!

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## *#11 Eliminate Distractions*

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Is there an issue that constantly distracts you from reaching your goals? If you work from home, this could be something as simple as picking up your favourite snacks while working, or even the television. If you are working from the office, this may also include things such as social media. You need to eliminate these distractions and focus! Force yourself to focus on the task at hand, fully complete it without distractions before taking a well-deserved break.

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## *#12 Prioritising Yourself*

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One of the biggest things that will eradicate you from achieving your dreams is if you are consistently working on other people's dreams! Sometimes, you need to learn to say no to the requests of others even if it is difficult to. Right now, you should be focusing on what you want in life instead of overworking yourself to help others. I am not saying that we should not help others, but what I'm saying is that if what others are asking for is taking too much of your time, diverting you away from your goals or to miss a deadline set for a goal, then learn to reject that request and start prioritising yourself.

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## *#13 Giving Others A Helping hand*

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Let's get this clear. Helping others is important, but never deprive yourself as you give. Let's remember that when one hand gives, the other receives. I want to make it clear that you should only help people when it is within your power to accomplish it and when you are not giving at the expense of another (unless it's a life and death situation of course). For example, if you are struggling to pay the bills for your household and a friend of yours come to you to ask for a loan, be tactful enough to kindly reject it and help him in another way. I find in life that giving actually brings me pure joy that satisfy the inner soul, but as you give, make sure you take care of yourself and those immediately around you first. And always remember to give within your means!

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## *#14 Create A Daily Schedule And Follow It*

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A daily schedule is key if you want to become successful and accomplish your goals. Before the week starts, I make it a point to create a broad schedule for the coming week, and then as the days go by, I create daily schedules in between to make sure I don't miss anything. A good start will be allocating time for the important high keys, meals and exercises (remember your health!), and then working the schedule in between. Allow yourself buffer time and try not to plan a schedule that is tight and overly suffocating for yourself. If you fail to complete a task set today, make it a priority to schedule it first thing the next morning.

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## *#15 The Power Of Visualization*

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Sit back, take a breather and start visualizing what your life will be like after you accomplish your goals. If you fail to see yourself accomplishing your own goals then chances are that you will not accomplish them. Paint that vision strong in your mind and let it be the drive to your dreams. That visual paint of how life will be after you've reached your goals is your *why* to your actions. If your *why* is strong enough, the visual will be strong enough a driving force to keep you going when times are tough. When times are not going as planned, remember what like will be like if you keep pressing on one month from now, six months from now and a year from now. Will that obstacle in front of you stop you from achieving what you can relieve one year from now? Once in a while when working on your goals and you feel drained, spend a few minutes with your eyes closed visualizing how great you will feel and the new life you can have after achieving these goals.

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## *#16 Make Time For Self-Reflection*

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It is crucial to take time off your hectic work schedule and just allow your mind to relax after a long day of work. Self-reflection allows your mind to come into a state of relaxation and meditate on what went well and what can be improved. I would suggest 10 to 15 minutes daily before bedtime to ask yourself three questions: What went well, what went wrong, and what can be improved (I picked this up from the military and it really helped me become more productive). Once you've asked yourself these questions and have the answers to them, jot them down and start working on the improvements that you have listed. As you give yourself time to self-reflect daily, you'll find an increased in productivity and efficiency in the things you do.

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## *#17 Build A Habit Of Reading*

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For every hack that is in this column, there will be a special reading material that provides deeper insights into each of them in specific. These materials can vary from the internet newsletters, articles, newspapers and books. Instead of spending time on social media during your spare time, use these spare time to learn and increase your knowledge. Reading not only helps deal with stress, but it also helps exercise your mind. Even if you aren't reading a book about self-improvement, be sure to take some time on a daily basis to read. Reading fiction books aids helps release the creativity within ourselves, which may hold be the next idea for our next breakthrough!

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### *#18 See Problems As Feedbacks*

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When a problem arises, see them simply as feedbacks. Feedbacks that tell us what we are not doing right or what could be done better. If we choose to see problems as an obstacle, we get stressed up and our minds get clouded with pressure. However, if we choose to see problems as feedbacks, our minds tell us that these issues are nothing more but feedbacks; no pressure or stress. Listen to those feedbacks and turn them into golden opportunities to create something out of your problems.

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### *#19 Take Responsibility For Your Life*

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No one else is accountable for our life except ourselves. We cannot blame our failures on our parents or on what happened to us while we were in high school. For example, while trading the stock market and the market took an unexpected turn that is unfavourable towards our trades, the natural thing we tend to do is to blame the market and complain. But if we chose to take responsibility for the losses and learn a new strategy to hedge against a next unexpected turn, we'll be ready and prepared for the next turn. Simply put, the more responsibilities we take for our failures, the more we set our mind right to fine tune our actions. Remember, no one in life owes us our success. Whether we are succeeding or failing in life, no one has caused this except for ourselves.

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### *#20 Set Realistic And Sensible Goals*

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Our expectations are usually set based on our goals. If you set unrealistic goals such as making a million dollars in one day or losing 10 pounds per day for beginners, you're probably setting yourself up for a disappointment. However, if goals are set to be attainable, you'll know how to achieve it by taking the next baby step. Setting realistic and sensible goals will keep us motivated and prevent us from unnecessary discouragements.

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## *#21 Practice Deep Breathing And Exhaling Exercises*

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Deep breathing is a technique used by many to help us deal with stressful situations. We all have faced it, when we become overly stressed with something at hand, we either get overly anxious or simply blanked out. This may happen anywhere under a stressful environment; from taking an exam to making public speeches. Studies have shown that being overly stressed can cause mental issues such as depression. If we allow ourselves to constantly be stress, we may find ourselves decreasing in work productivity. When you are practicing deep breathing for relaxation, you bring the right focus back to your mind, you find yourself inhaling the calm white light and exhaling all of the pressure off your body. So remember, when you're faced with any situation that caused you to be stress, stop, pull yourself together and take at least three deep breaths before proceeding.

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## *#22 The Power Of Positive Thinking*

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The Law of Attraction has been widely used to manifest the lifestyle and things people want. The Law of Attraction is a principle that is based on the concept that "Likes attract likes", and our thoughts are like magnets. Positive thoughts therefore, will produce a positive outcome and vice versa. The Law of Attraction works first by ASKING for what you want. Then BELIEVE that you already have it, and then RECEIVE it with and claiming that your request was already granted. One common way to practice the Law of Attraction is through positive affirmations. Through positive affirmations, you restructure your mind and believe that the best is on its way, and press on with that believe while putting faith into action. I personally practice this a lot. Every morning while brushing my teeth, I'll declare out loud that I am a successful person because the Lord is with me (sincerely believing and trusting). Whenever there are challenges, I'll declare under my breath that there is nothing too big for God, believe that I am already empowered and have what it takes to overcome them, and work out in faith that I've already received my victory! As opposed to thinking "I can't do this", you will begin thinking there is nothing that you cannot overcome.

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### *#23 Set Baby-Step Goals Daily*

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Tiny drops of water make a mighty ocean. It is important to set big goals, but just as important to set small baby-step goals! These small goals will take reference from the big broad goals that you've set. These small goals will be the hands-on actions that you'll take to achieve the ultimate goal. Every day, plan a daily schedule as mentioned in hack #14. These baby-step goals are broken down further. For example, one of your daily schedule task may be to study Math for an examination, and your baby-step goals will be to complete chapter 1, 2 or 3. This will provide you with a direction to how you're going to achieve your daily tasks and eventually your ultimate goal!

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### *#24 Take Time to Relax*

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Personally, I find that taking time for a breather is one of the best thing you can do to increase productivity and effectiveness. Taking time off allows you to take your mind off work and simply relax. No one is able to work for long periods without feeling burnt out. Taking time off for a short vacation, short power naps or even short coffee breaks will help rejuvenate your attentiveness and alertness. Even if it is an hour of doing something after a couple of hours of hard work will help clear your mind and increase your productivity for success.

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### *#25 Act With Confidence*

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This is in line with positive affirmations, but it is centered more on yourself. The lack of self-confidence will hinder you from opportunities that may be your next breakthrough. People tend to listen and accept the opinion of someone who speaks with confidence. So how do we always act with confidence? Remember deep breathing techniques? This is where you apply them before you speak. The term 'fake this to make it' comes into play here. Even if you don't believe what you are saying yourself, sometimes in different situations and set up you need to fake it until you believe it to act with boldness. Soon you'll internalize it and it'll be a part of you.

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## *#26 Hear Your Body*

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One of the most detrimental things that people do is to work against their body's internal clock. Staying up late till the wee hours will not benefit you as it will only delay the time you get up of bed the next day morning. We all know that breakfast is the most important meal of the day as it is the fuel to kick-start your body and sleeping late may very well cause you to miss it. Listen to what your body is telling you and never allow your health to be compromised. Remember, health is wealth!

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## *#27 Cease When You're Tired*

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Have you ever tried completing an assignment and halfway through you fell asleep on your books? The next thing you know, you wake up feeling groggy and you can't remember your train of thoughts of where you last left. Then you try to stay awake again and the same cycle happens. You're not helping yourself to complete the assignment or task while consistently falling asleep again and again. It only decreases productivity and lower the quality of your work. If you're working on a project and you find that your mind is drifting aloof and your body is getting sore for the day, STOP. Take a break, a power nap or simple call it a day if it's too late at night. Take that rest and you'll be surprised at how much more productive you will be recharged.

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## *#28 Acknowledge Failure And Learn*

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At some point in our lives, we'll experience failure no matter how hard we try to avoid it. The question is, what do we do when we see failure in our stride? There are three choices we can take: One, Give up – Stopping entirely at our pursuit towards our goals. Two, Give in – Continue to let this fault drag us further down and down. For example, your goal is to quit smoking. You have had 3 good weeks without touching that cigarette but one day you were tempted and you decide to take that 1 puff. Now that you've done it again, you tell yourself that since you've already started again and missed it, you just simply carry on that old habit. Three, Giving Your All – Now that you've LEARNT that this scenario or experience will lead you to a failure, you decide to pick yourself up, reinstate your vows to succeed and to find another alternative way to success.



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## *#29 Don't Hate Rejections, Manage Them*

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I used to struggle with rejections a lot. I always thought that my idea or my opinion was the best and I will always seek my validation in affirmations and assurance from others. However, my ears just want to hear what they want to hear. Initially I didn't deal with them well until I realise that rejections are subjective, and everyone is entitled to their own opinion. I went on to take on a job; doing door to door surveys. The purpose was not to make money, but to learn how to manage rejections. I got the door slammed on my face countless of times and had harsh languages hurled at me as they thought I was trying to con them into buying something. However, there were also people who were really nice and friendly, they opened their door and let me into their house and some even offered me a drink! It was when I realised that rejections are subjective! You can choose to accept their opinions or to reject it. So don't be beaten down by rejections. Accept the constructive feedbacks, focus, and fire for your goal!

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## *#30 Time Management*

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Time management is extremely important when it comes to reaching your goals. Unless you know how to manage your time you will definitely struggle to get things done. Time management boils down to working out a time schedule and doing your best to work around the time. While setting your timings for your work, be realistic about it. The timings you set should revolve around the tasks that you want to accomplish for that day. If you managed to complete a task on time, you've just earned yourself extra time for your other tasks! If you've missed your time, no biggy about it! See it as feedbacks and allocate yourself more time for that activity the next time round. I'm sure you get the idea. ☺ Remember, we all have the same number of hours each day, but what differs successful people from the not so successful ones are the things that they do during their time!

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## *#31 Identify Your Peak Performance Timing*

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With relevance to the previous hack, learning to identify the time that you're at your peak performance helps you to work your schedules and timings around what's of top importance and priority. Personally, I work best right up in the morning after breakfast from 9am to 12pm, and I'm least productive after lunch (I'm sure some of you are battling the 'food comma' like me). So start now, and ask yourself what's the most productive time of the day for you.

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## #32 Everything You Want Is On The Opposite Side Of Fear

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Becoming fearless isn't the point. That's impossible. We know that fear is an emotion that's stirred out from an uncertainty, a past hurt, failures or being judged. But it's learning how to control your fear and how to be free from it. If you live in fear of the future because of what happened in your past, you'll end up losing what you have in the present. In the end, we only regret the chances we didn't take, the relationships we're too afraid to have and the decisions we waited too long to make. Take heart, and know that faith is greater than fear.

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## #33 Stop Making Excuses

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How many times have you found yourself saying, "Hmm, I'm haven't got this done because... (Fill from the blank)"? Stop making excuses for yourself. Stop allowing excuses to be that cover up for laziness. Try this, every time you make an excuse, write the excuse down, one common example would be: I'm late because the alarm clock didn't ring and the traffic was bad. Now that you've made that excuse and *you know it within you*, you need to figure what you'll do to deter the excuse! Look at your excuse and ask how you can avoid this in future, and ACT ON IT. If you have a problem with being punctual, then make it a point to place your alarm clock far from arm's reach before going to bed. If the traffic is poor on the way to work, then leave home earlier the next time till you get the time right. Never forget, you are the one accountable for your life and if you are allowing excuses to hinder your goals, there is one to blame but yourself.

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## #34 Stop Multitasking

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Some people will tell you that multitasking will help you get more work done. Research has shown that when you try multitasking, you get LESS done than if you're focused on one task at a time. When you multitask, you compromise on the quality of one work as there are more room and probability for making mistakes. Though the human brain is capable of handling many tasks at a time, the cognitive part of it works best on just one thing at a time. Just like how a computer slows down when there's too much going on, your brain is not as efficient when there are several tasks to handle at any given time. **The bottom line here is: One task at a time.**

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### *#35 Stop Procrastinating*

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Don't put off work that you can do now. Unless something urgent and requires immediate attention comes up, you should direct your energy to completing whatever it is that can be done at this moment. Aside from lowering your overall productivity, procrastination sets you up for major drawbacks that could be much less taxing if you completed your tasks as they come. As the saying goes "A year from now, you will wish you had started today." DO IT NOW. Sometimes 'Later' becomes 'Never'.

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### *#36 Learn To Work Restfully*

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More and more people are so tight up with their work that it affects their joy and blinds themselves with the simple joys of life. When we go to work, we always allow our mind to take on the mentality of "I want to achieve an A for this", "I want to impress my boss with this", "I must be the best for this" and ended up putting unnecessary stress on ourselves subconsciously. This pressure robs us of our joy and more than often we get burnt out. Why not adopt the mentality of "I'm going to enjoy my work and give it my best. No matter the outcome, I'd know I've given my best and I'll have no regrets". Don't get me wrong, I'm not saying that it's not good to want to strive for the best, but what I'm saying is that quality and top work don't come from an overwhelmed and overly-stressed mind, but a clear, peaceful and restful mind.

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### *#37 Never Run From Change*

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When changes come knocking at your door, do you run or do you confront them? When things are not how you expect it to be, do you reject the truth and live in denial? We are all victims of denial. We all wouldn't want to accept the truth when the truth is not what we want to hear. People naturally run away from change, it is not something which we find enjoyable, but if you figure out how to **embrace** and **accept** change, you will find that you're happier than you previously are. When you decide to embrace and accept that you can't control, and make a decision to **let go and let God**, you'll realise how much easier it is to deal with what's ahead of you.

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### *#38 Your Passion Is What Drives You*

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Ever wonder why some people are able to continuously do something without getting burnt out? Take for example, why is Warren Buffet, the second richest man the world not stop analysing companies since the age of 11? Why did Steve jobs not stop innovating despite getting fired by Apple, his own 'baby'? The one thing in common is PASSION. Passion is the fuel to the car! This is where many men and women fail. They try to do something just because it's going to earn them money or because it will look good to others. When you do not enjoy what you are doing, the chances of you becoming the BEST in what you do is very slim. Instead of putting yourself through each of the stress of trying to do something you do not love choose to do everything you are passionate about. Take that leap of FAITH.

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### *#39 Leave The Past Behind*

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You can't change what has happened before and there is no reason for you to live your life always worrying and regretting the past. If you've humiliated yourself, don't worry about these tongue wagging people who will only hinder you from becoming an OVERCOMER. Because whether you like it or not, they are not going to change who they are no matter how much you retaliate or worry! If you've done something you've regretted or a stupid mistake, dwelling on it will not add a single benefit. Yes, learn a new lesson from your mistakes, but pick yourself back up and move on! Better days are ahead of you!

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### *#40 Become The Hardest Working Person You know*

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Reaching your goals is going to take hard work! Let's face it. If Peter and John sets out to complete a 48km marathon, and Peter although tired, continue to move forward instead of stopping like John, he is going to finish the race first! Bottom line is, what you invest in grows! If you invest more money in the stock market, you'll reap more returns as rewards. If you invest more time working on your goals, you'll be ahead of those who invest less time on it! If you genuinely wish to achieve your goals and see success, you must **commit** to working hard every single day.

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### *#41 Get Rid Of Addictions That Hinder You From Success*

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Perhaps the addiction for smoking or sugar is hindering you from reaching your ideal weight. Perhaps your addiction for sleep is causing you valuable time to work on your goals. Perhaps your addiction for social media is burning away precious time unknowingly. Whatever the addiction is, you know it. You have to accept that it is an addiction, and make a firm decision to stop. Your goals and future will bring you much more joy and pleasure than temporal relieves.

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### *#42 Be Productive At All Times*

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Make sure that whatever what you are doing is productive. If you feel tired after putting in immense concentration on something, give yourself a pat on the back and take a rest because you know your productivity is slipping. Either give it your all, or don't start at all. This is how you become efficient and effective in what you do. You'll be surprise how much more you can accomplish in 1 hour being super focused than 2 hours of unproductive work.

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### *#43 Pen Down Everything*

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The saying goes, "The pen is mightier than the sword". Don't assume that you'll be able to remember everything you want to do. More often than not, we get inspirations on what we want to achieve or create, but because we don't pen them down, we forgot and the next time we think about it again, we've wasted valuable time. Don't assume that you'll remember all appointments. You will not remember all the appointments that you have or all of the tasks on hand. Write it down either electronically or manually along with notes if it helps you to bring them to remembrance easily.

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### *#44 Don't Allow Your Emotions To Control You*

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Many people allow their emotions to manage their life when in fact it ought to be the other way around. Emotions are real, let's face it. They affect your mood and your day, and sometimes it paralyzes you. If you're feeling disappointed, depressed or jealous, you need to ask yourself how these negative emotions will help you in anyway. The answer? NONE. They are nothing but setbacks in your journey to success! If you find that you're constantly allowing emotions to affect you from achieving your goal, it's time to take charge of your emotions and command the negativity away!

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### *#45 Identify Your Weaknesses*

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You need to really know what your weaknesses are so that you can work on them to improve yourself. If your goal is to lose weight and you recognise that one of your weaknesses is chocolate cakes or sweets, you need to re-tune your mind to view chocolate cakes and sweets differently; like how they harm your body instead of doing any good. If your goal is to increase your wealth and you identify that laziness is your weakness, you need to re-weigh your priorities and realise how detrimental this weakness is slowly eating up your chance at success.

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### *#46 Practice Humility*

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No matter how successful you are, you need to remain humble. Don't walk around thinking you are better than others because life features a way of bringing an individual down a notch and reminding you that you will be not. Always remember that you too are human, you once started with nothing, and you will eventually leave this world, just like everyone else. Spread love and do your best to make a positive impact to the people around you while you're able to.

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### *#47 Be Willing To Make Sacrifices*

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In the process of reaching your goals, there will be times when you need to make sacrifices. Such sacrifices may be sacrificing sleep, time and money. If you're starting a business, you'll be able to relate to those mentioned above. Sometimes to succeed, we'll need to sacrifice friends who are not good for us (Just like how I did before I saw my breakthrough ☺). Certain sacrifices are absolutely necessary for us to reach our goals.

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### *#48 Decluttering Your Life*

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In relation to hack #47 as above, making some sacrifices such as removing people who are hindering you from success are part of your life's decluttering. Take some time off (around 15 minutes) after reading this hack, tune in to some soothing music and start thinking what needs to be decluttered in your life. It may be re-evaluating your priorities, changing a certain habit or activity that you've been doing. In terms of work, one thing advisable to do is to declutter your work space and your living space. This will ensure that you'll be not overwhelmed while you're at work and will also be able to relax while you're at home.

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### *#49 Dress To Impress*

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Even if you're not a banker, director, or a CEO, you can still dress to impress. Dressing well raises a person's self-confidence this sense of confidence is actually attractive to many. Feeling confident affects your esteem, and when you feel good about yourself, you'll realise that your level of perseverance for hardship, the way you feel about situations or the way you communicate to someone are no longer the same as before. Dressing up also shows how much you respect the person you're meeting. It all starts with a small step of dressing up!

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## *#50 Generate Lists For Different Categories*

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The most successful people are compulsive list makers. They create an index of everything they do. Ranging from shopping lists, chore listings, project lists etc, they write and plan every aspect of their lives in a To-do-list format. Creating lists enables your mind to remain clear so you won't have to be concern with remembering everything. Keep all of your lists in a single notebook so they are easy to get to and all in a single place.

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## *#51 Use Optimistic Self-talk*

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We all use self-talk in one way or another sub-consciously. Whether it is looking into the mirror and telling ourselves that we hate our hair or looking at our pile of work and telling ourselves that it's a dread, we do talk to ourselves without knowing it. Now this is important because what you tell yourself, whether it's positive or negative, is true! Linking back to hack #22 (The power of positive thinking), it is important to THINK positive, but also to SPEAK positive afterwards. Because whenever we speak, we LISTEN to ourselves, and allow what we say to be a self-fulfilling prophesy. As I've mentioned, I'll stand in front of the mirror every morning while brushing my teeth and declare out loud that I am a successful person because the Lord is with me. And whenever I feel worried or anxious, I'll declare under my voice "Because Jesus loves me, He will \_\_\_\_\_ (what I want to see)". These are some of the many optimistic self-talk that I use to remind myself that I'm not alone and everything is in control. Remember, whatever you speak, you are!

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## *#52 Prepare Everything You Need the Day Before*

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It is easy to forget things that are needed for work in the morning as you drag yourself out of bed grumpily and in a hurry. And many a times, we forgot to bring important stuff that we swore we wouldn't forget just the day before! I'm sure this not only happened to me but also to you at one point in life. After making a list of items to do (Hack #50), take time to prepare everything you need before you go to bed. Now you can put your mind at ease before you sleep and after you wake up.



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### *#53 Brainstorm When You Feel Stuck*

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When you feel like you're stuck and not making any progress, don't fret and panic. Get off your seat and take a break! You can relax on your sofa or head off for a walk at the nearby park. The main thing is to allow your mind to relax and wander. As you allow your mind to wander, you'll be surprised at the different ideas that your brain bounces off, and that may be the next idea for your breakthrough!

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### *#54 You Don't Need To Be A Perfectionist*

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I believe that the only perfect being is God. No one in this world is perfect, and that simply means that we as humans will fail. Perfection is not achievable in the human eye, because we simply want more! You think that after getting that dream job, reaching your dream weight or attaining a certain income, you'll be satisfied. The truth is that you will not! You'll only feel emptier and you only want more! If you plan to perfect everything that you do, you are only going to be disappointed. I'm not saying that we compromise on the standard of our work, but I'm saying that the moment you reached your limits, don't pressure yourself further. Trust that you've done your best and whatever the outcome, you'll have no regrets as you've already given your all.

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### *#55 Never Take Up Too Many Commitments*

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Make sure that you do not have too many commitments at one particular time. You should not clutter yourself with too much responsibilities all at once, but instead, you should FOCUS. Pick 2 to 3 of what you LOVE and do BEST, and focus on doing the best out of them. This is how success comes about; being the best in what you do among the rest. Taking up too many commitments will only lead yourself to being overwhelmed by tasks and resulting in being an average player in these segments. Do not try being a jack of all trades. Pick the few that you love and do best, and start focusing!

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## *#56 Dream BIG*

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**Dare to dream BIG!** Because every big idea once started with a small thought in the mind. There is nothing that works faster and more important for you to cast off your own limitations and begin dreaming about the wonderful things that you can become and achieve. A wise man once said, “You must dream big dreams for *only* big dreams have the power to move the minds of men”. The reason so many people accomplish so little is because they never allow themselves to let go and just dream of the kind of life that is possible for them!

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## *#57 Discuss Your Goals With The People You Trust*

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One way for one to hold yourself accountable for the goals is share them with those whom you trust. These people may be your spouse, good friend, sibling or best of all, a personal mentor. One thing that I do to keep myself on track is to have an accountability buddy, who is also a friend whom I looked up to. We will share our goals with each other and have a timeline and deadline for the goals. We help each other evaluate our progress and motivate each other. Whenever you go off track, your accountability buddy will be able to spot it and give you a simply nudge. It gives you a renewed motivation to help you re-focus yourself back on track.

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## *#58 Be Consistent*

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Consistency makes all the difference! Trust me on this one. Being a trader in the stock market for quite a while now, should I stop trading when I see a sea of red marks in my portfolio because of fear, I will never be a profitable trader. Being consistent means taking that small steps towards your goals, and making sure that you are constantly moving forward. Working on your goals sporadically rather than consistently will not bring success. You need to be consistent in your quality, delivery, and progress in order to build credibility and also deliver the best of every task.

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## *#59 Create New Habits To Help You Achieve Your Goals*

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We discussed eliminating bad addictions in hack #41, but on the flip side, creating good habits is key to reaching your goals! It the reverse in action. One thing I learnt in the military is to have the discipline to ensure you stick to a daily routine, adapting and making it habitual. For example, waking up at 5am in the morning every day for 2 years. Even till now, this habit of waking up early is still ingrained in me. Whatever you feel will be beneficial for you, put it into action even if it's not comfortable at the start. Overtime, you'll get used to the routine and it'll become a positive habit! Remember, if you practice excellence every day, one day, excellence will no longer be a choice, but a habit.

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## *#60 Ensure That Your Goals Are In Line With What Is Important To You*

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If your ultimate goal for achieving your goals is to attain a huge ton of money, then you'll have to ask yourself why it is that important to have that much money. For fame and self-glory? Or to be a blessing to others? These are the questions I constantly ask myself when setting goals. Asking yourself what is important to you will give you the answers to why you're working so hard to achieve those goals. So instead of having the ultimate goal of achieving a lot money, if helping others or having more time with your family is important to you, then your goals should be to "Bless others with however much God has given me" or to "Spend more time with the ones I love". Catch my drift? ☺ These goals will etch and resound more deeply within you.

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## *#61 Never Make Rash Decisions*

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Always ensure that you take your time when making decisions. You don't want to generate a quick decision based on your own emotions. Give yourself time to think clearly with your head and not your emotions. When making a big and important life decision, set aside some quiet time alone and start mapping out rationally what are the different possibilities, outcomes as well as sacrifices that follows. Bottom line is to NEVER rush into a decision. Take your time and make that wise informed decision.

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## *#62 Track Your Progress*

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Make sure that that you are tracking your progress towards your goals. Even big companies evaluate their progress every time they implement something new or launch a new product. From a small to a big goal, tracking your progress is a critical but often neglected part to success. If you plan to lose weight, every time you hit the gym, take note of the speed intensity and time that you're running on the treadmill. If you plan to cut on your expenses, make it a commitment to track every single expense, even if it's purchasing a roll of gum from the convenient store. Tracking your progress allows you to see where you've fallen short and what needs to be improved, so you can take corrective actions from there on.

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## *#63 Celebrate Your Wins*

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How often do we pamper ourselves in these hectic and busy schedules of life? Especially our victories? Every win is critical and motivational for us to reach our ultimate success. If your goal is to lose weight and if you've reached your mini goal of losing 2 pounds this week, be sure to celebrate it by shopping for new clothes (smaller than your current size of course! Serves as a great motivation to fit into them as well ☺), do your nails (for the ladies) or go for a relaxing swim by the pool. It could be the goal of losing weight or any other goals. Be sure to celebrate your mini successes so you get a taste of what success is like and stay motivated for the next one!

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## *#64 Work-life Balance*

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Work-life balance. How many of us actually find work-life balance in this ever slogging environment? Nonetheless, finding that balance for work and fun is extremely important. What is life with all work and no fun? For couples, make sure you make a commitment for a 'date night' amidst your tight work schedules. For moms and dads, be sure to make time for your children! They will grow past their childhood in a blink of an eye and you don't want to miss it. I cannot let you know how much time you should spend working on your goals, but while achieving them, don't forget about those who are quietly supporting you behind.

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## *#65 Stop Fantasizing About The What If's*

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Fanaticizing can be great while creating your goals. Yes dream BIG, but take massive actions towards your goals. If you've messed something up in the past and have your dreams crushed, stop fantasizing about the 'What Ifs – things were done differently', but start making new goals and find new alternatives to reach for your goals again. Fantasy is all about getting away from reality and if you are serious in becoming successful, you need to stop avoiding reality and start taking action towards your goals!

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## *#66 Assign Priorities*

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Know how to quickly review tasks and use foresight to arrange them and assign priorities. Priority values rely on metrics like difficulty, time to deadline and required resources (Including time). High-priority items should be worked on first, unless they rely on some as-yet unavailable resources. If you can't start on your highest priority item, move on to the next highest one. Don't get stuck there! I personally like to break down my tasks into 4 categories. Important and Urgent, Important but not Urgent, Urgent but not Important, Not important and not urgent. I'll always prioritize the ones with highest importance and urgency first, followed by those urgent but not important ones. I hope this practical way of assigning priorities will give you an idea to where to start. ☺

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## *#67 Create A Timeline For Your Goals*

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Setting your goals is fantastic, drawing a map to realize these goals are even better, but you need to produce a timeline for your goals or you may fall into the trap of procrastination, and these goals will last forever! Timelines are forms of disciplines to keep you on track to your goals. Set realistic and attainable timelines, and do your very best to stick to them (VERY IMPORTANT!). If you missed it, re-evaluate and re-work your timeline again, and make sure this time, you stick to it. Providing yourself a time frame to operate in creates urgency, and this will push you to always move forward toward your goals!

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### *#68 Be Happy To Revisit And Revise Your Goals*

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Let's face it. Some of our goals are going to change along the way due to unforeseen circumstances and you need to be willing to revisit your current goals and make necessary adjustments to them according to your circumstances. When times like these arise, do not be discouraged but be happy that you've discovered it early and that you're making adjustments to re-shift your direction.

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### *#69 Logging Off When You Don't Need Them*

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Many people don't specially like this hack, but if you actually want to work toward your goals, you have to stop checking your e-mail, Facebook, Instagram, Twitter, YouTube of any forms of social media every 10 minutes. They are only distractions and productivity killer! Once you get your mind off focus for that short 5 to 10 mins on those media, you'll realize that you lose focus and you need to take time to re-adjust back to your initial point of concentration. This re-adjustment takes time and immense focus. Try logging off these social media accounts before starting an assignment that you know will require a lot of focus. This is of course doesn't apply to you if you need to be online to reach your goals. But you get my point 😊

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### *#70 Do Not Be Ashamed Of Your Goals*

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Don't allow anyone to make you feel ashamed of your goals! Never be ashamed of wanting to improve yourself or dreaming BIG. Never allow naysayers to affect you. Your best reply to them is your success. No matter what it is that you are trying to work on, no matter how outrageous your goals may be, they are your goals and **you will** achieve them. Go get it!

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## #71 Never Compromise If You Feel Strongly About It

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In the military, I learnt the importance of being a man of conviction, not a man of convenience. Being convicted to your values and believes, and not compromise on them out of convenience. When you see someone doing something that is wrong, do you step up and tell him it's wrong, or do you just walk away and pretend not to see it? When placed in a compromising situation that compromises your values, do you give in to peer pressure or stand firm and say **no**? Same applies to your dreams and goals. Stay convicted and true to your goals. Never allow people who are negative or people who don't want to see you succeed make you compromise on your ambitions! Never compromise on a thing that you feel strongly about. Your goal is not to make others happy, but to succeed in your own life.

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## #72 Be Responsive, Not Reactive

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Heard of the cockroach story? At a restaurant, a cockroach suddenly flew in and sat on a lady. She started screaming out of fear. With a panic stricken face and trembling voice, she started jumping, with both hands desperately trying to get rid of the cockroach. Her reaction was contagious and everyone in her group also got up panicking. The woman manages to push the cockroach away but it landed on another lady and the drama continues. A waiter saw the commotion and went forward to the rescue and in relay of throwing, the cockroach fell on the waiter. The waiter stood firm, composed himself and observed the behaviour of the cockroach on his shirt. When he was confident enough, he grabbed it with his fingers and threw it out of the restaurant. Here you see, it is not the cockroach, but the inability of the ladies to handle the disturbance and how they *reacted* caused but the cockroach that disturbed them. More than the problem, **it's your reaction to the problem that create the chaos in your life**. When life hits you hard, learn to respond like the waiter instead of reacting like the women. Responses are always well thought through while reactions are always rash. ☺

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### *#73 Ask Yourself: Is This Activity Bringing Me Toward My Goals?*

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When you first start out to reach your goals, it is likely for you to struggle with the changes that are happening around you. And it is especially easy to be doing things that you *think* are bringing you toward your goals. For example, you want to achieve your goal of financial success, but you keep jumping from courses to courses without taking action, spending thousands after thousands of dollars thinking that you're one step closer to your goals. Truth is, you're only bursting your expenses instead of creating an inflow! Stop, and ask yourself right now, 'Is what I'm doing bringing me one step closer to my goals?', or is it simply a diversion that you don't realise?

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### *#74 Find Yourself A Mentor*

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This is probably one of the most important hacks of success. Finding a mentor. Ever heard of the saying: If you want to be success, model after someone successful? Yes we all can try to model after someone super rich and famous, but most of the time, you only find yourself struggling with modelling. Why? Because these successful public figures are within your reach for proper communication! For example, you want to be a successful investor, and you model after Warren Buffet, reading his books and learning his secrets. Then come a market crash and you lose most of your initial investments. Is Warren Buffet able to personally advice you there and then? He probably is not affected as much as you by the crash! Finding a mentor means finding someone within your reach who has successfully done something, and you can model after him and get constant feedbacks whenever you need help! Sometimes it is costly to find a teacher to constantly guide you, but it's always worth the investment for old wise wisdom from someone who has been through the ups and downs that you're going through. ☺

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### *#75 Steer Clear Of Conflicts*

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Conflicts are only going to cause stress in your life. If possible, make peace instead of conflicts. If you're feeling injustice about a situation, learn to control your emotions and find a good time to properly talk the issue out with that person instead of a straight forward confrontation. Don't get me wrong, steering clear of conflicts doesn't mean you keep your emotional turmoil within you, but more of learning to solve conflicts peacefully. This shows maturity and sooner, you'll realise you've gained the respect of even the person you first hold a conflict with.



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## *#76 Don't Destroy Your Body Clock Over The Weekends*

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Weekends should be used to relax and enjoy the people whom you love, but that does not mean you have to become a lump on a log during the weekends. If you choose to party the Saturday night away with booze and get the hangovers the next day, you'll probably wake up on that Sunday afternoon tired and lethargic. Guess what, your whole Sunday will be wasted trying to fix your hangovers. Worse of all, you screw up your body clock for Monday to be a productive day. Instead of wasting the night, engage in activities that are family oriented or simple enjoy your love ones in the comfort of your home. Make full use of your weekends and use them to recharge yourself for the next week!

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## *#77 Remember To Count Your Blessings*

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Learn to count your blessings and realised how blessed you are to have what you have, instead of always thinking of what you don't have all the time. It is found that people who once a week wrote down 5 things they are grateful for are happier than those who don't keep track of what they should be thankful for at all! I challenge you to start counting your blessings, writing down 5 things that you are grateful for at the end of each week. You'll realise how much of a happier person you are once you make it a habit. You can thank me later. 😊

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## *#78 Spend Within Your Means*

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I can't stress how important this hack is. Many people love the idea of instant gratification. They want to buy what they love immediately, purely because they love the instant gratification that comes with it. One good example is to buy a nice posh car on a loan that you'll later struggle to pay off! How many people actually did that without thinking of the after effect, and then secretly struggle to pay their debt off? The truth is, you can impress someone for that second you drive that car pass them or walk pass someone with that branded hand bag or belt, and that's it! When you're back home, all that you have is a hole in your pocket. I believe strongly in delayed gratification. Spending within your means first, then slowly accumulating your wealth that generates you a nice passive income every month then using your additional wealth to pamper yourself with something you can afford. Always spend within your means, and practice delayed gratification. I believe that this is going to help you accelerate your financial goals!

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### *#79 Don't Be Afraid To Ask For Help*

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All of us will require a form of help or another from someone else at a point in life, no matter who we are and what status we hold. I believe that in this life, helping others gives you the most satisfying feeling this world can bring. Because we are created with emotions; to love, to cherish and give whenever we can to put that smile on someone else's face. The reason why I am writing this eBook is because I believe that these hacks in one way or another, will help you reach your success quicker, and serve as a guide to motivate and keep you on track! I don't have to do this but I just love the feeling of giving! ☺ As we help others freely, never be afraid to freely ask for help. You'll never know if someone you thought will not help you actually has the biggest heart around. It's a beautiful cycle. Never be afraid to ask for help, and help others in return!

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### *#80 Stop Waiting For Your Perfect Moment*

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If you always watch for the perfect moment for the stars to align before you begin taking action to change your life or to initiate something, the time will never come! Because we create our own chances and pursue our own dreams. Dreams don't just fall from the sky, we paint them and create our own pathway to reach them! There seriously isn't a perfect time. One year from now, you'd wish you started today! The sole perfect time to start changing your life is **NOW!**

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### *#81 You Do Not Need The Approval Of Others*

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*Do we live our lives for others, or do we live for ourselves?* I'm not implying that we should be selfish and not help others, but what I meant is, are we living for the approval of other people's passing opinions and criticism when the person who bear the greatest impact on the choices we make is us? Too many of us make our decisions based on other people's opinion and trying to please everyone. We live our day-to-day lives trying to impress other people when in fact the only person we should impress is ourselves. If you're a people pleaser (You know this yourself), it's time to stand firm on your own two feet and make your own judgements and decisions.

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## *#82 Always Apologize For Your Mistakes*

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One of the hardest thing to say, is "I'm Sorry". It takes a whole lot of guts and courage to truly admit that you're wrong, and then take responsibility for your mistakes. However you'll be really surprise how a simple "I'm sorry" bring you. It may save your marriage, your relationship with your children or a relationship with someone close to you in business or social. It takes a real man (or woman) to drop their pride, mutter the courage, humble themselves and apologize for their own mistakes. If you want to maintain a strong healthy relationship with the people around you, remember to be quick to apologize and quick to forgive (Of course, do it out of the sincerity of your heart). ☺

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## *#83 Always Be Honest*

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Integrity. It speaks volume of a person's character. Back in my Officer Cadet training school, Integrity stands as one of the core values that an Officer must uphold. During the course of training, 1 single lie can get you out of the Officer Cadet course. Why? Because honesty brings honour and respect from the soldiers under your command in future! This applies not only in soldiering, but also in everything that we do. In the work environment, in the family culture or within our social circle. When you're honest and trustworthy, people will be drawn to you. They know who they can turn to in times of need, in every aspect of life. It's better to be honest with a mistake that you've made in the past than to cover it with a lie. If you want to be successful in what you do, keep honesty as your top priority.

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## *#84 Value Constructive Feedbacks*

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As mentioned in hack #81 on people's opinion, there are no contradiction here as we want to take into consideration feedbacks that are truly constructive. These feedbacks are not from naysayers, but from someone who truly cares for you, has more authority or more seniority than you. Constructive feedbacks are important so as to allow yourself to see where you can improve on and a direction for the way ahead. I know that sometimes it is hard to accept constructive criticisms when they come, but they are useful and helps you to improve yourself as a person, so do not take them to heart. Always welcome constructive feedbacks. Learn from them and press on stronger!

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### *#85 Add Value And Over Deliver*

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When you agree on an assignment or take on a task, never settle for the minimum requirement but always deliver **more than required**. This means adding more value into your contents that will really be useful to the recipient of your work or services. This is a good habit to pick up and is very useful in all you do. When you over deliver consistently, people will recognise you and know that you're capable and dependable. Doors of opportunities will open up to you as people refer their friends to you for your services or other opportunities just because you've built a credible reputation. Put in that little more effort in what you're doing, and I can assure you that you'll see more results. 😊

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### *#86 Stop Comparing Yourself To Others*

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We are all beautifully and wonderfully made by God. Of the billions of people in this world, not a single fingerprint is identical! Think about that. There is no one who thinks exactly the way we think and act exactly the way we act. Some of us are better at sports, some at languages, some at speaking, some at technology, some at cooking... the list goes on. We all do best at our individual niche, and we are all unique to each other. One of the most dangerous and toxic emotions is jealousy, that will eventually lead to bitterness if you hold on to it long enough. The problem that most of us have, is we tend to compare whatever that we have, the Good and the Bad, with someone else. And the truth is, this cycle is never going to end! Because there will always be someone better! Someone may be monetarily rich, but he has a broken family. Someone may have nothing on him, but because he is generous with whatever little left he has, he has true joy. Someone may have fame like a celebrity, and you think they are living the life, but deep within, they are feeling empty and lonely. Just because someone may have something that you don't yet, don't start comparing yourself to them and allow jealousy and bitterness to kick in. There is something that you have that he/she doesn't have. Count those blessings and be grateful for them. Don't live life comparing. You are God's perfect masterpiece. 😊

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## *#87 You Can't Succeed If You Don't Take Risks*

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If you really want to be successful in life, you need to take some risks! I'm not saying to bring all your savings to the Casino and take those risks (Tip: you'll never get truly rich in the Casino consistently because probability doesn't allow you to win 😊), but what I'm saying is sometimes for you to see success, you need to take a leap of faith into the unknown, with calculated risk. Bill Gates would have never founded Microsoft if he didn't take the risk to travel in the wilderness of the unknown but stayed in school instead. Warren Buffett would not be one of the richest man in the world if he didn't take the risk with the stock market. The bottom line is, if you truly want to be successful, you have to take that leap of faith out of your comfort zone into the unknown and start exploring what you did not know before! Remember, take only risks that you can afford to lose.

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## *#88 Surround Yourself With Successful People*

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Have I not told you, that positivity is contagious? When we surround ourselves with those who are successful and motivated, we increase our chances to success! Successful and positive people carry a spirit different to others. When others say that you can't, successful and positive people says you can! When others say no, successful and positive people says why not? When others tell you to not take the risk, successful and positive people who have been there and done that will say you'll never know till you try. As you start to hang out and submerge yourself with positive and successful people, you'll soon realise that people are drawn to the way you live. These people are going to influence you to be a lot better than what you are. And this is also why the 101SuccessHacks community is created, to be that success and positive community where you can always glean on for constant positive reminders. 😊

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## #89 MYOB- Mind Your Own Business

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One of the most significant issues that people face is worrying about what others are doing. We all have this tendency to peek into someone else's life and start comparing their lives with ours. If we see something that is interesting in their lives, we want to seek and find out more and in that process of finding out, we lost focus on our own business! This is the reason why some people spend thousands of dollars attending courses after courses in hope to make more money (I was guilty of this before), but in the end, there was no breakthrough because they were not focusing on their own business! See what you're interested in, decide to pursue it, and then make it your business. That means focusing, investing and minding on your own business.

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## #90 Realize That En-Route To Success, You Will Fail

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Thomas Edison, the inventor of the light bulb, was called "too stupid to learn anything" by his teacher, fired from his first 2 jobs for being "non-productive" and made **1,000** unsuccessful attempts at inventing the light bulb before he light up the world with his 1,001th attempt. Can you imagine? For a normal person, we would have given up at the 100<sup>th</sup> attempt, maybe 200<sup>th</sup> or at most 500<sup>th</sup> attempt on something that we do. Herein lies an important lesson for us: **En-route to success, we will fail**. But the question is, how do you respond when you fail? Do you give up or do you continue pushing on? If we give up, we lose everything - our time, effort, sweat and tears. If we push on, we are that one step closer to success. Remember this quote by Thomas Edison himself whenever you meet with failure, "*I have not failed, I just found 10,000 ways that won't work*".

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## #91 Do What You Say You Can Do

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Make your words count. Be a man of your words. This is how we make our words weighty and build trusts with those around us. If you say that you are going to do something to someone, get it done no matter who they are. If you are not sure if you can deliver on your words, don't say them at all. When you make a promise to someone, stay true to it and make sure it is delivered. Never make an empty promise to anyone.

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## *#92 Treat Everyone Equal*

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Whether you've achieved a high level of success or still a success in the making, never despise anyone! Never despise the days of someone's small beginnings. Treat everyone equally and fairly, no matter their status. Stay humble, down to earth and be open to help anyone. Always remember to not do unto others what you do not want others to do unto you!

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## *#93 Go To Bed Early*

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Yes, all of us were once guilty of this. We love late nights and hanging late. But what we don't realize is the health issues that comes with the lack of sleep. You feel tired, fatigue and dreadful the next day. Getting the right amount of sleep is crucial to not only your creativity and mental health, but also weight control. Getting the proper sleep your body needs sets you up for success in everything else you want to achieve. So next time if you want to watch one or more episode on Netflix, think again!

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## *#94 Waking Up Early*

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In conjunction with hack #93, when you sleep early, you'll naturally wake up on the right side of the bed. But if you have the habit of waking up late, you're literally wasting half your day away! Why is it that successful people seem to have much more time to accomplish more things than others when we all have the same 24 hours a day? It is because they choose to wake up early! Waking up is not an easy habit to cultivate, but it is absolutely necessary. One more point, snoozing your alarm and going back to sleep for 5-10 minutes more will only make you feel worse. Make sure you get a no-mercy alarm clock that runs on steroids, and let it kill that morning lethargy for you every single day. 😊

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## *#95 Give Back*

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The billionaire entrepreneur, Richard Branson, founder of Virgin Airlines, says that “It is amazing how focusing your mind on issues like health, poverty, conservation and climate change can help to re-energize your thinking in other areas.” Successful people agree with Anne Frank: “No one has ever become poor from giving.” A study conducted on the wealthy habits of successful individuals found that 73% of wealthy people volunteer for five or more hours per month. Nothing helps put things in perspective and reduce stress more than helping those less fortunate. Always remember that you’re always blessed to be a blessing to everyone around you!

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## *#96 Delegate*

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John C Maxell once said, “If you want to do few small things right, do them yourself. If you want to do great things and make a big impact, learn to delegate.” As difficult as it can be, it is important to give up some degree of control and delegate certain tasks. We all only have 24 hours a day and if you really want to focus on your priorities and become a huge success, you’ll need to trust others to take care of the things that are less important to you. Look back as your checklist of items, and begin to evaluate the importance of each of those tasks, and decide to delegate the tasks that are not imperative for you to perform, yet still needed to get done. Now you have more time to focus on your priorities – one of the keys to become successful.

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## *#97 Remember Who Helped You On The Way Up*

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Never forget those people who helped you on the way up. These are the people who believed in you and pulled you up when you were down. They had no idea what (if anything) you could do for them, but they simply helped you because they believed in you. They might not expect a thank you, but you should take time to acknowledge them always. Loyalty is precious and rare, so guard it closely. Becoming known as a person who remembers those who helped out will encourage others to help you in future. Never pass an opportunity to pay it forward when you have an opportunity to do something to help someone. 😊



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### *#98 Never Blame Others For Your Problems*

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Successful people don't blame others for their problems. They would rather take ownership and responsibility for their own lives. They never use phrases like "well, it's not our fault, it's the sales department to blame" or "the stock market is just going crazy". They don't make excuses and point fingers at other people. **They take ownership.** When you start looking into yourself instead of others, you'll soon begin to take ownership of your own life, and that's where true growth begins.

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### *#99 Understand Exactly What Makes You Upset*

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People who are unstable often get upset and when you ask them why, they don't really have an answer. Successful people take charge of their emotions, and understand exactly the circumstances or situations that are emotion triggers, and know how to handle them when they happen. When they experience a circumstance which is an emotional trigger, they don't experience an unpleasant surprise. They already have an answer for a response for different scenarios. Manage your emotions. It should not be the other way around!

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### *#100 Never Avoid Topics Because They are Uncomfortable or Difficult*

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What differentiates someone who is successful from others is the avoidance of difficult situations. One way people brush difficult topics off is just to simply say, "let's talk about it later", and the next time the topic is brought up, they will give the same excuse. Successful people realize that it is much better to address the topic sooner rather than later, because situations don't get better, they get worse unless they are addressed. Besides, it always feels better to solve things that are difficult and remove that obstacle from your journey to success. 😊

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## #101 ENJOY LIFE

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Ultimately, life is meant to be enjoyed! While aiming to achieve success, never stop enjoying life! Play, travel, net-flicks, run, swim, meet new people, explore new places, be grateful for everything, and gain as much experience as you can in this life! Everything has its own time and place! You cannot fully experience a successful life if all you are doing is working towards your own success in one area of life and miss out the simple pleasures of life! ☺

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## Conclusion

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There are so many things that can be done to help you achieve your goals and achieve a successful life, but you cannot do them all at once! Many of the hacks that I have shared with you in this success manual can be bundled along with each other and carried out together, but you do not want to attempt all of them all at once for a start, but instead, review the hacks once in a while. Trying to change a lot of areas of your life all at once can be overwhelming and will only strain and add more unwanted stress to yourself. Let it be a gradual change.

I suggest that you pick a couple of the hacks that resonates to you best and work on them for a couple of weeks. Once you have perfected those hacks, add in a few more (not forgetting the ones you began with of course) and realign yourself against them again.

You can have a successful life if you are really **COMMITTED** to. Keep your mind focused on your goals and use the 101 Success Hacks eBook as a guide, source of motivation and direction. I trust that my 101 Success Hacks eBook has **added massive value** to your life and you have genuinely enjoyed it. I fully believe that we'll achieve the successes that we want in our lives as we uplift and encourage each other down this journey of success together! Look forward to my next success newsletter to your inbox as I share more success tips with you! In the meantime, here are some helpful resources that I've researched on that may very well lead to your next breakthrough! Rooting for your continuous success! ☺

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Shawn Josiah

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## RESOURCES

### Self-help



[Panic Away](#) – For anyone suffering from anxiety attack, you know by now that this is a debilitating sickness. This program is one of the best solutions aside from taking medication that only temporarily solve your problems. You can try it for free if you're sceptical about this program.

<http://101SuccessHacks.com/panicaway>



[Manifestation Breakthrough Kit](#) – Turn your wildest dream into reality. Grab your FREE bonus copy of your manifestation breakthrough kit today!

<http://101SuccessHacks.com/manifestationbundlekit>

- Remove bad habits
- Learn 5 times faster
- Eliminate fears and panic attacks
- Improve your social skills
- Enhance your physical abilities
- Achieve any goal
- Help your body heal
- Discharge stress
- Enjoy your life!



[Powerful Mind Mastery](#) – When you master your mind, the sky is your limit when it comes to success! We all know how our mind-set is the most important when it comes to success. Give this program a go and learn how to program your mind to stay focus on your goals!

<http://101SuccessHacks.com/mindzoom>

## RESOURCES

### Weight Loss And Health Improvements



**Drop 3 Dress Sizes in 7 Days?**

See this amazing little tip women are using to lose weight fast. [See Tip >>](#)

VenusFactor.com

[The Venus Factor](#) (*Women only*) – Ever wondered how to effectively lose weight, what dietary to upkeep and what type of food to avoid? The Venus Factor is here to help unlock the secrets to women weight loss!

<http://101SuccessHacks.com/thevenusfactor>



**The 3 Week Diet**

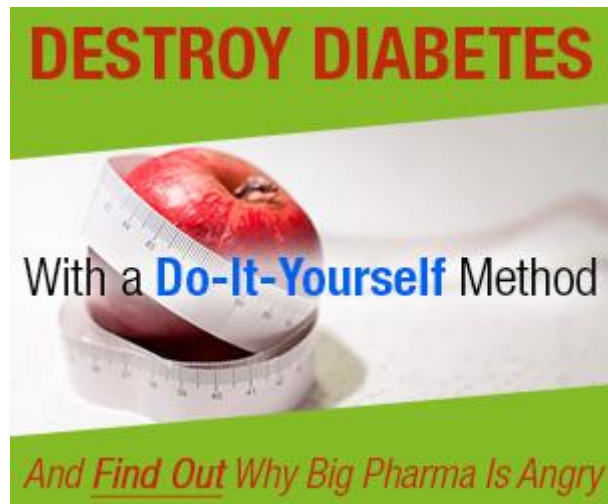
A Foolproof, **Science-Based** Diet that's

**100% Guaranteed** to Melt Away 12 to 23 Pounds of Stubborn Body Fat in Just 21-Days

**CLICK HERE**

[The 3 Week Diet](#) – The 3 Week Diet is one of the most popular weight loss programs around! It is based on a fool-proof, science-based diet that's guaranteed to melt away those stubborn fats!

<http://101SuccessHacks.com/3weekdiet>



[Diabetes Destroyer](#) – Each year, 11,000 people saw their type 2 diabetes mysteriously reversed, but even their doctor couldn't say why. Check out how a diabetes researcher solved this decades-old medical mystery here!

<http://101SuccessHacks.com/diabetesdestroyer>

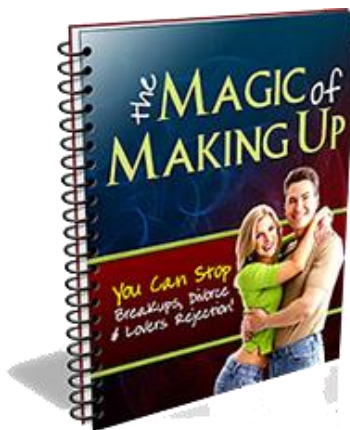
## RESOURCES

# Relationships and Dating



[Text The Romance Back](http://101SuccessHacks.com/texttheromanceback) – Discover the secrets to turn even the biggest romantic numbskull into “Prince Charming” just by pushing a few buttons on your cell phone!

<http://101SuccessHacks.com/texttheromanceback>



[The Magic Of Making Up](http://101SuccessHacks.com/themagicofmakingup) – Stop that break up, divorce or lover’s rejection! You may think that your situation is hopeless, but don’t settle until you check this out!

<http://101SuccessHacks.com/themagicofmakingup>

# Save The Marriage



Click Here To Begin Saving Your Marriage!

[Save The Marriage](#) – Marriages in crisis are not static. If they are not improving, they are worsening. Only appropriate action can reverse this. Take action and save your marriage now!

<http://101SuccessHacks.com/savethemarriage>

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Enjoyed what you've read? Drop me a mail to share how these Hacks have helped you!

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Join our Facebook Community where like-minded positive people come together at:

<http://Facebook.com/101SuccessHacks>

If you haven't already done so, sign up for my FREE Personal Development Email Newsletter to receive more practical success hacks and regular inspirational updates to help you accelerate your success:

<http://101SuccessHacks.com/bonusgift>

Thank you for being part of this success movement to spread the encouragement and positivity for the success of everyone. I wish my mission and work resonates well with you. 😊

I look forward to connect personally with you through my newsletters, website and Facebook community. Keep in touch!

To Your Success,  
Shawn Josiah  
Founder

<http://101SuccessHacks.com>

<http://Facebook.com/101SuccessHacks>

