

44 Habits

of

High Achievers

1. Know your Why - Give thought to your reasons and motives. This boosts motivation and courage to continue.
2. Avoid time wasters - time is an investment. So wisely choose what you do. When time is over, it's either lost or invested.
3. Have a morning routine - They give structure, good mood and energy to the day.
4. Keep a journal - It keeps yourself on track towards your goals. Writing down your emotions can help deal with stress.
5. Be on time - It's an important habit. It reduces stress and improves relationships by being polite and appreciating other people's time.
6. Wake Up Early - get more done, feel more motivation and accomplishment right from the beginning.
7. Plan your day - Best the night before. A plane without a plan won't get where it has to. So never start a day without a proper plan.
8. Polish your skills - your best skills determine your wealth, when using them. Become the best in that field by polishing those skills.
9. Buy less things - Buy experiences instead. Experiences bring people more happiness than material goods.

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10. Learn to listen - hear others out. Don't judge too early. You can often learn more. And it pays to be patient and polite.
11. Make Your Bed - Sounds silly? Making your bed starts a chain reaction of other productive habits throughout the day.
12. Procrastinate on checking email - Put your plan first. Emails dilute your priorities. 90% of emails are time wasters anyway.
13. Stay organized – Plan your activities, keep things in their right place, structure your day, your tasks and your possession.
14. Avoid busy-work - For each task, decide if it is necessary and has priority. Being busy feels great. But progress comes from doing the right things.
15. Choose your company - You become similar to who you are surrounded with. Choose inspiring, Cheerful people with healthy attitudes.
16. Cultivate contacts - Keep a network of people. Know who has the right skills for the right tasks. Nourish those relationships to have them if needed. Also give back value to your network.
17. Keep yourself fit - a healthy body improves memory, minimizes stress, makes happier.
18. Communicate clearly - Many mistakes can be prevented by clear communication. This keeps wasting time and money low. It's not about spilling out your first emotions and thoughts. Also use right tone and body language.
19. Talk to yourself - improve and perfect your inner dialogue. Use it, don't let unconscious dialogue guide you.
20. Read a lot - Reading helps you learn from the mistakes and successes of others. It gets you out of usual narrow thinking box.
21. Get 8 hours of sleep - Less sleep actually makes less productive. Even if it seems we could get done more. Stick to a consistent sleep schedule. Same time each day.

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22. Practice gratefulness - Write down the 3 things you are most grateful for at the end of each day. The attitude of gratitude improves mood and physical health.
23. Meditate - it improves memory, relieves anxiety and bad mood. It can prevent and mend depression
24. Keep a good attitude - Attitude is a decision not a consequence of circumstance. Good attitude increases your chance for success.
25. Manage your emotions - They influence your thoughts and behavior. So learn to use them wisely. Don't fall prey of them.
26. Ask more questions - And actually listen to the answers.
27. Get Deep Work time - plan distraction-free time periods each day. Use them to get things done by fully concentrating on your high value activity.
28. Do one thing at a time - Multitasking is a myth. It will make tasks much slower. It makes feel more anxious and scatterbrained.
29. Do most the important thing first - This sets the tone of pride and success for the rest of the day.
30. Don't compare to others - Competition makes anxious and unsocial. Compare yourself to your former self. Get inspired by improvements over time.
31. Spend valuable Me-Time - Reflect and re-load your energy. Take a walk. Best in nature. Green relieves stress and improves the immune system.
32. Help or Donate - it improves your surrounding, and increases happiness more than earning more money for yourself.
33. Undivided Attention - Put your phone away when spending time with others. It improves relationships and makes communication more effective.
34. Have close relationships - Research shows, genuine social connection is the best predictor for happiness.

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35. Have your own rules - Why stubbornly stick to established rules? Is there an easier, quicker way for getting to the goal? Make your own rules. But keep morality and legality.
36. Train your muse - make a habit to work even if you don't feel like. The mood often comes when rolling.
37. Have only 3 important items a day - Eliminate as much other stuff as possible. This skyrockets productivity
38. Minimize distractions - Batch check emails and social stats, then turn off the notifications for some hours.
39. Learn to say no - Saying “yes” to something equals saying “no” to another thing. Wisely learn to say “yes” to the right things.
40. Have a quality breakfast - A great engine deserves great food to run in best performance mode.
41. Deliberate practice - All skills come from hard work. Some even say talent is a myth. I believe this is true to most extent.
42. Smile - Smiling reduces stress and increases happiness. If this lifts the mood of others, it will lift yours in turn.
43. Train creativity - It can be trained just like a muscle. Many tasks and obstacles can be easily mastered with the right idea.
44. Be generous - spending money for others leads to greater and happiness than spending it on yourself.



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