In order to stay on top of your game and reach the level of success you want, you need to follow a certain set of self-induced rules. Success is not something that happens by accident; if you want it bad enough, you will get it. Learn the habits that successful people do and don’t practice in order to reach their own success.

1. THEY DON’T WORK IN THEIR COMFORT ZONE.
What is your comfort zone? Your comfort zone is defined as:

“A psychological state in which a person feels familiar, at-ease, in control, and experiences low anxiety.”

When you get outside of your comfort zone, it doesn’t mean that you should strive for a constant state of anxiety and stress. It simply means that, in order to grow, you should try new things and expand your horizons.

The reason we are comfortable in our comfort zone is because we are not taking risks when we are in this state. When we live in our comfort zones, we are living life like hamsters on a wheel, going around and around in a constant cycle, but going nowhere in our lives.

Famous motivational speaker, Les Brown, said it best with, “If you put yourself in a position where you have to stretch outside your comfort zone, then you are forced to expand your consciousness.”

Leslie Calvin "Les" Brown (born February 17, 1945) is a motivational speaker, author, radio DJ, former television host, and former politician. As a politician, he is a former member of the Ohio House of Representatives. As a motivational speaker, he uses the catch phrase "it's possible!" and teaches people to follow their dreams as he learned to do. He was the host of The Les Brown Show.

2. THEY DON’T DO WITHOUT FIRST LEARNING.
Learning is what we do best. The greatest thing about learning is the benefit that we receive in all aspects of our lives. Successful people strive to continue learning new things and expanding on things those they already know.

If we stop learning, then the only thing we can do is settle with what we already know; if we settle for that, then there is no way to expand our minds. Expansion is essential on the path to success. Since our minds require learning for expansion, we must never stop seeking new knowledge.

Imagine what would have happened if Bill Gates stopped learning and growing. The internet would be much more primitive than it is today. But because he followed his dreams and continued growing, he founded one of the biggest companies in the world and it is still flourishing and growing today.

William Henry "Bill" Gates III (born October 28, 1955) is an American business magnate, philanthropist, investor, computer programmer, and inventor. In 1975, Gates co-founded Microsoft, the world’s largest PC software company, with Paul Allen. During his career at Microsoft, Gates held the positions of chairman, CEO and chief software architect, and was the largest individual shareholder until May 2014. Gates has authored and co-authored several books.
3. THEY DON’T FEAR ASKING FOR ADVICE.
Richard Branson, a famous entrepreneur, stated, “When you need to make hard decisions, being able to discuss your ideas with entrepreneurs and business leaders who have solved similar problems can make all the difference.”

Asking for advice is not always easy. We think that we have the same opportunity as everyone else and sometimes feel insecure and dependent, so we decide not to ask for advice, and try to figure it out ourselves. But this could be greatly limiting us from reaching our full potential, because the advice we might be seeking could be something that somebody knows very well.

4. THEY DON’T GET LOST IN THE SMALL DETAILS.
When life gives us seemingly endless opportunities, it is very easy to get lost in the small details. The small details are very easy for us to become focused on, thus causing us to miss out on the overall vision, also known as the “big picture”.

Focusing too much on the smaller details constricts your ability to see how everything ties together. Much of our lives hinge upon the connections that we make with others and with ourselves. If we get lost in the small detail, it is like having missing pieces to a puzzle. How are we supposed to solve that?

Imagine what would have happened if Henry Ford only saw the small details. When building the company that Ford is today, he knew that he must do something different if his company was to succeed. After many people told him it couldn’t be done, his company continued improving upon the smaller details until they got it right.

Henry Ford didn’t focus too much on the small details, which were the hundreds of times he failed; he saw the overall goal and knew that it could be accomplished. It required seeing the bigger picture to make it happen.

5. THEY DON’T MULTI-TASK.
Multitasking is typically viewed as a skill that only certain people possess. But truth be told, nobody actually has the ability to multitask. Multitasking is known to actually decrease productivity. Those who are successful focus on one specific task and do that task to the best of their ability without interruption.

When you multitask, you limit your ability to fully focus on one specific task at a time. Successful people utilize the talents and abilities that they have by focusing it on one task and one task only.

Emma Watson said, “I just dropped my iPhone in my soup. I think it might be time to tone down the multitasking.” This demonstrates how destructive multitasking is highlighting the fact that when we multitask, we are greatly limiting ourselves.
6. THEY DON’T LIE TO THEMSELVES.
Lying to yourself is one of the easiest things for you to do. It is much more difficult to accept the problems that we have without make excuses for them. Successful people understand that we will encounter problems, both internally and externally.

But it is important to accept the problems that reside in our lives, rather than not dealing with them and lying to ourselves about them.

As Steve Maraboli said, “Stop lying to yourself. When we deny our own truth, we deny our own potential.”

7. THEY DON’T PROCRASTINATE IN ASKING FOR FEEDBACK.
Feedback is important, because it gives you a different perspective on your current situation. Sometimes you are not able to see the answer that is right in front of you. But when someone gives you feedback, it allows you to see something from the perspective of someone else.

If you procrastinate asking someone for feedback, you are missing out on time that could be put towards accomplishing your dreams. The longer you wait, the harder it is to utilize advice that others can give you.

“I think it’s very important to have a feedback loop, where you’re constantly thinking about what you’ve done and how you could be doing it better,” entrepreneur Elon Musk once said.

8. THEY DON’T FOLLOW, THEY LEAD.
You have probably heard the phrase “lead, follow or get out of the way.” There are two types of people in this world: leaders and followers. The ones who are successful are the ones who are leading the pack. Successful people are not successful because they got there by chance. They did not follow somebody to the finish line. They paved their own path in life to get where they needed to be.

Just as the great Robert Frost stated, “Two roads diverged in a wood, and I — I took the one less traveled by, and that has made all the difference.”

“Do not follow where the path may lead. Go instead where there is no path and leave a trail.”
~Ralph Waldo Emerson

Emerson reminds us to push into new areas and take people where no one has yet been.
9. THEY DON’T LET THE PAST DICTATE THEIR FUTURE.
The past is something that we will never change, nor should we want to change it; because without it, we would not have learned the lessons we needed to learn. Therefore, we would wind up making the same mistakes over and over again until we learned the lesson that life is trying to teach us.

At one time, businessman Shahid Khan washed dishes for $1.20 an hour. His humble background did not prevent him from thinking bigger though. With a net worth of $3.8 billion dollars, he now owns Flex-N-Gate, one of the largest private companies in the U.S., the NFL’s Jacksonville Jaguars, and Premier League soccer club Fulham.

Shahid "Shad" Khan (born July 18, 1950) is a Pakistani-American billionaire businessman. He is the owner of the Jacksonville Jaguars of the National Football League (NFL), the English Football League Championship team Fulham F.C., and automobile parts manufacturer Flex-N-Gate in Urbana, Illinois.

As of May 2015, Khan's net worth is over $4.6 billion. He is ranked 121st in the Forbes list of richest Americans and is overall the 360th wealthiest person in the world. He is also one of the richest persons of Pakistani origin. Khan was featured on the front cover of Forbes magazine in 2012, associating him as the face of the American Dream. (Wikipedia)

10. THEY DON’T HANG AROUND NEGATIVE PEOPLE.
Negative people are very destructive to be around when it comes to achieving success, because there are so many situations that life throws at us and causes us to get down on ourselves or our situation. But some people like to focus on this aspect of life the majority of the time.

When you are around negative people enough, you start to see things negatively and you begin to lose sight of your dream. Success is more about mindset than anything, and if you always have a negative mindset, life will reward you with negative outcomes to deal with.

To be successful requires focus and determination. It seems that every successful person follows similar patterns. Therefore, it’s easy to see why they are where they are. They knew what they had to do in order to achieve their dreams and they didn’t let anyone or anything stop them from getting there.

You have the power in yourself to become one of those successful people you admire and look up to.
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11. THEY DO MEDITATE.

“Remember that it is in the application alone that the value consists
Now make the application: Select a room where you can be alone and undisturbed; sit erect, comfortably, but do not lounge; let your thoughts roam where they will but be perfectly still for from fifteen minutes to half an hour; continue this for three or four days or for a week until you secure full control of your physical being. ... it is absolutely essential to secure complete control of the body before you are ready to progress.”
~Charles F. Haanel The Master Key System

What do these 10 influential business leaders say has helped them achieve (and sustain) a high level of success?

1. Rupert Murdoch, Chairman and CEO, News Corp
2. Padmasree Warrior, CTO, Cisco Systems
3. Tony Schwartz, Founder & CEO, The Energy Project
4. Bill Ford, Executive Chairman, Ford Motor Company
5. Oprah Winfrey, Chairwoman & CEO, Harpo Productions, Inc.
6. Larry Brilliant, CEO, Skoll Global Threats Fund
7. Ray Dalio, Founder & Co-CIO, Bridgewater Associates USA
8. Russell Simmons, Co-Founder, Def Jam Records; Founder of GlobalGrind.com
9. Robert Stiller, CEO, Green Mountain Coffee Roasters Inc.
10. Arianna Huffington, President & Editor-in-Chief, Huffington Post Media Group

"If you have a meditation practice, you can be much more effective in a meeting; Meditation helps develop your abilities to focus better and to accomplish your tasks."
~ Robert Stiller, CEO, Green Mountain Coffee Roasters Inc.

Meditation helps the practitioner to see him/herself objectively. There is a maturing process that accelerates in the mind of a meditation practitioner. The first ten ideas presented in this lesson are more fully integrated when one learns to turn within and allow the mind and emotions to calm and settle.

Traditionally, meditation was situated within the context of a set of religious beliefs, teachings, and practices. The objective was to alter everyday consciousness to reach a state of receptiveness to the goals of the tradition. The customary meditation posture involves sitting in a cross-legged position on a cushion with an awareness of bodily position. This is what the common person thought in the 1960’s and 70’s.

Today, westerners understand that there are variations that include lying down, standing, and walking as well as other forms of movement such as yoga and qigong. Modern meditation groups may sit in chairs. Eyes can be closed or open and unfocused. Meditation may be performed individually or in groups. Some meditation teachers emphasize that meditation is a state of mind involving awareness and acceptance, and can thus be done at any time in the midst of any activity.
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There are countless forms/styles of meditation, but most fall into four general categories: concentrative, open awareness, mindfulness, and guided – as well as the broadly defined practice of mindfulness.

Concentrative Meditation: In this practice the objective is to cultivate a single-pointed attention on some object, such as a sound, an image, the breath, or a flame. Through the training of consistently returning to the object of focus, the mind develops the capacity to remain calm, stabilized, and grounded. Many Western meditation teachers start beginners with this practice, most commonly focusing on the breath. In some advanced practices, states of bliss may be reached. The most well-known and researched form of the concentrative type in the West is Transcendental Meditation (TM).

Open Awareness: The objective of these forms of meditative practices is to open the mind into a panoramic awareness of whatever is happening without a specific focus. Often this awareness is compared to the spacious sky or a river with objects floating by. The capacity to be present with whatever arises is developed through this practice. The Zen sitting practice zazen, or shikantaza, is an example of this form of meditation practiced in the West.

Mindfulness: The most popular, widely adapted, and widely researched meditation technique in the West is known as mindfulness meditation, which is a combination of concentration and open awareness. Mindfulness is found in many contemplative traditions, but is most often identified with the Theravadan Buddhist practice of vipassana, or “insight meditation.” The practitioner focuses on an object, such as the breath, bodily sensations, thoughts, feelings, or sounds. The focus is not as narrow as in concentrative meditation, for there is a simultaneous awareness of other phenomena. This mindfulness practice is often extended to daily actions, such as eating, walking, driving, or housework. The contemporary Western adaptation is typically removed from the rigorous contemplative training method of empirical introspection traditionally associated with Buddhism, which has as its objective the development of equanimity and clarity of perception.

Guided Meditation: All forms of meditation can be guided, and many are often practiced with recorded or in-person guidance at first, and then later with decreasing need for explicit guidance. In one form, called guided imagery, the practitioner follows auditory guidance from a teacher or recording that elicits certain images, affirmations, states (such as peacefulness), or imagined desired experiences. Guided imagery is popular in the West to facilitate health and well-being and is often used to rehearse successful outcomes of procedures, such as surgery or an athletic performance.

There are scores of variations of meditation, most of which range along a continuum of some combination of concentration and open awareness techniques. Defining and understanding the type of meditation being practiced represents some of the most important and challenging factors in the field of scientific meditation research. The difficulty of creating clear and consistent definitions of meditative practices is evidenced by the discrepancies found in many academic descriptions of meditation.
There are many different types or Styles of Meditation and classes are available in most cities throughout the world. In the U.K., Canada and the United States of America a student can typically find teachers who give instruction on these styles:

1. Zen meditation
2. Transcendental Meditation
3. Mindfulness Training
4. Kriya Yoga
5. Relaxation Response
6. Mental Silence
7. And a host of others.

A simple internet search of “Meditation Programs” in your area will help you find what you need.

The important thing to remember is that the form or style must fit you. If the style doesn’t fit, you won’t practice, so try different styles and then settle into one.

Group meditation is helpful in supporting a private practice. By committing to sit in silence with a group of people, you will be supporting in making meditation an everyday part of your life.

In conclusion: Experiment and play with the ideas presented here and always keep your mind open to new ways of appreciating the world around you. As you share that appreciation, you will see that others will be drawn to you and as your circle widens and you move forward, that which might have seemed elusive has become a reality in your life.