

# The **Motivation** Companion



**77 Powerful Ways To Get Yourself  
Motivated Anytime So You  
Can Reach Your Goals Faster**

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# Introduction

Getting motivated and staying motivated isn't such an easy task. Even people who are successful in business and in personal relationships fall into slumps and find it hard to get motivated.

If you're in a slump right now, you know exactly what I mean. No matter how many successes you've had in the past, it all seems irrelevant now. It seems like no matter how hard you try, no matter what you do, you won't be able to achieve your goals; and even if you do, you're not sure that accomplishing them will make you feel any better.

Fortunately for you, no matter how bad it seems right now, it doesn't have to stay that way. You have a lot of options when it comes to breaking free of your slump and getting motivated. In the remainder of this guide, I will detail exactly how you can do it.

By the time you're done, you'll have a powerful arsenal of tools at your disposal, which you can use to get motivated, stay motivated, and achieve all of your goals.

So get started, find the motivation you need, and break free of your slump!

## **Tip #1 – Set a Goal**

When it comes to getting motivated, nothing is more important than setting goals. Setting goals allows you to fix your attention on a single idea—something that you truly want to achieve, but will not achieve in the near future.

Above all else, having goals allows you to visualize how your life will be different when you accomplish them. Perhaps your workload will be lighter; or your appearance will improve; or your business will perform better in the long run.

So start by setting some goals today. Decide what it is that you truly want to accomplish; and then write that thing down on paper.

## **Tip #2 – Ignore Obstacles**

It's true that the world is filled with many obstacles. And these obstacles often make it hard to accomplish our goals. But what's also true is that we suffer from cognitive biases that prevent us from taking action simply because obstacles exist. That is—we place an inordinate amount of weight on the significance of obstacles, even if they aren't very challenging.

So, from now on, ignore those obstacles. Don't allow yourself to fixate on them; and don't allow yourself to procrastinate when you think about how difficult the challenges will be.

Instead, you should stay fixed on your goals; and pretend that the obstacles don't exist. When it's time to confront them, deal with them then, but before then, simply pretend that they don't exist and push forward with your goals.

## **Tip #3 – Think in Terms of Benefits**

When you think about your goals, try to visualize the benefits that will come from them. Focusing on benefits, rather than abstract goals will help you to understand how accomplishing your goals will palpably improve your life.

For instance, when you think about a goal, you might consider:

1. How accomplishing it will make you feel
2. How accomplishing it will improve your business
3. How accomplishing it will make you richer
4. How accomplishing it will your schedule freer, so that you have more free time to spend with your family

Focusing on these benefits will help you develop a clearer, stronger rationale for accomplishing your goals.

## **Tip #4 - Relish Small Victories**

Staying motivated is often harder than getting motivated in the first place. This is why it is important to find daily ways in which you can celebrate your achievements; and use these achievements to gain momentum, so that you can stay motivated in the long run.

You can start by defining your goals more clearly. Decide exactly what it is that you want to accomplish; and then break those goals down into a series of objectives that you want to achieve along the way.

Each time you achieve one of these objectives, you should make it a point to celebrate your successes. Give yourself a small reward, take a break, or let

others know about what you have accomplished. This will make you feel better about yourself; and will reinforce your achievement of additional objectives.

## **Tip #5 – Create a Detailed Plan**

Confusion and disorganization often makes it hard to get motivated. When we don't know what's coming next, it's hard to move from step to the next without getting lost.

Instead, we have to follow an entirely ad hoc path. At each point in time, we must make new decisions about what we should be doing; and if we haven't thought it out in advance, there's a good chance these will be bad decisions.

This is why it is important to map out a detailed plan before you attempt to achieve some goal. As soon as you have a break in your schedule, you can look at the plan to find out what you should do next. This will prevent you from sitting around for long periods of time without any work to occupy you.

Another benefit of having a detailed plan in advance is that it will emerge from long-term thinking and considerations. This is much more likely to lead you in the right direction than a plan that emerges from minute-to-minute considerations without focusing on where you should be at the end of the day.

## **Tip #6 – Start Small**

Whenever you set goals, you should always start small. If you accomplish your small goal too quickly, you can always set another. But if you get stuck on a “big” goal that you can't accomplish, chances are you will give up—and perhaps without making any progress towards the smaller goals.



So start small. If you're learning to play the guitar, learn one chord at time. Get good at that and then move to the next. If you're learning how to do calculus, set a small goal of working through textbook chapter every two weeks. Or if you're planning to boost traffic to an Internet-based business you own, then set a goal to increase your traffic by 10% over the course of the next month.

Again, aim small. If the goal turns out to be too easy, then you'll only be more encouraged by your progress when you surpass your goal easily. But if you start out big, you could find yourself highly discouraged.

## **Tip #7 – Think Positively**

Thinking positively may sound like generic advice that has no value, but in fact, it is a critical component of success in our life, our personal relationships, and our work. Thinking positively shapes how you see the world, how you make decisions, and how you feel about those decisions at the end of the day.

So, next time you start thinking "I can't do this," think again. Start with the premise that you can do it; and then figure out how. For instance, maybe you can't do the task by yourself, but if you ask for the help of others, you may find that the task is trivial.

No matter what you do, don't give in to negativity. Thinking negatively will drain your motivation; and make it much harder to achieve your goals.

## **Tip #8 – Break Big Goals Down into Little Goals**

As I've mentioned in other tips, it's important to break your big goals down into little goals. Big goals, by themselves, are not necessarily a bad thing. But if they aren't approached correctly, they are likely to lead to disappointment and frustration.

So, do yourself a favor: break your big goals down into goals that are manageable. If your "big goal" is to have a multi-million dollar business, start building that plan month-by-month.

For instance, decide what you want your business to be able to achieve in the next month; and then the month after that. String these goals together, so that they all achieve your final goal in the end.

## **Tip #9 – Read About People Who Have Had Success**

One of the best ways to get motivated is to read about others who have had success in your field. The reason for this is that reading about other people who are successful will make their goals and stories seem more real to you.

There's another good reason to read about other people's successes. If you're like most people, you can visualize yourself being successful, but along the way, you probably have a harder time visualizing how you will overcome all of the challenges along the way. Reading about how others faced challenges and overcame them will help you to see how you can do it, too.

## **Tip #10 – Don't Give Up Easily**

In some situations, it makes sense to quit. For instance, if you are implementing a new marketing plan for your business; and it turns out to be enormously expensive and generates no profits, it may be a good idea to give up on it and try something else.

In many, many other situations, however, we give up when there is no good reason to do so. Perhaps we're about to finish some very difficult task, but we run into an unusually long string of snags right before we complete it. As a result, we get so discouraged that we simply give up.

Well, it's time to put an end to this. No matter how tired you are, no matter how discouraged you are, don't give up. If you can't finish something tonight, give yourself a break, and finish it up the following day.

## **Tip #11 – Exercise**

This might seem like a strange way to get motivated, but it is possibly one of the most effective ways. When we are out of shape and carrying around a few extra pounds, it becomes much easier to feel worse about ourselves.

Indeed, not exercising can take a serious toll on your self-esteem. It can also make you feel generally lethargic and physiologically uncomfortable. And when you do, it becomes harder to focus on your work, your goals, and your personal relationships.

So, get exercising! Even if you don't shed all of that extra weight, exercise will make you feel happier and less distracted.

## **Tip #12 – Improve Your Diet**

As with exercise, adhering to a better diet can help to motivate you, even if you do nothing else. The reason for this is that improving your diet will regulate your blood sugar, improve your focus, and alleviate any physiological distractions.

With fewer distractions, you will be able to bring your full talents to bear on any project. You will see better results; and this will encourage you to work harder on new projects.

In addition to the direct effects on your productivity, you are also likely to find that your mood will improve once your diet improves. You may find yourself becoming more optimistic; and less bogged down in the challenges your project presents.

## **Tip #13 – Plan Your Morning**

One of the most important parts of getting motivated is planning your day. I suggest you consider starting with the following schedule, which many successful, motivated individuals follow:

1. Wake up early. Perhaps earlier than you are accustomed to.
2. Eat a nutritious breakfast.
3. Do light exercise (such as jogging) for 45 minutes.

Beyond that, you can schedule your day however you decide. But the first three steps are important ones. If you find yourself getting off on the wrong foot each morning, you'll probably find that your bad mornings will pass through into bad days.

On the other hand, if you follow these steps, you'll significantly improve your chances of having a good day. You had a good—but not too filling breakfast—and you already got your exercise out of the way. You also woke up early, so you didn't lose precious morning hours to sleep.

## **Tip #14 – Time Your Daily Activities**

One good way to get motivated and accomplish your goals is to find ways to become more efficient; and then to do them. For instance, let's say that each day, you have to do mailings for your business.

When you first started doing this, you probably thought a lot about the process. But after a while, you locked yourself into a routine; and started doing everything automatically.

If you find yourself doing this now, it might be a good idea to start keeping track of how long it takes you to do these routines. For instance, if it takes you 15 minutes to re-organize your work area at the end of the day, then time yourself to see if you can do it faster. Challenging yourself to do this will get you in the habit of thinking new ways to improve how you carry out these daily routines.

## **Tip #15 – Find Out When You Work Best**

Earlier, I mentioned that many successful and highly-motivated individuals wake up early, eat breakfast, exercise, and then shower. You may try this and find that it works for you, too; however, you may alternatively find that it doesn't work for you.

If it doesn't work for you, it's no big deal. The key is to find what works well for you; and to do it. If you work best very late at night, then work late at night. Don't burn yourself out by working all day at a slow or moderate pace, only to have nothing left when you reach your peak working hours.

As a general rule, it is a good idea to experiment with your schedule, find out what truly works best for you, and then stick to it.

## **Tip #16 – Get to Know Yourself Better**

When it comes to getting motivated and achieving your goals, few things are as important as truly understanding who you are, what you want, and how you respond to various situations that life presents you with.

So, get to know yourself better. Next time you make a plan for the day, think about whether you have carried out similar plans in the past; and, if not, why you weren't able to do so. This will help you to gain a better feel for how you are likely to respond to this plan if it is implemented.

Over time, if you make a conscious effort to do this, you will begin to understand yourself better. You will not only know what makes you fail, but how to overcome it. And you will not only know what makes you succeed, but how to ensure that it is always present.

## **Tip #17 - Write Your Goal Down**

One good way to encourage yourself to accomplish your goals is to write them down on paper. Until you do this, you will never convince yourself that your goals are concrete, inflexible, and something worth accomplishing.

However, once you write them down, you have no way to escape. You can simply look at a document on your computer or on the piece of paper you wrote them on; and you can see exactly what your goals were. If you aren't accomplishing them, you can hold yourself accountable.

So start writing your goals down. As soon as you have them on paper, you also have a way to hold yourself accountable—to make sure that you are living up to your own standards.

## **Tip #18 – Reward Yourself**

One of the best ways to motivate yourself to achieve goals is to provide yourself with tangible incentives for doing so. For instance, if you work at a sales-based commission job and you want to push yourself to sell more, then you may want to commit yourself in the following way:

If you make over a certain amount in commissions for the week, you will spend 25% of everything you make over that amount on something for yourself; or on a nice evening with your significant other.

You might immediately think: “that’s a lot to spend on a weekly basis.” But the point is this: if you can encourage yourself with good incentives to not only make as much as you would normally make, but more, then giving yourself that incentive not only makes you richer, but it also finances nice evenings with a special person in your life.

## **Tip #19 – Think in Shades of Gray**

Often, when we think about goals, we either think “either I will accomplish this goal in one week or I will never accomplish it at all.” Unfortunately, things don’t always work out this way. More often than not, we’ll run into a snag when we attempt to accomplish goals; and we’ll need to reformulate our plans accordingly.

And this is precisely why it is important to think in terms of shades of gray, rather than black or white (success or failure). If things don’t work out this week, it’s okay. Take stock of your progress; and then figure out how you can do things differently over the course of, say, the next week to ensure that you don’t miss that goal again.

## **Tip #20 – Tell Others About Your Goals**

When it comes to accomplishing your goals and staying motivated, it is important to employ “commitment devices.” A commit device is any strategy that will give strong incentives to adhere to your commitment, even when there is no third party enforcing that commitment.

One good commitment device you can employ is to get others involved in your goals. Tell them about your goals; and tell them what you’re going to accomplish and when you’re going to do it.

Now, when you’re attempting to accomplish your goals, you’ll have a built-in mechanism reinforcing your efforts: shame. If you fail to accomplish what you set out to do, you’ll have to report this to others; and look stupid as a result.



## **Tip #21 – Give Yourself a Break**

Throughout our lives, we repeatedly hear that hard work is the key to success. But sometimes it isn't. In some cases, working harder and longer hours won't bring you closer to your goal; it will only move you further away from having perspective—and it will only sap your energy further.

So make sure you take breaks. Take some time to step away from your goal, re-think it, and decide whether it is truly something you want to accomplish. And, better yet, take some time to think of other things, too. If you let your goal completely dominated all aspects of your life, you may find yourself drained and unable to continue.

## **Tip #22 – Enjoy Your Life**

This shouldn't need to be said, but often it does: if you don't enjoy what you do on a regular basis, then you're going to have a very difficult time achieving your goals. The reason for this should be obvious: even if you "know" you should be working towards your goals, the pain and discomfort associated with them will push you too far in the opposite direction.

This is why it is important to make sure that you enjoy your life, even as you work towards very difficult goals. You can start by revising your current approach to accomplishing your goals, so that they become more enjoyable.

For instance, let's say your goal is weightloss; and let's also say that you find it painful and embarrassing to go to the gym. Well, instead of doing this, consider taking long walks in the evening. This could do the job of helping you lose weight, but without requiring you to be severely uncomfortable.

## **Tip #23 – Discard Your Fear of Rejection**

Another reason why we often fail to accomplish our goals is that we fear rejection. For instance, when it's time to fill out a detailed application for a high-paying job, we simply might not be able to do it. In the back of our minds, we know it is a good idea, but at the same time, we worry that the application will lead to a rejection—or, possibly, an interview followed by a rejection.

So we don't apply. And we rationalize it by saying that we would have been rejected, anyway, so we might as well save the time that we otherwise would have wasted writing the application.

In moderation, this sentiment makes sense. But once it begins to permeate every aspect of your life, dominating your emotions; and forcing you to accomplish very little throughout the day, it has become pathological and needs to be dealt with.

## **Tip #24 – Don't Fear Failure**

Another thing we often do is live in complete fear of failure. We spend so much time convincing ourselves that we cannot accomplish something (and that when we fail to accomplish it, our lives will be horrible) that we stop working towards it all together.

Instead of trying to accomplish the goal; and being disappointed only if we fail, we convince ourselves to hedge against failure by only putting in half as much effort as we could. Just like fear of rejection, fear of failure can be highly detrimental to our personal and business endeavors.

If you want to be truly successful in your field, it is critical that you stop living in fear of failure. If it happens, it happens. But if it doesn't need to happen, then don't force it to happen with self-sabotage.

## **Tip #25 – Do Less**

Often, we are told to do more. And that, if we don't do as much or more than others, then we're somehow not worthy of success and will never achieve it. Well, if you're someone who is sick of trying to constantly do more, I have good news for you: this simply isn't true.

Yes, it's important that you work hard. And, yes, it's important that you dedicate yourself to your work. But it isn't true that slaving away for endless amounts of hours will bring you great success. In fact, to the contrary, many successful businesses have sprung out of simple ideas that arose from big-picture insights.

If you want to gain those big-picture insights, you have to cut down on the amount of things you're doing at once, so that you have time to step back, look at the big picture, and then come up with ideas.

## **Tip #26 – Avoid Procrastinating**

One of the most destructive things you can do to your productivity and to your goals is to procrastinate. Of course, everyone knows this; and it is certainly simple to say and to understand, but doing something about it is an entirely different story.

I personally suggest that you tackle procrastination issues by making a conscious effort to determine why you have them to begin with. For instance, are you

procrastinating when you get bored with your work? Or do you procrastinate when you run into a snag and can't immediately see how best to get around it.

It's important to know the cause; and to focus on different strategies you can use in each case. For instance, think about how you can continue plowing through your work, even if you encounter something that doesn't allow you to do things in the order you'd prefer.

## **Tip #27 – Take Walks**

From time to time, it's normal to get bored with work and to want to do something different. If you're self-employed or if your employer will permit it, it may be a good idea to spend this time doing something equally as productive, but different and refreshing, rather than simply getting bored and procrastinating.

Personally, I suggest that you spend this time taking a walk. It's a good way to unwind, get some physical exercise, and distance yourself from your work in a healthy way. By the time you return, you'll be refreshed and ready to get things done.

## **Tip #28 – Start Your Day Early**

As I mentioned early, many successful individuals follow a similar morning routine. Regardless of whether or not you want to try the full routine yourself, I personally suggest that you at least try to start your day earlier, unless you have compelling reasons not to do so.

Of course, you can't start waking up three hours earlier starting tomorrow. Instead, phase in the shift gradually. Go to sleep when you are tired at night, but

then wake up 15 minutes earlier each day. Keep doing this until you are waking up at 6am or earlier.

## **Tip #29 – Let Yourself Day Dream A Little**

Day dreaming can go a long way in helping you to stay motivated. It can help you to visualize how you will feel and how your life will be tangibly different when you finally accomplish a goal. And from these day dreams, you can draw motivation to ensure that all of those things happen.

With that said, it is important not to let day dreaming overshadow the deep, thoughtful, analytical thinking that is needed in order to actualize those goals. So let yourself dream and visualize, but also try to remain alert, focus, and ready to solve problems and tackle challenges.

## **Tip #30 – Create a Personal Slogan**

This might sound stupid or clichéd, but consider creating a personal slogan for your life and goals. What is that you want most? Do you want to travel the world? Do you want to become financially secure or independently wealthy? Do you want to attain a certain type of lifestyle for your family members?

All of these things can go into your personal slogan. Just think about what it is that you want to do; and then make it a slogan. Whenever you're tired and dispirited, remind yourself of your slogan and what it means to you.

## **Tip #31 – Create a Blog**

One good way to stay motivated and to stay focused on your goals is to create a blog that tracks your progress. And once you do it, invite your friends, family members, and the general public to read it.

This is an excellent example of the type of “commitment device” I mentioned earlier. By keeping a public account of your struggles and victories, you can draw in others; and use their commentary, approval, and disapproval to give you the right incentives.

Now, if you fail horribly, you’ll do so in front of everyone. This is a strong incentive to get things right or to face the consequences.

## **Tip #32 – Make a Good Playlist**

Another good way to motivate yourself is by using music. Music, if used correctly, can sustain a good mood or prolong a bad mood. Think about what songs make you happy and keep you motivated; and use those to create a good playlist.

Of course, you won’t always be able to listen to music when you’re at work; or when you’re trying to accomplish your goal, but if you find yourself in a serious rut, then it may be a good idea to load that playlist on your iPod; and use it to extract some motivation.

## **Tip #33 – Make Yourself Accountable to Someone Else**

Continuing with the theme of “commitment devices,” it usually a good idea to find ways to make yourself accountable to someone else. Whether that person be your boss, your husband or wife, your parents, or someone else important in your life, give them a stake in your success. Keep them abreast of your decisions; and encourage them to push you harder when you need it.

This can work especially well with your spouse, if you explain to him how achieving your goal will help the entire family. If he understands this, then he will also do whatever he can to ensure that you are successful in your endeavors, too (otherwise, he, too, will lose out).

## **Tip #34 – Keep a Log**

One good way to make sure you are working toward your goals is to keep a log of everything you do on a daily basis. If you’re working, include it in your log. If you’re exercising, include it in your log. If you’re eating, including that, too. And if you’re procrastinating and aimlessly surfing the Internet, then include that also.

The log will allow you trace your steps back at the end of the day. If something went horribly awry, you can figure out what it was. And if something went particularly well, you can also find out what it was, so you can replicate it in the future.

## **Tip #35 – Create Conflict**

Creating artificial conflict is a great way to motivate yourself. Next time someone tells you that you can't do something, remember it. Harbor that conflict; and use it to motivate yourself to prove that person wrong.

This might sound like an unhealthy technique (and, indeed, it is if it is taken too far); however, when used in moderation, it can be quite successful. Olympic athletes, such as Michael Phelps, and others have used this technique to summon the strength and energy they needed to train; and ultimately to execute.

## **Tip #36 – Forget the Big Picture**

The big picture is important. Thing is something we all know; and we've all heard a hundred times. But sometimes, it's better not to think about the big picture, but instead to think about the road that will get you there.

If you find yourself thinking too much about how great it will be once you accomplish something, always remember that the tough part is accomplishing that thing in the first place—not enjoying it after it has happened. So use that day dreaming and visualization to inspire and motivate you, but avoid getting bogged down in grandiose dreams of what might be.

## **Tip #37 – Challenge Yourself**

Few things are less inspiring than finding yourself unchallenged with your work and life. But this is exactly where many people find themselves at some point along the path to one of their goals.



If you're in this position now, you need to figure out how you can break free. Otherwise, you will find yourself becoming increasingly disenfranchised as your work and life become increasingly routine-driven.

## **Tip #38 – Push Hard, Fail, and Ask for Help**

One of the things that prevents many people from succeeding is a fear of asking others for help. In most situations in life, there is someone other than us who knows better; and would be willing to help us if we'd only ask.

But we don't ask them. Instead, we plod away endlessly, wasting time, and ultimately having nothing to show for it. Instead, I suggest that you push hard towards your goals, fail if you can't do them; and, then, after accepting failure, approach someone else for help.

The first time you do this, you may find it is quite difficult. But after a while, you'll realize that it isn't as bad as what you were doing before: wasting endless amounts of time trying to do something that you didn't truly understand.

## **Tip #39 – Rationalize Your Goals**

Creating goals and writing them down is an important part of keeping yourself motivated. However, by themselves, goals may seem meaningless and possibly even unattainable.

This is why it is important for you to rationalize each of your goals. You can do this by sitting down, thinking over your goals carefully, and making an attempt to explain why it is that each of them is important.

For instance, if your goal is to make \$150,000 next year, why is it that you need to make that amount? Would you like to move into a nicer home with your family? Or would you like to buy a boat? Or would you like to pay off debt?

## **Tip #40 – Spend Time Relaxing**

One important part of staying motivated is knowing when to stop working. Of course, working hard is important; but beyond a certain point, it becomes largely counterproductive. Instead of getting more work done, you'll get a lot of work done, become burnt out, and then accomplish very little if everything.

So, instead of burning yourself out, set aside time to relax, rejuvenate, and prepare in advance for the work that must be done to accomplish your goals. Instead of working slowly all day, make it a point to get a tremendous amount of work done when you're working on your goals; and then rest when you aren't.

## **Tip #41 – Use Aromatherapy**

In the previous tip, I talked about using rest and relaxation to get motivated and to stay motivated. One way in which you can do this is by using aromatherapy. This is the use of scents to alter your mood.

You can perform aromatherapy by using a combination of scented oils; or by burning aromatherapy candles. Whatever way you choose, spend some time to research your choice of scents, so that you pick ones that will induce moods that are conducive to work or to relaxation (depending on how you are using them).

## **Tip #42 – Visualize Your Goals**

There's a growing amount of evidence that visualization can play an important role in helping people to attain goals. Visualization is the practice of focusing on something you plan to do in the future; and then mentally simulating everything as it plays out.

Professional athletes often use visualization to imagine themselves winning races, scoring goals, or coming back from disadvantages. Walking through the motions in advance of the actual scenario can make it easier and more natural when the actual event occurs.

This phenomenon has been documented well by psychologists; and if you truly want to achieve your goals, it may be a good idea to use it from time to time.

## **Tip #43 – Create a Support Network**

One of the factors that typically differentiates those who achieve their goals from those who do not is a strong support network. At the very least, this means a network of individuals who are willing to support you emotionally; and are there for you whether you succeed or not.

At the most, this network could also include those who will support you financially, as you endeavor to start your own business or organization—or as you go back to school.

Whatever your situation is, the stronger your network is, the better off you will be. Even if you don't have financial support, it would be good to have strong emotional support from your family members.

## **Tip #44 – Seek Out the Help of Others**

One common reason people give for not accomplishing their goals is that they hit a snag and were never able to get through it. Eventually, they got discouraged and gave up, assuming it would be impossible to get through it.

In life, no matter what you do, there is probably someone who understands certain parts of what you're doing better than you do. It might be because they approach problem solving in a different way; or it might be because they have more experience in the field.

Whatever the reason may be, it is important for you to seek these people out and ask for their help. If you find yourself stuck on the same snag for hours, days, or weeks; you need to start asking for help.

## **Tip #45 – Build Good Habits**

We all know how bad it is to build and reinforce bad habits. It can be as simple as trying something once, finding out you like it, and then continuing to do it on a regular basis, even if you know it's detrimental to your work schedule or personal life.

One trick to getting motivated and achieving your goals is to do the opposite of this: to build good habits, to reinforce them, and to allow those habits to govern your behavior on a daily basis. Of course, saying this is easier than doing it. All you have to do is find out when you work best or when you think clearest; and then reinforce habits that push you to work or think at those times.

## **Tip #46 – Toss Away Unimportant Hang-Ups**

In relationships, hang-ups are little things that drive you away from a person you otherwise could have a long, meaningful relationship with. They're stupid and trivial, but for whatever reason, they have a tremendous amount of power over you.

In business, people have hang-ups, too. They don't like asking others for help, even if they don't have a good reason for not doing so. Or perhaps they are unwilling to listen to others' ideas.

Whatever the case may be, hang-ups can be very destructive to your goals in life and in business. Make an effort to discard them, so that they don't detract from your success in the long run.

## **Tip #47 – Always Try to Learn**

If you're like many people, you get as much information as you need to complete a task, and then you shut your brain off to new information. For instance, at work, you might be learning to use a new software program. As soon as you learn all the basic controls, you no longer feel motivated to continue to learn about it.

This can be highly detrimental to success at work, as it can prevent you from truly mastering your surroundings and your tools. I personally suggest that you instead make an attempt to adopt a continuous learning model, where, each day, you make an effort to learn at least 1 new thing about your surroundings and your tools.

## **Tip #48 – Make Friends with People who Motivate You**

No matter what goal you are trying to accomplish, your friends will play a role in determining how successful you are. If they cheer you on, check up on you, and encourage you, you'll remain motivated; and you'll accomplish that goal in short order. And if they tell you it's impossible and that you'll surely fail, you'll feel less confident; and you'll give up when the going gets tough.

This is important to keep in mind when you're choosing your friends. You don't want to completely filter out people who have a tendency to be negative, but if you make an effort to surround yourself with those who are positive and supportive, you'll soon find that your goals are easier to achieve than you otherwise thought.

## **Tip #49 – Think About Your Strengths**

Self-confidence is an important part of motivation. When you feel confident about your skills and abilities, you also feel confident that you can carry out the task at hand with some degree of success. To the contrary, when you lack confidence, it almost always translates into poorer performance.

This is why it is so important to stay focused on your strengths, rather than your weaknesses. If you do focus on your weaknesses, focus only on how you can eliminate them. But what is even better is if you focus mostly on your strengths; and think about how you can use them to your advantage, no matter what position you find yourself in.

## **Tip #50 – Unify Your Goals**

Like most people, you have many goals. Some of them relate to work. Others relate to your spouse and children. And others might relate to physical fitness, hobbies, or goals you have outside of work.

Whatever your goals may be, it is useful and important to unify them by spending some time to see exactly how it is that they interact with each other. For instance, doing better at work might increase your salary, which might improve your relationship by easing financial burdens and constraints.

You might also consider how improving your physical fitness might improve your relationship with your spouse; and make you feel more comfortable and at ease at work.

## **Tip #51 – Just Work**

One of the best ways to accomplish goals is to sit down, make a short plan, and then begin working immediately. Don't give yourself time to doubt your plan, to meander about other options, or to debate whether or not your approach is correct.

Instead, begin work immediately and do not look back. If your plan wasn't good, you'll encounter challenges; and you'll figure out how to overcome them. But if your plan was good, your hard work will pay off generously, as you rapidly move toward your goals.

## **Tip #52 – Make Excuses to Win**

Often, when we know we won't accomplish something, we give ourselves excuses for losing. We tell ourselves that it doesn't matter if we don't lose the weight now. We can lose it next year. Or it doesn't matter if we don't get the promotion. We'll figure out some other way to scrape that extra money together that we need.

This is a very pervasive coping mechanism that we use when we think we might not succeed. Instead of pushing ourselves harder to accomplish our goals, we prepare ourselves for what we see as probable failure.

If you're more concerned with letting yourself down easily, then this approach might be for you. Otherwise, you need to take a different approach. I personally suggest that you make excuses for yourself to win, rather than to lose. Tell yourself why it is that winning is so important; and don't talk yourself out of it.

## **Tip #53 – Set Deadlines**

Setting deadlines is an important part of accomplishing your goals. Without deadlines, you cannot know if you are making progress. And without deadlines, you cannot see what parts of your plan you are accomplishing; and what parts of your plan either may not work or may need to be approached differently.

So, make it a point to set deadlines for all of your projects. Set a deadline for when you will have a complete plan finished by. And set a deadline for when you will begin working on the project. And, finally, set deadlines for each important objective you must complete along the way to your goal.



## **Tip #54 – Take Steps to Become Flexible (or Inflexible)**

As with most things in life, flexibility is a continuum. On one side, there are people who tend to be rigid and unchanging, regardless of the circumstances; and, on the other side, there are people who are willing to jettison any plan or project as soon as news of a different approach becomes available.

When it comes to responding to news about your business or life, it's always good to be very flexible; however, beyond some point, it may become detrimental, since your current plan or project may actually be the best way to proceed.

So, spend some time thinking about where you should become more flexible; and also think about where it might be best if you remain a little rigid and slow to change.

## **Tip #55 – Prepare for Each Day**

If you're like most people, you don't make a conscious effort to prepare for each day. You grudgingly roll out of bed, shower, eat breakfast, and then head to work. All of your actions are automatic—and come naturally after years of repetition. You don't even have to think about what you're going to do next.

While routines can make our lives easier, they can also prevent us from preparing for what the day will bring. Even though we might be able to foresee common challenges and come up with good ways to respond to them, we choose not to because we have fallen into the trap of not thinking.

So, try to break free from your routines. Spend time thinking about how you can engage your challenges, improve the day ahead of you, and stay motivated and inspired throughout.

## **Tip #56 – Read Motivational Blogs**

As I've mentioned earlier, reading other people's stories and hearing about how they've motivated themselves, how they've overcome challenges, and how they have experienced successes can be highly motivating.

For this reason, it's a good idea to keep an eye on other people's blogs who work in the same field or niche as you. Find out what they do on a daily basis, what inspires them, and how long it took them to finally achieve the same goal you're after. All of this is helpful and possibly inspirational material.

If you're not sure where to find blogs like this, you can go to <http://www.blogcatalog.com> or <http://www.bloghub.com> and look for blogs in your niche. Alternatively, you can look at general motivational blogs.

## **Tip #57 – Read Books that Motivate You**

One good way to get motivated is to read books that will leave you inspired and ready to leap back into your work. For some people, novels do the trick. Reading a novel allows them to pretend to be a hero or an underdog in some alternative world; and imagine how they would deal with situations. By the end of the chapter, they are riveted and ready to return to work.

For other people, it helps to read autobiographies or books that are explicitly written for motivational purposes. For instance, you might read something by a

self-help expert. Or you might read an autobiography by someone in your field or niche.

## **Tip #58 – Watch Movies that Inspire You**

In addition to reading blogs and books, watching movies can also prove to be inspirational. If you're at the end of your wire and can't do anything else, step back, take the night off, and watch a good movie.

Even if the movie has nothing to do with your own situation, it might generally carry a motivational overtone. For instance, it could be an epic fantasy or science fiction movie about good overcoming evil. Or it could be a drama in which a single parent overcomes struggles; and ultimately cares for her family while clawing her way to the top at her workplace.

No matter what genre you select, just remember to look for something that will leave you in a good mood, feeling restored and motivated to begin work.

## **Tip #59 – Add Motivational Posters and Quotes to Your Office**

Ultimately, motivation is internal. It comes from a concerted effort on your part to stay motivated to achieve your goals. But there are many things you can do to re-arrange your environment to ensure that your internal effort pays off.

For instance, one common approach people use is to re-arrange their workplace in a way they find inspirational. For instance, they might pick out a particular inspirational poster they like, and hang it above their desk.

Alternatively, some people like to find quotes that inspire them. Sites like the following one contain large lists of such quotes:  
<http://www.heartsandminds.org/quotes/quotes.htm>. As with the posters, you can surround yourself and decorate your office with quotes that inspire you.

## **Tip #60 – Ignore Extraneous Information**

One key attribute of highly successful individuals is that they are often good at filtering out extraneous information. That is—they are readily able to capture the essence of any idea or project; and are ready and willing to discard the rest of the information.

This is an important skill to develop if you haven't already. When it comes to reaching goals and staying motivated, it's important to avoid getting bogged down with extraneous information that leads nowhere except to confusion and analysis-paralysis.

So, begin your filtering efforts today. Next time you're presented with a big concept or idea, make an active effort to discard the information you don't need; and to focus only on what's essential.

## **Tip #61 – Don't Do Things that Make You Bored**

In life, it would be nice if we never had to be bored. If we could simply do only the things we like, then we'd never become distracted as boredom sets in; and we completely lose interest in the task at hand.

If you're bored with your current routine, you should consider mixing things up to keep you motivated. For instance, if you don't have to do things in a way that will bore you, then don't. And if you can space out the boring things, so that they are sandwiched between things of interest, then do that instead.

## **Tip #62 – Switch Tasks Frequently**

As I've mentioned earlier, boredom can often stop inspiration in its tracks. It can take you from a state of mind where you are elated and ready to tackle challenges to a state of mind where you simply want time to pass, so you can be done.

One way in which you can overcome this problem is to switch tasks more frequently than you normally would. Usually, there's a large time cost involved in switching tasks (because you have to find the relevant materials to work with, re-orient yourself to a new task, etc.), but this doesn't have to be the case.

If you spend some time to re-organize your workspace, so that it is easier and costless to switch tasks, then you will be able to do this more frequently. This means that you can simply switch to another task next time you get bored, rather than stopping your current task, but not having the energy or motivation to get setup for the next.

## **Tip #63 – Avoid Things and People That Drain Your Energy**

Some people and activities make you happy, bubbly, excited, and inspired. Others make you sad, tired, lethargic, depressed, and dispirited. It's important to

realize who these activities and people are; and to choose your actions wisely as you encounter them.

If certain people constantly drag you down, then you should make an effort to avoid them. And if certain activities drain your energy, but provide little to no return, then you should make an effort to avoid them, too.

Overall, you should try to shift your activities and relationships, so that you spend more time on those that provide you with motivation; and help you to achieve your goals.

## **Tip #64 – Copy Successful People and Habits**

Sometimes, simply following a template for success is too abstract. Along the way, you'll run into situations where you simply don't know how to respond; or you can't envision how your strategy would suggest that you act in this particular situation.

This is one of the reasons why it is a good idea to learn more about people who have been successful in your field; and to make an effort to copy their habits.

There are a number of ways in which you can do this, including the ones below:

1. Follow the blogs of people who are successful in your niche or field
2. Read autobiographies about people who have been successful in your field
3. Make friends with other people in your field; and learn from them
4. Follow surveys on people in your niche

## **Tip #65 – Make it a Point to Overcome Challenges; and Celebrate Them**

Next time you're faced with a challenge that threatens to prevent you from accomplishing a goal, don't back down or give up. Instead, dig in, think hard, and figure out how you can overcome this challenge. No matter how difficult it seems and no matter how poor your prospects of success seem, push forward until you overcome the challenge.

Once you have overcome the challenge, celebrate it with your family and friends. Go somewhere special with your spouse or significant other. Take the night off from work. Do whatever it is that makes you happy; and will encourage you to continue to overcoming challenges in the future.

## **Tip #66 – Clean Your House and Office**

One of the most important things you can do to increase your productivity, improve your mood, and ensure you reach your goals is to clean your house and office. This might seem like a trivial detail that is only of second order importance; however, it can go a long way in ensuring that you remain motivated throughout the day.

No matter how badly things have gotten, you can always fix them by doing a thorough cleaning. Start by putting papers in their proper places, re-arranging your filing system, and clearing off your workspace.

Even if you're not obsessed with organization and cleanliness, having a neat, well-organized workspace should noticeably lift your mood and make it easier for you to concentrate.

## **Tip #67 – Don't Waste Time Worrying**

One of the most unproductive ways in which you can spend your time is to worry about things that might or might not happen. If they don't happen, then you wasted precious time worrying, rather than working. And if they do happen and couldn't have been prevented, then there's nothing you could have done, anyway, so your time was still wasted.

Finally, if they happened and were preventable, then you should have spent your time figuring out how you could have prevented them from happening, rather than worrying.

In short, whenever you're encountered with a problem, don't worry. Either fix the problem by taking concrete steps or don't worry at all.

## **Tip #68 – Set Realistic Goals**

When we're setting goals, it is easy to get carried away with ourselves; and set a goal that is truly unrealistic and unachievable. While it's a good idea to reach for the sky and be ambitious, setting the bar too high is likely to lead to severe disappointment and failure.

Instead of setting a high bar for yourself, set a lofty, but attainable goal. If that goal proves to be achievable, then you can always take the free time you have available afterwards to set and achieve new goals.

In short, set achievable goal, accomplish them, and then set new goals. This will leave you more satisfied and motivated than if you set unachievable goals and never make progress.



## **Tip #69 – Take a Day Off**

Many people like to think of themselves as a rare breed of hard worker. They would like to believe that they don't need to take days off, that they work harder than most other people, and that their work ethic is the only thing that separates them from everyone else.

If this is how you think of yourself, I wouldn't necessarily say that this is a bad thing. It's important to work hard and to define yourself as having a strong work ethic. However, working too hard and too frequently can be detrimental to your motivation and creativity. For this reason, it is important to take days off, reflect on where you're really going, and re-evaluate your life and career.

So, take a break from your job, your goals, and your business. Relax, think about the future, and make sure you are on the right path.

## **Tip #70 – Make Your Motivation Internal**

As I mentioned earlier, motivation is something that should be internal. You can do a lot to change the environment around you, so that you are surrounded exclusively by positively motivating forces; however, you will never be able to separate yourself from all of the negative influences.

For this reason, it is critical that you develop a strong sense of internal motivation. Even in the darkest hours, you must be able to derive motivation internally; and use that internal motivation to keep moving and keep accomplishing your goals.

## **Tip #71 – Sleep with Your Curtains Partly Open**

Tonight, instead of closing the curtains all the way and jamming a towel under the door to block out any light from creeping in, leave the curtains partly open. Allow the light streaming in through the window to gradually wake you up tomorrow morning—before your alarm clock even goes off.

Allowing natural light to wake you up gradually each morning can go a long way in terms of synchronizing your internal clock. This could improve your mood significantly, making it easier for you to get and stay motivated. It could also ensure that you stay happy throughout the morning.

## **Tip #72 – Drink Some Tea or Coffee**

Sometimes, when all else fails, caffeine is the answer. Whether you drink coffee, tea, or soda, it may be a good idea to grab one if your energy has flat-lined; and your motivation has disappeared with it.

Of course, this strategy won't solve severe motivational problems in the long term, but in the short term, it can go a long way to help you get through the rest of a work day—or to help you push through a difficult project.

## **Tip #73 – Re-Organize Your Computer**

While many people think to re-organize their offices, less think about re-organizing their computer. In fact, this can go a long way towards ensuring that you stay motivated throughout the day and achieve the goals you have set forth.

The reason for this is simple: if you have a disorganized desktop and a disorganized folder structure, you'll have a harder time finding things that you need. The longer it takes you to put together the materials you need for a project, the less you'll feel inclined to do so.

Restructuring your folders and clearing off your desktop can solve this problem. It will make it easy and convenient for you to find everything, eliminating the incentive to give up and move on.

## **Tip #74 – Eliminate Distractions**

Life is filled with distractions of many varieties. Having a disorganized workspace can be a distraction. Responding to an email later, rather than sooner, can be a distraction. Leaving a personal issue unresolved can be a distraction.

Every loose-end left untied and every issue delayed indefinitely can leave you distracted. And these distractions can kill your motivation, leaving you uninterested and unable to achieve your goals.

For this reason, you should spend some time each day eliminating distractions. Do you have meetings coming up, but you aren't sure when they're going to be? Figure it out and put them on your calendar. Do you have emails to send and calls to make? Send the emails and make the calls now.

By the end of the day, you'll feel less distracted, more motivated, and more able to achieve your goals.

## **Tip #75 – Re-Evaluate Your Life and Goals**

Re-evaluating your life and your goals isn't an easy thing to do. It requires a great deal of reflection, planning, and careful thought and who you truly are and what it is that you want to accomplish with the one life that you have.

These are not trivial questions by any means; and so you should ask and answer them carefully. Spend some time to do this on a monthly or bi-monthly basis. Re-acquaint yourself with your life and your goals; and use them to draw motivation for the steps you will have to take next.

## **Tip #76 – Meditate**

When it comes to getting motivated, there are few better things you can do than meditation. Meditation will help you to attain a focus that you may have never achieved in your lifetime thus far.

Meditation will allow you to focus so clearly and so carefully on one topic that many challenges and problems you would have noticed otherwise will fade into the background.

I personally suggest that you try meditating next time you are feeling unmotivated. If it works for you, keep it in your arsenal of tools, so that you can use it whenever you hit a snag.

## **Tip #77 – Post Your Goals Publicly**

As I've mentioned several times throughout this book, it is important for you to find commitment devices that work for you; and to employ them to keep you motivated and to ensure that you have the incentives to reach your goal.

One highly effective commitment device is to post your goals publicly. You can do this in a forum, on your blog, or you can simply announce them to your family members and friends. Doing this will make it harder for you to give up on your goals, as you will be held accountable by your blog visitors, by the forum visitors, and by people you know.

## **Conclusion**

If you truly want to accomplish your goals, you have to start by getting motivated. Without motivation, you simply won't be able to muster up the drive to follow through with your plans, complete your objectives, and eventually reach your goal.

Fortunately, motivation doesn't have to be something that is hard to come-by. It is almost entirely driven by internal moods and decisions. This means that you have a great deal of control over it; and can change it whenever you desire to get better results. It's just a matter of you making that decision and following through.

So, no matter where you find yourself today, there are ways to get motivated, to turn things around, and to accomplish your goals. You can start by working through the 77 tips I've provided in this guide. Even if some of them don't work for you, you'll find dozens of others that will get you moving on the right path; and will help you to sustain your motivation until you reach that goal of yours.