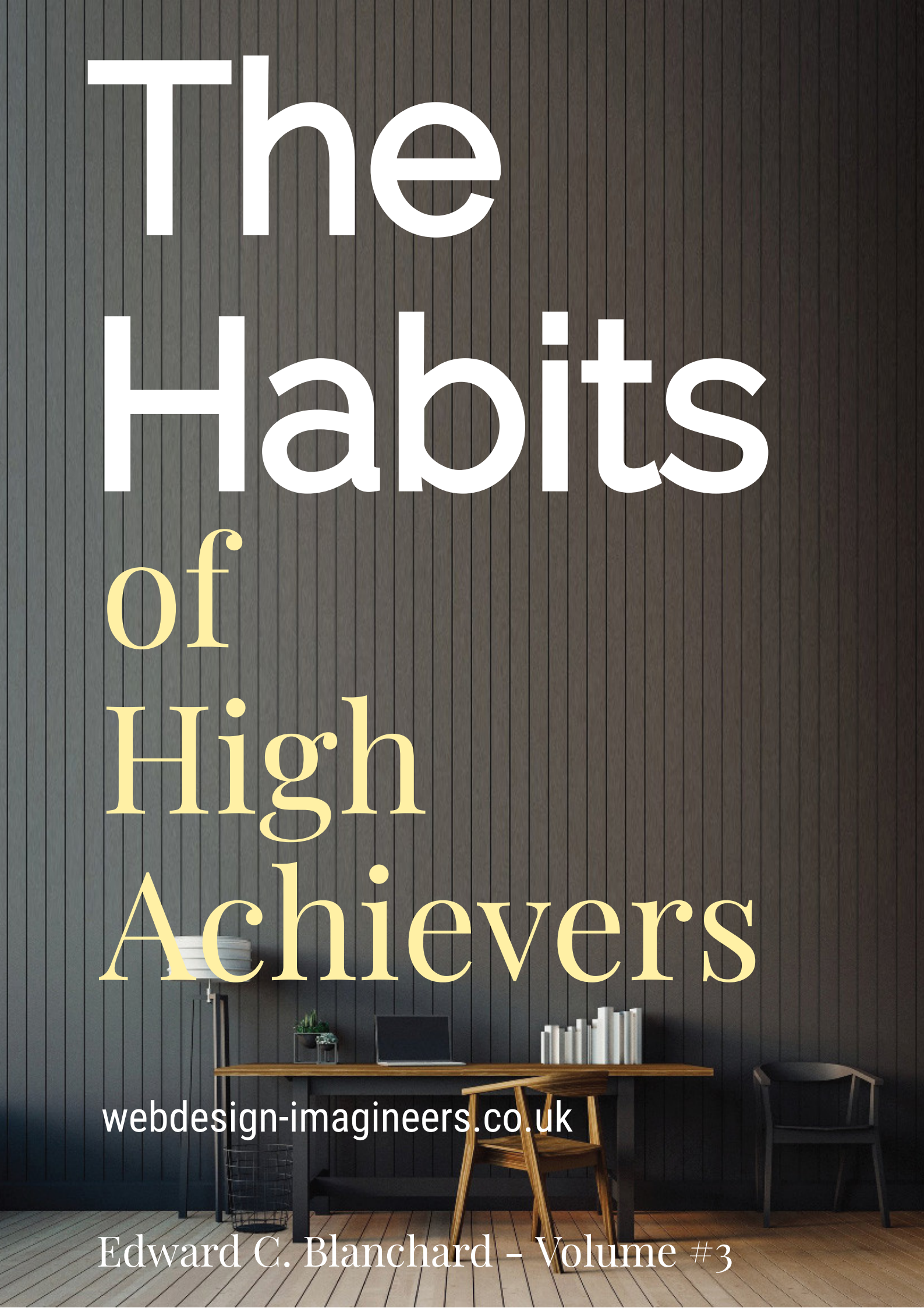
The Habits
of High Achievers
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Edward C. Blanchard - Volume #3

Go Getters Know the Right Way to Prioritize Their Day

Chances are pretty high that you have a very common daily routine that you follow consistently. Most people have a series of tasks that they complete every morning before work, at work, and when they get home.

Usually, there's not a whole lot of thought that goes into this daily routine, but rather it's something that you've built up over time naturally. If you want to become successful, you should be itemizing your day so that you know exactly what you have to do and when you need to do it.

Every day there are things that you need to do, but those tasks can change slightly depending on what you have going on in your life. There are constants like when you'll go to work and when you'll take a shower, but there are also things that can change up - like having to go to the store, having an important meeting with someone, and so on.

In order to accomplish everything you need to do in a day in a timely manner, you should have a strategically made to-do list that has all of your priorities in order. For example, there are certain things that you need to do in the morning, like waking up on time, getting ready, and getting dressed.

Those, of course, will come first. From there, you should be making a breakfast and eating before heading out to work. Of course, things change past this point for everyone.

Every night, you should make time to create a list of everything you need to do the next day and at what times so that you can be efficient and get things done reliably. When you're making such a list, you really want to focus on your priorities.

The more important the task, the earlier you should get it done. Some tasks can only be tackled at a certain time, but tackle those important ones as soon as you can. The faster you get it out of the way, the more time you can spend on things that aren't as crucial, so you won't be rushed the rest of the day and you can rest assured that you got things done.

Many people tend to go for easier things first and worry about the hard stuff later. This, in all honesty, is a horrible practice that rarely results in good things.

Go Getters Stay in Charge of Their Schedule and Don't Let It Take Charge of Them

A common problem that many people face is that they have a hard time saying no to people, and end up with such a crowded schedule that they're not able to get everything done when they need to.

In order to be successful, you need to manage your time appropriately and not overbook yourself so much that you end up without any personal time to work on things that you want to do.

A crowded schedule can be an incredible hassle. It can lead to so many problems, both personally and with others. On the personal side, it can cause you to get stressed out, it can be frustrating, and it'll leave you without enough time to keep working on your success.

With others, you'll be having to disappoint and upset people when you're unable to put in full effort. You'll also have to cancel on some people if their times overlap, leading to someone getting upset.

In order to avoid this, you need to be organized. Whenever you're making plans with someone, you need to have everything on one calendar or schedule that you can check on to ensure that you're not putting too much on one day or overlapping it with something else.

You also need to understand what you're capable of accomplishing in a given day. Everyone works at a different pace, and you can't always be comparing yourself to someone else who might be more efficient than you.

Sometimes it's just a matter of you being naturally slower at working, so if you're cramming your day full of things to do, you're going to get less done and you'll burn out faster.

One of the most important things for you to do to avoid a crowded schedule is to be able to communicate and say no when you need to. If you have two things on the same day that conflict with one another, you need to see if one of them can be rescheduled due to prior commitments.

More often than not, people are fine with you rescheduling a bit. Saying no is also a very important skill to learn. As simple as it may seem, it's actually very difficult for some people to do.

You might not want to let someone down, so you say yes to anyone, but that's more detrimental for you than it is for anyone else. Don't be afraid to tell someone that you can't help them with something if you truly have other things to focus on.

High Achievers Learn and Log Ideas from Others

Sometimes, you might be resistant to the idea of taking a lot of advice and ideas from others. It can feel like you're discrediting your own success because you didn't build it all up from scratch, but rather had to get help along the way.

This is not a success oriented mindset. As humans, we're inherently social creatures, and have found such success in life by working together and building a something greater than what we could hope to achieve individually.

Take that same approach into building up your own success by taking advice and ideas from others. Now, when you want to learn from successful individuals, there's a way to do that without plagiarizing them or just ripping off their hard work.

What you should take note of and emulate is the way that they became successful, and that doesn't mean copying their every move along the way. Learn what mistakes they made, and avoid those.

Understand how they overcame certain circumstances that you may find yourself in at some point. Take away concepts and ideas that you can use to create your own map to success rather than just imitating what they did exactly.

There are plenty of successful people who are more than willing to share their tips and advice for up and coming people trying to accomplish similar feats. Some are more open than others, but if you're able to really take their advice and implement it into some of your own daily activities, then you should see some results.

While it might seem better to build your own success story from the ground up, that's really never how it happens. Any time you talk to someone successful, you can ask them who inspired them and helped them along the way, and they almost always have someone they looked up to that they used as a role model.

You're really not so different. You probably have role models of your own in your career or in life that you want to be like, so there's nothing wrong with learning and growing from them and becoming your own successful person.

Be sure to take notes on what they say to avoid, what they say to look for, and so on. It's crucial advice that could really end up helping you a lot in the long run, and it's in your best interest to take any good advice that you can get.

High Achievers Are Detail-Oriented

A common mistake than many people make is that they're so focused on the big picture and the ultimate end goal that they forget to focus on the smaller details. Some people believe that the details are unimportant, but that's not really true.

In most parts of life, the little details are incredibly important. If you want to be successful, you should be quick to focus on the smallest factors of any project to ensure its success.

Details are so important to a project because if you have a complex project with lots of little moving parts, you want to make sure that everything is correct. Something that you might not have ever considered normally can make a huge difference in whether or not your project hits a roadblock along the way.

You should be looking at all the little things so that you can ensure your success to the highest possible level and at a speed that gains momentum. You should care about the people involved in a project.

If you know someone in that group is a slacker, you know you need to pay more attention to them to ensure that their work is getting done. If you know that someone struggles with something that you're assigning them to do, you should provide them with helpful resources to make it easier on them.

You should know what tasks need to be completed when so that everything progresses smoothly. If you have tasks going out of order, you might get to a point where you have to backtrack before you can progress any further, making it take longer than it should for you to complete that project.

The last thing that you want to do is leave something up to chance or be uncertain about something. It might work a few times, but at some point, you'll hit that point where something you didn't focus on ends up going wrong and your project may ultimately fail.

It could be something seemingly insignificant, but it could still be holding up the rest of the project. Something that you want to avoid when it comes to focusing on all these details is micro-managing.

You should know about all the little details and be able to look at them and see if they're correct, but you don't need to check on everyone involved every five minutes to see how it's all progressing.

Have trust in the people working on this project so that you can evaluate their work, but not walk them through every little aspect of it.

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