

HOW DO YOU SABOTAGE YOUR *Success?*

Everyone has had the experience of self-destructing. It's a strange feeling to know that you ruined the very thing you were trying so hard to accomplish. Most self-sabotage is the result of discomfort. It can be the discomfort of failing, succeeding, or having to perform tasks that are uncomfortable.

You may have heard the saying, "Get comfortable with being uncomfortable." Unfortunately, most of us are well-practiced in the art of avoiding discomfort. This is the most common way we sabotage our success.

Are you sabotaging your success? - Consider these points:

1 Distractions:

The tasks that need to be done in order to be successful are typically less appealing than watching TV, surfing the internet, or spending time with friends. We're experts at distracting ourselves, and the urge to seek out distractions increases with the unpleasantness of the task.

▶ **Solution:** Allow yourself to have distractions, but control when, and how long, you engage in them. You might give yourself 30 minutes of distraction time after three hours of work. Or, you might limit distractions to the evening after your work is done for the day.

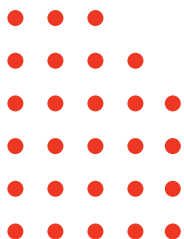
2 Procrastination:

Distractions are one way of procrastinating, but there are countless ways to procrastinate. The general theme is that you're doing something other than what you should be doing.

▶ **Solution:** Be clear on what needs to be done and why.

▶ Focus on just getting started, which is often the most challenging part of working.

▶ Use a timer and see how much you can accomplish in 30 minutes.



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3 Indecisiveness:

Indecisiveness is a success killer. *When you can't make up your mind, progress comes to a stop.* If you wait until you have all the wisdom and information necessary to make the perfect choice, you'll be waiting a long time. You have to pull the trigger and move forward.

- ▶ **Solution:** Be clear on what needs to be done to accomplish your objective.
- ▶ Give yourself a time limit. You might give yourself 10 minutes or a day to make a decision. Then just decide and do your best.

4 Negative thoughts:

For many people, the closer they get to success, the more negative thoughts they experience.

- ▶ **Solution:** Take control of your mind and think thoughts that are useful to you. Cheer yourself on rather than criticize your actions.
- ▶ Ignore the random noise of your mind. You don't have to engage with your random thoughts. You can choose to ignore them.

5 Focus on low-priority tasks:

We like to work on our projects but avoid the most important tasks. The most important tasks are often the least enjoyable, so we avoid them. We tackle the less important tasks because it allows us to feel like we're still making progress.

- ▶ **Solution:** Have a list of tasks to do each day ordered from most important to least. Start at the top of your list and work your way down.



6 Quitting:

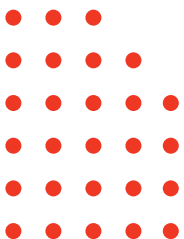
This is the ultimate way to sabotage your success. You can't achieve anything if you quit before you're successful. Many people have a habit of quitting right before achieving success.

▶ **Solution:** Develop the habit of finishing what you start. Avoid caving into the fear that crops up when you're about to find out if you were successful or not. ***Remember that you can always try again, regardless of the outcome.***

Self-sabotage is a great problem to have because you don't need to try to change anyone else. ***In fact, the entire issue is your responsibility!*** This might sound disheartening, but it's easier to change yourself than it is to change someone else.

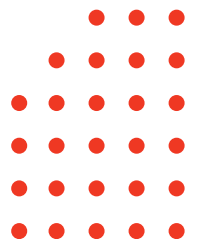
The person responsible for your successes and failures is staring at you in the mirror each day.

Keep these tips in mind as you go through your day and soon, you'll find yourself enjoying your successes instead of bemoaning your failures!



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LIVE THE LIFE YOU DESIRE - *Now!*

It seems that everything you've ever learned is about preparing yourself for a better future. It's easy to get so caught up in the future that you lose the ability to enjoy the life you're living right now.

The Power of the Present

The first thing you should do to take action toward a better life is to **realize the power that the present moment holds**. There are different ways you can truly come to this realization, but the most popular and widely accepted method is meditation.

Meditation allows you to clear your mind. It's refreshing to focus on the present moment when you find the time to sit down and relax without any worries about the past or future.

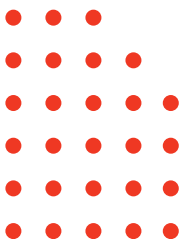
This personal reflection time will allow you to sort out your inner thoughts. On the flipside, take note of the number of times your mind tries to distract you from the present moment. You'll be surprised to see just how many times your mind steals the present moment from you, in order to dwell on the past or future.

Enjoying The Journey

Your journey is all you have. **Your goals are important, but it's the path you take toward your goals that yield many fruits**. You must be willing to enjoy your life and live consciously, even if you haven't yet reached your goals.

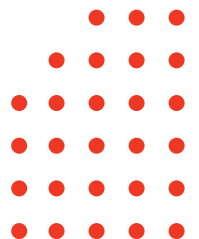
If you have a lofty goal, such as becoming a doctor or the CEO of a large company, realize that it will take much planning and years of experience. Once you reach your goal, you may feel fulfilled, but your life mustn't be unhappy and miserable until you get there!

You can remain happy by concentrating on the present and enjoying the journey. As you make positive progress towards your goal, **you'll know that you're always one step closer**.



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Envisioning Your Future Self

While you should spend a great deal of time enjoying the present moment, you can add to your happiness by envisioning your future self.

Reflect on the feelings associated with the successful completion of your goals. Think about the traits you'll exhibit when you have the life you desire. Now bring those traits into your present.

If you're studying to be a doctor, you're working long days for little or no pay. You're studying at all hours with little sleep. You might feel almost tortured. That's not the desired life you dreamt of having!

This is when ***you should be proud of the steps you've taken so far.*** After all, what you're learning now will shape your future, so you might as well approach today with joyful gratitude!

Live The Life You Want Now

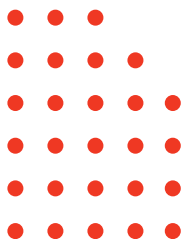
Whether you maintain complete focus on your ultimate goals or not, it's important to live the life you desire right now. You don't know how many days you've been allotted on this earth, and you owe it to yourself to make the most of them!

Keep these tips in mind:

- ▶ Even on busy days, take at least some time for yourself
- ▶ Don't waste your time on people who don't believe in you and your abilities
- ▶ Adopt a "glass is half full" mentality

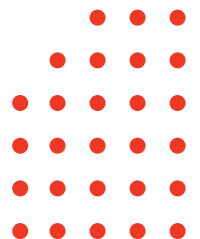
Most importantly, ***you need to believe in yourself.*** Some people are literally afraid of success. They'll put off action toward their dreams indefinitely because they fear success and fear that they're incapable.

You mustn't fall into this negative pattern. ***Don't waste your time on dead ends.*** Instead, take action, learn your lessons, and enjoy the journey!



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HOW TO REPROGRAM YOUR *Subconscious Mind*

Many people go through their lives without understanding why they make the same mistakes, follow the same patterns, and live in the same ruts. They aren't happy with their present situation, but they seem to be unable to make any lasting changes. Are you one of these people?

Perhaps you've attend seminars, read books, and taken courses, but, in the end, fallen back into the same dysfunctional patterns you've always followed! Why does it always turn out this way?

We struggle to make permanent changes in our lives because we input information only into our conscious mind. Here's the problem: your conscious mind is not what directs your behaviors and belief system.

To change your behaviors, you must first reprogram the hard-wired center of your mind: the subconscious mind.

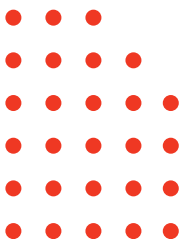
How Does Your Subconscious Mind Work?

The subconscious is the largest part of our mind. It contains all the messages we've received throughout our lives. It holds millions and millions of thoughts grouped into clusters that form beliefs, mindsets and character traits.

The relationship between the conscious and subconscious minds is like an iceberg. The conscious mind is represented by the visible tip of the iceberg, while the subconscious is represented by the gigantic lower portion of the iceberg hidden from view.

You can't see the subconscious in action, but it certainly has a major impact on the voyage you take in your life.

The subconscious is the place where all of your learned behaviors reside. Once you learn to walk, you don't need to consider how to lift and place each foot to take the next step, do you? Of course not! Your subconscious mind automatically controls your steps.



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Your subconscious learns behavior through repetition and practice. Just as it learned to control your footsteps when you learned to walk, it also controls your footsteps in your life's journey based on what you've reinforced throughout your life.

The good news is you can reprogram your subconscious mind by inputting and reinforcing new thoughts and actions! There are several different techniques you can use to tap into the subconscious mind and reprogram how it works.

Here are some strategies you can use to change your mind and change your life:

1 Affirmations:

Affirmations work to change your subconscious mind by using positive, personal, present tense statements to override the embedded negative thinking. By repeating these positive thoughts, you can create new pathways in your subconscious, giving it new attitudes.

Then your subconscious causes you to act in new ways that agree with these new attitudes. For example, repeating: I choose healthy foods at each meal can change your mindset about what you eat and why!

2 Visualization:

Visualization is the act of creating detailed mental pictures that depict a desired outcome so you can see success for yourself. These images stimulate the subconscious into accepting them as reality, which then directs behavior accordingly. Top athletes around the world use this technique during game-time.

3 Hypnosis:

Some types of therapy work with the subconscious mind, including hypnosis. Hypnosis works by easing you into a state of extreme relaxation. Once you're in this state, the conscious mind releases its grip, and the subconscious mind is easier to access.

While under hypnosis, it's much easier to reprogram the subconscious into accepting new thoughts as reality.



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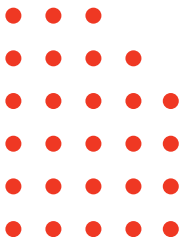
4 Subliminal Audios:

You can use subliminal audios while you sleep. The conscious mind listens to music or someone speaking on one level, but the subconscious mind hears another layer of information recorded underneath the audible portion.

When awake, ***the conscious mind is distracted with the audible portion of the audio***, making it harder to tap into the subconscious mind.

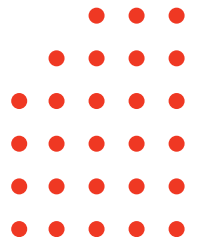
Using techniques like these can help you reprogram your subconscious mind and remove the burden of the negative thoughts buried there. ***Imagine the freedom of living your life without the automatic dysfunctional behaviors you've had driving you for years!***

When you transform your negative outlook into a positive one, you can accomplish so much more. In doing so, your mind will be released from negative programming, allowing you to excel and succeed throughout your life.



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Fail EFFECTIVELY & YOU CAN'T *Lose*

Failure is a part of any endeavor. If you're not failing, you're not trying. You can choose to allow failure to affect your state of mind or you can choose to take advantage of it. The most successful people get the most out of each failure. Use failure to your benefit.

Most of us have learned to avoid failure at all costs. But failure is a wonderful way to learn and stretch yourself. All innovation requires failure in the development process. Failing regularly gives the best chance of long-term success.

Achieve greater levels of success by failing effectively:

1 Fail quickly:

If an idea isn't going to pan out, you might as well figure it sooner rather than later. Avoid spending too much time on a faulty premise. It doesn't make sense to invest time and money over 12 months only to realize that an idea won't work if you could've reached the same conclusion in three weeks.

▶ At the same time, it's important not to fail too quickly. Give an idea a fair chance to be successful. Some things take time more time than others do.

2 Ensure that you're failing for the right reason:

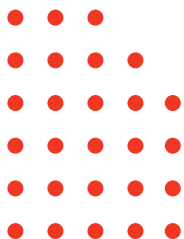
Be certain the necessary time and resources are utilized. If something has gone wrong, determine carefully if it was the idea or the execution.

▶ Have you considered every possible need of your project?

▶ Can your idea work if you change your approach?

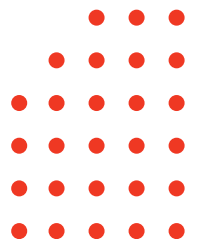
3 Fail differently each time:

Many people repeat their mistakes. Failing loses all of its value if you fail to learn from it. Each time you fail in a new way, you have the opportunity to improve your approach.



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4 After a failure, make a list of everything you learned:

What did you learn? How can you apply that information in the future? What's the next logical step? Failing isn't fun. Ensure you're getting the most out of it. Keep a failure journal to record your discoveries and new ideas.

- ▶ Create a plan for the future that considers the new information you've acquired. This plan will evolve over time.

5 Keep an accurate perspective:

What is failure? It's an undesired result. That's it. It's not a grading of your intelligence, worth, or future. There's no reason to take it personally. It's simply an idea that didn't work out. Maintain detached from your results and forge ahead.

- ▶ The great coach, John Wooden, stated that he hoped no one would be able to tell if his team had won or lost based on the team's demeanor after a game. That's detachment.
- ▶ Be resilient. Your feelings of self-worth aren't dependent on your results. You can feel good about yourself even when you don't achieve your desired outcome. Be proud that you were brave enough to fail and continue.

6 Keep failure and fault separate:

We all learned in childhood that admitting to mistakes resulted taking the blame. Whether you're working on a self-improvement project or a project at work, keep the blame to a minimum.

7 Failure should bring you closer to an optimal solution:

The more challenging the goal, the more times you can expect to fail before achieving success.

8 Effective failing creates new opportunities:

Many of the most important inventions resulted from mistakes. For example, the glue used in post-it notes resulted from an attempt to create a super-strong adhesive.

Avoid feeling down about failing. View each failure as a step in the right direction. There's much to be learned via failure. Embrace failure. Just be certain to fail effectively!



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EXAMPLES OF THE *Law of Attraction* IN ACTION

By now you must've heard the excitement about the Law of Attraction. There are many documented cases of people achieving astounding results by applying the principles of this law to their own life. If you aren't yet familiar with these principles, you'll be happy to know it's quite simple.

The Law of Attraction states that positive attracts positive and negative attracts negative. In other words, if you focus on the positive, you'll be rewarded with positive things. In contrast, if you focus on negative aspects of your life, you'll attract other negative things back to you.

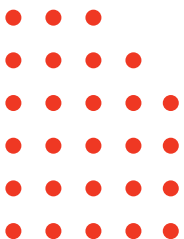
Does it seem too simple to be true? That's because it is! This law can bring good things into your life if you understand how you can use it to your benefit.

*Here are some examples of the
Law of Attraction in action:*

1 Health:

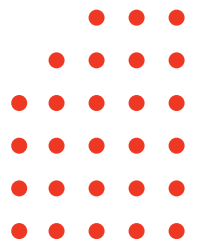
Have you experienced health issues in your life? You can use the Law of Attraction to enjoy better health.

- ▶ Be thankful for the fact that you're alive and that you have another day to enjoy life to its fullest!
- ▶ Remove negative thoughts and feelings from your mind and ask for healing.
- ▶ Picture yourself as strong, healthy, and vibrant. You can even visualize the cells in your body conquering germs and disease, rebuilding themselves, and busily functioning at peak performance.



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2 Love:

Many people have found their soul mate by using the principles that govern the Law of Attraction. You'll find that love and your subconscious are both very powerful forces. **Gratitude is imperative to achieve results.**

- ▶ Be thankful for the love and relationships you've been blessed with and ask for your heart's desire regarding love.
- ▶ Remove all negative thoughts and feelings so the subconscious will be able to process your request as pure and important.
- ▶ Picture yourself with the person of your dreams - holding hands, smiling, looking into each other's eyes, and so on.

3 Money:

Is it okay to use the Law of Attraction for something as material as money? The answer is yes! You can definitely apply the principles to attract wealth. As long as you properly request it, this too can be answered. Practice just as you would for anything else.

- ▶ Be thankful for the money you do have, no matter how little.
- ▶ Clear your mind of all negative thoughts and feelings and picture yourself with the money you desire. See yourself buying what you want, paying all your bills, and knowing that there's always extra money in your bank account.
- ▶ Let your subconscious take you to a place where you already have the money.

If you do these things sincerely and consistently, you'll be rewarded with better health, more passionate love, and wealth.

However, you must have an open mind and heart. **If you harbor any doubt in the process, it won't work.** Also, remember that **wishful thinking without action is useless.** Make sure to follow up your positive thoughts with positive actions that guide you toward your goals.

The Law of Attraction has worked for countless individuals. Use these tips to implement these principles in your life and reap the rewards today, tomorrow, and forever!



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DEVELOPING A *Vision* FOR YOUR LIFE

**Do you struggle to design and carry out a vision for your life?
Do you find yourself living day to day without a plan
and feeling like you've lost your focus?**

*Read on to discover some inspiring tips on
how to develop a vision for your future:*

1 Allow some time in your schedule to do nothing but reflect on your life:

Having time to ponder how far you've come and where you're headed is integral to proceeding to develop your life vision.

2 Open your mind:

Surveying your life so far might be a rather daunting process. You have to acknowledge fully what's happened to you and determine whether you're on the track you want to be on at this time.

▶ This process might be a challenge, but the end result could produce one amazing life that's tailor-made for you.

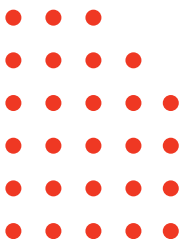
3 Feel free to jot down some notes:

Think about what you've accomplished thus far in your journey. What goals have you established? Write them out. Doing so will cultivate more thoughts of what you've experienced in life and why. Are you still working toward those goals? Why or why not?

4 Be honest with yourself about any choices you've made that were diversions. When did you make a choice that prevented you from continuing with your plans at the time?

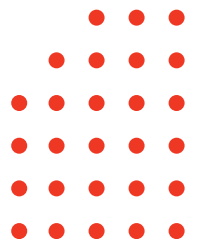
▶ Looking back now, what do you see as your biggest mistakes?

▶ Did some of those choices turn out to be wise? Why? Did they lead you down a path that you now see as more in tune with what you really want?



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5 Set goals now:

Make a new list of your current goals and wishes for the future.

- ▶ Maybe you want a promotion at work. What has to happen in order for it to occur? Create the mini-goals necessary to help you meet your main goal of getting that promotion. Leave nothing out. For example, if you need to complete two college classes, include those as goals.
- ▶ Check off each smaller goal you accomplish as you work toward the larger, overall goal. It will feel great when you do.

6 Post your life aspirations where you can see them:

Put them on your mirror, refrigerator, Smartphone, electronic pad, and bulletin board. Put a copy by your favorite chair in the living room where you can re-read them often. In short, ***ensure your vision is right in front of you much of the time.***

7 Create a vision board:

Use photos from magazines and write inspiring words related to the photos you choose to place on your board. Your vision board is a graphic reminder of what you're working toward every day.

8 Decide whether you're living in "the right place":

current home location meet your employment, personal, and financial needs? Is it possible to achieve your goals there? If not, consider your options.

- ▶ Are you willing to move away? If so, include on your goal list everything you must do to get ready to move.

9 Make your life vision a priority:

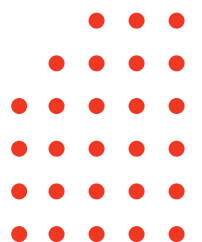
In order to live out the vision you've developed, you must keep your vision at the top of your priorities. ***When making decisions in the future, consider options that will support your life vision.***

Developing your life vision will take time, reflection, and work, but the rewards will be great. Your life will be filled with passion and optimism once you develop your vision. Why wait? Start creating your vision today!



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CREATING AN EVENING ROUTINE TO BOOST YOUR *Success*

Morning routines have become quite popular over the last few years. They're great for getting the day started in a productive way. After all, if your morning runs smoothly, your day tends to go well. An effective evening routine can be just as important as a routine at the beginning of the day. The things we do before sleep have an impact, too.

Implement these simple evening tasks and boost your success:

1 Make a to-do list:

There's little point in starting your day without a game plan. For many of us, getting started is the hardest part. Wouldn't it be beneficial to already have a to-do list in place?

▶ ***Sit down each night and create a list of important tasks to be completed the following day.*** When you wake up, you'll already be ahead of the game.

2 Review your goals:

This can be done immediately before going to sleep. Your brain can spend all night working on solutions and ideas. This can be amazingly effective! There are many ways to review your goals. You can read them silently, say them aloud, re-write them, or visualize them. Doing all four is a great idea!

3 Read:

It's surprising how many successful individuals have a reading habit. You could spend time unwinding with some good fiction.

▶ A more effective option is to read something that will increase your ability to be successful. It might be an inspiring biography or a book that teaches you a new skill.

4 Brush your teeth and floss:

Most of us brush our teeth every night. Far fewer take the time to floss. ***Flossing is one of the healthiest things you can do for yourself.*** The bacteria found in between teeth have been found to cause damage to blood vessels and heart valves. They're also implicated in causing systemic inflammation. Take a minute and floss each night.



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5 Spend time on a hobby:

The great novel you've wanted to work on won't write itself. Likewise, it's doubtful you'll learn to speak French by osmosis.

Give yourself time each evening to accomplish the great things you've been putting off. There won't ever be enough time until you make time.

6 Meditate and Pray:

A long day at work or even some time with the family can be stressful. **Taking 15 minutes to meditate or pray can help to lower your stress level.** You'll sleep better and enjoy your life more.

7 Write in a journal:

Record your life and it will become noteworthy. After a month of writing, "Went to work. Came home. Ate dinner. Watched TV. Went to bed," you'll realize that you're living a boring life. Change it and get out of your rut!

8 Exercise:

This is commonly thought of as a morning activity, but how many people do you know that exercise before work? Not many! **Spending 30 minutes on a treadmill or lifting weights each evening can make a huge difference in the way you look and feel.** You can even kill two birds with one stone and do it while watching the evening news.

These are just a few examples of the things you might include in an evening routine. It's unnecessary to have an endless list of tasks to complete after a long day at work. But most people fail to use their evenings effectively.

You can develop an effective and enjoyable evening routine that will change your life. For the most impact, consider the areas your life that could use a little work and begin there.



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CREATE ABUNDANCE BY *Changing Your Habits*

Whether you'd like to lose a few pounds, enhance your love life, or make more money, your habits are important. Your current situation is the result of your habits. Habits control what we do and think each day. Your thoughts and actions add up over weeks, months, and years. Your circumstances are the result.

For example, your physique is the culmination of the eating and exercise habits you've had over the last several years. Your financial situation is no different. Your social life is the grand result of your beliefs, attitudes, and actions regarding other people.

Regardless of your objective, you won't be successful without habits that contribute to that success. By changing your habits, you can create the abundance you desire.

Use these strategies to develop habits that bring you abundance:

1 **Raise your glass ceiling:**

We have a level of abundance that's challenging to surpass. We might be able to see ourselves earning \$100,000 per year, but can't wrap our minds around \$500,000. Some numbers seem impossible to reach.

▶ ***If you don't believe you can do it,*** you'll prove yourself correct. Work each day to raise your level of expectation. Visualize earning more than you believe is possible. Stick with that image until the resistance melts away. When you can imagine it without feeling uncomfortable, you're on the road to success.

2 **Keep negative thoughts and emotions out of your head:**

This is especially important when it comes to earning money and your lifestyle. You can control your thoughts. Negative thoughts lead to negative outcomes. Take a deep breath. Let the thoughts go, and get back to work. It requires practice to stay positive. There's no time like the present to start practicing.

3 **Have a clear goal:**

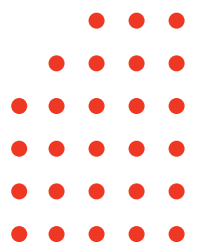
Whether you believe in God, the universe, or yourself as the source of your success, you can't get what you want if you're unable to define it. Know what you want and develop a plan to achieve it.

▶ Make a habit of reviewing your goals daily. Set aside a few minutes twice a day to review and visualize reaching your goals.



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4 Provide as much value as possible:

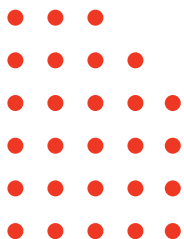
Money is a compact, liquid form of value. You can use it to purchase any item or service. Without money, we'd be trading chickens, goats, milk, and rubies for goods and services. It's hard to fit a goat in your pocket.

- ▶ Understand that you can't receive something of value, including money, without providing value. Praying to the universe, hoping, rubbing chicken bones together, and howling at the moon don't provide value to anyone. So, they're unreliable means of bringing more value into your life.
- ▶ Spend each day brainstorming ways you can help others and charge them for it. You only need one good idea. Once you have a good idea, get busy bringing it to life.

Studies have shown that habits are best changed slowly. Big changes are very difficult to maintain and uncomfortable to even begin. Add a new habit into your life a piece at a time. It might take weeks or even months to have a new habit fully implemented. That's okay. How many positive habits have you added in the last five years? Slow results are better than none.

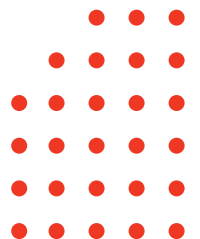
Remember to look at the habits that are currently limiting your abundance. Remove them from your life slowly.

Your habits create your environment. Creating effective habits will increase the level of abundance in your life. Avoid being in a rush. Seek to improve slowly, but consistently. Abundance is coming your way.



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3 Habits THAT IMPROVE FOCUS

Unless you're a Buddhist monk, you encounter distractions from time to time that minimize your effectiveness in getting your work done.

The internet is especially disrupting with email, messages, status updates, and more. But distractions also include co-workers, family, and our own wandering minds. ***It seems that we dawdle our lives away five minutes at a time.***

The big question is how to defeat this tendency. How can you make use of the Internet constructively without falling victim to its distractive qualities?

Try turning these strategies into daily habits that help you become more efficient and effective:

1 Use Time limits:

When we set a time limit, we improve our ability to focus. It almost becomes a game of 'beat the clock'. Ideally, you should use a timer and limit your work periods to around 25 or 55 minutes – with a 5-10 minute break in between tasks. If a task is going to take longer than 55 minutes, break it down into smaller chunks.

▶ Having a time limit also forces you to do the most important parts of any work. If you only have an hour, you're going to have to decide what's most important. This is much better than deciding to simply work on something until it's done. Decide how long it should take, and then set the timer.

▶ If you have any sort of attention challenge, using a timer can increase your ability to keep your mind on the task at hand. The time flies by, and you'll get more done. You're likely to even find it relaxing, since you'll be focused on what you're doing instead of thinking about 20 other things.

▶ ***Research has shown that the most productive schedule for most people is:***

- 50 minutes of work
- 10 minute break
- 50 more minutes of work
- 30 minute break (You might not be able to get away with a 30-minute break at work, but it's a good time to get up, walk around, and get a drink.)
- Repeat



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- ▶ **Time your breaks.** If you decide to check your email or do one of those other tasks that seem to magically go from 5 minutes to 30 minutes or more, using a timer will serve as a reminder. It will also force you to only check on the most important things.

2 Close everything that can be closed:

Everything on your computer that isn't necessary for the task at hand should be closed down. If you don't need the internet, shut it off. That includes all your email, notifications, games, and blogs. Close your door and unplug the phone, if possible.

- ▶ Nothing is going anywhere – it will all still be there when you're done. ***One of the keys to being more effective is eliminating the things that make us less effective.***

3 Insert a pause, as needed:

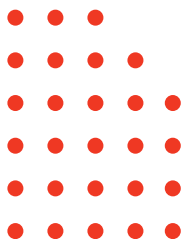
When you first implement these habits, there will be times that you will have an incredible urge to check your email, Facebook, or Twitter.

- ▶ Before you succumb to the urge, take 10 seconds and pause. Take a long, deep breath and ask yourself if you really want to waste your time on something that is largely meaningless, or if you'd rather accomplish something worthwhile.

The ability to focus has been largely lost for many of us. However, these easy habits, which anyone can do, can go a long way toward improving your focus and effectiveness at any task.

*It's likely to be challenging at first, but you can do it. **You can get more done, in less time, by learning to improve your focus and avoiding the things that waste your precious time.***

Put these three habits into play starting today. You'll be impressed by how much more you can get done!



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