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Atomic habits book summary pdf

We all want to establish good habits, and break bad. But most of us are approaching the process completely wrong. Fortunately, James Clear, author of Atomic Habits, has some tactics to make sure these new habits stick. In the video above, Clear shares some important concepts from his book, and lays out the four rules for starting a new habit, why he thinks setting goals is counterproductive, and the easiest way to get a new habit to keep. Last Updated on November 4, 2020 Are you someone who likes to grow? Are you constantly trying to improve yourself and get better? If you do, then we have something in common. I'm passionate about personal development. It was only 4 years ago when I discovered my passion for growing and helping others grow. At that time I was 22 and in my senior year at university. When I thought about the meaning of life, I realized that there was nothing more meaningful than pursuing a life of development and better. It is by improving ourselves that we get the most out of life. After a year and a half of actively pursuing growth and helping others grow through my personal development blog, I realize that it is never one on the journey of self improvement. The more I grow, the more I realize there's so much out there I don't know, so much that I have to learn. Surely, there is always something about ourselves we can improve. Human potential is unlimited, so it is impossible to reach a point without growth. When we think we're good, we can get even better. As a passionate advocate for growth, I'm continually looking for ways to self-improve. I have compiled 42 of my top tips that may be helpful in your personal growth journey. Some of them are simple steps that you can engage in immediately. Some are major steps that take conscious efforts to act on. Here they are:1. Read a book every day. Books are concentrated sources of wisdom. The more books you read, the more wisdom you expose yourself to. What are some books you can start reading to enrich yourself? Some books I've read and found useful are Think and Grow Rich, which moved my cheese, 7 habits, The Science of Getting Rich and Living 80/20 Way.When you read a book every day, you will feed your brain with more and more knowledge. Here are 5 really good books to read for self-improvement:2. Learn a new language. As Singaporean Chinese, my main languages are English, Mandarin and Hokkien (a Chinese dialect). Of interest, I took up language courses in recent years as Japanese and Bahasa Indonesian.I realized that learning a language is a whole new skill altogether and the process of familiarizing yourself with a new language and culture is a completely a mind-opening experience.3. Pick up a new hobby. In addition to just your usual favorite hobbies, is there anything new you can pick up? Any new sports you can learn? Examples are fencing, golf, rock climbing, football, canoeing, or ice skating. Your new hobby can also be a recreational hobby. For example, ceramics, Italian cooking, dance, dance, appreciation, web design, etc. Learning something new requires you to reach for different aspects, whether physically, mentally or emotionally. Here are 20 hobbies to get you some new ideas20 Productive Hobbies that will make you smarter and happier4. Take up a new course. Is there a new course you can join? Courses are a great way to gain new knowledge and skills. It doesn't have to be a long-term course – seminars or workshops serve their purpose as well. I've been to some workshops and they've helped me gain new insights that I hadn't considered before. In fact, anyone who wants to be a smarter student should take this 20-minute FREE class: Spark Your Learning Genius. It will help supercharge your learning ability and pick up any skill faster!5. Create an inspiring room. Your environment sets the mood and tone for you. If you live in an inspiring environment, you will be inspired every day. I used to like my room at all because I thought it was messy and boring. A few years ago I decided that this was the end of it – I started on a Mega Room Revamp project and reviewed my room. Final result? A room I totally enjoy being in and inspire sit me to be at my peak every day. Photo: Source6. Overcome your fears. We're all fears. Fear of uncertainty, fear of public speaking, fear of risk... All our fears keep us in the same position and prevent us from growing. Realize that your fears reflect areas where you can grow. I always think of fear as the compass for growth. If I have a fear of something, it represents something I have yet to deal with, and dealing with it helps me grow. Learn to overcome your irrational fears (which prevent you from succeeding).7. Level up your skills. If you've played video games before, especially RPGs, you know the concept of leveling up – gaining experience so you can get better and stronger. As a blogger, I am constantly leveling up my writing skills. As a speaker, I am constantly leveling up my public engagement abilities. What skills can you level up?8. Wake up early. Waking up early (say, 5-6am) has been recognized by many (Anthony Robbins, Robin Sharma, among other self-help gurus) for improving your productivity and your quality of life. I feel it's because when you wake up early, your mindset is already set to continue the momentum and proactively live out the day. Not sure how to wake up early and feel energetic? These ideas will help:How to get motivated and be happy every day when you wake up9. Have a weekly exercise routine. A better you start by being in better physical shape. I personally make it a point to jog at least 3 times a week, at least 30 minutes each time. You may want to mix it up with jogging, gym lessons and swimming for variety. Check out these 15 tips to restart exercise Habit (and how to keep it). Photo: Source10. your life manual. A life manual is an idea I started 3 years ago. Basically, it is a book that contains the about how you can live your life to the fullest, such as your purpose, your values and goals. Kind of like your manual for your life. I started my life manual since 2007 and it has been a crucial enabler in my progress.11. Write a letter to your future self. What do you see yourself as 5 years from now? Will you be the same? Different? What kind of person will you be? Write a letter to your future self – 1 year from now will be a good start – and seal it. Make a date in the calendar to open it 1 year from now. Then start working to become the person you want to open that letter.12. Get out of your comfort zone. Real growth comes with hard work and sweat. Being too comfortable doesn't help us grow, it makes us stagnate. What is your comfort zone? Do you stay in most of it? Do you stick to your own space when you're out with other people? Shake up your routine. Do something different. By exposing yourself to a new context, you literally grow as you learn to act under new circumstances.13 Put someone up for a challenge.Competition is one of the best ways to grow. Set a challenge (weight loss, exercise, financial challenge, etc) and compete with an interested friend to see who achieves the goal first. Through the process, you will both gain more than if you were to embark on the goal alone.14. Identify your blind spots. Scientifically, blind spots refer to areas our eyes can't see. In personal development terms, blind spots are things about ourselves we are unaware of. Detecting our blind spots help us discover our areas of improvement. One exercise I use to detect my blind spots is to identify all the things/events/people that trigger me in one day — triggering meaning makes me feel irritable/weird/affected. These represent my blind spots. It's always fun to do the exercise because I discover new things about myself, although I might already think I know my own blind spots (but then they wouldn't be blind spots would they?). I then work with steps to deal with them.15. Ask for feedback. As much as we try to improve, we will always have blind spots. Asking for feedback gives us an additional perspective. Some people approaching will be friends, family, colleagues, boss, or even acquaintances, because they will have no preset bias and can give their feedback objectively. Learn more about how to ask for feedback and become a quick learner here!16. Stay focused with to-do lists. I start my day with a list of tasks I want to complete and this helps to make me focused. In comparison, the days when I don't do this end up being extremely unproductive. For example, part of my to-do list for today is writing a guest post on LifeHack.Org, and that's why I'm writing this now! Since my work requires me to use my computer all the time, I Free Sticky Notes to manage my to-do lists. It's really easy to use and it's a freeware, so I recommend you check it out.17. Set Big Hairy Audacious Goals (BHAGs). I'm a big of setting BHAGs. BHAGs reach you your normal capacity because they are large and bold – you wouldn't think about trying them normally. What are the BHAGs you can initiate, which you will feel absolutely on top of the world once you have completed them? Set them up and start working on them. Learn how to use SMART Goals to be very successful in Life.18. Admit your flaws. Everyone has flaws. The most important thing is to understand them, acknowledge them and deal with them. What do you think are your flaws? What are the flaws you can work with now? How do you want to deal with them?19. Get into action. The best way to learn and improve is to take action. What's something you're going to do? How can you take action on it immediately? Waiting doesn't get anything done. Taking action gives you immediate results to learn from.20. Learn from people who inspire you. Think of people you admire. People who inspire you. These people reflect certain qualities you want for yourself as well. What are the qualities in them you want for yourself? How can you acquire these properties?21. Stop a bad habit. Are there any bad habits you can lose? Oversleeping? Do not exercise? Are you late? Slouching? Nail-biting? Smoking? Here's some great advice from Lifehack's CEO on hacking your habit loop to break bad habits and build well:How to break a habit and Hack Vane Loop22. Cultivate a new habit. Some good new habits to cultivate include reading books (#1), waking up early (#8), exercising (#9), reading a new personal development article a day (#40) and meditating. Is there any other new habit you can cultivate to improve yourself? If you're wondering how to make good stick habits, check out these tips:18 Tricks to Make New Habits Stick23. Avoid negative people. As Jim Rohn says, you are the average of the 5 people you spend the most time with. Wherever we go, there will certainly be negative people. Don't spend too much of your time around them if you feel like they're dragging you down. Not sure who are the poisonous people alive? This article can help you:10 Toxic people you should only get rid of 24. Learn how to deal with difficult people. There are times when there are difficult people you can't avoid, such as in your workplace, or when the person is part of your inner circle of contacts. Learn how to handle them. These people management skills will go a long way in working with people in the future:How to deal with negative people25. Learn from your friends. Everyone has amazing qualities in them. It's up to how we want to exploit them. With all the friends that surround you, they will have things you can learn from. Try to think of a good friend right now. Think of only one quality they have that you want to adopt. How can you learn from them and adopt this skill for yourself? Talk to them if you need to. Surely they will be more than happy to help!26. Start a journal. Journaling is a great way to get better self-awareness. It's a process of self-reflection. As you write, clarify your thought and read what you wrote from a third person's perspective, you'll get more insights about yourself. Your journal can be private or an online blog. I use my personal development blog as a personal magazine as well and I've learned a lot about myself through the last year of blogging.27. Start a blog about personal development. To help others grow, you must first talk. There are expectations of you, both from yourself and from others, that you must maintain. I run The Personal Excellence Blog, where I share my personal journey and insights on how to live a better life. Readers look toward my articles to improve themselves, which maintains for me that I must continue to improve, for myself and for the people I reach out to.28. Get a mentor or coach. There is no faster way to improve than having someone work with you on your goals. Many of my clients approach to coaching them in their goals and they achieve far more results than if they had worked alone. If you're looking for a mentor, don't miss these tips:What to look for in a good Mentor29. Reduce the time you spend on chat programs. I realized that having chat programs open by default result in a lot of wasted time. This time can much be better spent on other activities. The days when I don't get on chat, I get a lot more done. I usually disable the auto start-up option in chat programs and start them when I want to chat and really have time for it.30. Learn chess (or any strategy game). I found chess is a fantastic game to learn strategy and hone your brain power. Not only do you have fun, you also get to exercise your analytical skills. You can also learn strategy from other board games or computer games, such as Othello, Chinese Chess, WarCraft, and so on.31. Stop watching TV. I haven't watched TV in basically 4 years and it's been a very liberating experience. (Here are 10 reasons to turn off your TV) I realized most of the programs and ads on mainstream TV are usually of a lower consciousness and not much give. In return, the time I have been freed from not watching TV is now constructively used for other purposes, such as contact with close friends, doing work I enjoy, exercising, etc.32. Start a 30-day challenge. Set a goal and give yourself 30 days to achieve this. Your goal may be to stick to a new habit or something you've always wanted to do but haven't.30 days is just enough time to strategize, plan, get into action, review, and nail the target.33. Meditate.Meditation helps to calm you down and be more aware. I also realized that during the nights when I meditate (before I sleep), I need less sleep. The clutter clearing process is very liberating. Try this 5-minute Guide to Meditation: Anywhere, Anytime.34. Join Toastmasters (Learn to speak in public). Interestingly, public speaking is #1 fear in the world, with be dead. Since I started speaking in public as a personal development speaker/coach, I have learned a lot about how to better, introduce me and engage people. Toastmasters is an international organization that educates people in public speaking. Check out the Toastmaster clubs that are closest to you here.35. Make friends with top people in their fields. These people have achieved their results because they have the right attitudes, skills and know-how. How better to learn than from the people who have been there and done it? Get new insights from them on how to improve and achieve the same results for yourself.36. Let go of the past. Is there any complaint or misfortune from the past that you have been doing? If so, it's time to let it go. Sticking with them prevents you from moving on and becoming a better person. Break away from the past, forgive yourself, and move on. Just recently I finally moved on from a previous heartbreak 5 years ago. The effect was liberating and very invigorating, and I have never been happier.37. Start a business venture. Is there anything you have an interest in? Why not make it a bet and earn money while learning at the same time? Starting a new venture requires you to learn business management skills, develop business acumen and have a competitive advantage. The process of starting and developing my personal development activities has equipped me with many skills, such as self-discipline, leadership, organization, and management.38. Show kindness to the people around you. You can never be too nice to anyone. In fact, most of us don't show enough kindness to the people around us. Being kind helps us cultivate other qualities like compassion, patience and love. When you get back to your day after reading this article later, start exuding more kindness to the people around you, and see how they react. Not only that, notice how you feel when you behave kindly towards others. Chances are you'll feel even better than yourself.39. Reach out to the people who hate you. If you ever stand for anything, you will get haters. It's easy to hate those who hate us. It's much more challenging to love them back. Being able to forgive, let go and show love for these people requires magnanimity and an open heart. Does anyone dislike or hate you in your life? If so, reach out to them. Show them love. Find a solution and get closure on previous complaints. Even if they refuse to repay, love them all equally. It's much more liberating than hating them back.40. Take a break. Have you worked too hard? Self-improvement is also about recognizing our need to take a break to move the longer mile forward. You can't drive if it doesn't have gas. Scheduling down time for yourself is important. Take some time off for yourself every week. Relax, rejuvenate, and charge yourself for what's further ahead.41. Read at least 1 personal development article a day. Some of my readers make it a point that at least one personal development article every day, which I think is a great habit. There are many amazing personal development blogs out there, some some you can check here.42. Commit to your personal development. I can write list articles with 10 ways, 25 ways, 42 ways or even 1000 ways to improve yourself, but if you don't intend to commit to your personal growth, it doesn't matter what I write. Nothing's going to get through. We are responsible for our personal development—not anyone else. Not your mom, your dad, your friend, me or Lifehack.Make the decision to commit to your personal development and embrace yourself to a lifelong journey of growth and change. Kick off your growth by picking some of the steps above and working on them. The results may not be immediate, but I promise you that as long as you stick to it, you will begin to see positive changes in yourself and your life. So here you are, 43 solid ways for self-improvement. Choose one or a few to start doing today. If you want to see yourself improve, you need to take some action. More Self-Enhancement TipsFentured Photo Credit: Unsplash via unsplash.com unsplash.com

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