

# Managing self for success



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Dear Members,

Hope you found reading our last e-review insightful, which had an article by Prof. (Mrs.) K. R. Sinimole, Faculty, St. Francis Institute of Management & Research (SFIMAR), Borivali on the theme of how sampling errors can be devastating for good research.

This e-review carries an exhaustive & insightful article written by Prof. Rupal Jain, Lecturer, Atharva Institute of Management Studies (Mumbai). She has listed 51 golden rules for self-motivation & success. I am sure you would like to preserve this e-review for revisiting it time and again to draw inspiration for even greater achievements.

Season's Greetings, Merry Christmas & warm wishes for 2010.

**Best regards,**



**Abhijit Phadnis**  
**Chairman, Editorial Board**

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## **51 Rules of Self-Motivation at Work Place**

Research show that if a person receives a reward (Monetary such as bonus, incentives or Non-Monetary like appreciation, praise) immediately after the performance of desired task his productivity increases and vice-versa. This desire or the spark that enables an individual to achieve the targeted goal or objective is described as **MOTIVATION**. All employees in an organization are not always internally or externally motivated. Thus, the manager needs to mingle both the factors effectively and efficiently and maintain a balance between both.

Drive Reduction Theory, Cognitive Dissonance Theory created by Leon Festinger, Hierarchy of Human Needs Theory by Abraham Maslow, Two Factor Theory developed by Fredrick Herzberg, ERG Theory suggested by Clayton Alderfer, Self-Determination Theory created by Edward Deci & Richard Ryan, Broad Theories by Heinz Schuler & George C & Thornton III & Andreas Frintrup & Rose Mueller Hanson, Goal Setting Theory developed by Douglas Vermeeren are some of the Motivational Theories developed by various experts.

Have we ever thought why some of us have low self-motivation at work-place? Reasons can be many but the good news is fortunately, Self-Motivation is a Learnable skill and here are 51 Golden Rules and Long Term Motivational Mantras..... Happy Reading.....

1. "Genius is 1 percent inspiration, and 99 percent perspiration" – Thomas Edison.

**HARD WORK ALWAYS PAYS:** - At workplace we all thrive a certain amount of stress due to various reasons in the form of deadlines, competition, saturations, pressures, sorrows resulting in an unfavourable situation. However, we can't eliminate stress but we can learn to manage stress as positive stress adds anticipation and excitement. Nothing substantial is achieved without lot of hardship. As Thomas Edison, feels, "Opportunity is missed by most people because it comes dressed in overalls and looks like work." Thus, most of us fail to recognize it. But neither there is any shortcut to success, nor there do any free meal. Avoid being a mediocre and accept new challenging task by having a well defined goal and a well designed game plan. Miracles don't happen overnight; Rome was not build in a day. Your hard work for today determines your destiny for tomorrow as accomplishment of desired target gives immense satisfaction, pride and self-confidence.

**Remember:** - "It is one of the strange ironies of this strange life (that) those who work the hardest, who subject themselves to the strictest discipline, who give up certain pleasurable things in order to achieve a goal, are the happiest people" – Brutus Hamilton.

2. "Success doesn't mean the absence of failures; it means the attainment of ultimate objectives. The means winning the war not every battle" – Edwin Bliss.

**BE AN OPTIMIST AND DEVELOP A POSITIVE ATTITUDE:** - Our Attitude determines how we look at our setback. It can be a Steeping Stone to Success for a Winner as they never take criticisms personally or a Stumbling Block for a Loser. Believe in yourself as it helps you to achieve the utmost of your ability and bring lots of success. 85% of the time, according to Harvard University, when an individual gets a job or a promotion is because of his Positive Attitude and the remaining 15% is because of his intelligence and domain knowledge; this

research demonstrates the importance of Positive Attitude in an individual's life. As Helen Mac Inness rightly said, "Nothing is interesting. If you're not interested." Developing an Optimist and Positive Attitude requires a conscious efforts and determination. Try to Change yourself before you change others because you cannot change everyone. Life is simple and wonderful.... So enjoy it and be versatile to accept the reality; face our difficulties to overcome it!

**Remember:** - "If you want to succeed, double your failure rate" – Tom Watson Sr., of IBM.

3. "Every problem comes with an equal or greater opportunity" – Napoleon Hill, author of Think and Grow.

**ANALYZE THE OPPORTUNITIES:** - Make a SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis of yourself to set your targets. Set goals that focuses on your Strengths, minimizes your Weaknesses, exploits the internal and external Opportunities and controls the Threats. As rightly said by someone that daring ideas are like chessman, moved forward, they may be beaten but they may start winning a game. Based on our SWOT analysis analyze each strategy independently; select the most appropriate one; implement the selected option; later evaluate, monitor and take feedback of the executed strategy. For a smooth drive on a rough road speed up wit changing time as there is no short cut to success; take the longer and right route to reach your target.

**Remember:** - "Destiny is not a matter of chance, it is a matter of choice; it is not a thing to be waited for it is a thing to be achieved" – William Jennings Bryan.

4. "He slept beneath the moon  
He basked beneath the sun  
He lived a life of going to do  
And died with nothing done" – James Albery

**PROCRASTINATION IS THE THIEF OF TIME:** - Follow the Principle of 3 Most vital P's in life (Planning, Preparation and Practice):- Utilize your time effectively, efficiently and productively by having a realistic goal with a time bound and a deadline since delay of task adds to fear and anxiety. Experts have found that there can be various reasons of Procrastination like Poor Time Management, Anxiety, Fear of Failure/ Success/ Being Alone, Unrealistic Expectation etc, however; it can have Internal effects like stress, guilt, lower productivity and creativity or External effects like punishment, fear of getting fired, demotion etc. "A good plan executed now is better than a perfect plan next week." – George S. Patton, Jr. To overcome the problem recognize the reason for Procrastination and develop suitable strategies to overcome it.

**Remember:** - "Never leave till tomorrow, which you can do today" – Benjamin Franklin.

5. "Start by doing what is necessary then what is possible, and suddenly you are doing the impossible" – St. Francis of Assisi

**SET YOUR PRIORITIES:** - When something in life which may not be fun always is critical and important- Learn to accept it and like it. It always takes courage and strength to follow our ideas and views but never be an emotional fool. Walt Disney, feels, "Somehow I can't believe that there

are any heights that can't be scaled by a man who knows the secrets of a making dreams come true. This is special secret, it seems to me, can be summarized in four C's. They are Curiosity, Confidence, Courage and Consistency and the greatest of all is Confidence. When you believe in a thing, believe in it all the way, implicitly and unquestionably." Bring changes in yourself to change the outside world.

**Remember:** - "Many managers follow the notion of busy fools and confuse hard work with long hours. They think because they work 15-hours a day and forget their children's names, they must be bloody good managers. The best sales manager I worked with never once worked beyond 5.30 pm" – Caspian Woods.

6. "Most people give up just when they're about to achieve success. They quit on the one-yard line. They give up at the last minute of the game, one foot from a winning touchdown"- H. Ross Perot.

**DON'T QUIT:** - Problems/ Tragedies/ Obstacles in life can be disheartening and may result in frustration and then giving up; this may however; look the simplest way. But winners never quit. They constantly analyze their strengths and weaknesses, develop various strategies to overcome the weaknesses and bounce back. Difficulties and Problems make them stronger and fighter.

When things go wrong, as they sometimes will,  
When the road you're trudging seems all uphill,  
When the funds are low and the debts are high,  
And you want to smile, but you have to sigh,  
When care is pressing you down a bit,  
Rest, if you must, but do not quit.  
Life is queer with its twists and turns,  
As every one of us sometimes learns,  
And many a failure turns about,  
When he might have won had he stuck it out;  
Don't give up though the pace seems slow-  
You may succeed with another blow.  
Often the goal is nearer than,  
It seems to a faint and faltering man,  
Often the struggler has given up,  
When he might have captured the victor's cup,  
And he learned too late when the night slipped down,  
How close he was to the golden crown.  
Success is failure turned inside out-  
The silver tint of the clouds of doubt,  
And you never can tell how close you are,  
It may be near when it seems so far,  
So stick to the fight when you're hardest hit-  
It's when things seem worst that you must not quit.

-Anonymous

**Remember:** - “A man is a hero not because he is braver than anyone else, but because he is brave for 10 minutes longer” – Ralph Waldo Emerson.

7. “Health, Happiness and Success depend upon the fighting spirit of each person. The big thing is not what happens to us in life – but what we do about what happens to us” – George Allen.

**HAVE CONTINGENCY PLAN B AND C:** - Contingency Plan also known as “Back-up plans”, “Worst case scenario plans”, “Plan B and C”; includes specific strategies, game plan, actions or tactics and are designed for the situations when the main plan goes wrong or fails due to any External reasons like change in Political, Economic, Social and Technological reasons or Internal factors like change in Management Philosophy, Mission, Vision, Human/ Physical/ Financial resource etc. Be prepared for such changes and have a well defined strategy to overcome it. Tim Driskell once said that the day you decide to go out of these wild places and put yourself in these conditions, be responsible for yourself and those in your party. There are many requirements; good judgment, common sense, experience and leadership are just a few unexpected things can and do happen...Be Prepared. Expect the unexpected. Always carry a bivvy sack on every climb. Be prepared to spend the night up here! Plan for the worst, but hope for the best!

**Remember:** - “Don’t confuse motion and progress. A rocking horse keeps moving but does not make any progress.” – Alfred A. Montapert.

8. “If you work for a man, for heaven sake work for him” – Kim Hubbard.

**SHOW COMMITMENT AND DEVOTION:** - Be Proud of what you do for your living and the organization where you work. Never lose your self respect because he, who cannot respect his work, cannot expect others to respect him. All great tasks start with a small beginning. Commit yourself to achieve your organizational goals and devote the necessary time and efforts to achieve them. As said that an ounce of loyalty is worth more than a pound of cleverness. If you’re not committed it shows in your work, the way you manage customers, superiors and subordinates, which creates an unproductive, inefficient and pessimist environment. Encourage an environment where everyone encourages everyone else to be committed and devoted. Be a symbol of honesty and integrity.

**Remember:** - “A duty which becomes a desire will ultimately become a delight” – George Gritten.

9. “The quality of a person’s life is in direct proportion to their commitment to excellence, regardless of their chosen field of Endeavour”- Vince Lombardi.

**DEDICATION AND DISCIPLINE ARE VITAL COMPONENTS:** - “If disciplines were, practiced in every home, juvenile delinquency would be reduced by 95%” – J. Edgar Hoover. The same Principles apply at our work place as well. Winning is not an accident; it is the outcome of sincere Dedication, Discipline and Whole-hearted effort and are the life-lines to achieve your goals. It takes lot of dedication, determination, devotion and discipline to work with integrity, honesty, and not to fall into pitfalls. John Kennedy rightly said that it is a mark of character how well a person behaves when things are not going well when things are going well for us; it is easy to be logical, kind and gracious. But when things aren’t going well and we’re under a lot a pressure,

some people can't think clearly and snap at others around them, while others remain clear-headed and continue to treat others with respect. Adversity reveals a person's character.

**Remember:** - "I like to work half a day. I don't care if it is the first 12 hours or the second 12 hours" – Kammonns Wilson, CEO of Holiday Inn.

10. "Confidence gives you courage and extends your reach. It lets you take greater risk and achieve far more than you ever thought possible" – Jack Welch.

This powerful lines having significant meaning enormously conveys the role of **SELF CONFIDENCE** in achieving success. Our behaviour, attitude, body language, posture, presentation and communication skills shows our Self Confidence; thus it is extremely important in almost all aspects of our work; as there is direct relationship between Self Confidence and Success. "Success is 99% failure" – Soichiro Honda. People, who lack Self Confidence finds it difficult to become Successful but it can be learned, developed and build with consistent efforts. It is the key to sailing through any hardship. Say "I'm the Best" twice a day. How would you know deep is the ocean or how high is the mountain until you start climbing... so don't fear in life.

**Remember:** - "The only limit to our realization of tomorrow will be our doubts of today" – Franklin D. Roosevelt.

11. "Super achievers don't waste time in unproductive thoughts, esoteric thoughts, or catastrophic thoughts. They think constructively and they know that their level of thinking determines their success" – Dr. Seymour Epstein.

**SET HIGH STANDARDS:** - Compare and Compete with your past performance to raise your standards higher each time you decide a goal to set an example for yourself and to make the task challenging but achievable. Daniel H. Burnham said, "Make no little plans, they have no magic to stir men's blood... make big plans, aim high in hope and work." Increase in the standards/ targets must be gradual and realistic because if the targets are unrealistic it adds to frustration and disappointment. Keep screening, scrutinizing and evaluating your goals to measure your outcome and capabilities.

**Remember:** - "Brilliance is a Standard, not a Skill" – Michael Heppell.

12. "Dreams are a dime a dozen..., it's their execution that counts" - Theodore Roosevelt.

**BE PRACTICAL AND REALISTIC:** - To build a high Motivation within yourself determine your greatest Motivator- Is it Money, Incentives, Bonus, Commission, Fame, Recognition which are External and Monetary benefits or Non-Financial Motivators like Pride, Sense of Achievement, Responsibility, Belief, Challenging and Interesting job, Respect which are Internal. The most powerful Motivation however comes from within however making yourself aware of the negative consequences of not achieving the goals can have a big impact. Leo Rosten once said, "We see things as we are, not as they are." The grass always looks greener on the other side. Variety is the spice of lie; take power breaks if you are feeling burn-out as it's not the length but the depth in our work that counts.

**Remember:** - “Success is the progressive realization of a worthy goal” – Earl Nightingale.

13. “Dealing with people is a lot like digging for gold. When you go digging for an ounce of gold you have to move tons of dirt. But when you go digging you don’t go looking for the dirt, you go looking for the gold” – Andrew Carnegie (one of the largest steel manufacturers in United States)

**LEARN THE ART OF MAN MANAGEMENT:** - Delegate the task to right person and then instruct them; what should be done and what is expected from them. “Where the vision is one year, cultivate flowers. Where the vision is ten years, cultivate trees. Where the vision is eternity, cultivate people” – Oriental Saying. Once they achieve their target – Reward them and if they don’t let them learn from their mistakes but ensure that they don’t repeat the same mistake again. Control your anger as it can spill water on all your hard work. Jealousy leads to lapses in strong relationships so stop thinking about others and things that doesn’t matter. Common sense is not so common; learn to change yourself and not others.

**Remember:** - “If people are coming to work excited... if they are making mistakes freely... if they are having fun... if they are concentrating on doing things, rather than preparing reports and going to meetings – then somewhere you have leaders” – Robert Townsend.

14. “While one person hesitates because he feels inferior, the other is busy making mistakes and becoming superior” – Henry C. Link.

**NEVER STOP LEARNING:** - As rightly said that Change is the only thing in the world which is constant. Always be flexible in life, look at the brighter side of change and be ready to move on. According to Professor Muhammad Yunus, “I simply wish to encourage you that, irrespective of what you have learnt in the school always be ready to unlearn and relearn. Don’t give up dreaming. If we all dream about a better world, I can guarantee you we’ll get there.” Regularly update yourself about the recent developments in your industry, organization, department and your team. Constantly identify the skills you need to acquire at workplace and then find out how can you acquire these skills.

**Remember:** - “A manager’s job is to create stability, and deal with reality. A leader’s job is to stir emotion and set audacious, grandiose goals that shake the status quo. Too much management and you stagnate. Too much leadership and you get nowhere. Embrace the challenge of striking the balance. Do it well; and the result will surpass your wildest dreams” – The Management and Leadership Network.

15. “The more I want to get some-thing done, the less I call it work” – Richard Bach.

**ENJOY YOUR WORK:** - Never Play Blame Game. It is better to deserve an honor and not have it than to have it and no deserve it. “Dignity is not in possessing but deserving” – Mark Twain. Work is not always a pleasure or fun; but sometimes full of pain, compromises, sacrifices, disappointments, failures and commitments. An ideal combination of Success comprises of 5 vital factors. They are being Charismatic, Calm, Cool, Confident and Composed. Happiness and Sorrow go hand in hand and a winner faces it very strongly with their Go and Get Attitude. Think

out of the box; sometimes be a leader, an inventor, not just a follower to conquer the world and to make your ordinary, routine work special and different.

**Remember:** - “Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful” – Albert Schweitzer.

16. “When I’d get tired and want to stop, I’d wonder what my next opponent was doing. When I could see them still working, I’d start pushing myself. When I could see him in my shower, I’d push myself harder” – Dan Yable, Olympic gold medalist in Wrestling.

**LEARN FROM YOUR COMPETITORS:** - Never underestimate your competitors. Spend some time in a day analyzing and evaluating their strengths, weaknesses, experiences, expertise, vision, target market, product/pricing/distribution/promotional and branding strategies. “The illiterate of the 21<sup>st</sup> century will not be those who cannot read and write, but those who cannot learn, unlearn and relearn” – Alvin Toffler. Thus, keep on examine their output and compare them with your result. Measure the deviations; if your output is less find suitable measures o overcome the differences.

**Remember:** - “Jealousy is... a tiger that tears not only its prey but also its own ragging heart” – Michael Beer.

17. “Any fact facing us is not as important as our attitude towards it, for that determines our success or failures” – Norman Vincent Peale.

**LOOK FOR OPPORTUNITY AND NOT SECURITY:** - Opportunity is inversely proportional to Security; the bigger the opportunity the lesser the security and more security means lesser opportunity. “Don't wait for extraordinary opportunities. Seize common occasions and make them great. Weak men wait for opportunities; strong men make them.” – Orison Swett Marden. However, looking for opportunity involves taking calculated risk based on knowledge, past experience and expertise. Give yourself an opportunity to advance each time and reward yourself for your hard work.

**Remember:** - Luck? I don't know anything about luck. I've never banked on it, and I am afraid of people who do. Luck to me is something else; hard work – and realizing what is opportunity and what is not” – Lucille ball.

18. “I don't know the key to success, but the key to failure is trying to please everybody” – Bill Cosby.

**NEVER COMMIT MORE THAN YOU CAN DELIVER:** - Don't aim at being liked, appreciated and accepted by everyone and anyone. As Michael de Montaigne rightly remarked that there are some defeats more triumphant than victories. Aim at a balanced mental, social, physical, financial, personal and spiritual life. It is always advisable to be good in all the six aspects rater than being best in any one of these. Promise and commit only when you can deliver.

**Remember:** - “Do you ever compromise on service? Do you cut corners, only partially fulfill, or even forget commitments? Exceptional service means keeping every commitment you make to customers. Period” – Mark Sanborn.

19. “Associate yourself with people of good quality if you esteem your reputation, for it is better to be alone than to be in bad company” – George Washington.

**ASSOCIATE YOURSELF WITH WINNERS TO BECOME ONE:** - People with negative attitude know that hard work never kills anyone but feels, “why take a chance.” Do you want to be one of them? Definitely NOT! Successful people irrespective of their chosen field have many qualities (personal as well as professional) in common, because for them life is a journey and not a destination. They follow Benedict Spinoza’s principle in life, “... to become what we are capable of becoming is the only end of life.” Thus, it is always recommended to stay away from people who spread negativity in the organization. So ally yourself with winners.

**Remember:** - “The average person puts only 25% of his energy and ability into his work. The world takes off its hat to those who put in more than 50% of their capacity, and stands on its head for those few and far between soul who devote 100%” – Andrew Carnegie.

20. “I hope I shall always possess firmness and virtue enough to maintain what I consider the most valuable of all titles, the character of an honest man” – George Washington.

**NEVER COMPROMISE ON YOUR KEY VALUES/PRINCIPLES:** - Insist on ethical and value oriented task rather than only focusing on theoretical information that we learn in school/colleges which are more based on facts and figures. Trustworthiness, Character, Honesty, Integrity, and Fairness are the hallmark of greatness and determine the quality of a person. Be firm and fair on your core values and principles. Calvin Coolidge once said that no person was ever honored for what he received. Honor has been the reward for what he gave.

**Remember:** - “Try not to become a success but rather try to become a man of value” – Albert Einstein.

21. “The critic is one who knows the price of everything and the value of nothing” – Oscar Wilde.

**NEVER GET DISHEARTENED BY CRITICISM:** - Don’t let criticism dishearten you or demoralize you and distract you from your goals because everyone has the right to be wrong. “I learned a long time ago never wrestles with a pig, you get dirty and besides, the pig likes it.” - Cyrus Ching. Learn to distinguish between an honest and dishonest critic; always listen and learn from an honest one and ask them for opinions and suggestions to enhance your productivity. So the morale is keep making mistakes, accept it, learn from it and don’t repeat it again. And during this process you will find make critics, understand their perception but never get depressed. Success is to face failure, master them but not absence of failure.

**Remember:** - “A Hammer shatters glass but forges Steel” – A Russian Saying.

22. "If you really want to succeed, form the habit of doing things that failures don't like to do"  
- Anonymous.

**GET INVOLVED IN THE TASK MENTALLY, PHYSICALLY AND EMOTIONALLY:** - Always do few things properly; people always remember our good work and not fast work. Be a good leader; rather than a good manager, that would make your team involved in the task and take pride and pleasure in the work. Be prepared for ups and downs, pleasure and sorrow each day and make your routine things existing. As Vaclav Havel believed that one should work for something because it is good, not just because it stands a chance to succeed. Be Proud of what you do for your living. Never lose your self respect because he, who cannot respect his work, cannot expect others to respect him, but always take small breaks during long spell of work and engage your mind off stress by developing some hobbies, calling some old friends, surfing internet, listening to music, humorous tape or radio station you really enjoy.

**Remember:** - "Wealth without work; Pleasure without conscience; Knowledge without Character; Commerce without Morality; Science without Humanity; Religion without Sacrifice; and Politics without Principles" are the seven sins according to Mahatma Gandhi.

23. "Responsibilities gravitate to the person who can shoulder them"- Elbert Hubbard.

**ACCEPT RESPONSIBILITY:** - As rightly said that success has many fathers, failure is an orphan; thus it is essential to accept accountability and responsibility when things don't go our way. One must be ready to take responsibility of failures as well and be prepared to say, "I take the responsibility... it was my fault" without making any excuses. It makes the person mature, acceptable, credible and empowered. As Michael Korda, rightly, believed "Success on any major scale requires you to accept responsibility . . . . In the final analysis, the one quality that all successful people have is the ability to take on responsibility." Stop blaming your team members, seniors, management for your failures. One needs to accept complete responsibility for everything we are. Keep telling yourself at your workplace that, "I am responsible for this situation...; for my performance/growth" etc.

**Remember:** - "The Price of greatness is Responsibility" - Winston Churchill.

24. "Tell me and I'll remember for an hour; show me and I'll remember for a day; but let me do it and I'll remember for ever"- An Old Chinese Saying.

**HAVE CLEARLY DEFINED RESPONSIBILITIES AND DUTIES:** - While performing duties ensure that you have suitable authority and power to perform the task as authorities and responsibilities are interdependent and interrelated. Know what is expected from you; why it needs to be done; when it should be done with the deadline; where it has to be done; how it should be done; and who will help you to achieve your desired and specific results. Never interfere with eat you can't do. Accept changes and revolutions to face every challenge.

**Remember:** - "Do not confuse motion and progress. A rocking horse keeps moving but does not make any progress" - Alfred A. Motapert.

25. "Small people talk about other people, mediocre people talk about things, great people talk about ideas" – Anonymous.

**AVOID CRITISING OTHERS:** - People with Negative Attitude often blame the whole world for their failure. But honestly we are responsible for our own success or failure. Life is a Struggle and blaming others just adds fuel to fire. As rightly said by someone that success is not to be measured so much by the position that one has reached in life as by the obstacles overcome, while trying to succeed. Thus never waste your time and efforts in unproductive and non-rewarding efforts like criticising your company, employers or employees publicly; try not to hurt anyone. Think before speaking and never speak without thinking. Never be a fault finder; look for good things around us. To succeed try to achieve results with our own efforts.

**Remember:** - "The men who try to do something and fail are infinitely better than those who try to do nothing and succeed" – Lloyd Jones.

26. "Share what you know and, more importantly, what you image with others. Lead them to discover their own truths. The way you live with your life is as powerful a teaching for others as what you say to them" – Tom Cowan.

**PRACTICE WHAT YOU PREACH:** - "Practice" is to do things yourself first; whereas; "Preach" means to suggest or advise someone else. Thus, you should yourself do the activities first before you suggest people to do. Share your knowledge, talent and skill. "Freedom is not procured by a full enjoyment of what is desired but by controlling the desire" – Epictetus. Compliancy and Tolerance does not always come naturally, they have to be developed, encouraged, nurtured and retained; thus make them an eternal element of life.

You can't expect Integrity from others; if you are Dishonest  
You can't expect Punctuality from other; if you are Never on Time  
You can't expect Courtesy from others; if you're behaviour is Rude  
You can't expect Selflessness from others; if you are Self-Centered  
You can't expect Courtesy from others; if you are Arrogant;  
You can't expect Discipline from others; if you have no Indiscipline  
You can't expect Motivation from others; if you are Demotivated.  
Thus, our actions should be consistent with our words.

**Remember:** - "An ounce of action is worth a ton of theory" – Friedrich Engel's.

27. "It is a given that all students will not be attracted to all teachers. It is also a given that respect, rather than being liked, is the hallmark of great teachers. But chances of achieving both are far greater through encouragement and empowerment than by saying, "call me by my first name" – Dr. Marvin Marshall.

**BE FIRM, CLEAR, FAIR, HONEST, LOYAL AND STRAIGHT FORWARD:** - Have a clear, certain, determined, firm and fair direction, thought and approach in giving and getting instructions. Being loyal means to be reliable, consistent and predictable in an unpredictable situation. "Only the person having firm conviction and iron volition can attain strength and energy. At no stage of Karma does he ever hesitate." – Rig Veda. Straight Forwardness is about being obvious and

explaining one's idea and opinion in a clear tone with kindness and calmness in simple, sweet and short sentences. Speak what you think is right. Smoking at workplace is seriously injurious to health and it induces stress. Although Adult smokers' state smoking helps them but a research conducted shows that contrary to their belief, it actually heightens tension, irritability, depression and smokers are actually more stressed than non-smokers.

**Remember:** - "Make yourself an honest man and then you may be sure here is one rascal less in the world" – Thomas Carlyle.

28. "I consider my ability to arouse enthusiasm among the men the greatest asset I possess, and the way to develop the best that is in a man is by appreciation and encouragement" – Charles Schwab

**BE ENTHUSIASTIC:** - Be your Best Friend. Start working early, get adequate sleep and rest to maintain your energy level. Occasionally, pamper yourself with a treat, week-ends off, trying out new combinations of food and clothes as it helps to refresh our mind and body. Keep a Check on your weight. Excess weight increases the Stress on our body, making it more prone to certain chronic diseases like obesity, fat, high blood pressure and cardiac disorder.

**Remember:** - "Nothing great is ever achieved without enthusiasm" – Ralph Waldo Emerson.

29. "History has demonstrated that the most notable winners usually encountered heart-breaking obstacles before they triumphed. They won because they refused to become discouraged by their defeats" – B. C. Forbes.

**THINK WIN-WIN:** - Win/Win, Win/Lose, Lose/Win, Lose/Lose, Win, Win/Win or No Deal are the six philosophies of Negotiation or Human Interaction. However; the most feasible and acceptable alternative is "win-win", since we aim at mutual benefits for both the parties involved in negotiation; which involves reasonable compromises, co-operation and sacrifices from both the parties. It is a balancing act; as rightly said that when we share sorrow, it divides; but when we share happiness it multiplies and help others. Thus, we automatically win. It also demonstrates the positive attitude of an individual to help others in spite of all the odds. "Kite rise highest against the wind; not with it" – Sir Winston Churchill.

**Remember:** - "Whatever the mind of man can conceive and believe the mind can achieve" – Napoleon Hill.

30. "He who would learn to fly one day must first learn to stand and walk and run" – Friedrich Nietzsche.

**BE A PART OF THE TEAM AND NOT APART FROM THE TEAM:** - Always use statements like "We did it", "We deserved it" rather than "I did it" or "I deserved it." Try and celebrate your team's success together. Never try to do a role of your other team members. Understand your strengths/ weaknesses and your role in achieving the results. Always do what you are best at and avoid the rest. Listening is also a Participative Act. Listen to ideas, views, opinions, suggestions, creativity of others to develop team spirit and loyalty. Edmund Burke once said that for evil to flourish good people have to do nothing and evil shall flourish. Always support what

you feel is right and needs encouragement. Resolve your differences immediately to avoid bitter relationships. Work harmoniously with others but be laser-sharp.

**Remember:** - “Egotism is the anesthetic that deadens the pain of stupidity” – Knute Rockne.

31. “A smooth sea never made a skillful mariner” – An old English Proverb.

**FIND OPPORTUNITIES TO FACE NEW AND DIFFICULT SITUATIONS:** - Keep ten minutes aside a day to formulate a forward looking plan and to answer few questions each day like, “how to generate more revenue”, “how to reduce cost”, “how to motivate my team”, “how to upgrade my product”, “how to enhance my company’s image in the eyes external people.” Bernie Milano feels that the greatest advancements of this century, the light bulb, the airplane, and the computer, were created by innovators – people who imagined things that did not exist and asked why. Being an outstanding employee requires a touch of this inventor’s spirit, a determination to persistently strive to create value.” The road to success is never smooth; so be tolerant since no hurdle/ no mountain is too high – a strong and silent attitude can eventually erupt a volcano.

**Remember:** - “You may be disappointed if you fail, but you will be doomed if you don’t try” – Beverley Sills.

32. **DID YOU KNOW:** -

- ABRAHAM LINCOLN failed in business at the age of 21 and again at 24; was defeated in a legislative race at the age of 22; his girlfriend died when he was 26; lost a congressional race at age 34; lost a senatorial race at age 45 and 49; failed in an effort to become Vice-President at age 47; and was elected President of the United States at age 52.
- Thomas Edison failed approximately 10,000 times before he invented light bulbs.
- Dhirubhai Ambani started his career with A. Besse and Company at the age of 16, for a salary of Rs.300/-. He returned to India in 1962 and with a capital investment of Rs. 1500/-, he started Reliance Commercial Corporation with the primary business to import polyester and export spices. When he died Reliance annual gross turnover was around Rs. 75,000 crore.
- Azim Premji joined Wipro at the age of 21, immediately after his father’s sudden demise with a vision to build an organization on the foundation of values. And the rest is a history; he never looked back after that. Forbes rated him as the richest Indian from 1999 to 2005; as of October 6, 2007 he has wealth worth of \$13.6billion.
- Lakshmi Narayan Mittal the richest person living in UK and Asia since 2005 and the fourth richest person on the earth with a total net worth of US \$ 45 Billion; the Chairman and CEO of ArcelorMittal was born on June 15, 1950 in a small Sadulpur village, in the Churu district of Rajasthan, India and is presently living in Kensington, London, United Kingdom that he bought for \$128 million, which was the most expensive home in the world at that time for over 14 years.

Isn’t it inspiring? **READ INSPIRING STORIES/ ANECDOTES/ QUOTES:** - Keep some time aside in a day to read Inspiration and Motivating anecdotes of successful people like Dhirubhai Ambani, Ratan Tata, Narayan Murthy, Azim Premji, Lakshmi Mittal who despite of several failures

and serious limitations and weaknesses have achieved success because of their burning desire to win.

**Remember:** - The MOTIVATIONAL thoughts of Bessie Stanley on Success at Workplace,  
To laugh often and much;  
To win the respect of intelligent people and the affection of junior;  
To earn the appreciation of honest critics and endure the betrayal of false friends;  
To appreciate beauty, to find the best in others;  
To leave the world a bit better, whether by a  
Healthy child, a garden patch or a redeemed social condition;  
To know even one life has breathed easier  
Because you have lived.  
This is to have succeeded.

33. "A clear vision, backed by definite plans, gives you a tremendous feeling of confidence and personal power" – Brain Tracy.

**VISUALIZE WHAT YOU WANT TO ACHIEVE:** - Keep your focus on what you want to achieve and what you don't want to. Success is an ideal combination of hard work, talent, determination, dedication, devotion, discipline, will power, character, honesty, vision, and loyalty. In addition to the above qualities Napoleon Hill has mentioned three additional unbeaten combinations for success, i.e. patience, Persistence and Perspiration. Keep moving as rightly said by someone that don't be irreplaceable. If you can't be replaced, you can't be promoted. Believing our heart takes courage and conviction so don't hesitate to speak your mind but speak sensibly, firmly and sparingly

**Remember:** - "Great minds have purposes, others have wishes" – Washington Irving.

34. "One of the deepest desires of human being is the desire to be appreciated. The feeling of being unwanted is hurtful" – William James.

**APPRECIATE AND ENCOURAGE OTHERS:** - Life is like an eco; if you treat others with respect and dignity, you will get back what you give. Acknowledge and appreciate the efforts of others to boost their morale. A work done for other is a task worth remembering for everyone because our little effort also counts as it is always better to do something than nothing. Try to understand that the team is a group of people who have their individual likes, dislikes, preferences, qualities, beliefs, opinions, ideas, suggestions and individuality; thus you need to understand and accept the capabilities, strengths and weaknesses of each team member and allow them to share their views and bring their contributions. As Casey Stengel once said that getting good players is easy, getting them to play together is the hard part.

**Remember:** - "The biggest disease today is not leprosy or tuberculosis but rather the feeling of being unwanted" – Mother Teresa.

35. "The harder you work, the luckier you get" – Henry Ford.

**LUCK... DON'T BANK TOO MUCH ON IT:** - Never completely surrender yourself to luck and completely attribute your success and failure to your fate. Winners believe in hard work, commitment, and dedication; whereas; losers believe in luck and fate, and destine. Luck is the meeting point between hard work and destine. As someone rightly said,

He worked by day  
And toiled by night.  
He gave up play  
And some delight.  
Dry books he read,  
New things to learn.  
And forges ahead,  
Success to earn.  
He plodded on with  
Faith and pluck;  
And when he won,  
Men called it luck.

**Remember:** - "I am a great believer in luck, and I find he harder I work the more I have of it" – Thomas Jefferson.

36. "Life is like a ten-speed bicycle. Most of us have gears we never use" – Charles Schultz.

**HALF HEARTED EFFORTS PRODUCES NO OUTCOME:** - Accomplishment of desired task with Full consistency, enthusiasm, excitement, challenge, dedication and passion is the most powerful motivator. As Albert Einstein once said, "I think I used about 25% of my intellectual capability during my life." Half hearted attempt endangers productivity, creativity, competitiveness and can never lead to your desired target. However, one can identify the reasons for lower productivity by identifying why am I producing half-hearted efforts, what is causing low productivity, what can be done about it, how can I eliminate it in the future. Recognize when you are stressed. Burn-out reduces Productivity and also saps your Energy.

**Remember:** - "The biggest mistake we could ever make in our lives is to think we worked for any body but ourselves" – Brain Tracy.

37. "A group becomes a team when each member is sure enough of himself and his contribution to praise the skills of the others" – NORMAN GLASS SHIDLE.

**BE A PART OF THE ANSWER AND NOT A PART OF THE PROBLEM:** - See an answer for every problem and not a problem for every answer. A Problem is an obstacle that makes it difficult for us to achieve our mission. Every problem needs a solution. Thus, an individual needs to decide whether he wants to add fuel to fire by being a part of the unfavourable situation/ circumstances to try to find a reply/ solution to the problem by being a part of the response/answer; i.e. whether he is a problem creator or problem solver. Impossible itself means, "I'm Possible."

Life is hard by the yard,  
But by the inch,  
It's a cinch – Gean Gorden

**Remember:** - “Bring me solutions, not problems” – Margaret Thatcher.

38. “We cannot help ourselves without helping others  
We cannot enrich our lives without enriching others  
We cannot prosper without bringing prosperity to others”  
-Janette Cole.

**VOLUNTEER YOUR TIME AND EFFORTS TO HELP YOUR SUBORDINATES:** - In any organization all activities are inter-connected and inter-dependent on each other. Thus, volunteering our time and efforts in helping others can really make a big difference. “In helping others, we shall help ourselves for whatever good we give out completes the circle and comes back to us.” - *Flora Edwards*. If you know more about a particular subject; share it with your subordinates, sharing and helping others boost our self-confidence, reduces stress, and increases our subject knowledge.

**Remember:** - “When you are good to others, you are best to yourself” – Benjamin Franklin.

39. “If you think you can or if you think you can’t, you are right” – Henry Ford.

**DOMINATE YOUR THOUGHTS/ IDEAS/ VIEWS BUT NEVER LET THEM DOMINATE YOU:** - Let you're ideas consciously decide your goals based on your ability and intelligence. Encourage ideas, opinions, and feedback from others. Listen to their views, analyze them and then take your own decision rationally. As said by A. Harvey Block that the ideas that come out of most brainstorming sessions are usually superficial, trivial, and not very original. They are rarely useful. The process, however, seems to make uncreative people feel that they are making innovative contributions and that others are listening to them. Do what you believe in to gain courage, strength and confidence. Life is very unpredictable, unimaginable, undeterred, full of risk, fun and adventure but with proper planning one can reach any limit and climb the mountain.

**Remember:** - “What a man thinks of himself that is what determines or rather indicates, his fate”  
– Henry David Thoreau.

40. “It is amazing how much you can accomplish if you don't care who gets the credit” – Harry Truman.

**CREATE A POSITIVE, CONGENIAL, ENJOYABLE AND FAVOURABLE WORK ENVIRONMENT TO INCREASE YOUR PERFORMANCE AND PRODUCTIVITY:** - Encouraging a kind, loyal, cooperative and an honest work environment generates loyalty and team spirit. “The leaders who work most effectively, it seems to me, never say “I”. And that's not because they have themselves not to say “I”. They don't think “I”. They think “We”; they think “team”. They understand their job

is to make the team function. They accept responsibility and don't sidestep it, but, "we" gets the credit.... This is what creates trust, what enables you to get the task done." All days will not be alike; there will be moments of frustration, tiredness, boredom, idleness and irritation. Be ready to tackle them. Listen what others say if you want them to hear you.

**Remember:** - "A group becomes a team when each member is sure enough of himself and his contribution to praise the skills of the others" – Norman Glass Shidle.

41. "I don't know what kind of people you're used to dealing with. Nobody tells me what to do in my place" – Karen Allen in Raiders of the Lost Ark.

**TAKE YOUR OWN DECISIONS:** - Be decisive and old; taking your own, independent decision means coming to a logical conclusion after analyzing various alternatives and information available. There are various tools and techniques available like Pareto analysis, Grid analysis, Cost/Benefit analysis, Decision Tree etc available with an individual. Have courage and confidence to take your own decisions even if you are wrong sometimes. Make mistakes, accept it, learn from it and don't repeat it again. As rightly said the man who makes no mistakes do not usually make anything.

**Remember:** - "Sometimes you just have to follow your intuition" – Bill Gates.

42. "No one is less ready for tomorrow than the person who holds the most rigid beliefs about what tomorrow will contain" – Watts Wacker, Jim Taylor and Howard Means.

**ALWAYS EXPECT THE UNEXPECTED:** - Prepare yourself for unpredictable incidents/accidents and be ready to handle them. Be innovative, proactive, and adaptive to accept new ideas and challenges and also to break the monotony. Abraham Lincoln stated once that the best thing about the future is that it only comes one day at a time. Depending on the situation a successful manager rakes his decision and adapts his management style accordingly. They adopt the old carrot and stick approach; reward yourself with monetary/ non-monetary motivation to enhance their productivity and to celebrate your success.

**Remember:** - "Each one of us should know what our customers expect before they know it" – Dinesh K. Gupta and Ashok Jambhekar.

43. "Happiness is an attitude. We either make ourselves miserable, or happy and strong. The amount of work is the same" – Francesca Reigler.

**KEEP SMILING, BE KIND AND GENTLE:** - Keep Smiling, be Enthusiastic, Cheerful and Considerate; it's Contagious. Laughter lowers blood pressure and reduces hypertension. "Laugh and even the birds laugh with you, Laughter is Prayer. If you can laugh, you have learnt how to pray. Don't be serious. Only a Person, who can laugh, not only at others but at himself also, can be Religious."- Osho Rajneesh. It helps to kill Stress. For every 10 minutes you are stressed, you loose 600 seconds of happiness. A healthy mind dwells in a happy and healthy body. Inculcate the habit of forgive and forget; and don't hold grudges. Smile..... As it is Priceless.

**Remember:** - "Rudeness is the weak man's imitation of strength" – Eric Hoffer.

44. "Success seems to be connected with action. Successful people keep moving. They make mistakes, but they don't quit" – Conrad Hilton

**LEARN FROM PAST MISTAKES:** - Bradley G. Richardson compares a career setback with a romance gone bad. He added; that if you don't learn from your mistakes, you're doomed to repeat them, most likely in your next job. Many professionals are so eager to flee a bad job or fearful of being jobless, they jump from one job mismatch to the next, just like some people do in their personal relationships. If you've been knocked down but haven't looked at what caused you stumble, you're setting yourself up to fall again. Thus, we learn that when we make any mistake willingly accept it and learn from it. So we don't repeat it again. Never regret your past; don't worry about future; simply think of Today. Don't be stubborn; don't try the same route where once slipped.

**Remember:** - "We are what we repeatedly do. Excellence is not an act but a habit" – Aristotle.

45. "On the journey to life's highway, keep your eyes upon the goal. Focus on the donut, not upon the hole" – Anonymous.

**LEVERAGE ON YOUR STRENGTHS AND PAST SUCCESSES:** - Never let your past failures/ break downs/ weaknesses worsen your self-confidence. Use your strengths to offset your weaknesses. Once you realize your weaknesses, don't waste your time and efforts, start working on them and improve yourself. "Aim at the sun and you may not reach it; but your arrow will fly far higher than if you had aimed at an object on a level with yourself" – Joel Hawes. For e.g. you realize that in your organization your computer knowledge is strong but probably your weaknesses is communication skills; find out; whether your weakness is affecting your productivity or output, if YES start improving it. Focus on your core-competencies, count on your strengths and understand: -

What are you good at? Where, Why, When you need improvement? How can I improve? Whose help or advice should I ask for to improve myself? Experience is the best teacher; it also helps you to find solutions of several unanswered questions.

**Remember:** - "Obstacles are those frightful things you see when you take your eyes off your goal" – Henry Ford.

46. "Almost everyone is born with the capacity to be creative, but few realize it and such skills are often neglected or untapped. Lateral thinking is all about thinking "outside the box" breaking out of familiar thought patterns and coming up with new possibilities. It is one of the keys to improving creativity" – Lloyd King.

**BE CREATIVE, INNOVATIVE AND CONSTRUCTIVE:** - Keep your eyes and ears open for any innovative ideas/ suggestions. Keep on analyzing the opportunities to do the same thing in a dynamic, relaxed and better way. As rightly said that if you do what you have done, you will always get what you have got. Develop an open and a two way channel of upward and downward communication to encourage trust, respect, ideas, views, opinions, suggestions and constructive criticism. Mould yourself according to the environment and situation. Never fear of making mistakes.

**Remember:** - “The best and the most beautiful things in the world cannot be seen or even touched. They must be felt with the heart” – Helen Keller.

47. “I have never had a policy. I have simply tried to do what seemed best each day, as each day came” – Abraham Lincoln.

**MAINTAIN A “TO-DO-LIST” AND A “PLANNER” TO UTILIZE THE TIME PRECIOUSLY:** - Keep evaluating your long term and short term goals for a forward looking plan. We all must have heard the story about 4 People named **Everybody, Somebody, Anybody and Nobody**. There was an important job to be done and Everybody was sure that Somebody would do it. Anybody could have done it but Nobody did it. Somebody got angry about that because it was Everybody’s job. Everybody thought Anybody could do it but Nobody realized that Everybody wouldn’t do it. It ended up that Everybody blamed Somebody when Nobody did what Anybody could have done.

**Remember:** - “I find it fascinating that most people plan their vacations with better care than they plan their lives. Perhaps, that is because escape is easier than change” – John Rohn.

48. “Patience creates confidence, decisiveness, and a rational outlook which eventually leads to success” – Brain Adams.

**PATIENCE AND PERSISTENCE ARE THE KEY MOTIVATORS:** - Stress and Challenges at workplace in any form requires a critical combination of Patience and Persistence. Prepare yourself for the success and failure; up and down; surprises and frustration; happiness and sorrow; changes and consistency at your workplace, since all days may not be alike. In times of failures, frustration, sorrows quitting or giving up seems to be the most feasible option. However; in long run Patience and Persistence are the ideal survival mantra. As Calvin Coolidge feels that nothing will take the place of persistence. Talent will not: nothing is more common than unsuccessful people with talent. Genius will not: unrewarded genius is a proverb. Education will not: the world is full of educated derelicts. Persistence and determination alone are omnipotent.

**Remember:** - “Everyone should be quick to listen, slow to speak and slow to become angry” – James 1:19

49. “Your goals need to be realistic and achievable. If you set yourself unrealistic goals, you are only setting yourself up for the possibility of failure and disappointment. Larger tasks should be broken down into smaller, more manageable ones. This will make the larger projects seem less daunting. It will also give you a sense of achievement on completion. When calculating how long you will need to complete a task, leave extra time in case the work takes longer than expected. This will relieve the time pressure” – Barbara Nance.

**KEEP IN MIND YOUR PERSONAL AND PROFESSIONAL SHORT TERM AND LONG TERM GOALS FOR “BIG PICTURE” THINKING:-**

At the end of each day, analyze the effectiveness of the task done, the decisions taken and the work assigned with deadlines; evaluate areas of improvement for the next day and strategies to overcome those weaknesses and execution of that well defined plan. “Making mistakes simply

means you are learning faster” – Weston H. Agor. Based on the organizational goals, decide and prepare your objectives which must be clear, simple, easy to understand and well supported by facts, figures and reliable data; as preparation boost our self-confidence; helps us to make mistakes; identify; rectify and learn from them.

**Remember:** - “I have found that being honest is the best technique I can use. Right up front, tell people what you’re trying to accomplish and what you’re willing to sacrifice to accomplish it” – Lee Iacocca.

50. “It is better to have enough ideas for some of them to be wrong, than to be always right by having no ideas at all” – Edward de Bono.

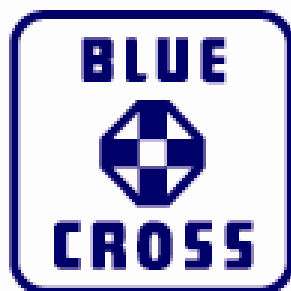
**ENCOURAGE CONSTRUCTIVE CRITISM:** - Be open in giving and giving Positive Criticism, Feedback and Ideas since it helps us to know what we are doing wrong and where we need improvement. Listen to others but follow your heart. As Earl Nightingale, feels, “Don't let the fear of the time it will take to accomplish something stand in the way of your doing it. The time will pass anyway; we might just as well put that passing time to the best possible use.” Take five minutes a day to encourage Positive criticism. Discuss but don’t argue since a steady argument can result in an intelligent solution. Be an active and good listener; simultaneously learn the art of differentiating between an honest and sincere appreciation and flattering.

**Remember:** -“Study as if you were to live forever; live as if you were to die tomorrow” – Mahatma Gandhi.

51. “Everyone has a will to win but very few have the will to prepare to win” – Vince Lombardi.

**ALWAYS USE POSITIVE WORDS LIKE “I CAN”, “I WILL”, “I AM ABLE”, AND “IT IS POSSIBLE”:**  
- Wikipedia defines Motivation as the set of reasons that determines one to engage in a particular behaviour. Thus, to believe in oneself and be internally motivated one needs to develop and maintain an attitude within oneself that creates a favourable, acceptable, optimist, confident and conscious mind; and leads to success and keeps them focused on the goal. As someone rightly said tell yourself that I like things to happen; and if they don’t happen I like to make them happen and repeat it several times in a day to boost your morale and self-confidence.

**Remember:** - “No one can make you feel inferior without your permission” – Eleanor Roosevelt.



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