

# 10 Daily Habits Of High Achievers



Melissa Joy Dalton

# Introduction

If you find yourself feeling underachieving despite working hard, this book is for you. Rather than spending countless hours trying to understand what high achievers are doing differently to succeed, look no further. *10 Daily Habits of High Achievers* presents the highly sought-after insight into the one thing that makes these successful people stand out - their daily habits. This book provides an in-depth exploration of essential habits and disciplines that active high achievers exhibit every day. The powerful everyday practices outlined will help achieve better performance results. Get ready to tap into your potential and unlock spectacular successes with ease!

## ***What's the secret?***

Developing high-achievement habits can empower individuals to maximize their potential and attain success. Are these important habits only accessible to an exclusive group of people? Absolutely not! High-achieving characteristics can be acquired over time. Exemplifying positive behavior, staying organized, developing a plan for success, and emotional intelligence are just some of the qualities required for personal greatness-- something we all have access to. In order to put ourselves in orbit around our goals, cultivating these skills is key.

## ***What you'll get from this book***

This book is your ticket to becoming a high achiever. You'll get a comprehensive overview of the traits and qualities shared by successful people so that you can identify them in yourself. Additionally, you'll become aware of habits that could be holding you back from becoming your best self. Ultimately, this book will teach you 10 powerful habits practiced by all top achievers. Though simple, they add up and become an unstoppable force when practiced together on a daily basis. Ready to make the change and reach for higher goals?

While each of the 10 habits is highly effective on its own, practicing all 10 on a daily basis is guaranteed to bring about a remarkable transformation in how you go about doing tasks and achieving goals. These habits feed off each other and feed into each other so that their compounded effects will make you an invincible super achiever!

# Chapter 1

## Common Characteristic of Great Achievers

We all know a great achiever when we see one. For one, they make all the underachievers stand out like a sore thumb! But seriously, have you ever paused to notice the special characteristics that they consistently display? Here are a number of their common traits and mindsets. You may be able to recognize some of them in yourself already, which means you're off to a good start. Otherwise, you can anticipate developing these admirable qualities as you gradually transform into a high achiever.

### **They're action-oriented**

High achievers are doers. Inaction, procrastination, and delay are dirty words to them. High achievers are well-known for their action-oriented mindsets. They don't delay in the face of challenges, but instead, roll up their sleeves and take the necessary steps to accomplish their objectives. High achievers understand that planning isn't always necessary and are not afraid to take risks when it comes to reaching their goals. In general, they understand that inaction is unacceptable when trying to achieve success.

### **They have clutter-free lives**

The organization is a key characteristic of high achievers. Keeping their lives clutter-free gives them the advantage of having more mental clarity and focus, as well as peace of mind. This means that they only keep the essentials around, from their homes to workspaces, cars, and garages - thus avoiding the unnecessary stuff that could impede or burden them in any way. In short: decluttering is a great habit for high achievers!

### **They take charge**

High achievers make great leaders and managers. When the situation calls for decisive action, high achievers are equipped to take the lead. They naturally possess a proactive attitude that inspires confidence in their peers, allowing them to come out ahead during difficult scenarios. And while they may not be motivated by ego or recognition, stepping up when needed provides more opportunities for success in the long run.

## **They thrive on challenges and crises**

High achievers strive to confront and overcome challenges and crises. Even while others may hesitate or become overwhelmed, a high achiever is ready and willing to take the initiative. They accept failure as an unlikely outcome, instead viewing tough circumstances as valuable opportunities for growth through learning. Difficult projects, tight deadlines, setbacks, and crises are exciting ways for them to demonstrate resilience, dedication, and aptitude.

## **They're outcome-oriented**

High achievers are goal-oriented and driven by results. They do not hesitate to adjust their plans or actions when necessary in order to reach the desired outcome. As they progress, they continuously reassess whether their work is leading them toward the intended goal. In comparison to others, who might remain rigidly attached to a pre-determined plan or schedule, these high performers will shift directions flexibly if needed.

## **They're highly optimistic**

High achievers have a deep sense of gratitude and acceptance that carries them through even the most difficult times. They understand that life will offer its fair share of highs and lows, but they remain optimistic in both scenarios. When things are going well, their joy and appreciation reach higher heights; when faced with challenges, they never give up hope due to their resilience and determination. This virtuous circle helps them to stay motivated and driven toward reaching their personal goals. It's an unbeatable strategy for true optimism!

## **They're great listeners**

High achievers thrive because of their attention to detail. They're committed listeners and ask meaningful questions to ensure they understand the full scope of any task. This allows them to strive for excellence, guaranteeing that the final result is achieved with quality and accuracy in a timely fashion - saving everyone involved many headaches.

***The bottom line:*** When looking for examples of success, take a closer look at those around you who have achieved their goals. Note how they demonstrate professionalism and strive for excellence. In most cases, you will find that the successful individual embodies these traits.

Are you noticing yourself becoming a high achiever with these qualities? Don't worry if you don't immediately identify them in yourself. By cultivating the habits of successful individuals, these traits will naturally come to define who you are over time.

The success of high achievers is not built overnight; instead, it is formed through hard work and dedication. It also requires a special type of mindset that will be forged over time. The qualities that define their excellence are attainable for everyone - practice them often and never forget them.



# Chapter 2

## Habits that Hinder High Achievement

The goal of this chapter is to help you identify any behavior that could obstruct your progress toward your goals. Though breaking these habits beforehand is not necessary, it can be beneficial to stay mindful of them so you can address any issue quickly. As your brain begins forming the 10 high-achievement habits, the counterproductive ones will start to phase out. If you do catch yourself engaging in a habit from the list, gently nudge yourself into practicing its opposite.

### **Procrastination**

It's common to find yourself making excuses when it comes time to act. When you get that feeling of wanting to put something off, take the moment as an opportunity; don't give procrastination a chance! Break down your task into achievable steps and start with the first one. If planning for the future helps, make a schedule and commit to it.

It's important to remember that high-achieving individuals have little room in their vocabularies for procrastination. Unless you want the same result they do, make sure it has no place in yours!

### **Seeking approval**

Gaining approval from others is not always necessary for your own success. Put yourself first--always do what fulfills your needs and goals before considering anyone else's opinion. Don't sacrifice your values in exchange for someone else's validation, as that will leave a bitter taste in your mouth. Success should come on one's own terms; let your accomplishments speak for themselves instead of relying on the opinion of others. If they voice dissent or disapproval, it is not up to you to keep them happy.

## **Self-doubt**

Self-doubt and negative thoughts can hinder your success by preventing you from taking risks, challenging yourself, and seeking new opportunities. However, you can counter this by being mindful of your mindset and stopping the self-sabotage with a helpful reminder of all your unique skills and capabilities. Remind yourself that whatever challenges may come, you can – and will - succeed.

## **Comparing yourself to others**

Comparing yourself to others can be a quick way to spiral down into feelings of self-doubt or superiority. When thoughts like these appear, it's important to take a step back and recognize the unique character that makes you who you are. Everyone on earth has their own set of experiences and abilities which makes them special, and you're no different! Once you accept the things about yourself that you can't change, it's possible to build an environment around your strengths. High achievers recognize what they bring to the table, aiming neither to power up from those less successful than them, nor feel inferior due to those more successful. Self-acceptance is key: once achieved, it allows impeccable ambition and drive to take its course!

## **Seeking perfection**

Perfectionism is not always beneficial for those looking to reach high levels of success. While perfectionism may lead a person to strive for the best possible outcome, if pursued only to its extreme limits it can do more harm than good. High achievers understand that while giving their all is important, understanding that perfection is out of reach and their attempts may be fruitless. Those who achieve great things are often defined by fostering a sense of balance when expecting one's best but understanding there are limitations as well.

# Chapter 3

## 10 Daily Habits of High Achievers

Are you ready to start making a positive change in your life? Consider implementing the following 10 beneficial habits that can help you achieve meaningful progress. Give it a try and see what kind of new opportunities arise as a result.

### **Habit #1: Have a crystal-clear vision and keep it alive**

A clear vision is essential to succeed in life. High achievers understand the importance of having a purpose and direction, which is why they are always excellent visionaries. Whatever their goals may be - big or small - having a well-defined vision is their biggest motivator.

Having a clear vision is important for anyone who wants to make progress and reach their goals. Having a vivid image of what you hope to achieve can help energize you and keep you motivated through challenges, setbacks, and other obstacles. A strong sense of direction can give you the focus and determination needed to achieve success.

It's amazing how much success and satisfaction can come from following your passions. If you have a clear vision of what you want to achieve, then it will be easier for you to stay focused on the goals that bring you closer to achieving that vision. High achievement comes from having an aim and diligently working towards it.

The first step to defining your vision is writing it down - this will help make it more tangible and easier for your brain to process. All you have to do is set aside a few minutes and create one or two succinct sentences that express your highest hopes and dreams. This will give you a clearer sense of direction as you move forward in life.

"My dream is to grow my local business into a global brand..."

"My dream is to retire early and travel the world..."

"My vision is to become the leading expert in my field..."

"My vision is to raise wonderful, successful, happy kids..."

Recording your vision is a simple but powerful exercise. Your vision should not be grandiose, but rather reflective of what makes your life meaningful and drives you forward with passion. Keeping track of your vision helps sustain motivation and gives direction to make progress in the long term.

**Daily practice:** To make steady progress toward your vision, you'll need to keep it alive day after day. Here are two methods to do just that:

1. Strive towards your goal relentlessly; every single day take a step in the direction of achieving your vision. It doesn't have to be anything huge, read a few pages from a book related to your vision every day, listen to podcasts that might provide helpful insight, learn a new skill or set aside some time for honing one you already possess... the key here is not to let go of your dream even when pursuing it may be difficult in certain scenarios and situations.
2. Spend some time visualizing what life would be like once you've achieved your goal. Close your eyes and imagine yourself having realized all that you had wished for as if it were already taking place; create mental scenarios of how things would look and feel like when/if they come true and bask in the positive emotions associated with them – this will fill you with hope and certainty that you can make it happen!

## **Habit #2: Become a problem-solver and troubleshooter**

If you want to be a high achiever, you have to become a problem-solver and troubleshooter. When someone tells them that something can't be done, they'll eagerly jump in and find a way to do it. High achievers also recognize the opportunity for growth that problems provide. Although it's natural to feel anxious when faced with issues, true high achievers will enthusiastically accept any challenge or offer of help. They won't settle for anything less than success!

**Daily practice:** If you want to become a master of problem-solving, make sure to practice daily. It can seem daunting at first, but it will become easier and even more enjoyable over time. Here are some helpful tips to get started:

1. Take some time to consider multiple solutions before settling on the best one;
2. Utilize resources such as online research, coaching or expert advice;
3. Find out why the problem happened and look back on similar experiences for reference;
4. Think outside of conventional ideas;
5. Don't give up until you reach success!
6. Keep pushing yourself with new software and apps that can streamline your workflow. Taking these steps regularly is a great way to develop into a more effective problem solver.

### **Habit #3: Accept full responsibility for your actions**

Super achievers are known for their dedicated commitment to personal discipline. An important part of this is taking full responsibility for their own actions and the results that come with them. This means taking ownership of your successes, as well as any failures - and relying on yourself to do something about it either way. It's a powerful trait that allows individuals to maximize their potential by making sure they're driven towards achieving their goals, while also having the self-awareness to accept when things don't go as planned.

***Daily practice:*** Develop responsibility with these practices:

1. Make sure to keep your promises.
2. Take ownership of what you say and do, don't blame others or make excuses.
3. Stay away from quarrels, and appreciate your own successes (this does not mean avoid conflict).
4. When something negative happens, accept responsibility for it even if someone else is to blame; find a way to at least partially correct the situation.
5. And always remember – most times it's not personal.
6. Taking responsibility involves celebrating victories of all sizes along the road to attaining greatness.

## Habit #4: Reconcile with your past

Practicing reconciliation with your past is essential for success. In fact, ruminating on mistakes and negative experiences can be a major roadblock to achievement and progress. This involves indulging in the emotions of guilt, resentment, bitterness, and shame that come when revisiting moments from your past. High achievers never do this; they keep their eyes focused on the future, having made peace with themselves and their history. To move forward and maximize your potential, you must learn to do the same.

***Daily practice:*** If your past is haunting you, you need to reconcile with it. Here are several options you can practice daily to ensure that the past stays in the past where it belongs!

1. In order to counter thoughts from the past that might be causing distress, it's important to engage in activities that help you relax and take a break. This may include listening to music, meditating for 10 minutes, going for a jog, or calling up a friend. Make sure you create an action plan of activities that boost your mood and distracts from this harmful thinking pattern. With proper preparation, you can combat intrusive memories and refocus on the present.
2. Mindfulness is a valuable technique that enables you to stay in the present moment. Mindful exercises are easy to do and can be very effective for decreasing worry or rumination about the past. A variety of mindfulness techniques can be found on the internet. The most effective resource is utilizing a coach. Implementing regular mindful practices into your daily routine can help you sharpen your focus and recognize when worrying is taking hold, so that you may put your energy towards remaining in the here and now.
3. It's important to practice self-inquiry and self-reflection in order to identify persistent negative emotions. Take the time to acknowledge any mistakes or failures and understand that these experiences have helped you learn and grow. Commit yourself to forgiveness by letting go of old resentments or painful memories, allowing you to start living more freely without them.
4. It's important that we practice forgiveness, especially when it comes to allowing ourselves to move on from the past. Holding grudges won't do anything for us – in fact, it can create a negative energy that stands in the way of personal growth. Cultivating an attitude of kindness and forgiveness towards those who have wronged us is one of the most powerful steps to self-liberation and emotional healing.
5. Make positive memories. Building a collection of happy experiences can help replace any negative thoughts that you may have about the past. Schedule romantic dates with your partner, and go on exciting family trips together. Strike up creative and interesting activities with your friends and coworkers. The next time you reflect on the past, think of these experiences to bring joy into your heart.
6. Taking control of your present is key to achieving the future you envision. Ask yourself every day: what can I do now that will bring me closer to my desired outcome? Then take action. You cannot rewrite your past or always predict what will happen in the future, but you can take steps now to shape a better tomorrow.

## **Habit #5: Stay alert for opportunities**

No matter where you are in your career or life journey, it's important to keep an eye out for potential opportunities. This can come in the form of enhanced success if you're already content in your job/marriage/situation, as well as new possibilities that bring meaning and focus if you feel a sense of stasis in your current position. Either way, being aware of opportunities is a crucial part of maintaining personal growth and finding greater fulfillment.

***Daily practice:*** Stay alert for opportunities every day by putting the following into practice. And remember, even a tiny opportunity seized can lead to great things.

1. To maximize your chance of success, you should cultivate relationships, build a network, and constantly work on learning new skills.
2. By developing honest connections with people, creating a network of like-minded high achievers and setting aside time to pursue those interests - no matter how unrelated they may be - you open up the possibility of gaining surprising opportunities.
3. Remember to always provide exceptional value to those within your network and actively embrace the idea of growth; you will be rewarded greatly for it.

## **Habit #6: Develop invincible persistence**

As a high achiever, you need to adopt the mantra 'failure is not an option'. This mindset breeds remarkable persistence. High achievers are known for their remarkable determination and persistence. This resilience helps them cope with setbacks and never lose motivation. The quality of 'grit' is a blend of mental fortitude, self-control, tenacity, and patience - all qualities essential to success. As a high achiever, it's important to convey the idea that failure is not an option; this conviction will help you develop grit and achieve your goals.

**Daily practice:** You can develop invincible persistence by tackling tough tasks and big projects as follows:

1. This world is full of courageous and inspiring role models. As you look to Steve Jobs, Stephen Hawking, and Oprah Winfrey as examples of men and women who achieved greatness despite facing tremendous challenges, draw motivation from their stories. Reading about these individuals from time to time can help fan the flame of your own determination to succeed in life. Their drive is contagious.
2. Set a high standard for yourself. When presented with an intimidating task, don't assume the results will come easy. Prepare your emotions and outlook to expect difficulty in carrying out the task along with its demands for time, effort, and perseverance. It is possible that you might find yourself able to complete it without any resistance; however, by setting a high expectation bar early on you equip yourself with the mental fortitude in case there are any issues or obstacles to overcome.
3. When working on a project, be sure to allocate sufficient time. Making yourself adhere to a tight timeframe can potentially lead to sub-par results. Instead, plan ahead, reflect and thoroughly think about the task at hand. This will help ensure success and give the project the attention it deserves.
4. Having a strong sense of purpose is essential for success. Understanding the reason why you are working can act as a driving force when times get tough and will make completing tasks that much easier. Know your 'why'. Find a way to relate the task at hand to your vision. Ask yourself why you're doing this. Is it to enable you to switch to a career more aligned with your vision? Is it to earn enough to start making your vision a reality? Having a strong 'why' will give you the persistence to overcome any hurdle and to never give up.

## Habit #7: Be a pro at decision-making

High achievers are well-positioned to make decisions quickly and effectively. Becoming adept at decision-making removes the stress of constantly being indecisive or making ill-advised choices, saving time that can otherwise be spent on important tasks. Being able to rely on making decisions builds momentum for further success, spurring an upward spiral of achievement and productivity. So learning how to become a pro at decision-making is an essential skill for high achievers - one that should not be overlooked.

**Daily practice:** Kick your habit of indecision with the following steps:

1. Making quick decisions is an important skill to practice. Identify one or two potential decisions per day and determine the best outcome in less than a minute. Whether it's deciding what to wear, what food brand to buy, or what you'd like for lunch, quickly analyze your options before making a choice. This can help improve your decision-making process and cut down on extended vacillation.
2. When making important decisions, it's important to manage the amount of information you consume. Having too much data can cloud your judgment and prolong the process. Prioritize what you need to know ahead of time. For instance, if you're buying a household appliance, some key details you'll want are pricing, features, warranty coverage, and customer feedback. Having this information will enable you to make an informed decision quickly and efficiently.
3. It's important to exercise caution when taking risks by having a fallback option in place. Have a plan B ready to ensure that any negative outcomes can be quickly and effectively managed. Doing this not only reduces worry about the risks associated with decision-making but also safeguards you against any possible failures.
4. Your intuition can often serve as a warning alarm or provide encouraging guidance. Although this isn't always the case, you may feel yourself getting an inexplicable feeling in certain situations. If you're having negative vibes about something, take it as a sign to reevaluate or gain more information before moving forward. On the other hand, if you're getting positive vibes from something, your gut might be encouraging you to go for it! Trust your intuition and pay attention when it speaks to you.

## Habit #8: Don't shy away from taking risks

High achievers understand that taking risks is a part of achieving their goals and staying on top. Even though they don't necessarily welcome risk with open arms, they understand that avoiding them entirely will prevent them from seeing big returns. It's only through gauging the risk correctly, and having the mental stamina to take action when necessary, that will empower them to get the most out of life's opportunities.

Therefore, embracing risk-taking is something that should be cultivated in order to maximize your potential for success.

***Daily practice:*** Cultivate risk taking through practice:

1. Adopt a proactive and strategic approach to decisions or actions. Before committing, it's important to consider both the expected and unexpected outcomes of any given choice. Be sure to do your research, acquire the right data, and speak with knowledgeable individuals who can provide helpful advice before making a move. Ultimately, this will help ensure that you've made an informed decision based on sound evidence.
2. Have a risk management plan. Assess the risks and create a risk management plan to quickly get back on track and minimize loss.
3. When taking on a difficult task, understanding the purpose and motivation behind it will bolster your courage and willingness to act. Ask yourself, what is the goal of this endeavor? The clearer your vision and end result become, the more likely you are to persevere despite any risks that may arise. Align your purpose with a strong 'why' statement so that you can be confident in giving the project your best effort.
4. Replacing fear with optimism is the key to overcoming challenges. When you're assessing potential risks, frame them as potential advantages. Consider that they may offer unseen opportunities rather than leading to a setback or loss. Reframing fear into something positive provides the mental fortitude necessary for success.

## Habit #9: Compare & adjust priorities

Organizing your priorities is no small feat. You may plan ahead with a to-do list or weekly schedule, but what happens when something unexpected arises? Will your old priorities become obsolete? High achievers remain flexible and prepared for any changes that could happen in their priority lists. When necessary, they are willing to shift their attention towards the highest priority—so even if it was at the bottom of the list before the adjustment, now it might be at the top.

***Daily practice:*** Stay on top of your priorities to stay on track with your success journey by practicing the following:

1. Prioritize your tasks both in the short-term and in the long-term. Divide them into daily, weekly, and monthly goals to make sure you remember them and can adjust things as necessary. This is an essential component of successful time management.
2. It's important to assess your priorities list frequently. Take a look every morning to ensure you've allocated tasks appropriately and if deadlines have shifted, re-evaluate so that necessary adjustments can be made. This should apply to daily, weekly and monthly goals; make required changes if needed.
3. For maximum productivity, it's important to cultivate a flexible mindset. We tend to believe that schedules can't be altered in any way. However, reality is often unpredictable and calls for adaptability on our part. If you have an attitude of flexibility towards priorities and scheduling, you'll have a much easier time dealing with sudden changes in circumstances. A flexible approach will also minimize your stress levels throughout the day.

## Habit #10: Stay super healthy

High achievers prioritize their physical and mental health. They use a nutritious diet, regular exercise, enough sleep, and stress management techniques as ways to keep their minds and bodies in peak condition. This allows them to remain focused, have clarity of thought, and maintain high energy levels- all key to achieving success. Therefore, staying healthy is essential for those aiming for greatness.

***Daily practice:*** In addition to having a good health routine in place, here are a few suggestions for daily habits that'll keep you in peak health:


1. Beginning your day with two glasses of water is a great way to jump start your body and mind. The hydration will give you an instant boost of energy throughout the morning, shielding you from energy drops and helping you stay alert. We recommend that everyone try it out - you'll be amazed by the results!
2. For workplace wellness (even if you are remote), it is important to schedule breaks throughout the day. Breaks provide an opportunity to move around, which can help maintain good posture and keep your mind refreshed. A great idea is to get outside for a five-minute walk or jog or do some simple exercises like running in place. Regular breaks can help with stress relief and better productivity.
3. If you're feeling fatigued and have the opportunity, taking a brief nap in the afternoon can be profoundly invigorating. Studies demonstrate that ten to fifteen minutes of rest is sufficient enough to feel completely revived. Consider this simple method if you need a quick boost.
4. Are you looking for a quick way to satisfy a sweet craving while also giving yourself an energy boost? Consider having a fruit smoothie. Blend together your favorite fruits for the perfect balance of sweetness and nutrients. Enjoy!
5. Staying active is an important part of leading a healthy lifestyle. Try to incorporate more physical activity into your daily routines that don't necessarily involve exercise. Consider walking instead of driving when possible, or take a break during lunchtime and walk to a nearby park.

# Conclusion

## *Turning practice into habits*

It all starts with taking small steps at a time until they become natural. With continuous progress and focus on developing these habits, you can become an incredibly high achiever.

We understand the difficulty of creating lasting change without help or guidance. That is why we offer professional coaching services to help you reach your full potential. Visit [www.coachingbymel.com](http://www.coachingbymel.com) for more information on how our coaching can assist you in achieving success. You can also reach out to us via e-mail at [melissajoyllc@gmail.com](mailto:melissajoyllc@gmail.com).



**With dedicated practice and consistent repetition, you can transform the practices mentioned in this book into habits.**