

Apply the top 8 secrets to successfully work at home

By Hani Banna

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by Carlos Garcia Publisher of the "Wealthy Secrets" Newsletter

What I'm about to reveal to you are 8 proven secret strategies, that will help you accomplish positive results with the time you spend on your home business.

Ready?

1. Imagine yourself as the CEO of a major corporation.

This technique will put you in the proper frame of mind, to envision yourself as your own boss, and that you are in complete control of your business.

As the CEO of your corporation, it is very crucial that you project where your business will spiral towards in the next 5 years. Remember A DREAM written down with a date becomes a GOAL. A goal broken down becomes a PLAN.. A plan backed by ACTION makes your dream come true..
From The Millionaire Mentor by Greg S. Reid

Therefore, you need to:

2. Set Specific Goals - "Goals are like train tracks." They keep you moving forward in the direction you want to go.
-Vicky Smith

When setting proper goals you need to exercise 2 simple strategies:

First and foremost, *Set Your Long Term Goals* (a.k.a. Dreams)

The bottom line is this, if you want to head in the right direction, than you must know where you want to be in 3 months, 6 months,

1 year, 3 years, even 5 years from now.

This technique is amazingly effective when you type your goals down, and print them out.

(Be sure you do it, I'll tell you why later.)

Secondly, you must always set and accomplish daily goals, so that you will achieve your long term dreams (goals). When you know where you want to be and where you are headed, than you will know exactly what you need to do to get there.

This will definitely get the ball rolling for you to set your daily goals.

3. Set up a *daily* To-Do Lists - Now that you have distinguished your daily goals, the easiest way to accomplish them is by working on a priority basis always working on the most important task first.

Design your daily to-do list at the end of your work day, so you know exactly what you need to do when you wake up in the morning. Make your daily tasks realistic, and be sure that they are accomplished. Think of each task you accomplish as a stepping stone towards your dreams.

The key here is for you to go to bed at night without having any regrets, and knowing that you have achieved everything you could that day.

Here's a neat trick: Use Microsoft Outlook's task manager to prioritize your daily To-Do list. Outlook will let you manage your tasks on a per hour basis. It is very crucial to avoid procrastination if you plan on getting where you want to be in 5 years.

Here's the best part: Outlook will keep reminding you, if your tasks have not been accomplished. This gives you absolutely no excuses not to work. Which brings me to my next point...

4. Devote a *specific amount* of hours each and every day to work on your business. To avoid getting side tracked, DO NOT surf the net, close your instant messenger conversations during this period of time.

The more side tracked you become, the further away you will be from your dreams.

5. Develop a positive routine - Research proves that eating breakfast every morning, will help you to think better, and even work more efficiently on your business.

Always take 15 - 30 minute breaks during the day to avoid straining your eyes. Have a good night's sleep, (6 to 8 hours is recommended.) Most importantly, try exercising daily because this will help fuel energy through out your body.

6. Stay organized, and focused - Tape your goals list on the wall by your work area, so that you will be reminded of what you are striving towards, each and everyday.

This important step alone will help guide you towards your ultimate goal, and keep you focused on what you should be doing.

If you ever feel that you don't have the energy to work on your business, simply take a look at your long term goals list, and let it remind you of your dreams.

Use this power to help you move forward in the direction you want to go.

7. Check your email ONCE every hour - Some of us love the idea of receiving email daily, and in most cases would likely check it every few minutes. This can be a very devastating routine that you will become accustomed to, be sure you eliminate it before it becomes routine.

The real secret to running a successful home based business, is to spend your time wisely and efficiently, by developing a positive daily routine.

8. Have fun - This may be the most important step of all. Make sure that you enjoy every minute you spend working on your business. If you can't stand the idea of getting up in the morning to work, than you might as well look forward to going back to that J.O.B. (Just Over Broke) you dread.

You must enjoy what you do, in order to fully succeed and accomplish your long term goals.

I have given you these 8 powerful strategies, the only way that they will work for you is if you apply them right now.

I wish you the best of luck with your home business, and I hope that you have a prosperous year.

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Be sure to read the amazing article that will not allow you to fall for the get rich quick trap, when you can get rich smart, and start making as much as \$2,575, \$7,525, even \$15,245 right now!

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