



Staying Motivated

Daily Rituals to Stay Motivated!

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Chapter 1 – Introduction

Motivation is what keeps us going. It is the reason people succeed and the reason people fail. Motivation is the drive someone has to complete a task. The ingredients of motivation are combined with many factors which include simplicity, attitude, the people you hang around, the way you think, knowing yourself, helping other people and so much more.

The purpose of this e-book is to take you through methods you can practice on a daily basis to remain motivated. These techniques can help you feel better about yourself in everything you do. You can take these methods with you when you go to work and when you are at home.

Motivation is the spark everyone needs to make it throughout the day, to set and meet goals, and more. Without motivation you will fail. When you have apathy toward something you are not motivated because you couldn't care either way. This is the worst attitude you can have because it isn't negative either. Someone who feels this way isn't capable of achieving anything because they don't care if they do or not. If you are feeling this way this e-book is exactly what you need to help you overcome your attitude and begin feeling motivated again.

When you know how to remain motivated with yourself you can also help others because your attitude will be contagious. When you practice daily motivational techniques eventually they will come to you naturally. At first some of these methods may be difficult for you to do or to remember. It will take time for you to begin to naturally practice and follow these techniques.

Chapter 2 – Keeping It Simple

When thinking about motivation the first thing you need to do is create your space around you at work and at home. This space needs to remain simple and positive. The things around you have a lot to do with the way you feel and if you will be motivated or stuck in a funk.

Your office space should contain and display items that make you feel positive about life and about reaching goals. If you have goals and things you would like to do it might be a good idea to post these things on the wall of your office or your cubicle. This way you have a constant reminder of the things you would eventually like to do.

Only you know where you would like to be in the future. You should create your space as a constant and positive reminder that you are working to get there. Create a positive atmosphere around you no matter where you are. This also includes the car you drive. If you spend many hours in the car commuting everyday make it a positive space. This means clean it up. Don't drive around a depressing vehicle that is full of trash and paperwork. Get your car detailed and begin to take care of it. You would be surprised how good you will feel when you clean up your car.

A clean home and clean office space make a really big deal when you need motivation. If you find yourself sitting in mounds of paperwork you might have the attitude you are never going to complete the things you need done. A messy workspace can be frustrating and depressing. It may cause you to procrastinate and even be disorganized with your thoughts as well as your work.

A messy and dirty home can be depressing and disabling. Many people will sit around procrastinating for hours in a messy home. It is amazing how good a clean home can make you feel. The best thing you can do is clean up your home. You will feel great and ready to take on anything. Get rid of those clothes which have been sitting in the closet for years that you haven't worn once. Clean out the mess in the shed and the garage. Don't just wipe down the counters and do the dishes. Clean house means create a new space that is positive and ready for the new to come into your home. Get rid of all of the old.

The space you spend your time in includes your car, home, and the office space you work in. It has a lot to do with the way you feel and the attitude you have when you wake up in the morning. Clean up the spaces you live in and make a positive atmosphere for you to enjoy and want to have a good day. You will finally see the goals as achievable rather than sit around thinking about them.

Chapter 3 – Keeping Good Company

Hanging out with positive people is one of the best ways to be motivated. You should talk to someone positive at least once a day. Many of the ways you can have a positive encounter with people include in person, over the phone, and over the computer. Try to make this a habit on a daily basis.

Some people are not very social. They might go days without talking to others. This is very unhealthy. If you are one of these people who is not a very social person and find that you don't have many encounters with others you probably also are not too motivated to succeed also. This doesn't mean you have to be a social bug. What this means is that you need to feed your need for positive interaction. You don't have to see the other person either. There are techniques you can practice to encounter others positively without even seeing them in person. How you do these things is up to you but this is very important.

Keeping good company means hanging out with others who are supportive of you and your goals for life. You want people to support you and believe in you too. If you have goals to be successful with your own gardening company you should hang out with people who are supportive. If you are around people who are negative about your endeavors and unsupportive you will not feel good about it at all. Cut the negativity out. If these people are family members it could be the most difficult decision you ever made. However, it will be the best thing you can do for you. If people are not supportive or positive then cut them out.

The most common way you can have an encounter with someone on a daily basis is to talk to people. You should have regular encounters with positive people. The best way to start your day is to have coffee every morning with a positive person. If you live near your best friend who is a coffee drinker then you can plan to leave for work earlier everyday and have coffee at their house or have them come over. This is an excellent way to start your day and put you in a great mood for work. You will already start the social side of you so when you get to work you won't feel like such a grouch.

If you do not have time in the mornings to meet with someone or any other time of day you should try to find the time to talk to someone on the phone. You might have a best friend you can call and talk to or a family member. Be sure the person is someone that makes you feel good about yourself and life.

If you don't like to talk on the phone and you don't have time to stop by and talk to someone everyday then you might consider the Internet as your best option. Many people use this method as a way to keep good company. When you go online you can join a chat room for just about anything today. There are millions of chat rooms all over the web. Be sure to pick a chat room that is about something you feel good about. For instance, if you have a goal to do something you might join a group with others who are working toward the same goal. This is a very

good way to boost your positive attitude and motivate you to work toward that goal.

Negativity can almost be infectious in some situations. You want to be sure the people you are talking to are positive. If the person you choose to hang out with is a negative person who is always complaining and who sees the negative side of everything they might not be who you want to help you become motivated. Negativity will only bring you down and cause you to be negative too.

Chapter 4 – Continuous Learning

Learning promotes growth. It is healthy for the brain and you are never too old to learn something new. Everyday you should try to learn something new. The best ways to do this is through reading and listening.

If you are often not motivated to begin new projects or to take on new things you should increase your learning. You don't have to be an avid reader and take on novels but you should read. Reading is good for the brain and it is stimulating for the mind. Continuously learning new things will help you become open to take on things you didn't think you could do before.

A morning newspaper is a common way some people like to stimulate their brain. They might like to cuddle up with the paper and their coffee before they begin their long day or even read the newspaper every night before you go to bed. This is an excellent habit to get into.

Reading the newspaper can be difficult for some people. You might not like the newspaper because of the ink or you believe in recycling and you are against the abundance of newspapers being printed. You don't have to read the newspaper. You can read the news online everyday at your computer. You don't have to be on a news site but you can read anything that interests you. Maybe you would like to learn a new skill. You can go to a site that focuses on this skill and read a little bit every day.

Reading is not the only thing you can do to continuously be learning. If you don't have time to read or if you don't like to read there are other ways you can learn. Many people who have long commutes often listen to audio CD's. Some people learn a different language or listen to a novel. There are many different things you can listen to any time of day.

Listening can also extend to your television while you are getting ready for work. You might choose to turn on the news and listen to the news every morning. You can listen to a cooking channel or public radio. You don't have to read if you are not a big reader.

Listening to your friends, family and other people is another important aspect you need to focus on to remain motivated. When you listen to others they will want to be around you because they will know what they say means something to you and you will learn. You will feel good about yourself as you respect others which will build motivation.

Continuous learning is extremely important to motivation. Every day you should maintain a routine of learning something. You might want to read the newspaper on a daily basis, listen to tapes or the radio, or even just listen to people.

Chapter 5 – The Power of Positive Thinking

Positive thinking is key to your entire lifestyle. If you want to achieve a goal you must be positive. Positive thinking can be achieved in so many ways and it is what will help you become motivated to do things in your life. If you are negative about achieving a goal you will procrastinate and not want to work toward the goal. There are many ways you can maintain a positive attitude.

Focus on the Important Things

It is very common for people to focus their energy on things that are not important. When your emotional energy is spent on things that are not important it can be very draining. The first thing you need to do is to be very clear about the things in your life that are important to you. Create a mission and a vision for your life and your goals. These things are important to you. This way, when you become upset about something you can take a step back when you get upset and decide if it really is worth the energy or not. In most cases you will find that you are wasting energy and getting upset about certain circumstances and things that you shouldn't. This can be unhealthy and is very bad. When you are clear about the important things you will maintain a positive attitude and you will not get upset as much.

Maintain Good Health

Motivation also means you must be a healthy person. You cannot have a positive attitude when you don't take care of your body. There are three primary things you need to do in order to create a healthy body. These things include eating right, sleep, and getting plenty of exercise.

Your diet can have a lot to do with the way you feel on a daily basis. A balanced diet can make you feel good everyday and positive. If you drink too much soda you might create a caffeine addiction which causes headaches. This can not only cause a bad attitude because you have a headache but you also won't be motivated to do anything either.

Eating a balanced and healthy diet means cutting out the fatty foods, the sugars, alcohol, and other things that get you down. A balanced diet can help you lose weight too. Being overweight can be a factor that causes you to be unhappy with yourself and have a negative attitude. The best diet is one full of fruits, vegetables, fish and chicken, and a lot of water. Watch your portion sizes too. If you are consuming the right foods you might just need to cut down on the sizes of portions you eat.

Exercise is also important to have a good attitude. Everyone should exercise on a daily basis. You should take at least 15 minutes of everyday to exercise. You don't have to do aerobics or something too strenuous. Walking is the best thing you can do for your body. A brisk 15 minute walk everyday will make you feel great and completely change your attitude. This will also make you motivated and create a positive attitude about the directions you can go in your life.

If you are someone who is restricted to a desk for a large portion of your day and you don't think you have time to exercise that is just an excuse. There are desk exercises you can do while you are sitting at your desk. During your lunch hour you might choose to walk around the exterior of the building or even in the hallways of the interior of the building too. The stairs at your work could create an excellent workout also.

Share

Another thing you can do to create a positive attitude is to give. Giving means not only gifts but your time, attention, and energy. You might give yourself by spending time with people who need it. Spend time with a friend in the hospital or do something to boost someone's attitude. One of the best ways to boost your attitude and feel great is by giving to people.

You might give gifts but you don't have to spend money. It is really simple to take five minutes out of your day to do something nice for someone else. In addition, it is common you will run across situations that are the perfect opportunity for you to step in and help them out. So many times people are stuck on the side of the road with a broken down vehicle and no one stops to help them like they used to. People just drive by and assume the person has a cell phone. Help might mean giving someone the fifty cents they are short at the checkout or assisting the neighbor with building a fence.

Get Rid of Unnecessary Items

If your home is cluttered with things you do not need or that are just taking up space you might consider giving them away. The old saying that 'someone else's junk is another's treasure' really does ring true. You might be so focused on possessions and the things that you own that you really don't enjoy life as you should. Maybe you grew up with nothing which is why possessions are so important to you. One of the best ways to feel good about yourself and give yourself an immediate boost is to give. When you realize those possessions you own and realize they really aren't that important to you and give them away is an excellent boost. You will feel very great about yourself.

Look at the Funny Side

Life is funny. When you see the funny side of life and the humor in things you will have an excellent attitude. You will find the people who have the best attitude often have the best sense of humor. When you have a good sense of humor you will feel great about life and be positive too. A positive mind is someone who sees the good in life and in even the little things. This can also help you create motivation so you can move forward and achieve goals you will set.

If you are someone who tends to be serious at just about everything you might want to take a step back and see the funny side of life. Being too serious can only cause stress and worry. When you are stressful and worried you are also focusing on negative things. Focus on the funny and the positive. In most cases, you might be able to find something funny about most things.

Focus on Your Strengths

Everyone has strengths and they are good at something. You might be one of the millions of people who are working a job that does you no justice. You might have qualifications far and beyond what you are doing everyday. This is a goal you can set for yourself to use your strengths. However, on a daily basis you can practice the things you enjoy and the things you are good at. If you don't have the time to do these things everyday you should put time aside to do these things at least three times a week or even throughout the weekend.

When you focus on things you are good at it makes you feel good. You should have a hobby if you are unable to do these things while you are working everyday. If you love arts and crafts or writing you should spend the time doing these things. This can help you become positive. When you focus on strengths and things you enjoy you will also become motivated to achieve goals focused around these things. This might include entering in a contest or applying for a job.

The best thing you can do for yourself is play on your strengths. Think about the things that you enjoy doing. Think about the things you are good at. You know you are good at something. You should think about these things and begin to focus on them. Set time aside for yourself to enjoy these things. Don't think of something you are good at that you despise. Be sure you focus on something that makes you feel good. If you are not good at this task it is still okay. You can be the worst painter but if it makes you feel good and positive then you should continue. Pay no attention to any negativity that comes your way during this time also.

One last point, when you choose things to do that make you feel good about yourself be sure these things are healthy for you. If you feel great when you drink

wine because you forget about the bad it could create a problem. Choose a skill or something positive for you that makes you feel good.

Building buffers

Buffers are important in your life. As you go through life you will find there are certain circumstances that you have absolutely no control of. Most things through life are out of your control. You shouldn't try to control anyone or have too much control over the things that happen in your life. Your positive attitude will help you manage your life and the things you do. You need to create buffers so you accept the fact that you do not have control over the circumstance.

When you create buffers you might choose to talk to friends to work you through certain circumstances. You might choose to talk to a counselor or a therapist to make it through a hard time. Many people practice meditation to help them accept they do not have control over the realities faced throughout the days. You might want to build an external support system so when the bad does strike you have people to talk you through the hard times.

Chapter 6 – Procrastination

Procrastination can be the reason you don't make it through many tasks throughout the day. You might find you get drawn into a television show or playing on the Internet. When you look at the clock the day has gone by and you haven't completed any of your work. This lack of productivity will cause you to be very unmotivated.

Procrastination can be damaging. The effects can also be damaging if your procrastination causes problems with your work life, personal life and more. Putting things off are a serious problem for many people and you need to get the ball rolling.

Many people are very aware they procrastinate but they cannot get out of the funk they are stuck in. You can. It is common to sit around and think about how things could be or how things will be. You might have a project you need to complete and sit around and think about doing the project but never get started with it. You might meet deadlines at the last minute. This doesn't make anyone feel good about themselves.

If your motivation is lacking on a project you might consider changing the focus to something else that needs to get done. If you have a paper due and you cannot get focused don't sit in front of the computer and play. Find something else around the house to get done and then go back to get the paper done. Starting another task may give you the momentum you need to get rolling with the project you need to get done.

Procrastination can be very damaging. You might be aware or unaware of the procrastination you suffer with. However, you need to pay attention to the time you spend sitting around doing nothing. When you can beat procrastination and you become entirely productive you will be very positive about life. You will also be motivated to take on new projects too because you will be spending less time sitting around.

Chapter 7 – Knowing Yourself

One of the ways you can work on a daily basis to motivate yourself is to get to know yourself. You need to focus on yourself and think about the things that make you feel good and the things that make you feel bad.

Writing is a very healthy way to get to know you. You might want to try writing in a journal or making use of lists. Lists can be very helpful for becoming positive and getting to know you. First, make a list of the things that you feel good about. These might be from the first cup of coffee in the morning, a fresh pair of socks, or achieving a big goal.

Write a list of all of the things that you enjoy doing and the things that you like. This list can help you create the positive atmosphere by surrounding yourself around positive things in your life. This list will also help you create better and more positive days. You will feel motivated to design a life full of the positive things that make you happy.

You should also write about the things that are negative in your life and the things that bother you. This list should include everything that might cause you to feel negative about days or events in your life. They might impact you in some way. You might have a chair in your living room you absolutely hate. Put it on your list of things to do as to get rid of it immediately.

Once you have the negative list put together you need to begin making sure these items and behaviors are taken out of your life. Think of the ways you can design your days around only the positive things without the negativity.

When you get to know yourself it is the best thing you can do. It is important to understand the things that make you feel positive and the things that bring negative emotions to you. The better you can design your life in a positive fashion you will be entirely motivated to live it thoroughly.

Chapter 8 – Goal Setting and Tracking Progress

Goal setting is the most important thing. If you don't have any goals in life you must be pretty bored. Some people sit around everyday and say they are content with going back and forth to work to the same job every single day, year after year. You see nothing happen and you can always guess where they will be because they never do anything out of their routine. You might be one of these people.

Setting goals helps you grow. It makes you feel good to set goals and work toward making them happen. Goal setting is healthy for your body and healthy for your mind. One of the things to consider when it comes to setting goals is that you do not want to sit around and talk about the goals you have. This will do you nothing but be discouraging.

When you set goals they have to be realistic and reachable or you will be discouraged. Always set goals that you really can reach and you see a way to meet them. It is important to write down the steps it will take to accomplish the goal. Decide how long it will take you to accomplish each task. This might be in days or weeks. Once you do this you will need to set a date that you will begin working toward the goal. Then you can set the project up on a calendar and write down where you should be with each task.

As you begin a project or a completion of a goal you must track the progress. As you meet certain milestones you need to treat yourself to something special because you are one step closer to doing something you feel is important. If you are running behind you might need to pick it up a step or extend out the deadline. Be sure that you are only running behind because you underestimated and you are really working according to task.

Goal setting is very important. When you set goals and lay them out with time frames and milestones you will be more motivated to complete them. As you reach certain milestones you will be motivated more than ever to reach the end of the project. This is a very positive way to work on projects especially if you have a hard time completing them.

Chapter 9 – Helping Others

Helping others is very important to make yourself feel good and feel positive about your life. When you help others you will feel very motivated with your life. Many of the ways you can help others include sharing knowledge, visiting others, helping people seeing the positive, and much more.

Sharing your knowledge is a good thing. There is a difference between sharing your knowledge with people rather than your opinion. If you have something to say that is helpful and educational it is a good thing. Be sure you are clear about offering your opinion. This will only make you feel bad later if you should hurt someone's feelings.

Knowledge sharing means you talk about the things you know. If you are educated or skilled on a specific subject maybe you can offer to teach people how to do the things you know. If you are a skilled underwater basket weaver then share your knowledge. There are always people who are excited to learn something new. It will actually make you feel good to share your knowledge with others.

Spend Time with Friends

It is very common for people to be negative and have a bad attitude. If you know one of these people you don't want to spend too much time hanging out with them or seeking a positive experience or you might find yourself becoming negative too. One of the things you can do is help these people create a more positive attitude toward life and their natural surroundings.

Some people are so negative they are very hard to be around. It may be frustrating. As you work toward your daily motivational techniques you might find it hard to be around them. This is where you can make an effort to help these people. However, don't make this task so difficult that you become frustrated.

When you help negative people by spending time with them it doesn't mean you are about to revolutionize their way of thinking. Your positive attitude can be contagious. When someone is down in the dumps or feeling negative you can help them by seeing the positive side of the situation. You can help them see the good in the negative things that are happening in their lives. You can also help them realize that they have no control over the situations. The sooner someone realizes they haven't control over issues in their life they will be able to let it go and relax.

Spending time with negative friends means sharing your positive attitude. You want to share this energy but do not force it upon anyone. Don't try too hard to change someone at all.

Find the Good in Other People

Everyone does have a good side even if you don't see it immediately upon meeting them. Some people might strike you as entirely negative. Immediately upon meeting someone the initial confrontation may be unfriendly and frustrating. Try to find the positive side in people no matter how difficult they seem to be.

When you are around negative people they will have a negative impact on you. It is important to try and find the good in others. Everyone has good things. The more good you find in others the easier it will be to talk to them and be around them. If you are forced to be around negative people in a meeting or some other situation you cannot avoid finding the positive will help you make it through them.

Being More Positive with Everyone

Even though you are looking for the positive aspects in negative people you need to remain positive in everything you do. Be positive with the people you are around on a daily basis. The more positive you are to people the more motivated you will feel too.

You don't have to suck up to anyone when you are being positive. If you are around people you don't like you still don't have to be negative. You can be a positive person and find the good in everything. The coffee might taste great and you slept well. Beating the traffic is a good thing and if you didn't then you had a great CD to listen to on your way into work.

It is about focusing on the little things and finding the positive in them. The more positive you find in people and the things around you the happier you will be. You will also be more motivated to make it through everyday and reach your goals.

Transmit Your Positive Attitude

You might feel great and positive. Be sure to transmit your attitude to others around you and when you are indirectly talking to people too. A positive attitude is addicting and people will enjoy spending time around you. They will feel good too. This can help you move up in the corporate world too.

When you have a positive attitude you need to transmit it to others. This also includes when you are on the phone or on the computer. It is common for a communication disconnect to occur when you are over the phone. You might be tired or not even notice to the other person you are coming off rude. Transmit your positive attitude to others when you talk to them on the phone. This is healthy for you and it will make the other person feel good about you.

Let People Know You Care

One of the ways you can be more motivated and feel great about yourself on a daily basis is to let people know that you care. Just like the little things in life that you enjoy so much it is the little things you can do to make others feel great too. You don't have to get credit for these things. You will feel great making someone else feel good. Sometimes you will feel even better doing things for people without them knowing who it is.

When you do things for others it can be a number of things. You might consider sending token items to friends and family like cards and flowers. Anyone you care about you should always let them know that you care. You don't have to buy items and spend money. If you don't have money to spend there are other ways to do nice things for people. These things might include something simple like pouring them a cup of coffee, washing their car, or anything else.

Letting people know you care about them is important to them but it also will make you feel good. You should always let people know that you care and you appreciate them. There are so many ways you can let people know that you care and you don't have to spend money either.

Share Your Sense of Humor

Laughing is healthy for your body and your soul. If you know some funny jokes or you begin to see the funny side of life you should share this with your friends and people you are around. A sense of humor is good for you and it is healthy for other people too. The ability to make people laugh is a good thing and if you are capable of making people laugh use this skill. This will be good for the people you are making laugh because you are raising their spirits and it will feel good to you too.

Sharing your sense of humor is good for you and good for the people you are around. You will feel good about yourself and might even be motivated to find new jokes for each day too.

Be a Good Listener

Helping others create motivation and a positive attitude also means you need to be a good listener. When you listen to people they realize you actually care about what they have to say. It shows you have a sensitive side too. When you listen to others they realize that they have something positive to focus on.

Listening to people gives you the opportunity to show people the positive in then negative they are focusing on. This will help you help them. Listening means understanding how the person is feeling about what they are saying. You might want to repeat back to the person some of the things they are saying. This will reinforce to the person you are listening to that you are listening to them. When you are a good listener it will make you feel great because you will see the positive effect it has on the other person. You will also create a better friend too.

Give Your Positive Attitude

There are many ways you can give your positive attitude to other people. Many of the other people include laughing, paying compliments, and setting an example.

Laughing is contagious. People are often drawn to laughter and they want to take part in the fun. Laughing is also healthy too. You might find people who laugh often really are happy and healthy individuals. You should share your laugh and your attitude will be very infectious to the people around you. You will feel good about yourself also.

Communicating your positive attitude can be done through a positive attitude and the best way to convey that is through paying compliments to people. When you see the positive side in others always feel free to share this with them. Notice someone's nice hat or shoes. People love compliments and it gives them a boost and will make you feel better about yourself also.

Another way to give your positive attitude to other people is by setting an example. When you do good things and people around you see it they also will jump in and help too. This includes stopping along the side of the road and helping someone change a tire on the car. You might see someone at work in a break room cleaning up a mess from a luncheon. When you give your positive attitude and you aren't afraid to give to others people will join in.

There are many things that you can do to help others. When you help others with your positive attitude and behaviors it will feel great. You will be motivated to help others. By following these many different techniques you will find you are much more motivated each day to complete certain tasks and you will be creating an environment that is positive with all of the people around you

Chapter 10 – Building Motivational Habits

There are many ways you can build motivational habits on a daily basis. Habits can be hard to create but once you begin working hard to meet them they will begin to come naturally to you. There are many things you can do to create habits that are motivating and positive.

Visual Motivators

Visual motivators are extremely important because your surroundings can create the attitude you have everyday. If you are in a negative atmosphere you won't feel motivated to do much at all. One thing you can do is use visual motivators to create a positive atmosphere and help you on a daily basis.

Visual motivators are things that include positive quotes for you to read and focus on. They might include a change you hope to make in your life. There are many posters you can choose from to post on your walls or cubicle in your home. This way you can read them and focus on the positive on these positive statements.

If you don't want to paste these things on your walls you might consider a motivational calendar. Every day the calendar will give you a new quote to focus on for the day. Some people like to use cartoons and jokes to maintain a good attitude.

There are many things you might consider to be a visual motivator. These things include anything that makes you feel really good and positive. Remember that visual motivators are to be used to motivate you on a daily basis because they will be somewhere you will see them everyday.

Maintain Positive Friends

Friends are people you get along with and people who care about you. Those people will always build you up and make you feel good.

If you have a friend that shoots you down or makes you feel negative all of the time then you shouldn't maintain them as a friend. Always spend time with the people who make you feel good about life and good about yourself. The more time you spend around people who make you feel good the better you will feel.

It is true that you become the people you hang out with. If the people you hang out with only put you down and don't support the things that are important to you it will be too hard for you to become the motivated person you want to be. You need a support group that is positive.

If you decide to cut people out of your life who are not positive or help you it might be difficult for you. You might choose to gradually stop talking to them or you might try and talk to them about the negativity. If their friendship means a lot to you maybe you can point out the negativity and see how they respond. Some people don't realize they are being so negative until someone points it out. This could save a friendship and maybe you could have a partner to begin the quest for motivation together.

Read and Listen

Reading and listening are two habits you must build for your motivational daily routine. Reading is the best thing you can do to strengthen your mind and build confidence. In order to become the person you strive to be you must read about how to be this person. You need to associate with people you admire and want to be like to form these habits. It is very common that you become a mixture of the people you associate with because you pick up the habits.

Self Talk

Positive self talk is a very important daily habit you need to build. There will be circumstances you need to walk yourself through and positive talk will help you make it through these times. Self talk can help you in many ways. It can help you feel good about yourself and how you look and how you are going to perform on a certain event.

If you have a meeting you are very nervous about because you have to give a presentation positive self talk can help with encouraging yourself to do a good job. It isn't crazy to talk yourself through situations.

As you would feed off of positive reinforcement through others you can stroke these needs also. When you wake up in the morning and you need to give yourself a little encouragement there is nothing wrong with talking to yourself about making it through the events of the day. Create the positive circumstances in your head and make them happen. When you talk to yourself positively you will begin to believe the positive and act positive.

Maintain a Positive Attitude

You must remain positive. Life is tough and you need to get used to it. As soon as you stop thinking life is so difficult you will find it becomes so much easier. Don't focus on how difficult life is. Deal with the difficulties of life.

A positive attitude is vital to make it through your days and be motivated. When you are positive about certain events and circumstances that you often deem too tough you will make it through the obstacles much easier.

The most important thing you need to remember about your attitude is that once you realize you cannot choose and control the circumstances. You do have total control over the attitude toward circumstances you face. You can maintain a positive attitude. A positive attitude will help you feel so much better about certain circumstances as you come across them and they won't feel so difficult.

Breaks

One of the things to remember is that you need to slow down every now and then and take a break. Give yourself the time to reload the energy and recharge your batteries. Taking a break means giving yourself a moment to relax. This doesn't mean get caught up into a realm of procrastination. If you have a bad habit of getting drawn into a television then do not take a break in front of the TV. Be sure the break you take is for a short while but doesn't lead into a problem.

If you have a big family and the house is often chaotic the 'me' time is very important. Chances are good you have to wait until all of the children are asleep or early in the morning before they wake up. If you have to schedule this time for yourself you should. You will be surprised how amazing just a little bit of time to yourself each day will help you feel more motivated to face situations.

Share with Others

Once you have become motivated you can begin to share your motivation with others. When you share motivation it will be contagious and so will your passion. As you share your passions you will also find that you are now driven to new heights of goals and accomplishments. Be sure to share your motivation on a daily basis. This part of your daily regimen of motivation may not be something you do right away because you need to work on you first.

Chapter 11 – Maximizing Motivation

As you become motivated there are certain techniques you can also use on a daily basis for yourself to maximize the motivation and make you feel great. Many of the things you need to consider include consequences, pleasure, instructions, incentives and more.

Consequences are something to think about when it comes to maximizing your motivation. You can think about the consequences and even point them out if you are trying to motivate others for a good performance. It is important to remember not to use consequences as threats. Threats will cause people to be turned against you. There is a big difference between awareness and threats. For self motivation the knowing the consequences can help someone get their act together.

Incentives and rewards are very important. You might never treat yourself to something good and it is time you did. Self reward is one of the best ways to get motivated. Go buy that new watch you have had your eyes on for some time. Be sure it is after you reach that goal you are working toward.

Instructions are also an important way to get the best out of your motivational techniques. You might find that you can never rely on anyone because they always let you down. Maybe they didn't understand. Instructions should be detailed and clear. Don't make someone feel like a child but you can provide instructions to help people make it through an expectation.

Most people work better when they know what you expect from them. You might need to write down instructions for yourself also. Never take on a project if you are not sure about how to complete it. If there are questions about the steps involved always be sure to ask questions. Clarity on specific projects will help you become more motivated to make it to the completion date.

Setting goals for your process of action. These goals should be short term and long term. Be clear on which goals are realistically reachable in a short term time frame and which goals may take years to achieve. Goals can help you guide the process of action and help you create philosophies in your life. Goals are motivating and must always be set. When you stop goal setting you will no longer be motivated to achieve anything.

Trust and respect are also two other things you must consider. People need to be trusted and respected and when they know they have these two things from you they will respond to you in a better way. If you are trying to motivate others you need to give people trust and respect because they will want to do things for you.

Constructive criticism is also very important for maximizing motivation. If you are trying to motivate others you should always be constructive and not damaging.

Beating someone down will not help them become motivated but it will cause the situation to possibly turn into a bad one.

When you provide constructive criticism you can still see the positive outcome of the circumstance and you can also help people find positive ways to remedy situations. This includes you too. Never beat yourself up. On a daily basis you need to bring positive reinforcement and also constructive criticism. Don't be hard on yourself. Remember, life is tougher for someone else out there.

Make life fun. When you work on projects in your personal life and at work you need to find the fun in all of the processes. Making things fun can help motivate others who are having a hard time making it through. If your work doesn't feel like work you will enjoy it so much more. If your employees are lacking motivation then make it a fun and positive environment. This will lead to excellent results with the staff rather than problems with hostility.

Communication is another way to remain motivated and to motivate others. You need to be sure all communication lines are open and there is never a disconnect. If there are any potential problems that could arise you need to be aware of everything that could happen. The more aware you are of issues that could arise the less severe it seems when they happen. Awareness can also help you prevent things from occurring too.

Stimulation is important to. Be sure each day you practice something that is stimulating for you. Stimulation is good for the brain and to remain motivated. If you do the same thing every single day you will become bored, find it hard to reach goals, and lack motivation. Be sure you create a stimulating environment for yourself or just mix things up a bit. All you have to do is change things up a bit. It can help you be enthusiastic and also have the opportunity to see the big picture in life too.

Improvements are important. One thing you need to add to your motivational guide is to demand improvements. As you practice your motivational techniques you can find ways to improve your attitude and the way you do things. You can find specific areas where you can improve and make them better. As you see these areas you can create a focal point and set goals too. This will help keep you motivated to work toward these goals.

Demanding improvement is an excellent way to avoid stagnation with you and in others. When people improve or you improve don't be afraid to raise the bar. This helps people excel even further beyond what you or others might have thought you could have done.

You should also create opportunities for you or others for maximizing motivation. If you don't see an opportunity to advance then you need to find one. This means create an opportunity. This means you can become motivated when you see the

opportunities in things that you can achieve. This also means you need to provide or create opportunities for employees too. When you are aware of how your hard work can actually create a payoff you will be more motivated. Motivation works great when there is an opportunity sitting in front of someone.

Another thing to think about is being creative. When you work on your motivational techniques everyday be sure you are creative. Never be afraid to use your creative side. If you are used to getting shot down when you are creative ignore these things. It is healthy to be creative. Encourage creativity in others too. Some people have a lot they can teach you when you show them you are interested in seeing their creative side.

Chapter 12- Conclusion

If you find that you are having a hard time being motivated to make it through the day or certain projects on a regular basis there are certain things you can do. Motivation includes a combination of behaviors so you can feel the spark to accomplish certain goals and other things.

If you are motivated you have the oomph you need to make it through anything. There are many things you need to do if you are lacking motivation. Many of the things you can practice on a daily basis include the way you think. Positive thinking is one of the biggest things you need to practice. Every time you feel yourself feeling negative about something you need to pinch yourself and remember you are working on motivation. Positive thinking at all times will help you. See the good in everything.

The people you hang out with have a big impact on you even if you don't think they do. When you surround yourself with positive and motivated people you will feel the same way everyday. The best thing you can do for you is hang around people who are supportive and believe in your goals. People who boost your spirit and your attitude are the best people you can have in your life. They will help create the motivation you need to meet goals and reach higher everyday.

Daily motivational techniques need to be performed in order to feel great about achieving goals. As you begin working toward motivating yourself you might find some of these methods difficult to perform. You might need to create a list of the things you need to do. These things may not come easily to you and you will have to work hard toward all of these goals. Don't worry. After time you will find that your motivational techniques will come naturally to you and you will no longer have to even try. You will be a motivated and positive person that most people love to be around too.