

9 Essential Habits of Remarkably Effective People

BY JEFF HADEN



You don't have to be born able to execute at a high level. Here's how you can develop that vital skill.

There's a huge biggest difference between being *efficient* and being *effective*. (Just ask [Stephen Covey](#).)

- **Efficient** people are well organized and competent. They check things off their to-do list. They complete projects. They get stuff done.
- **Effective** people do all that ... but they check the *right* things off their to-do list. They complete the *right* projects. They get the *right* stuff done. They execute and produce what makes the biggest difference for their business ... and for themselves.

Here are some of the traits of remarkably effective people, and why they're so successful:

1. They always start with goals.

Effort without a genuine purpose is just effort. Effective people don't just know what to do--they know why. They have a long-term goal. They have short-term goals that support their long-term goals.

In short, they have purpose--and that purpose informs everything they do. That's why remarkable people appear so dedicated and organized and consistently on-task. They're not slaves to a routine; they're simply driven to reach their goals and quick to eliminate roadblocks and put aside distractions that stand in their way.

Remarkably effective people set their goals first. So decide what success means to you.
(Your [definition of success is and should be different](#) from everyone else's.).

You'll find it's easy to stay focused and be effective when you truly care about what you hope to achieve.

Even so, once they establish a goal, remarkably effective people don't focus solely on that goal; instead...

2. Then they create *systems*.

If you're an entrepreneur, your *goal* is to build a successful business. Your *system* consists of your processes for sales, marketing, fulfillment, operations, etc.

A goal is great for planning and mapping out what success looks like; a system is great for actually making progress toward that goal.

Remarkably effective people know a goal can provide direction and even push them forward in the short term, but eventually a well-designed system will always win.

Everyone has goals; [committing to a system makes all the difference](#) in achieving that goal.

3. They believe in themselves.

Diligence isn't easy. Hard work is hard. Pushing forward when successes are few and far between takes optimism and self-belief.

That's why busy people quickly give up and effective people keep going.

Remarkably effective people embrace the fact (and it is a fact) that the only way to get to where they want to go is to try ... and keep on trying. They know that eventually they will succeed, because

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4. They believe they are in control of their lives.

Many people feel luck--or outside forces--has a lot to do with success or failure. If they succeed, luck favored them; if they fail, luck was against them.

Luck certainly does play a part, but effective people don't hope for good luck or worry about bad luck. They assume success is totally within their control. If they succeed, they caused it; if they fail, they caused that, too.

Remarkably effective people waste zero mental energy worrying about what might happen to them--they put all their effort into making things happen.

They know they can never control luck ... but they can always control themselves.

5. And yet they also embrace "random."

When your nose is to the grindstone, all you can see is the grindstone. And that means you miss opportunities to spot something new, try something different, or go off on a fruitful tangent.

Effective people stay almost totally on-task. Remarkably effective people build in time and opportunity to experience new things, try new methods, and benefit from happy accidents.

They're not always trying to reinvent the wheel. But they're more than happy to adopt someone else's perfectly functioning wheel.

6. They find happiness in the success of others.

Great teams win because their most talented members are willing to sacrifice to help others succeed.

That's why great companies are made up of employees who help each other, know their roles, and set aside their personal goals, and value team success over everything else.

Where does that attitude come from? You!

Focus only on yourself and ultimately you'll be *by* yourself. To be remarkably effective, find fulfillment in helping other people succeed. In the process you will succeed, too--in more ways than one.

7. They use their goals to make decisions automatic.

In a podcast, Tim Ferriss described how Herb Kelleher, the CEO of Southwest Airlines, makes so many decisions every day. Kelleher applies a simple framework to every issue: Will this help Southwest be the low-cost provider? If so, the answer is yes. If not, no.

Remarkably effective people apply the same framework to the decisions they make. "Will this help me reach my goal? If not, I won't do it."

If you feel like you're constantly struggling to make decisions, take a step back. Think about your goals; your goals will help you make decisions.

That's why remarkably effective people are so decisive. Indecision is born of a lack of purpose: When you know what you truly want, most of your decisions can--and should--be almost automatic.

8. They don't multitask.

Plenty of research says multitasking doesn't work. (Some research says [multitasking actually makes you stupid](#).)

Maybe you don't agree.

Maybe you're wrong. Try to do two things at once and you'll do both half-assed.

Remarkably effective people focus on one thing at a time. They do that one thing incredibly well ... and then they move on to whatever is next. And they do *that* incredibly well.

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9. They freely ask for help.

Busy people ask for help getting something done. Remarkably effective people ask for help not just because they need help but also because by asking they show respect for the other person and trust his or her experience, skill, or insight.

Mutual respect is the foundation of every solid relationship--and the best way to create mutual respect is to first show respect.

Want to be remarkably effective? Surround yourself with people who trust and motivate and inspire you--and in turn are inspired *by* you.

Even if you don't achieve all your goals, your life will be infinitely richer.

Read more: <http://www.inc.com/jeff-haden/9-essential-habits-of-remarkably-effective-people.html#ixzz3FZ5yMycE>



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