

# BASIC SUCCESS TIPS REPORT

By





This report includes powerful tips related to **basic success**.

It also includes 3 actionable steps you can take **right away** and a list of suggested reading for those people who are looking for even **more information**.

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# TOP TIPS

People who want to succeed sometimes need some guidance to help them proceed. While there are tips on how to succeed for just about every vocation, there are some basic tips that withstand the test of time. These work today as well as they did in days past.

## **1. Working hard is a good tip to follow. However, it can steer people in the wrong direction.**

The problem is people equate putting hours with being successful. It's not the quantity of work that is important, but the quality. Unfortunately, even managers will give preferential treatment to people who put in more time than they will for people who work efficiently and don't have to put in the time. Good managers will recognize the difference and will reward the most productive employees.

## **2. No matter what work you do, set goals.**

If you are not good at doing that, then get good at it. Take seminars and read books if you needed. When you learn how to do this and take action, you will not only know where you want to go but how to get there as well.

## **3. Be a perpetual learner.**

Too many people become comfortable in their work and don't take the effort to learn. This is dangerous as most fields are dynamic and subject to change. If you don't keep up with those changes, you will become obsolete. It's not easy to accept change, but it is necessary. If you keep up with the changes in your field early on, it won't be such a burden to learn.

## **4. Keep your finances in order.**

Make sure you have sufficient resources to weather any storms economically. Companies will lay off people without any consideration of the workers. It's

not like it used to be in the past where employees worked for one company until they retired. Due to this, you need to be ready if you are put into an adverse situation such as getting laid off.

**5. Old-fashioned networking is still the best way to find jobs.**

When you are a proven resource, the people in your network will vouch for you. It's easier for management to hire known resources which means you will have an advantage over others who are unknown to the managers. Make sure you keep active with your network. Many people don't stay connected which makes it tougher to reach out when you need it the most.

**6. Challenge yourself.**

Ask your manager if you can take on a new role in your group. You can also find other departments that you have wanted to work. Find the influential people in that group and start a conversation. Push your limits to achieve more and get noticed by those important people.

# ACTIONABLE STEPS

1	2	3
<p>Reach out to a member of your network who you have not spoken or written to in a while. Do this with a different person each month. Don't ask for anything. Just see how they are doing. If you can, find what interests them and let them in on developments of that interest. It shows you care enough to think of them.</p>	<p>Commit to saving an amount of money each month. Even ten dollars will add up quickly over time. This money will be used for any emergencies that arise. If you can, try to save up so that you have three months of expenses that you can pay. The more you can save, the better.</p>	<p>Write down the areas of your job or career that you feel are weak. Then, figure out how to become stronger, either by reading more about the field or by finding training that can help strengthen your skills. Continue this until you can cross off the weaknesses that you listed.</p>

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# FURTHER READING

**1. The Creativity Challenge:**

<https://amzn.to/2LtjWM5>

**2. Steal Like an Artist - 10 Things Nobody Told You About Being Creative**

<https://amzn.to/2OfnYKe>

**3. Creativity - The Human Brain in the Age of Innovation**

<https://amzn.to/2JNA9Z6>

**4. Creativity - Flow and the Psychology of Discovery and Invention**

<https://amzn.to/2JNA9Z6>

**5. Creativity, Inc.:**

<https://amzn.to/2Y1Wqrk>

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