

What the most successful people do differently



Some people make success look easy—and perhaps because they’ve honed time-tested best practices into habits—it may be. Not only are successful people more consistent with what they do, they practice daily with the effort and intent needed to improve, even if just a small amount every day.

Here are some of the top things successful people do daily:

Know what’s important

Whether you’re referring to values, your motivation, your personal philosophy, or your “why,” successful people have identified what’s important to them—both in principle (fidelity, faith, trust) and in specific actions (being home for dinner, not missing a son’s baseball game). Taking a personal assessment of your motivations matters because, as Simon Sinek says in *Start with Why*, “People don’t buy what you do; they buy why you do it. And what you do simply proves what you believe.”

Set clear goals

Another pillar of success is the practice of setting clear goals. It’s a logical next step after knowing what’s important. Based on clear values, successful people decide what they want to do, create, or change in their lives.

Prioritize

Setting daily priorities is an essential task for ensuring success. The Pareto Principle, which states 80% of outcomes come from 20% of activities, is often an essential differentiator. By understanding there is limited time in a day, it’s essential to manage time effectively. For many, this looks like ensuring the most important items for the day are addressed first. Not only do the most important tasks get the best of your brain power and energy, but they have a chance of getting done instead of moved down the to-do list.

Another time-hack research continually backs up is the importance of having a set morning routine. This can vary by person, but often includes a set of habits focused on self-care followed by habits of investing the first part of the day toward working on the top priority that will help build business.

Prioritizing also creates habits around what others consider distractions. Deciding on a set time to handle emails and social media, rather than continually looking at the inbox all day, creates a distinct advantage for those who want to be more productive. It’s the difference between taking control of the distractions and letting distractions control the day.

Another way of setting up the day for success is to batch like things together on a given day. For example, delegating all meetings to Mondays and setting aside administrative tasks for end-of-day on Friday can create greater efficiency and higher success.

Manage energy

In addition to managing time, the most successful people also make a best practice out of managing energy efficiently. You can’t create more time, but you can manage your energy, attention, focus, decision-making, and overall productivity.

Managing energy means understanding the importance of taking care of oneself, such as eating at consistent meal times, getting sleep, and taking breaks from constantly working.

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