

**1. Focus, focus, focus.**

The most effective and productive people simply make sure that every single thing they do each day is aligned with their goals. Get good at saying 'no' to things that are unimportant, so you can say 'yes' to the things that really count.

**2. Be positive and passionate.**

It's so important to be the most positive person you know. Get excited about your goals and to do's that lead to your goals.

**3. Work Hard!**

'The harder I work, the luckier I get.' I have never seen a truly successful leader who doesn't outwork everyone else around them.

**4. Never Stop Innovating**

Successful people are always innovating, coming up with new ideas and writing them down. Always be looking for ways to improve.

**5. Use Your Time Well**

Be world-class at managing your time! It's your most important commodity.

**6. Add Outrageous Value**

Constantly ask yourself how you can help other people live better lives. How can you add outrageous amounts of value to the people around me. This sets you up to win.

**7. Build Strong Relationships with Other Human Beings**

Make the time to build strong relationships and do good things for people.

**8. Devote Yourself to Excellence**

Devote yourself to be the best that you can be.