

Chapter 8 Success Secrets

Plan ahead to spend your time doing what you value. (p. 290)

It's important to know where your time goes. (p. 290)

Make time for activities that relate to your goals. (p. 291)

Allow yourself at *least* seven hours of sleep. (p. 294)

Spend most of your time on things that are both urgent and important. (p. 295)

Spend 80 percent of your time and energy on your top priorities. (p. 296)

Make a to-do list, then stick to it. (p. 296)

Make sure you know how long each task will take. (p. 299)

Look over your schedule daily. (p. 299)

The longer you procrastinate, the larger a problem grows. (p. 303)

Divide your project into segments, then tackle just one. (p. 303)

Money helps us meet our basic needs, but it doesn't buy happiness. (p. 307)

Look at money as a tool to achieve your goals, not as a goal in itself. (p. 309)

Financial planning helps you achieve peace of mind. (p. 309)

The basic recipe for financial fitness is to spend less than you earn. (p. 309)

Lifestyle expenses add up fast. (p. 310)

Do you spend money on things that don't really matter to you? (p. 313)

Aim to save ten percent of your income. (p. 313)

Resist the temptation to overspend. (p. 315)

Shopping is an expensive hobby. (p. 319)

Devote every penny you can to paying off debt. (p. 321)

Money is a link between the present and the future. (p. 322)
