

# The secret to success is a question of habit

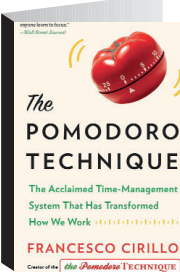


Successful people practise a few key habits on a daily basis, that are not difficult to follow. To forge a winning path, let's follow their thinking process

THEY WORK SMARTER, NOT HARDER

The most successful executives don't log 90-hour weeks. Instead, they look for ways to be more efficient with their time

**HOW TO BUILD IT:** Start to notice when you're most productive. Do you get twice as much done in the mornings? Do you get your second gush of energy after dinner? Identify the times when you do your best work, and

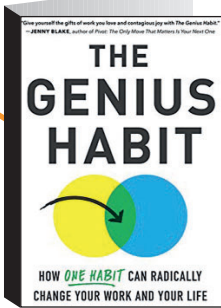


carve out an hour or two every day to get a lot done in that time frame. Breaks are equally important. See if you can 'block' your schedule and accomplish brief chunks of focused work. Then, take breaks to recharge. The Pomodoro Technique (25 minutes of work followed by five minute breaks) is one method. But choose the lengths of time that work best for you. For inspiration, read the entire 'The Pomodoro Technique'. You will surprise yourself.

THEY VALUE WHO THEY ARE

The most successful people know their genius well – they value it in themselves, and they seek to use it every day

**HOW TO BUILD IT:** If you're not sure what your genius is, Laura Garrett's 'The Genius Habit' can help

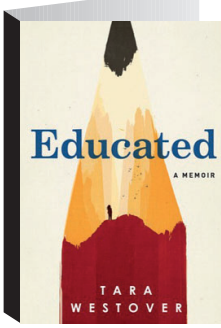


you identify it. Read the language that defines your genius, then say to yourself, "I value who I am and the value what I bring to the world." Do this at least twice per day for two months. You will quickly see how amazing it feels.

THEY CONTINUALLY EDUCATE THEMSELVES

Even the most successful people are never content with the status quo. They are constantly learning and looking for ways to grow

**HOW TO BUILD IT:** With the abundance of information at our fingertips, this is simple. Think through the skills you would like to hone or the subjects



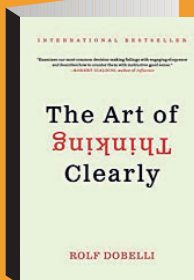
you would like to learn more about. Find books, videos or classes that will take your expertise to the next level. The hard part is sticking to these

assignments – but try to make it fun by tackling one per month and rewarding yourself for completing it. Before you commence your journey, read Tara Westover's 'Educated' for inspiration.

THEY MAKE THEIR OWN RULES

This is all about being who you are – no matter how different that may be from others – your friends, or society

**HOW TO BUILD IT:** Every time you need to make a big decision, write down all of the pros and cons. Go through them again to reveal the origin of these ideas. Are they true to what you actually believe, or are they messages

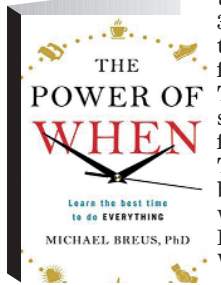


from your parents, workplace, or society? If it's the latter, scratch those items out. Do this for every big decision, and you will start to trust yourself and make the decisions that are right for you. You will soon find that you are living a

life for yourself, and not for others. Read Rolf Dobelli's 'The Art of Thinking Clearly', which describes the most common thinking errors.

THEY MAKE HEALTH A PRIORITY

Finally, remember that success isn't just about your work; it's about you as a whole person. You will struggle to thrive if your health and wellness takes a back seat

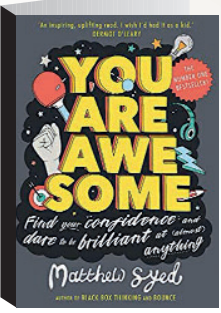


**HOW TO BUILD IT:** 1. Get good sleep: Subscribe to Michael Breus's newsletter via [www.thesleepdoctor.com](http://www.thesleepdoctor.com), who shares tips to help you sleep better.

2. Exercise several times per week. 3. Build a meditation practice: Do this for at least 30 days. That said, our personal body clocks differ from each other. To know what time is best for you to do which activity, read Breus' 'The Power of When'. 81

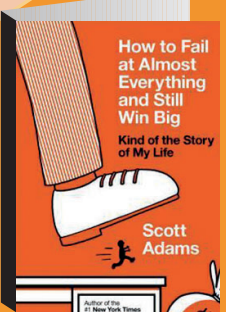
THEY WORK ON BUILDING THEIR CONFIDENCE

There are a lot of misconceptions about confidence. Many people think people are either born with it or not. That's simply not true. Confidence is a skill, and people who have a great deal of it, have typically worked diligently over a long period of time to achieve it

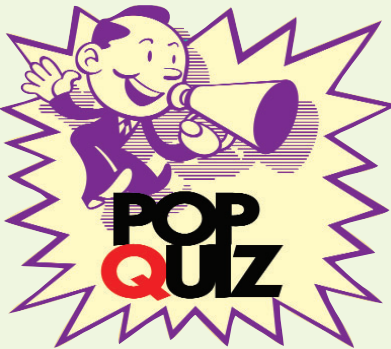


**HOW TO BUILD IT:** Pay attention to negative messages you're telling yourself. Do you compare yourself to your colleagues, or beat yourself up after tough conversations? See if you can just notice that thought process for a week or so. Once you're in the habit of noticing, tell yourself a different, more positive message, like: "I am just as talented as my co-workers", or, "Everyone makes mistakes. I have the skills I need to learn from this and move forward". Need help? Take cues from the brilliant and practical 'You Are Awesome' by Matthew Syed.

When something doesn't go the way you want it to, pause and write down what happened. Then



think through what you might be able to learn from the situation. If it's hard to find opportunities for growth, think about the advice you might give a friend in a similar situation. Do this for two months, and you will start to use your missteps as a tool to do better. Read 'How to Fail at Almost Everything and Still Win Big'. In the book, author Scott Adams shares the strategies that helped him transform from a serial failure to the creator of 'Dilbert'.



WHICH BOOK HAS THIS QUOTE?

1. "Every human life is worth the same, and worth saving."
2. "It is better to be hated for what you are than to be loved for what you are not."
3. "None of us really changes over time. We only become more fully what we are."
4. "Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do."
5. "There is some good in this world, and it's worth fighting for."

**ANSWERS**  
1. J K Rowling's 'Harry Potter and the Deathly Hallows'; 2. Andre Gide's 'Autumn Leaves'; 3. Anne Rice's 'The Vampire Lestat'; 4. H Jackson Brown Jr's 'PS I Love You'; 5. J R R Tolkien's 'The Two Towers'

New York Public Library books have been circulating among New York City homes for 125 years. Now the library system, the largest of its kind in the United States, has crunched the numbers to come up with the 10 most checked-out books in its history.

Perhaps not surprisingly, more than half are books for children or young readers. No. 1 is 'The Snowy Day', Ezra Jack Keats' picture book that is one of the first to depict an African American boy. It has been checked out 485,583 times. Next is Dr Seuss' 'The Cat in the Hat' (469,650). Maurice Sendak's 'Where the Wild Things Are' (436,016); 'Charlotte's Web', by E B White (337,948); J K Rowling's 'Harry Potter and the Sorcerer's Stone' (231,022) and 'The Very Hungry Caterpillar', by Eric Carle (189,550) also made the top 10.

Librarians and analysts spent over six months parsing through hundreds of titles to compile the list. They considered all book formats, including e-books and foreign-language editions. "There was a little bit

## THE SNOWY DAY: THE MOST read BOOK IN NY

of art to the science of doing this," said Andrew Medlar, who runs the library's book-buying operation, and led the team that worked on the list.

Because the library's central circulation system only goes back several decades, the team used recent circulation data, best-seller lists, archives from the National Book Awards and Newbery Medals, and the library's best-of lists to figure out what books were most beloved by patrons.

"The idea was to see what has been generally popular out in the world," Medlar said. "We wanted to start from the love of books and the



love of reading rather than the numbers."

Books that had been in circulation longer had a clear advantage, as they had more time to rack up checkouts. "To me it's amazing that 'Harry Potter' made it onto this top 10 list," Medlar said, considering the book was published a little more than 20 years ago. The oldest book on the list, 'How to Win Friends and Influence People', was only one slot above 'Harry Potter' despite being around since 1936. The list also includes an honourable mention: 'Goodnight Moon' by Margaret Wise Brown. 111

### NEW YORK PUBLIC LIBRARY'S TOP 10 CHECKED-OUT BOOKS

1. 'The Snowy Day' by Ezra Jack Keats
2. 'The Cat in the Hat' by Dr Seuss
3. '1984' by George Orwell
4. 'Where the Wild Things Are' by Maurice Sendak
5. 'To Kill a Mockingbird' by Harper Lee
6. 'Charlotte's Web' by E B White
7. 'Fahrenheit 451' by Ray Bradbury
8. 'How to Win Friends and Influence People' by Dale Carnegie
9. 'Harry Potter and the Sorcerer's Stone' by J K Rowling
10. 'The Very Hungry Caterpillar' by Eric Carle

## Shakespeare's first folio to be auctioned

A rare complete copy of William Shakespeare's 'Comedies, Histories and Tragedies', often referred to as his 'First Folio', is headed to auction.

The book is one of the only six complete copies known to be in private hands. It will go under the hammer at Christie's, New York, on April 24, 2020.

### WHAT IS THE FIRST FOLIO?

The 'First Folio', bringing together for the first time, the collected plays of Shakespeare (1564-1616), ranks as the greatest work of the English



language and, indeed, of world literature. Already celebrated on its first publication, it has remained a highly sought-after masterpiece over four centuries.

### WHAT'S IT WORTH?

It is estimated to sell between (Rs 28 crore-42 crore), the auction house said. The book was published in 1623 by Shakespeare's friends and fellow actors, John Heminge and Henry Condell. They collaborated after the writer's death to compile this authoritative edition of his work. 111

## JANUARY 29, 2020 MUST SEE MUST DO

**TV & MOVIES**

**ADVENTURE: PRIMAL SURVIVOR, NATIONAL GEOGRAPHIC CHANNEL, 4.00 PM**

**TIGER - SPY IN THE JUNGLE, SONY BBC EARTH HD, 6.00 PM**

**JURASSIC PARK III, SONY PIX SD, 7.27 PM**

**THOR, HBO, 9.00 PM**

**FACT:** The epitaph engraved on Robert Frost's tomb is the last line from his poem "The Lesson for Today (1942)." It reads: "I had a lover's quarrel with the world." He lived his life as a champion of naturalism and the arts.



**1856:** Britain's highest military decoration, the Victoria Cross, was founded by Queen Victoria.

**1916:** In World War I, Paris was bombed by German zeppelins for the first time.

### THIS DAY THAT YEAR

**1963:** Robert Frost, American poet, passed away.

**2019:** Iranian city Tehran banned dog walking in public and driving with dogs.

**FACT:** While Spain limits the number of dogs you can walk, in some areas of Oklahoma, US, a dog's



mental health is the priority. If they catch you making faces at dogs, you might find yourself in jail. In North Brook, Illinois, it's illegal for a dog to bark for more than 15 mins.