

WHAT HIGH ACHIEVERS DO?

I have been coaching for a long time (and no Moses was not my first client), I have been at it since 1996. I have had the honour to work with executives, entrepreneurs, athletes, fellow coaches and labourers alike. In my experience, they all wish to succeed, to strive for better wholeness and happiness, they all want to become high achievers in their personal and professional lives.

In my interactions with them, I have noticed that high achievers who strive to succeed in multiple areas of life have these seven things in common and when they develop them they truly do #Makeitso

1. They lock down their morning routines.

When you practice a strict morning routine, one that is consistent, you are more prepared for the day when the unpredictable happens. Successful people have a morning routine. Recorded stress drops significantly when you have a daily practice you follow when you wake. Those who add a meditation (say out loud a daily mantra, prayer, or purpose statement) report greater life satisfaction.

I have a morning routine I've honed over the years. My morning routine goes something like this (now confession before we begin, I am a morning person, so I get up between 5:00am and 5:30am):

- 20 minutes of stretching or some movement to get energy flowing. I then get a glass of water — Drink the whole glass while you're waiting for the Coffee (yes it's my vice). Hydration is vital for energy.
- 20 minutes spent looking over my daily schedule and setting an intention for each block of time. The schedule is already set the night before. Still, each morning I look at the upcoming day's activities and set the intention for each meeting, phone call, writing session I have blocked out. I decide the way I want it to go.
- 20 minutes spent on reading something positive; a personal mantra or a passage from a book on faith, philosophy or psychology. I journal in my **#Makeitso Journal** a bit. Sit at an uncluttered desk with your computer. Don't grab your phone.
- Then Off to the Gym. Then I set a timer for 50 minutes. I am lucky: mine is in the Condo I live in. This energy exercise gets your breath moving and blood flowing. You will have increased energy and focus. I use this time to focus on the exercises, but I also listen to podcasts or books during this time. The top 2% of successful people all work out five times or more a week. Find a workout regime that you will stick to. A regular work out will increase your energy and allow you to achieve your other life's goals.

Then I shower, shave, and have breakfast. Having a set morning routine you rarely deviate from is life-changing. It will change your daily results, and if you stick to it, your annual results.

2. They have reverence for the mind-body connection.

High achievers recognize that if your mind is consumed with worry, anxiety, and fear, your body will suffer also.

When you move your body for even a minute or two, you activate your energy to perform at your best. Physical movement releases stress and tension. Have you ever noticed how you feel after a tough workout? I feel lighter and ready to go with more focus and energy.

Whether you're writing, blogging, or building an online business, working at your laptop, talking with clients or attending meetings, you probably spend a lot of your day sitting and staring at a computer. As I do.

Here is what a day of tasks at my desk looks like:

- I practice a 60-minute strategic reset exercise. After 60 minutes of sitting for a call, long writing sessions or meeting, I get up and do walk around, stretch, grab a glass of water.
- I choose not to look at my phone during this time or get into long conversations with people.
- Sit back down.
- Close your eyes.
- Set your intention for what you want to get done in the next task and repeat.

You take care of your mental health. It can be simple and short, but make sure you enjoy it.

3. They Pivot and They Don't Ping

I have noticed that High Performers don't let 'others' run their day. Yes they have demands (in fact many) upon them. Yes they are responsible to others (in fact many people). Yes they have deadlines and stress (yes probably a lot), but they Pivot to things and they don't allow themselves to be "pinged" all over the place. They calmly respond and don't react.

Here is my work day:

- I have reviewed my day already so now I literally begin my day by saying #Makeitso
- I tackle the first item, appointment or task and complete. I have a simple mantra here: ONE PERSON, ONE PROBLEM, ONE PROMISE. The item, person, problem, issue before

me in that moment is the most important... I don't tackle the others yet (they have their moment).

- I look at my phone, text messages, emails etc... as they day progresses but I don't allow my phone to 'dictate' the day (notice: I don't look at my phone as part of my morning routine – I look at it when I begin my work day).
- I start my schedule – keep to it – don't let the day run you, but you run the day. One “trick” I have developed is “appointments with tasks”. To ensure my day is on track with tasks I want to get done I book an “appointment” with a task or project into my calendar and then like all my appointments I show up for it and #Makeitso.
- I pivot toward things and am determined not to be pinged by the distractions and ‘emergencies’ of the day.
- I am aware all day of “FOMO” (Fear of Missing Out), do I give into it, or am I tempted by it? I fight it and instead believe that what is good for us will be there for us. We need the right moment, not the “pinged moment” to #Makeitso

4. They have a solid sleep routine.

The research is in on sleep; sleep is essential to health, productivity, and performance during the day. Most people need a bare minimum of seven to eight hours of sleep a night. When you have less than that, you are 30% less effective during the day.

My sleep routine goes like this,

- Three hours before bed — no eating.
- Two hours before bed — no more work.
- One hour before bed — no screens.

I need seven hours, so I go to bed at 10:00 PM nearly every night except for Saturday, and maybe Friday night.

I have two things I do before I shut down: - pretty similar to the morning

- 10 minutes spent looking over my daily schedule for the next day. I plan it out and set my goals for the next day. In fact I often say “tomorrow begins the night before”
- 10 minutes before bed I review my wins/woes/want review. I think of something that went well, something that was a struggle, and something I learned and want to grow from the day and I add that as my final entry into my **#Makeitso Journal** for that day.
- 10 minutes I offer Gratitude. I review the people I met (even the challengers) and I offer gratitude for my day.

Then I close my eyes, and entrust the day, and all I have decided to **#Makeitso**

5. They never stop learning.

Both Warren Buffet and Bill Gates read one to two books per week. They never stop learning. They go to conferences and seminars and sit in the front row, completely engaged and aware. These guys at the top of their fields, yet they're still learning, they are still listening to other peoples' ideas, still thinking, and taking notes — still students of life. They aren't just riding on their laurels and multi-million dollar deals; they remain curious about life and humble, not believing they have all the answers despite their best sellers.

Smart people read. I practice these six things routinely, mostly to give me more energy, more focus, more time for my family and friends.

When you are stressed, exhausted, and fatigued because you are not taking care of yourself, your energy and performance suffer, and you have less to give to yourself, the world, and the people who matter to you.

My reading routine:

- I set aside 30 minutes each day to read something non fiction – something based on self-improvement. I used to buy books, then I moved into a condo and lacked room, so I went to E readers and Audible. I then make sure I take one nugget from my reading time and I add it to my **#Makeitso Journal** entry for the day.
- I set a goal of two books a month to read

6. They balance meals

Eat when you are hungry, not because you are bored or tired. Eating when you are bored or tired will lead to unnecessary weight gain and less energy. Find out if you have any allergies to food, and then eliminate those foods.

If you are feeling sluggish, hire a nutritionist for a few hundred dollars, have your blood panel accessed. Once I found out a few details from this, I eliminated things from my diet and no longer have stomach problems.

Inflammation and gut problems affect brain health. If you are feeling sluggish after eating, you may want to take a good look at your diet.

Take care of your health. Money is important, yes, but you can always make more money, you only have one body, take care of it by fueling it properly.

7. They believe in “the Bank of Goodwill”

“The Bank of Goodwill” is something I coined. It is straightforward, but maybe not simple. The Bank of Goodwill has two methods of depositing

First, is professional. We are often focussed on our goals professionally in our careers and we give into those freely and firmly.

- We show up for work
- We get projects done
- We make our boss or clients happy
- We achieve the benchmarks for performance and productivity

In fact many of us over achieve on all of these and we make extra “deposits” here with overtime, looking at emails or portfolios during days offs or weekends, or getting on a call when we might not really have planned to.

Our objective is that this “bank” will reward us and the “balance” will be strong. It can become all-consuming if we are not careful.

Second bank though, is our personal one. This one can at times become neglected, and it’s the one we take most for granted. Yet, it is also the one which often goes into ‘over draft’ we don’t

- Book significant time with family and our close circle **daily**
- Set aside time yearly for a ‘get away’
- Make celebrations with family a priority
- Ensure we have a weekly “appointment with self” – meaning we talk with a coach or counselor and keep ourselves healthy

Now here is where High Achievers excel, they don’t borrow from one bank to make the other ‘richer’ – they make equal deposits in both.

It’s simple but yes, but it’s hard. We see the obvious increases in our professional ‘bank balance’ but it’s harder to see the impact of our personal “bank balance”.

The Bank of Goodwill principle leads us to understand that when we are “giving” of our time to family, friends, and ourselves, we are actually making a deposit in our happiness, in our family serenity, in our children’s future, in our soul. By making these deposits we ensure we don’t go into “over draft” or run on the “line of credit” with those we love and care about (including our own wellbeing).

We can often get a “loan” in our professional bank – a little more time to finish a project. But is impossible to “get a loan” when we have missed a moment in our personal lives that meant a lot to someone else, or a moment that may come personally only once in a life time for another or ourselves to enjoy.

High Achievers knows the principle of the Bank of Goodwill.

SCORE CARD:

Out of 7 – where are you at in meeting these goals toward becoming a High Achievers?