

Twitter Thread by Art of Discipline



Art of Discipline

@ArtOfDiscipline



If you lack discipline, read these 10 quotes:

1.

Rule No. 27

Start where you are.

Use what you have.

Do what you can.

—ARTHUR ASHE
TENNIS PLAYER

2

Plan Every Day in Advance

Planning is bringing the future into the present
so that you can do something about it now.

ALAN LAKEIN

You have heard the old question, "How do you eat an elephant?" The answer is "One bite at a time!"

How do you eat your biggest, ugliest frog? The

first few times. Be prepared to fail over and over before you get it right.

Wayne Gretzky, the great hockey player, once said, "You miss 100 percent of the shots you don't take." After you have completed your preparations, have the courage to take the first action, and everything else will follow from that. The way you develop the courage you need is to *act as if* you already had the courage and behave accordingly.

Take the First Step

When you sit down with everything in front of you, assume the body language of high performance.

When you're running out of time and know that the consequences of not completing a key task or project could be really serious, you always seem to find the time to get it done, often at the very last minute. You start eating your frog, you stay late, and you drive yourself to complete the job rather than face the unpleasantness that would follow if you didn't complete it within the time limit.

Rule: There will never be enough time to do everything you have to do.

The average person in business today, especially a manager in the age of cutbacks, is working at 110 to 120 percent of capacity. And the jobs and responsibilities are just piling up. We all have stacks of reading material that we have to go through. Many people have hundreds of reading and projects backlogged at home and in the office.

The bottom line is that you will never be caught

ion. The better you become at eating a particular type of frog, the more likely you are to just plunge in and get it done.

A major reason for procrastination is a feeling of inadequacy, a lack of confidence, or an inability in a key area of a task. Feeling weak or deficient in a single area is enough to discourage you from starting the job at all.

Continually upgrade your skills in your key result areas. Remember, however good you are today, your knowledge and skills are becoming obsolete at a rapid rate. As Pat Riley, the basketball coach, said, "Anytime you stop striving to get better, you're bound to get worse."

Never Stop Learning

One of the most helpful of all time management techniques is for you to get *better* at your key tasks. Personal

that you can do a job well, you find it easier to overcome procrastination and get the job done faster and better than under any other circumstances.

One piece of information or one additional skill can make an enormous difference in your ability to do a job well. Identify the most important things you do, and make a plan to continually upgrade your skill areas.

Rule: Continuous learning is the minimum requirement for success in any field.

Don't use to allow a weakness or a lack of ability in a skill to hold you back. Everything is learnable. And what others have learned, you can learn as well.

When I began to write my first book, I was discouraged because I could use only the hunt-and-peck method of typing. I soon realized that I had to learn to touch-type. I was going to write and rewrite a 300-page book.

17

Focus Your Attention

All of life is the study of attention;
where your attention goes, your life follows.

JIDDU KRISHNAMURTI

EAT THAT FROG!

Rule: It is the *quality* of time at work that counts
and the *quantity* of time at home that matters.

Work All the Time You Work

To keep your life in balance, you should resolve to work *the time you work*. When you go to work, put yourself down and work the whole time. Start a little earlier, a little later, and work a little harder. Don't waste time. Every minute that you spend in idle chitchat with coworkers is time taken away from the work that you

Just because you can't see the
point behind a challenging time,
doesn't mean there isn't one.

Consistency leads to results

*We must be consistent as we strive
to achieve our goals.*

Imagine that you want to build lean muscle, so you purchase a one-month workout and nutrition plan from a personal trainer. You then follow 50 per cent of the instructions, but after a month

Thanks for reading!

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