

THE STEADY BUSINESS



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Foreword

Don't know how to beat your competitors? Then, you have to make the right move! Beating your competitors cannot be done in just a few clicks of your fingers. You have to apply the best marketing schemes and improve your business strategies.

Whether you are new to business or not, it is easy for you to achieve the peak of your success. For your guide, get all the info you need here! Make your business resolutions and focus on your goals now!

The Steady Business

Chapter 1:

Business Resolutions Basics

Synopsis

Achieving business success is not as easy as you think. Before reaching your goals, you have to focus on the things that you need to do and refrain from doing things that can affect your business operations.

To achieve one's goal, most business owners prefer to make their own resolution. If you are one of them, you should know how to create an ideal one. You also need to understand the real significance of business resolutions and how effective it is.

Business Resolution Meaning and Characteristics

A business resolution is a formal expression of a decision, action, opinion and transaction. Every year, businesspeople create their own business resolution to improve their operations. It is also one way of taking their business into the next level.

In making a business resolution, it takes time and effort. Your business resolution should be filled with ideal concepts. It is also best to ensure that you always follow your resolutions whatever it takes.

For your guide, here are the different characteristics of a business resolution that you shouldn't miss to consider:

- **Specific** - In making a business resolution, make sure that it is specific. Say for instance, you need to indicate that you have to reach a certain quota for your sales every month. As advised, don't make multiple resolutions all at once.
- **Measurable** - Depending on your goals, you have to make a resolution that is measurable. Therefore, it is best to describe how each result will be measured. If your resolutions are not measurable, it is hard for you to track your progress.
- **Acceptable** – Not all business resolutions are effective. Some business owners neglect to follow their own pledges. If you don't want to be like them, you have to ensure that your resolutions are easy to achieve. So, it is best to ask first yourself whether you have the tools, resources or skills needed to achieve your goals.

- **Realistic** – In making a business resolution, you have to be realistic. It means that you have to guarantee that you can reach your desired goals. Say for instance, if it is impossible for you to operate 24-hours a day, you don't have to change your business schedules.
- **Time-frame** - The best business resolution has its own deadlines and endings. Say for instance, you can set a weekly or monthly period goal. You also need to ensure that you are following your business plan to avoid any problem.

After knowing the different characteristics of business resolutions, you are certain that you can reach your goals. Like other business owner, it would be easy for you to improve your company operations. You can also easily meet the demands of your customers.

Following your business resolutions is quite a tricky task. Sometimes, you will be tempted to do short-cuts or refrain from doing your usual activities. But, if you are highly motivated and eager to reach your goals, you will do the accurate and specific ways.

Chapter 2:

Understand the Mentality of Being Organized

Synopsis

Whether you are new to business or not, you shouldn't miss to underestimate the term "organized". Being organized is a foundation of being productive. When you say organized, it doesn't mean that you have to clean your office or other essential things. Being organized has a broad and extensive scope. The real organization is a mental state and describes on how you think.

If you want to be organized, you need to spend enough time dealing with your stuff and learn how you can approach your work more effectively. To know more about the mentality of being organized, you can read the following paragraphs.

Top 5 Tips on How to Be Organized

To become organized, you don't need to follow any complicated task. Instead of worrying on how to do this, here are the top things you need to do:

1. Understand that being organized is not just about trying to get more items sort out. It also doesn't mean that you can't tactically buy some stuff that will help you become more organized. To become organized, you need to start in improving your state of mind.
2. To become organized, you have to consider stuff according to its purpose. It means that you don't need to keep things that are useless. You also need to ensure that your stuff has its own value. Say for instance, you don't need to keep your tables around your office if you are not using it.
3. Another best way to become organized is to know your priorities. If not, you will never know what you really want. It is also impossible for you to reach your specific goals, both personal and business concerns.
4. To become organized, you have to figure out the real you. Most business owners don't know how to define themselves. Some of them are also afraid to admit who they really are. But, if you are willing to accept the real you, you can easily know what you need to do and what you really want to achieve.

5. To get organized, you need to get all the things that are valuable to you. So, make sure that you get rid of the things that are not important to you. Then, start organizing the valuable things that you have.

Sorting out your business stuff is easy to do. Once you became an organized person, you are doing what you really love and your actions reflect to your personality. So, if you don't want some distractions, it is best to get rid of unwanted stuff. You also need to separate your identity from the items that you own.

If you don't know where to start from, you can start making your resolution. Just make sure that you will follow your resolutions whatever it takes.

Chapter 3:

Understand Work/Family Balance

Synopsis

Balancing work and family life is a challenging task. However, achieving its stability encourages the improvement of valuable skills. If you know how to balance work and family life, you can easily enhance stronger family relationship while improving your business operations.

To balance your work and family defines that you have to give an equal attention to both areas. Creating this balance does not often come naturally and it requires discipline and organization. When it comes to work and family concerns, not all business owners don't know how to balance them. In fact, some of them sacrifice family events to attend business meetings.

Steps-by-Steps on How to Balance Work and Family Life

Balancing work and family life promotes mental and physical health. It also enhances your ability to be organized. To give you some hints, here are the different steps on how to balance your work and family life:

Step 1: Make a Realistic Expectation – The most essential ways to balance your work and family life is to realize that you are just a human being. It means that you don't have the ability to do everything all at once. As advised, you have to prevent setting unrealistic expectation. If not, it will end up to disappointment. Say for instance, if you may not be able to attend the school activity of your daughter, you don't have to feel guilty. Instead, make a realistic goal by adjusting your schedule.

Step 2: Make an Ideal Schedule – The easiest way to track your work and family activity is to make your own schedule. Therefore, you have to write down all the things that you need to do. You also need to pick a huge calendar or poster board to track your commitments and special events.

Step 3: Prioritize Your Family – Whether you are too busy or not, you have to prioritize your family. However, it doesn't mean that you will spend most of your time with them. Depending on your choice, you can set a schedule when to hang out with them without sacrificing your business commitments. As advised, you can watch a movie together or play an outdoor game during your free time.

Step 4: Learn When to Say “No” – If you have a busy schedule, you should not allow other people to distract you. You have to follow your

schedule. You also need to say no to go to work events if it means giving up too much time away from your beloved family.

Step 5: Leave Your Work at the Office and Focus on Your

Family While at Home – As much as possible, don't bring your work at home. If you did, you will never spend a quality time with your family. Instead of worrying at home, take time to bring the whole family to mall or other entertaining centers. You can also make creative ways for your children.

By following these multiple steps, you are confident that you can easily balance your work and family life. Therefore, you will never sacrifice anything to have a perfect and wonderful life. Just make sure that you know your priorities in life.

Chapter 4:

Reward Yourself for Reaching Goals

Synopsis

Achieving goals takes time and effort. Whether you have a short or long-term goal, you have to ensure that you are doing the best move to reach it. Once you achieved your goals, it is best to reward yourself. Rewarding yourself is a cool and easy way to keep you motivated. These rewards are something meaningful to you. They should be something you are willing to work for.

The reward system can be done in various ways. Like others, you have to pick a reward you desire after reaching your goal. Then, once you reached your goal, you need to reward yourself as soon as possible. Rewards come in various types. Depending on your choice, it can be a simple or elegant reward.

Importance of Rewarding Yourself for Reaching Goals

Why most people reward themselves for achieving their goals? If you don't know the reasons why, here they are:

- **Rewards contour Your Behavior** – Using rewards will turn your goals into habits. These rewards are also effective in maintaining a positive attitude. Rewards also make your daily transition into a healthy lifestyle. Therefore, rewards can help in developing your behavior and mental abilities.
- **Great Tool for Motivation** – Rewards allow you to stay on track. Whether you reward yourself a simple or grand stuff, it can help in encouraging you to continue succeeding. These rewards also give you something to work for. Then, once you achieved your goals, you will feel more contented and accomplished.
- **Promotes Self-Confidence** – Some people may underestimate your skills and potentials. If you continue to strive and achieve your goals, it can help in building your confidence. You can proudly say that you finally reach your goals. With rewards, you will feel good and allows you to celebrate your own success.

Rewards are something meaningful to you. They should be something you are willing to work for. To reach your goal, you should not use a reward that goes against what you are trying to accomplish. Say for instance, if your goal is to improve your productivity, never reward yourself with something that would interfere with your daily routine.

The best rewards should reflect the importance and size of your goal. Then, you also need to use rewards if they mean something you personally. Say for instance, if you are not a big fan of English novel, never purchase a book as a reward. In addition, you should refrain from giving too much reward. If you did, you will never focus on your goals, but to the reward itself.

As you can see, achieving any goal gives you a great and satisfactory feeling. Therefore, you should be excited about each milestone you reach. In some cases, the next step towards your goal seems even more challenging. But, when you think about the reward and longing to have it, this will motivate you to make a right move. So, start practicing the reward system and expect that you will get your ultimate goals in life.

Chapter 5:

Make Sure To Take Time for Yourself

Synopsis

Even if you are too busy with your work and family life, you have to take time for yourself. If not, you will be burned out. Too much work is not advised. That's the reason why you have to divide your time for work, family and for yourself.

For most business owners, they don't need to focus on themselves. Instead, they prefer to make miracles on how to reach their goals in life. Now, you can also do the same thing without pressuring yourself. If you keep on working and neglect to prioritize yourself, you will feel weak.

Giving yourself a time plays a vital role for your success. Some people enjoy a cool bath while others prefer to take a walk in a park. Whatever activity you want to do, you have to do it right away. Just make sure that you have to make plans.

Tips on How to Take Time for Yourself

To take time for yourself, you don't need to follow any complicated step. At first, you need to look at your calendar. Then, determine the best time for yourself. Before deciding, make sure that you finished your commitments to both work and family members.

After knowing your schedule, you have to save that day. It means that you need to block out a time where you can fit in a little rest and relaxation. Then, you have to know what you want to do. Depending on your choice, you can join an exercise class or any activity. You can also watch some events in your local area.

To relieve your stress at work, you have to nourish your mind and soul. You can do this through meditation, listening to relaxing or slow music, and filling your minds with visions of youth. You can also breathe the fresh air, enjoy the sunshine or walk quietly in the woods. Though it is hard to do, you need to leave your problems behind for a little while.

Since you are taking time for yourself, it is best to be more relaxed while doing your preferred activity. In addition, you also need to nurture your body. To do this, you can get a massage to renew and rejuvenate body. Depending on your choice, you can also make a healthy meal or take a relaxing bath.

Why do you need to take time for yourself? Taking time for yourself provides multiple benefits and here they are:

- ***Self-Reflection*** - This can help in developing your personal growth. This allows you to become aware of your experiences. If you reflect upon your life, you are also getting the wisdom to move forward. With self-reflection, you can decide what you want to do and what you don't want.
- ***Unplug from Society*** - Each day, people are surrounded by media. Some use social networking sites and televisions to get information. Through taking time to yourself, you will never attach to these different forms of media. It means that you will plug into your own thoughts, feelings and emotions.
- ***Self Influence*** – This is essential in your personal growth and development. Unlike others, you don't have to live your life influenced by the media. If you have time for yourself, you will know what you really want without considering the different desires of other people.

With great benefits of taking time for yourself, you have to make the right move. Start adjusting your schedule and witness how it changes your life.

Chapter 6:

Keep Up With Training

Synopsis

Creating a business resolution is quite fast and easy. The main tricky is its actual implementation. If you want to maintain your business resolution, regular practice is advised. However, how can you do the training if you are quite busy?

Though you are too busy, you can still change for the better. You can achieve your goals through showing that you are eager to reach it. With regular practice of your business resolution, you will soon realize that you are doing it naturally.

However, not all businessmen understand the significance of training. Some of them decide to skip their training, especially when they have an urgent meeting or event. Whether you have lots of things to do, you can still practice your business resolution. You just need to adjust your schedule and know your priorities.

Methods on How to Keep Up with Training

To maintain your business resolution, you need to practice it every day. For your guide, here are some methods you can do to ensure that you are doing the right and effective way:

- **Make Your Own Schedule** – Once you already knew what you really want to do, you have to create an effective and attainable schedule. Simply jot down what you need to do every day and make sure that you follow it accurately.
- **Don't Make Excuses** – To become a successful business owner, you have to focus on your goal. If you already made your own resolution, you have no choice but to follow it. Though you are busy with your work or family life, you have to set things right. You have to guarantee that you will practice your resolution no matter what it takes.
- **Don't Make Shortcuts** – Businesspeople make resolutions to improve their daily operations. They are also doing this to ensure that their business is getting better compared to the previous years. If you want to become a successful businessman, don't forget that there is no shortcut way of success. Therefore, you have to start at the bottom up to the peak of your success.

Training plays a vital role to reach your desired goals. At first, you may say that you will do the training because you are following your resolutions. But, as time passes by, you will do the training like an ordinary activity.

So, instead of worrying about your business, start making a resolution and follow it accurately. Then, expect that you will get the fruitful result of your hardwork.

Chapter 7:

Make Sure To Network

Synopsis

Business networking is an effective method for finding new customers and forging new business relationships. Contacts with different groups or clusters would help you in getting greener opportunities.

For most businessmen, the more diverse their network is, the better it would be. Once you attend group meetings, you have the chance to get the business cards of other business tycoons. As a result, that would bring a great business development.

Benefits of Networking in Business – What Are They?

Networking provides multiple benefits to business. This can help in expanding your contact list and improving your sales base. It can also bring you in touch with various requirements to diversify your company.

Unlike other business owners, you should always network. It is essential to make a lasting first impression on various people that you will meet. This impression you created will bring the better and wider business opportunities. Just make sure that you always keep in touch with the contacts you have gathered. In addition, you also need to help people in your network. With this, you can easily bring not just goodwill but business improvement as well.

In networking your business, you should also consider on how to improve it. You need some insights about networking and relationship to guarantee business success. Networking helps the growth of your company. It is also effective in creating new products and expanding your ideas about the field.

Aside from the above mentioned, networking also helps in increasing your profits to a considerable degree. It also gives you the scope to get referrals and helps you to attain your targets in a fast and easy way. Networking also provides a healthy relationship and a mutually beneficial rapport with your competitors, compatriots, clients and suppliers.

If you want a successful business, you have to do the networking strategy. Through this, you will enjoy a steady rise in your balance.

Chapter 8:

Get the “I Can Do It” Mentality

Synopsis

To overcome the different challenges of your life, you have to think positively. Instead of worrying about your flaws and insecurities, you need to face them. You have to keep on practicing the “I Can Do It” mentality.

The “I Can Do It” mentality plays vital role in your life. Whether you are facing simple or complicated challenges, you are certain that you can overcome it. You just need to believe in yourself that you can do it.

This “I Can Do It” mentality means that you have to eliminate all your negative thoughts. Though some people keep on saying that you can’t do it, use it as a challenge. Never underestimate yourself because everyone has the power to reach an ultimate success.

If you are practicing this kind of mentality, it means that you need to eliminate excuses. So, don't let excuses get in the way of your goals. You have to focus on your dreams and achieve them through your positive thinking.

However, some people claimed that it is impossible for them to achieve success. Even if you commit mistakes and failed several times, it doesn't mean that you will never be successful. Don't look at a failure at something negative. These flaws and failures can be used as your strength and way to do things better. Just don't let failure hold you back.

How Achieve “I Can Do It” Mentality?

Most people claimed this common phrase – “It is easier said than done”. This statement is extremely true. Even if you want to think positively, there is always a time that you will think negative thoughts. The main question is, how can you avoid negative thoughts and start practicing the “I Can Do It” mentality?

There is no complicated step in achieving the right mentality. At first, you need to focus on long-term goals. You also need to remind yourself of your blessings and strengths. As advised, don’t allow yourself to get into a spiral of negative thinking. When your negative thoughts arise, make destructions and start thinking with positive ones.

In addition, you also need to maintain a good relationship with others who have a positive mentality. This allows you to become more optimistic. You can also write down evidence of opportunities and positive activities every day. You can do this through making a journal.

Chapter 9:

Use Affirmations to Stay On Course

Synopsis

Positive affirmations are often used to impress the subconscious with a thought that can motivate and remind you about your talents. It also provides the confidence you need to reach your goals, business resolutions and other missions.

With regular use of positive affirmation, you can easily change your attitude, habits and behaviors. You can also use it to heal and find prosperity and romance.

How Affirmations Work?

Negative thoughts can be altered by using positive affirmations. If you don't know how to do it, you can use the following guides:

1. **Decide What You Really Want** - You just need to think about your life and the things that you want to have. Say for instance, if you want more money, use this as affirmation. Just be clear about your goal and do everything to achieve it.
2. **Use the Present Tense when Making Affirmations** – Most people make affirmations like “I will be a successful business”. This statement claims that you will soon to be a successful businessman. To encourage you in reaching your goals, you have to say that “I am a successful businessman”.
3. **Always Be in Positive Mode** – Whether you are speaking or writing your affirmations, don't forget to use positive phrases. Say for instance, if you want to get a high monthly sale, you need to say that “I Can Do It”.
4. **Always Remember Your Affirmations** – To get what you really want, you have to repeat your affirmations several times. You also need to believe in yourself that you can easily do it. Then, you will realize that you are one step closer to your goal.

5. **Be Persistent** – Affirmations only work if you used them regularly. The more frequently you repeat your affirmations, the longer you say them. As a result, the quicker you will achieve your ultimate goal.

To make your affirmations stronger, you need to make them bold, clear and positive. When you start doubting your affirmations, don't forget to realize that your non-conscious brain is transmitting you a signal based on your conditioning. Above all, you have to keep recommitting to the process to get a successful result.

Take note that affirmations take some time. However, once you start its actual process, you will be surprised with its quick results. At first, you will feel like you are spending too much time and effort. But, as time passes by, you will realize that the process begins to take over. So, all you need is to understand how to use your conscious faculties to strike into the phenomenal power of your non-conscious brains.

Chapter 10:

The Benefits of Your Business Resolution

Synopsis

If you are trying to excel professionally, you shouldn't miss to make a business resolution. Just make sure that you know what you really want and the exact things that you need to do to achieve it. With a successful business resolution, you can change your life in an instant. What are the benefits of making a business resolution?

The following will give you enough hints about the different benefits of business resolution:

Motivation

Making a business resolution is an effective way of boosting your level of motivation. This provides a sense of urgency to the work that needs to be accomplished. With this, you will be tempted to work in a fast and effective way. You will also not be distracted by flaws and other related changes while reaching your goals.

Providing a Direction

Most people often find themselves wanting to change something in their lives. However, most of them don't know how to achieve it. With business resolution, they have a guide on how to do it. They just need to indicate what they want to achieve. They also need to know the different things they need to do to reach their goals.

Increased Success Rate

With accurate business resolution, you have a chance to improve your daily operation. As a result, you can easily know what are the things you need to do and the things that you need to avoid. Your resolution can be used as a tool to remind you that you can reach your goals. You just need to spend enough time and effort. Then, you will soon witness the prolific result of your hard slog.

Enhances Your Attitude

If you have a business resolution, you can easily control yourself. You will know your priorities and know how to handle your situation. Say for instance, if you keep on practicing your resolutions, you will soon realize

that your daily routine is not the usual one. If you are not productive before, this resolution is an excellent guide to improve your work.

Get Organized

With the use of your business resolution, you will get organized. It means that you can manage your stuff and handles everything you need to do. You will also know how to balance your work and family life. If you are organized, chances to achieve your goals are extremely possible.

Limiting Stress

Your business resolution helps you in reducing stress. Without this guide, you may develop a tendency to jump from one project to another. Then, you may realize that your overall production is a mess. So, instead of worrying about your hectic schedule and tons of unfinished projects, try to make a business resolution and follow it professionally.

Stay on Track

Your business resolution is a roadmap to help you get where you are going. You just need to play out a plan to keep you headed in the right direction. To do this, you need to lists the steps you need to take and you will get what you really want.

Increased Self-Confidence

With your business resolution, you will do the right and best way to achieve your goals. Once you achieve it, more and more people will continue to praise you. You will also feel a great satisfaction and fulfillment due to your hardwork.

With various benefits of creating a business resolution, most businessmen desire to have one. If you are one of them, you should make sure that you are following your resolution. If not, you will never get its full benefits.

Maintaining your business resolutions is not as easy as you think. But, if you know what you need to do and eager to reach your goals, everything will turn out great. The success of your business resolutions relies on your hands. So, whether you have a simple or complicated resolution, don't worry about it. Try to focus on your goals. You also need to be ready and face the challenges while on process of achieving your goals.

Though it is hard to achieve, you need to focus on your goals. The main reason why you are making a business resolution is that you want to be better. To be better, you need to exert enough time and effort. Your success can never be achieved within a single wink of an eye. You have to earn it. So, make a right move and see how your business resolution works!