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# Foreword

In order to be able to live harmoniously and successfully, there are a few ideals that should be followed carefully, one of which is forming good habits. Good habits can take an individual through good times and bad without leaving too many scars at worse. You find out how here.



## ***Hone Your Habits***

Living The Good And Booting The Bad

# Chapter 1:

## *Teaching Good Habits Basics*

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### Synopsis

Developing good habits is something that can be done at any age and it is never too late to take an interest in this very informative and beneficial subject.

A routine that consists of good habits create the necessary mindset for a better managed day's activities and also contributes to a lot of the positive elements around that generally contributes to positive vibes.



## **The Basics**

The good habits that follow can be tools that encourage individual to look upon anything and everything with a better perspective so that the fullness of life can be enjoyed.

A list of good habits may include the following:

- Keeping a good schedule – this may apply to anyone and everyone. These schedules may also apply to various time frames and scenarios.
- Eating a healthy diet – this too is applicable to everyone. It is a proven fact that the human body and mind function better when the general health of an individual is at its optimum. This of course depends largely on the types and frequency of foods consumed; therefore forming good eating habits is well worth the effort both in the present and for the future.
- Exercising – the importance of incorporating some form of exercise into one's lifestyle cannot be emphasized enough, as it is not only a good habit but also helps to inculcate discipline.
- Practice gratitude – this is another wonderfully good habit to learn because when an individual learns gratefulness, they are more willing to be accepting of shortcomings and are generally happier people. Happy people are a delight to be around.

# Chapter 2:

## *Be An Example*

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# Synopsis

It is hard to be taken seriously both in one's personal life as well as professional life if one does not portray a lifestyle worth respecting, therefore taking the trouble to always set good examples that one would expect other to follow is a move in the right direction.





## **Show The Way**

Some areas that one can focus on when considering the example setting scenario should be as follows:

- Consciously practicing being a likeable and positive person around others will encourage others to be more open and nice too. Most people respond well to a positive atmosphere and mindset. This is because the general mood and atmosphere tends to be lighter.
- Behaving in a mature yet friendly manner is also encouraged. This too is an example most people respect and admire. Where admiration is, therein lies some level of wanting to follow the example set.
- Always trying to be or do the best one is capable of is also another good example to set and one that will garner certain emulation from those around.
- Being a good friend especially in times of need is an example worth setting especially if one expects the same treatment returned. This example not only portrays good human values but also garners respect and admiration and maybe even encouragement for others to follow.

- Keeping a relaxed and non threatening demeanor is recommended when one is trying to set a good example. Frightening people away by being too rigid and controlling is something that should be avoided.
- Acknowledging one's shortcomings and flaw often helps those around with similar problems relate better and therefore eventually be more comfortable. Setting this example also allows people to be comfortable in reaching out and generally feeling relaxed.
- A welcoming individual is often an individual who is never short of friends, because of the example of being welcoming and non judgmental.



# Chapter 3:

## *Layout Expectations*

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### **Synopsis**

Laying out expectations very early on in a relationship or any other endeavor helps in some ways to limit any future negative implications. If these expectations are clearly defined and expressed all those related to or participating in the endeavor will be forewarned of what to expect and thus adjust accordingly if necessary.



## **Make It Clear**

The exercise of laying out all expectations is beneficial in many ways as many things can be clearly understood and outlined thus giving all those concerned the leeway to either working within the permissible perimeters or opting to decline getting involved in the first place.

This is especially important when the endeavor involves time and funds that cannot be misused or wasted on processes and people who are unwilling to conform to a setup that has been predesigned.

When the expectations are clearly laid out, there is also the advantage of knowing exactly what to expect and contribute to ensure the success of the endeavor. This then also allows for a better percentage of success to be enjoyed.

By laying out clear expectations, all those involved or intending to be involved can have some sort of measuring tool to gauge against the results expected. Work produced can then be designed to be up to par, thus eliminating the need for leaders and participants to constantly monitor the workings of the endeavor.

Time and effort can be better focused and unnecessary wastage can be eliminated. This can also help to create a sense of oneness when all involved are working towards the general achievement of a common goal because of the clear expectations portrayed.

With clear expectations outlined, it also gives all those considering participation an idea of the mindset or skill needed to take on the tasks. This may include the need to have participants who are risk takers, creative, critical thinkers, decisiveness, and may other applicable qualities.



# Chapter 4:

## *Use Stories About Good Habits*

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### Synopsis

Although good habits can be nurtured through examples, being able to actually see or hear documented proof of these goods habit bearing fruit is more impactful and likely to produce positive affirmation in an individual intending to seriously pursue this style of incorporating good habits into his or her lifestyle.



## **Tell It**

Stories portraying good habits are often not only interesting but rather uplifting too. This style of encouraging the formation or adaptation of good habits is especially beneficial in reaching out to children.

There are several different categories where good habits can be encouraged through stories, some of which are bravery, charity, commitment, creativity, fair play, humility, obedience, respectfulness, patience, sharing, sincerity, team work, that the list goes on.

Though it may seem that this is more applicable to the world of children, addressing work issues by “painting” scenarios of real life successes through stories has been known to be very effective.

This is probably due to the fact that stories of actual successes are very motivating and gives the listener a sense of being able to relate to the struggles and challenges with the successful end goal in mind.

When those in the work environment are faced with similar scenarios the stories may help to inspire or give way to creative ideas that the individual can adopt in order to achieve the goal intended even if there was a temporary setback.

For those intending to venture into new endeavors be it business or studies, hearing stories of past struggles and successes may help them

to set standards and be more disciplined towards reaching those outlines set. These stories often include the habits adopted by characters which eventually help them overcome any and all setbacks in order to achieve success.

The stories may also help to show that all is not as easy as first perceived but with the practice of some good habits anything is achievable.





# Chapter 5:

## *Carryout Behaviors Together*

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### Synopsis

When carrying out various exercises to optimize positive results for any proposed endeavor there are several sure and trusted methods that can be applied. One of these methods is to gauge the behavioral patterns that are desired and match them to the potential participants for optimized results.



## **Demonstrate**

Noted as being a very reliable way of predicting behavioral patterns, the assumptions are based on habits of the potential participating individuals. This can then contribute to the general make up of the team which can be designed around the matching of similar behavioral pattern assessments.

When the assessments are made the team members individual tasks can be assignment thus completing the initial stages of any endeavor. Similar behavior patterns when categorized with the help of habits followed makes the eventual working environment more conducive and result driven. This is notably due to the fact that all involved are generally of the same “wave length”.

Some connections can be made linking habits to behaviors in group patterns which become more evident when practiced together. Some examples are as follows:

- Habits are learned behaviors, often mimicking group ideas and actions.
- Habits are also fairly predictable reactions to any given scenario if done together, as groups reactions can not only be convincing, it can also be difficult to oppose.

- Actions that are done as a group in a consistent fashion are often habits that are difficult to break because of the “safety” felt within the group’s strength.
- In some cases similar strong behavioral patterns or habits can be encouraged to be brought out within the context of a group, thus providing the focal point or guidance needed to steer the said group to success.

Successful endeavors usually encourage group behavioral patterns that are similar in nature to encourage better working environments. It is definitely easier to carry out any endeavor when the majority of the participants are willing to conform to similar behavior expectations.



# Chapter 6:

## *The Importance Of Repetition*

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### Synopsis

There are a lot of positive points that can be enjoyed and improved through the method of repetition. The saying – “practice makes perfect” really does have its merits.

Repeating something until perfection is reached is a good habit to form as its eventual benefits will attest to. One should avoid thinking that repetition is simply as waste of time and effort. Often regarded as a good learning tool, repetition makes recalling or acting on something become second nature as compared to struggling with it.



## **Over And Over**

Though some quarters may look upon the importance of repetition with some amount of disdain, as they argue the initial reaction to a particular object or situation is done without thought, there are others who feel this type of response is not only needed but also encouraged for its time and energy saving advantages. This is especially advantages when there is a need for quick and uniform responses. Repetition is sometimes a necessary exercise to instill vital responses to a particular scenario as then the element of surprise whether pleasant or unpleasant if minimal or eliminated altogether.

Another positive advantage of repetition is the response time needed for any action or reaction to take place which comparatively is much shorter than if having to experience something for the first time. Successful teams or groups working on particular projects function very well when the general “workings” within the scope is of a repetitive fashion. This again brings the question of time and energy savings into play. Repetition also creates the possibility of perfecting one’s skill or knowledge satisfactorily.

A lot of simple and daily tasks are often performed smoothly and without thought because of the repetitive nature of the task. This frees the mind to focus on other things that might require more attention and time. This is often termed as working on “auto pilot”.

# Wrapping Up

Instead of cramming rules down their throats, use positive praise when you catch people or yourself doing something you like.

Don't use one person's undesirable behavior as an example of how not to act. Instead, redirect the attention to someone who is completing good habits and tasks.

