

THE TWELVE STEPS TO SUCCESS

- 1) **BE CONFIDENT.** Successful people believe in themselves. They know their actions make a difference in their lives and the lives of others. They work at trusting themselves and others.
- 2) **BE RESPONSIBLE.** Successful people choose to respond with appropriate behavior and accept the consequences of their actions. They take credit for their successes and learn from their mistakes.
- 3) **BE HERE.** Successful people go to work regularly. Once there, they are both physically and mentally present. As a student, going to school is your work.
- 4) **BE ON TIME.** Successful people are prompt. They get to where they are going on time. Others count on them to be on time.
- 5) **BE FRIENDLY.** Successful people accept the differences of others. They build friendship by helping one another rather than hurting each other. Unsuccessful people destroy by doing physical or spoken violence.
- 6) **BE POLITE.** Successful people show courtesy. They know that other people help them to be successful, so they treat others with respect. They are polite by waiting their turn, listening when others are taking, and supplies in good condition. Successful people plan ahead.
- 7) **BE PREPARED.** Successful people have their materials when needed. They keep their tools and supplies in good condition. Successful people plan ahead.
- 8) **BE A LISTENER.** Successful people listen to instructions and follow direction. Because they listen to what others need, they can cooperate to achieve success.
- 9) **BE A DOER.** Successful people do their work to the best of their ability. They know the more they do, their more capable they will become. For example, good baseball players become better baseball players because they practice.
- 10) **BE A TOUGH WORKER.** Successful people have kept on trying. They keep working toward their goals even when things get difficult.
- 11) **BE A RISK TAKER.** Successful people have courage and are willing to run the risk of failure. They know that sooner or later they will reach their goals if they keep trying.
- 12) **BE A GOAL SETTER.** Successful people plan for the future. They use goals as a personnel road map to guide them where they want to go. By setting goals, people are able to realize their dreams.

