

#### http://kennycztan.com

Sign up for my <u>FREE Daily Transformational Email Newsletter</u> to receive tips on how to embody and practise these **Winning Habits** more efficiently as well as regular updates to inspire change, transform life and unleash your full potential in life!



## **10 Winning Habits to Unleash**

## Your Full Potential

By Kenny Tan

http://kennycztan.com

What are Subscribers saying about 10 Winning Habits to Unleash Your Full Potential?

.....

"Hi Kenny,

Your story truly inspired me! Thanks for sharing all these Winning Habits that had encouraged me to believe in myself to overcome my bad habits and turn them into better and positive ones!

Cheers, Raymond K"

.....

"Dear Kenny,

I believed you had gone through a lot of obstacles in your life to overcome your bad habits and become what you are today! Your story is a motivation for people who have a weight issue, bad diet, etc.

Thank you so much for your sharing!

Regards,

Jesslyn L"

\*\*\*\*\*\*\*

## LEGAL NOTICE

My mission in life is to Help Everyone to Unleash Their Full Potential, I'm granting you the rights to give away this awesome eBook (worth US\$53) to anyone you choose to, so long as you DO NOT modify the content in any way!

The Publisher has strived to be as accurate and complete as possible in the creation of this eBook, notwithstanding the fact that he does not warrant or represent at any time that the contents within are accurate due to the rapidly changing nature of the Internet.

While all attempts have been made to verify information provided in this publication, the Publisher assumes no responsibility for errors, omissions, or contrary interpretation of the subject matter herein. Any perceived slights of specific persons, peoples, or organizations are unintentional.

In practical advice books, like anything else in life, there are no guarantees of income made/results. Readers are cautioned to rely on their judgment about their individual circumstances and act accordingly.

This eBook is for informational purposes only and is not intended for use as a source of legal, business, accounting or financial advice.

All readers are advised to seek services of competent professionals in legal, business, accounting and finance fields.

You are encouraged to print this eBook for easy reading! =)

## Acknowledgements

I am so glad that I can finally pen down this eBook as this eBook has been in my heart for quite a while. There are some people I would like to thanks them for my journey thus far.

- \* To my family especially my dad and mom for continuous support in life.
- \* To my lovely girlfriend Wen Li, thank you for your love, caring, and provide me unlimited mettle and support during my downtime.
- \* To my lifetime mates, Harry and Darton, thank you for being there whenever at whatever point I need your advice, bolster and being entertaining.
- \* To my mentors and lecturers, thank you for guiding me and showing me the winning habits. There are too many to name. One of them will go to my mentor, Reshveen Rajendran. Much thanks to you for the gift of investing and inspiration of winning habits.
- \* To every of my friends who have supported me and believed in me.
- \* Finally, and the most important, thank YOU, my dear readers, thank you for downloading this eBook. I hope it will inspire change, transform life and Unleash your Full Potential in life!

## Table of Contents

1)	Introduction	6
2)	How bad habits turned my life into since I was seven years old	7
3)	Exploring routes for immediate and short-term success	9
4)	One incident happens that become turning point in my life	11
5)	How winning habits turned my life around	12
6)	10 Winning Habits to Unleash Your Full Potential	15
7)	Additional Resources	37

## Introduction

Hi, my name is Kenny Tan. I am a former professional state swimmer and author of 10 **Winning Habits** to Unleash Your Full Potential.

Firstly, I'd like to congratulate you for downloading this eBook. I'm aware you might be thinking, how can an eBook alone possibly change your entire life?

Thank you for asking. My life was just like most of the people out there, up and down like a roller coaster. Every of my battles in life was mainly due to my bad habits such as ignorant, forming bad eating habits, laziness, inconsistency, lack of discipline, eager for overnight success and so forth.

Some of my bad habits, you may found it relevant to you as these are the common practices that most of the people are struggling in their life too!

Well, throughout my life, I was struggling to maintain an ideal weight that keeps a consistent and healthy lifestyle. At an exceptionally young age of 22 years old, I have personally experienced three different dietary products:

- (1) Coffee Bean Dietary Supplements,
- (2) Protein-based Dietary Products and
- (3) Vegetarian Weight Loss Plan

Every of these products did bring an immediate success within a short period. However, it doesn't commit to a consistent result in my life.

Before I show you the effect of exhibit consistent and **Winning Habits** at the end of this eBook, let me share with you more about my personal story...

## How bad habits turned my life into since I was seven years old

When I was in Primary 1 (At the age of 7), all students are required to measure our weight and height. These weight and height measurement recorded into as part of our academic book. I still remembered that I was the fattest student in my class. My weight was somewhere around 77 lb. (35kg) and the average weight of my friends was around 50.5 lb. (23kg). I took a gander at the weighing machine, and I knew I was fat, yet I'm just ignoring the fact and lazy to take any substantial action at all.



Visiting Genting Highland, Malaysia with my cousin at the age of 7. (I was standing at the left)

While being lethargic to take any solid action, my

mind kept floating up with all the excellent foods. The "evil side" of my mind was just telling me "Kenny, just eat, couldn't care too much." At some point in time, I'm telling myself that I was so blessed to born into Penang, a little island in Malaysia which was overwhelmed with all the beautiful sustenance. Before I proceed further on my story, just for your information, Penang was just recently being granted as no.4 in the Lonely Planet's Top 10 Cities List for Best in Travel 2016 because of its widely known for its UNESCO World Heritage-listed streetscape and its famous local food.

My weight had increased massively along with my age when I grew up. Can you imagine that in Primary 4 (at the age of 10), my weight was hitting another record, 132 lb? (60kg). Throughout my past three years (from age 7 to 10), I was often being teased and targeted by my friends, relatives, and even my siblings. Some of them called me as "greasy" while some even call me with harsher words like "you are a fat pig," you are oily pig" and so forth.

With all these harsh words called by my friends, relative and siblings, I'm just simply ignored them and did not make any substantial plan to improve the situation. Instead of making an effort to control my weight; my bad habit, my attitude, my "evil side" of mind just automatically tuned into an autopilot system diverting off all these negative sentiments. I'm just lazy to improve my situation and continue enjoying my life with all those sweet, highly carbohydrate and extremely unhealthy food: potatoes chips, fried chicken, fries, ice cream... At the age of 10, my parents were increasingly worried about my health issue due to overweight. One day, they've decided to bring me to Penang Chinese Swimming Club for professional swimming lessons to become a professional swimmer. They pinned on a high hope that one day, I can emulate the success of the great swimmers likes Daniel Bego (Malaysian National Swimmer), Michael Phelps (US Greatest Swimmer) and Ian Thorpe (Australian Greatest Swimmer) and of course to lose my weight at the same time...

At the beginning of my swimming career, everything went well. I managed to lose some body fats, and my weight did drop a little around 4-5 lb. Especially at the age of 12, what I did very well was made my parents proud of me as I won a lot of medals at my inter-school swimming competitions and successfully grabbed the final qualification spot to represent my club at the national level.

However, the good thing doesn't last for a very extended period as I'm a person that don't have a firm determination or mindset to control my weight in a consistent manner. I love to eat double of my meal each time after my swimming sessions That was me at the age of 15! as a reward for myself for the workout. My swim



coach keeps on advised me that, I have to keep an eye on my bad eating habit to be a great athlete, a great swimmer. However, his advice doesn't work for me at all as my bad habits had already become parts of my everyday lifestyle.

As times passes by, my weight has gone up to 194lb (88kg), and my swimming profession career was severely affected. Can you imagine that due to my obesity, I was unable to compete with other swimmers from other states in Malaysia for the National Swimming Championship? At the age of 16, I've decided to retire as a professional swimmer. I knew I had let everyone down; my coaches, my friends and most importantly my parents who have pinned so much hope on me to be an excellent swimmer one day.

#### **Exploring routes for immediate and short-term success**

Since then, I'm searching for several short-cuts and immediate success ways to resolve my weight issue. My first dietary product was coffee bean supplements nutritional products, recommended by my dad's friend. According to the dietary instruction, I've to consume three packets a day to achieve the results. After the try-out, I have witnessed a fantastic lead to my life within the first two months as I had successfully reduced a total weight of 44lb (20kg) to my ideal weight of 149 lb. (68kg).

From the days onwards, my confidence had grown much higher, and I've started to build a thought that by only follows the dietary product's instruction, you will manage to get into your ideal weight without much physical exercise. Since then, I was getting lazier to go for training. What's made me shock after ľve stopped all taking these supplements, I realized my weight had increased tremendously within a short That was me at the age of 18 years! span of time.



At the age of 19, my weight had slowly increased to 184lb (84kg). I've decided to fork out some of my saving for another dietary product. This time, I've chosen, a protein-based nutritional product from a doctor recommended by my sibling. This protein-based nutritional product required me to consume a total of 9 fried or hard-boil eggs in each meal consecutively for the first three days altogether with a cup of nutrient drinks for cleansing purpose. After the first three days, I still need to expend one breakfast meal of fried or hard-boil eggs each day and the remaining two meals (lunch and dinner) substitute with a protein meal, ideally with meats.

I have witnessed another significant result in my life as I have successfully reduced my weight to 149 lb. (68kg). It was the second time in my life that I'd taken dietary supplements to reach my goals. Instead of maintaining healthy eating habits and regularly exercise, I just keep exploring short-cut way to achieve immediate and efficient results.

At the age of 20, I went to Australia to further my studies. It was my first time living in overseas alone. I was excited about the opportunities. Yes, I can finally taste a total freedom of life as an adult without my parents 'supervision. On the other hand, I just couldn't exhibit a high winning mindset and habits to control my weight well. Can you imagine that I have gained a total of 22lb (10 kg) which is equivalent to the weight of a 10kg rice packet in just two years times in Australia?

I remember that one week before my convocation, my parents traveled all the way from Malaysia to attend my convocation in Australia. They bought me an M size blazer and shirt as my surprise convocations gift. However, I couldn't wear it as I had put on a lot of weight. My eyes could not believe that I had grown from M size to XL size. I've straight gone to my housemates 'room and borrowed the weighting machine to scale my weight. I was totally shocked when looked at the weighting machine. Gosh! I've got back my previous weight, (194lb) 88kg. At the point of time, I felt totally upset with myself for lacking consistent discipline in maintaining my weight in the long run.



Celebrating my convocation with my beloved parents at Tasmania, Australia!

Soon after my convocation, I've decided to take another short-cut route for immediate success. This time, I've decided to try out a different dietary plan, a vegetarian weight loss plan that recommended by my relatives. However, the vegetarian weight loss plan didn't work well for me as compare to the previous two dietary products as I'm not a veg favor type of person. I'm just giving up after seven days of product consumption. At some point in time, I was baffled with all these dietary products. I did realize that none of these nutritional products will able to produce a sustainable, long-term results over an extended period. Hence, I've decided to call it a stop.

I got myself a job too after my convocation. Like most of the accounting graduate, I began my professional career as an external auditor. I need to manage and oversee various audit projects within a tight deadline given especially during the peak period from December to April. It is the period where auditors felt the pains and stress. However, it was also a critical time that if we can learn how to deal with stress management and bad habits. For myself, I often did not exhibit a high winning mindset to overcome my bad habit. I have a weak mentality that keeps telling me that I can feel better each time after rewarding myself with some good meals.

All my bad habits continue to present in my daily life even after I came to Singapore for work in 2013. There was also quite some time that I did not weight myself since my convocation days as I did not want to face reality in my life.

Somehow one day in 2014, I've decided to weigh myself, and I have realized that I have broken my record to 211 lb. (96kg). One word I would like



Visiting Beidou Hot Spring at Taiwan with Besties back in September 2014 (I was standing second from the left)

to shout-out to myself in a sarcastic way; congratulation Kenny! You have made another milestone in your life!

## One incident happens that become turning point in my life

One day in December 2014, my mom told me that my brother went undergo for a medical check-up and he diagnosed with <u>Type 2 diabetes</u>. My first thought is that the doctor must be kidding to us. How could it be? My brothers were just 35 years old!

Immediately after my brother's diagnosis, the doctor had provided us some useful tips to prevent diabetes, and the tips will pay off in the long term:

- 1) Type 2 diabetes does not represent a personal failing
- 2) Start taking care of your diabetes as soon as you diagnosed
- 3) Type 2 diabetes is a progressive disease
- 4) Food is the major impact on blood glucose
- 5) An exercise is a powerful tool
- 6) Always seek out for Diabetes Educator.

At the point of time, I realized how important are to have a high and **Winning Habits** as it will going to change my life. My brother and I have the same common bad habits such as bad eating habits, lack of discipline and consistency in life. I can imagine that if I keep going with my bad habits, illness will eventually come to me shortly. Hence, I need to figure out how to establish consistent and winning habits so that it was able to transform and unleash my full potential in life. I know I can't just rely on short-term and immediate success solutions as it doesn't work well in the long run.

#### How winning habits turned my life around

To transform my Bad Habits into **Winning Habits**, I know it takes time, and it was uneasy tasks to challenge myself.

At the beginning of 2015, I've started invest myself with various type seminars, books, and tapes and mixed around with successful repeaters in the personal development industry to find some inspiration thought on winning habits that most successful people had. I've realized that there are many schools of thoughts.

Some of the ideas that work for me, I will apply myself, and those didn't work, I will eliminate, and I noted there are a few key habits that these fortunate peoples were using, and I started to take action on doing the same!

So what I did for my next **two years** is to **APPLY** what I've learned from the successful people on a consistent basis to inspire change and unleash my full potential in life.

In 2016, after a few months of using some of these **Winning patterns**, I met up **Reshveen Rajendran**, the six-pack investor and one of my favorite personal mentor from one of the seminars.

He did share with me about his **Winning habits** to succeed in life, and I realized the **Winning Habits** that he had is also what I have explored and learned too from successful people. It has also further enhanced my belief and faith on these **Winning Habits**.



Reshveen Rajendran, one of my mentor and coach in my investing journey! He had successfully published his first book, SIXPAXINVENSTOR in early 2017. One thing that is pretty awesome is that all his proceed from the sales of this book will donate to Rare Disorder Society of Singapore. He has also a mission to donate his 1<sup>st</sup> million dollar to the needy at the age of 30. http://www.reshbook.pagedemo.co/



A group of investing students including myself (standing at the center) learnt from Resh on how to invest via Value Investing Strategy at Resh's home.

I am happy that currently, I am applying most of **Winning Habit** I had explored. One of the winning habits I was able to demonstrate is consistency and discipline. Toward the beginning of 2016, I am consistently forming a healthy eating habit (less carbohydrate and focusing more on whole food) and exercise regularly (at least 4-5 times a week, each time for 30 minutes) and most importantly, these habits had been consistently applied for the past one and half years.

Since then, my weight had been decreasing slowly from 211.2 lb. (96kg) to 176lb (80kg). Although it didn't show a fantastic result as compare to last time when I first took the dietary supplements, one of the key lessons that I learned was the best weight loss is also the slowest weight loss. The slowest weight loss is the most sustainable weight loss as you have a higher chance of never seeing the excess weight again!

Over a year, I've grown myself to be a more confident and a persistent person. It's not just about my successful weight management, I've also managed to <u>portrait a stronger leadership</u> <u>traits and interpersonal skill</u> in my workplace.



A recent photo of myself taken with my lovely girlfriend during 2017 Chinese New Year!

Most importantly, these Winning Habits does drive me towards the beginning of my entrepreneur's journey in 2017!

Some of my friends and family came to me and said, "Kenny, is that you? You've changed a lot....from your appearance and personality, you looked far more confident and knowledgeable as a person compare to few years ago. How did you do that?" I'm just smiled and replied them: "*Everyone was born with great gifts and talents*. To realize your true potential, you must first understand how to unleash the power that's already within you. Most of the people who don't reach their true potential fail to do it because they underestimate their abilities and this usually resulting in accepting mediocre result. If you want to unleash your true potential then tell those people that you are not like them. Unleashing your true potential can only happen when you stop letting people define your potential for you."

Things won't change overnight, but once formed they will positively impact hundreds of your decision later on. Once you portraits a consistent **Winning Habits**, you will be unleash your full potential to make changes in your own life! I know that these habits will serve you in one way or another, please feel free to share with others this valuable knowledge as well so they could also inspire change in their life too!

## **10 Winning Habits to Unleash Your Full Potential**

- 1. Forming healthy eating habits
- 2. Physical activity
- 3. Consistency and discipline
- 4. Learn to say "No."
- 5. Prioritization
- 6. Invest in yourself
- 7. Goals setting
- 8. Meditation
- 9. Get enough sleep
- 10. Thank you

## **#1** Winning Habit- *Forming good eating habits*



The keys to keeping you a <u>sustainable lean and healthy physique</u> are through forming good eating habits. Habit formation is a powerful thing; just look back on my personal story and how tough for me to change my bad eating habit. They aren't the product of genetic or random chance. Instead, they're merely products of our behavior, accumulating after several repeated instances

Hence, I have created a checklist of healthy eating habits to ensure I can consistently applying and transform myself into a better life.

#### 1. Eat your breakfast

Breakfast is the most <u>important meal</u> of the day. Skipping breakfast to "save your appetite" for dinner probably isn't the beat idea as it may increase the risk of diabetes according to a study published in the American Journal Clinical Nutrition. On the other hand, eating breakfast will also lower down the incidence of heart disease; improve cognitive function related to memory and test grades. Most importantly, it does help for weight loss.

## 2. Eat nutrient-rich whole food 80% of the time

Whole foods are food that is unprocessed and unrefined or gone through minimal processing and has not radically changed in their biological structure from time to time of productions to the time you ingest them. Whole foods are nutrient-rich and fill you up with lesser calories too.

Here are some of the examples of whole foods:

Lean Meat: Chicken breast, pork loins, lean beef and seafood such as oysters, prawn, crab, etc.) Fresh fruits: Apples, oranges, grapes, pears, mango, etc. Fresh vegetables: Broccoli, cauliflower, bean sprouts, tomato, cucumbers. Nuts: Almonds, peanuts, olive oil, etc. Whole Grains: rice, potatoes, etc.

3. Stay Hydrate and drink only water (or any calorie-free beverages)

Make sure yourself drink enough water throughout the day to stay hydrated as not drinking enough water which may be thirst. Drink only water; this means opting for water, coffee or tea without sugar. Try to stay away from sweet drinks exceptionally soft drinks!

## 4. Snack on crunchy fruits

When you are looking for something to snack, opt for fresh fruits like apples, grapes, pears or similar fruits instead of eating potato chips, biscuits or chocolate.

#### 5. Watch out for liquid calories

Limit your alcohol consumption to 1 drink a day or lesser. Opt for lowercalorie drinks like a vodka soda, Bloody Mary, etc. Try to avoid excess sugar.

## 6. Chew your food slowly

Take longer than 20 minutes to finish your meals, and make sure you chew your food thoroughly. Chewing slowly could mean fewer calories consumed, so take a chill pill when digging into the dinner plate. It will help your body recognize when it's full.

## 7. Only eat till 2/3 full.

We should never eat till 100% full. If you only eat till 2/3 full, you should always feel satisfied and never stuffed full.

## 8. Use smaller plates to eat

Most of the time people having a large plate of full food will most likely lead to eating the entire thing, and it's often more food than necessary. A bigger plate of food maybe licked clean, even if you are not hungry.

### 9. Dim the lights

A study by Cornell University Researchers suggests that eating in a softer light may lead consuming less food. It will also create a nice intimate ambiance that everyone will love.

## 10. Track your food intake

Despite eating only healthy foods, it is possible that you will eat too much and thus prevent fat loss. Hence, we must learn to "measure" your portion sizes.

A simple guide for food measurement:

-a palm-sized portion of lean meat

-Two fist-sized portions of vegetables and fruits

-a fist-sized portion of low-fat dairy

-a fist-sized portion of legumes

-a scoop of protein powder

Following these portion measurement size, your plates will now be filled up with 2/3 of vegetables/fruits/legumes a 1/3 of lean meats.

## #2 Winning Habit- *Physical activities*



When it comes to successful and last weight loss, forming good eating habits is only part of the battle. Physical activity will help you inch closer to your goal by burning calories and building muscle. However, that not the only reason to make exercise part of your daily life, it helps to prevent many health conditions, release stress and improve your mood!

One of the main reasons why people regain lost weight so quickly is because they do not make a habit of exercising regularly. So, how much exercise is enough? You don't need an hour to hit the gym or buy expensive gym equipment to build a good fitness program. A lot of people fail to understand that exercise can come in many forms. If you love playing football, make sure you are playing it on a regular basis. If you love swimming, make sure you swim frequently. The most important are that keep your body moving consistently.

There are some other daily activities that count as physical activity includes:

- Walking to and from work (if possible)
- Taking the stair instead of the elevator
- Park further from work or alight a bus stop earlier

- Use a standing desk (or stand and do your work)
- Split up the chores (such as offer to do the dishes or Swiffer the floor)
- Gardening
- Shopping
- Get up from your working desk frequently. Set a timer to ring every 45 minutes. When it rings, get up and take a short walk of 3-5 minutes around the office.

Also, the Centres for Disease Control and Prevention recommends healthy adults to complete at least two hours and 30 minutes of moderate aerobic activity per week such as jogging and swimming or one hour 15 minutes of vigorous aerobic activity per week such as cycling and running.

If you haven't been doing any physical activities, please start off by choosing one, then committing to doing at least 3-5 times a week for 20-30 minutes each.

Maintaining a daily fitness routine often requires consistency and discipline. From weight loss to disease prevention, exercise is a natural and proves health elixir. Make it daily part of your life to reap the benefits for years to come.

Remember, baby steps, GIANT RESULTS.

## #3 Winning Habit- Consistency and discipline



Consistency and discipline are the keys to breaking bad habits and forming a good one and achieving the levels of success they desire. If you have the consistency and discipline to have good eating habits and regularly exercise, how much more successful you will be in achieving your ideal weight and your personal goals.

Consistency and discipline are also the most challenging habit of doing persistently, which is why employers reward it more than any other and successful people, will get even more outstanding results.

Hence, I have observed and created myself a checklist of how highly successful people can preserve their consistency and discipline.

#### • Making good habits stick for good

 One strategy is to start with a **baby step**. Instead of trying to eat healthy food for three meals a day, start with focusing on a single meal. Once you've gotten used to the element of routine, you will start doing it automatically instead of making a concentrated effort, and you will start to introduce in the other areas.

#### • Breaking bad habits forever

- Breaking bad habits follows the same process of making new positive habits. If you have a habit of excessive alcohol consumption. Your first step is to break them in a smaller chunk. Instead of quitting immediately, reduce the frequency of your habit slowly.

#### • Commitment vs. Interest

- If you want to achieve your goals, then you must make the commitment, not interest to be consistency and disciplines. It is that simple. By showing your interest without commitment, you will not put much effort and responsibilities to succeed.

To stay consistency and discipline, you must adopt the mindset of **"Just do it."** Do not allow your mind to talk you what you need to do to achieve what you have committed to achieving. When you show consistency and discipline, you are less stressed, which turn you into greater success.

## #4 Winning Habit- *Learn to say "No."*



Highly successful people accomplish a lot because they know where to focus their attention. So, if you want to inspire change and unleash your full potential in life, you need to learn to turn people down.

The same principles apply to your weight loss journey. You've got to learn to say no repeatedly to cravings or where there is a lot temptation of junk food all around me. The same principle also applies to being a successful entrepreneur or investor. You've got to learn to learn to say no unnecessary spending or expenses.

There are few tips to giveaway to how to learn to say "NO":

#### 1. Give yourself permission to say "NO."

- Think about this way, if you never say **"NO"** this can have negative consequences, you may miss out things that may be good for you and you can make time for the things you enjoy.

#### 2. Establish your personal boundaries.

 It was easier to say "NO" if you have established your personal boundaries or a reason for rejection. Let say if currently, you are on a diet plan, just say "NO" to your friends who have invited you for a buffet.

#### **3.** Be aware of potential persuasion techniques

- Some people may try to guilt you into doing something to reciprocate a favor, some may also ask twice or may try to get you to do something by comparing you to other people.

#### 4. Practice saying "NO."

 It may sound silly but practice giving a firm "NO" to someone so you get comfortable with the words. Many people are nervous saying "NO" and may say "YES" due to anxiety. Practicing can help quell some of the anxiety.

## **#5 Winning Habit-***Prioritization*



What set highly successful people apart from others? We each have an equal share of 24 hours a day. How is it that some people can produce a lot more than the other? Are they more talented or rather there is any hidden secret behind? The answer for the big difference is how you prioritize your one, most important task for the day and execute accordingly. Also, set a time limit on these goals. Urgency gets things done.

We should segregate our daily task into important and urgent activities. Important activities have a long-term impact, and they should help us reaching most of our goals. While urgent activities usually tend to be shorter term in nature and may or may not relate to our big picture objectives.

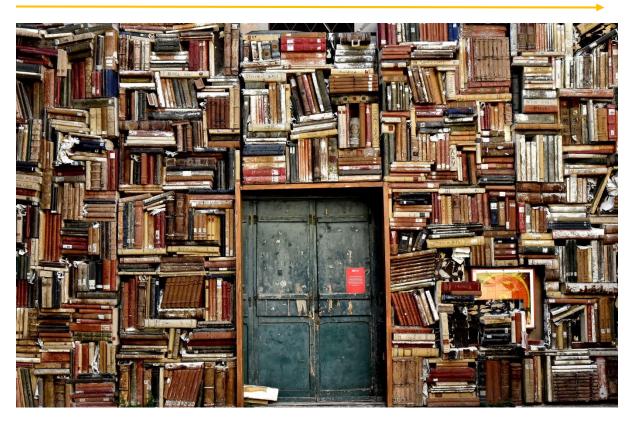
There is a constant tension between the urgent and the important one. Think prioritization in this way: the important task is no need to be completed at the end of the day itself. However, the urgent task may always do. Hence, there is a need to set proper priorities so that our objectives, goals can be easily meet.

How much time could you gain by changing your habits by effectively prioritizing?

Here are some of the key points you may apply to your daily life:

- 1. Create **prioritized notes** and **lists.**
- 2. Set your priorities and **eliminate unproductive** to do items from your day to day plan
- 3. **Know when your high-energy** (highly productive) **time** is and schedule your priority work at that time
- 4. Sorted out your email early in the day (first thing when you wake up)
- 5. **Request simplified emails** with a clear bullet point and not long narratives.
- 6. Write down your objectives before returning your phone calls
- 7. **Prioritize your reading** in newsletters, articles, and books
- 8. Create a written agenda and follow it for every meeting

## #6 Winning Habit- Invest in yourself



There is always no such thing of overnight success. It's taken years and sometimes a lifetime of habits that drive a person towards his/her goals. One of the crucial habit to be successful, you need to invest in yourself continuously.

When investing in yourself, you are always devoting a combination of time, energy and money. Let's not focusing so much on the monetary side of investing yourself and instead thinks about the long term benefit that will reap into your life.

There are many ways that you can invest in yourself.

- Read a book on weekly basis
- Take a class or seminar such as personal development courses, investing, etc.
- Form a mastermind group
- Meet with a personal trainer or mentor
- Start an exercise routine
- Join a meditation group

These are just a few examples- think for a moment about what investments you could be making in yourself and what are the long-term benefit you would

receive? Can you see yourself now be the more successful person in the long run?

Here are some of the useful tips to give away when you are investing in yourself.

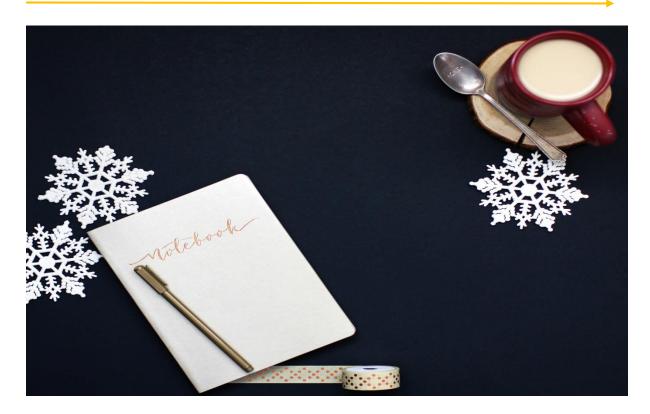
#### **1.** Invest your time and energy before your money

- For example, before I started meeting with a personal gym trainer, I committed to working out 5 to 6 times per weeks per months. In such a way, I had already built my habits of exercising so the likelihood increased that my financial investment would be worthwhile.

## 2. Prioritize your investment (relate to #5 Prioritization)

- List out all kind of investment in yourself and prioritize the list by the benefits that will bring to yourself in the long term.
- 3. After deciding on investment in yourself, write down the circumstance in which you will quit.
  - Instead of quitting when you are the middle of your new endeavor, try to think and decide what circumstances if you quit. Are you quitting for the right reasons?

## **#7** Winning Habit- *Goals setting*



Good goals provide a sense of directive, and effective habits provide the mental discipline to achieve those goals. Without a proper goals setting, it often leads to frustration and failure. People who live with goals setting will drive itself in achieving something while people who do not have life goals will only **"try it best"** as they can.

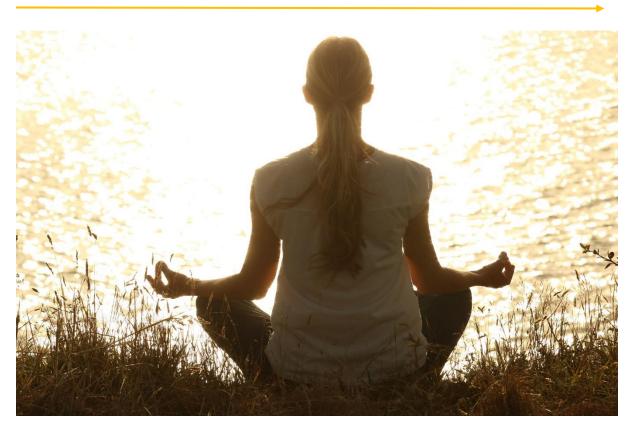
Many experts recommend setting **SMART** goals- goals that are specific, measurable, achievable, realistic and time-limited. For example, if you are setting a goal for "losing weight," it is not an effective goal because there is nothing to build into what describe success looks like. In the other way, if you are setting a goal for "losing 10 pounds in the next three months "is an effective goal as it was measurable. By saying "losing 100 pounds in the next 7days" is a neither achievable or realistic goal

Once you have the specific goals and keep revisiting by making a decision on those goals, they will become your habit eventually. An action will not become a habit until you repeat continuously for at least 30 times. Sooner or later, it will form become your norm.

Here are some of the useful tips for goal setting techniques.

- 1. Set goals that are **"SMART"**-specific, measurable, achievable, realistic and timely.
- 2. Set "HARD "goals'
- 3. Write it down and spell it out
- 4. Chart it our your progress on daily basis

## #8 Winning Habit- *Meditation*



Meditation is about relaxation, not concentration. Practicing meditation has legitimate health advantages, especially for the brain. Studies suggest meditation can do it all: a calm mind, good concentration, better clarity, improves communication, relaxation, and rejuvenations of the mind and body.

The recommended time for meditation is about **15-20 minutes**.

There is a lot of teaching out there about what the recommended time is. However, I think is the quality of the practice is much compare to how you do it. The intention is to bring yourself to present moment and drift off your thoughts.

Here are some of the useful tips for different types of meditations

- 1. **Guided Meditation** a session conducted with verbal instruction from a teacher.
- 2. **Moving Meditation** the act of quieting the mind and directing your complete attention to whatever you are doing at the moment.
- 3. Sensory Meditation- focused on sights, sounds, tastes and other stimuli

4. **Mindfulness Meditation**- the key is to realize that we are not our thought, emotion or action. The focus is the mind itself

## #9 Winning Habit- *Get enough sleep*



Most adult sleeps for **7-8 hours** a day. Children and teenagers need more sleep than adult while elder people tend to sleep for a shorter time spans. The study shows that many people don't get enough sleep and feel tired as a result. Research also shows that people who do not get enough sleep will tend to more difficult to control their weight too.

Healthy sleep habit also is known as good sleep hygiene, are habits you can develop to help you sleep well. The thing you can do to improve your sleep includes making some simple changes to your daily life including what you eat, drink and exercising.

Here are some of the useful tips for getting enough sleep and most importantly sleep well.

- 1. Get into routine with sleeping and waking times- try to go to bed and wake up at about the same time
- 2. Take time to wind down before bed- no exercise or electronic device at least half an hour before bedtime

- 3. Make the bedroom comfortable- quiet, dark and right temperature
- 4. Use your bed for sleep and not for other activities
- 5. **Don't go to bed full or hungry** try to have your dinner early, best is 4 hours before bedtime.
- 6. Avoid **daytime** naps
- 7. Got **some exercise** during day time
- 8. Try a cup of **chamomile tea**
- 9. Take a **hot shower** before bed
- 10. Keep caffeine fixes to mornings and early afternoon
- 11. Listening to **soothing music**
- 12. Drink something warm like warm milk, hot chocolate before bed

## #10 Winning Habit- Thank you



When was the last time, you said thanking you to somebody? Perhaps to someone who open the door for you, or someone who dropped you off at the airport? Try to make it as a habit to tell thanks, people to express your appreciation, sincerely and without the expectation of anything in return.

Highly successful people always practice **GRATITUDE**! A simple "thank you" is more powerful than rewarding the person with money. By turning saying "thank you" as your habit, this will strengthen your surrounding with gratitude.

Here are some of the useful tips on how you can make gratitude a natural daily habit.

- 1. Take a few minutes to write down everything you appreciate in your life
- 2. Make conscious effort to appreciate at least three people a day
- 3. Play appreciation game
- 4. **Carry a physical token of gratitude** in your pockets such as chocolate, sweets or other small items

## 5. Remember to appreciate the smallest blessings

## 6. Appreciate **yourself**

# ADDITIONAL RESOURCES to keep yourself with Winning Habits...

**<u>3 Week Diet</u>**-Resources for a Foolproof, Science-Based Diet Designed



A manual that will show you how to calculate your lean body mass vs. fat percentage, and will then provide you with a specifically tailored weight loss plan to suit your body type. You'll know what to eat, how much to eat and when to eat it.

http://kennycztan.com/Bonus1 [The three weeks diet system-Free Video]

## Manifestation Miracle-Resources for the Law of Attraction



Secret Success to Attract Wealth, Happiness, Health, Love and the life you want! <u>http://kennycztan.com/Bonus2 [Abundant Wealth-Free Video]</u>

The 2 Week Diet-Resources for a Foolproof, Science-Based Systems



A manual with step-by-step instructions, you will be able to take control of your body like never before. Losing weight will become a matter of following simple steps. It's as easy as putting one foot in front of the other! <u>http://kennycztan.com/Bonus3 [The two weeks diet-Free Video]</u>

#### Tesla Code Secret - Resources for Tesla Code Secret



Find out How a Strange, Reclusive, Scientific Genius Born over 150 Years Ago Can Show You to Get Anything and Everything You Want out of Life! <u>http://kennycztan.com/Bonus4 [Tesla Code Secret- Free Video]</u>

## **Eat Stop Eat**-Resources for the Shocking Truth that Makes Weight Loss Simple Again



Discover In Just One Day This Simple Strategy Frees You From Complicated Diet Rules - And Eliminates Rebound Weight Gain? This strategy is work for anyone, man or woman, no matter how young or how old you are. <u>http://kennycztan.com/Bonus5 [Eat-Stop-Eat- Great Content]</u>

### **<u>15 Minutes Manifestation</u>**-Resources for 15 minutes manifestation



Discover How to Re-wire Your Brain to Effortlessly Manifest the Life of Your Dreams

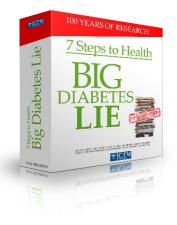
http://kennycztan.com/Bonus6 [15 minutes manifestation- Free Video]



## **<u>Thought Elevators</u>**-Resources for Thought Elevators

Neuroscience Research from Stanford Reveals the "Brain Elevation "Technique to Manifest Lasting Success in 4 Simple Steps http://kennycztan.com/Bonus7 [Though Elevators-Free Video]

### <u>7 Easy Steps to Perfect Health</u>-Resources for the 7 Easy Steps to Perfect Health



Discover how Doctors Reverse **Type 2 Diabetes** in Three Weeks without taking Drugs, Pills or Insulin Injection! http://kennycztan.com/Bonus8 [Big Diabetes Lies- Free Video]



#### **Outsmart Insomnia**- Resources of Outsmart Insomnia Protocol

A new scientific breakthrough has finally revealed the true neurological cause of your insomnia...and researchers at the University of Oxford have discovered simple, natural technique to cure your insomnia as soon as tonight. http://kennycztan.com/Bonus9 [Outsmart Insomnia-Free Video]



#### Lean Belly Breakthrough-Resources for Lean Belly Breakthrough

Learn how one simple 2-minute ritual to Lose 1 Pound of Belly Fat <a href="http://kennycztan.com/Bonus10">http://kennycztan.com/Bonus10</a> [Lean Belly Breakthrough-Free Video]

I have shared with you the 10 **Winning Habits** to Unleash Your Full Potential. These are the habits that I have progressively applied and embodied in my life.

What was the **BIGGEST** take away for you? It may be different for everyone. However, if you started off by taking some action to practice just one or two of these winning habits, I believe it will slowly progress and unleash your Full Potential in life too!

Always remember that **BABY STEPS, GIANT RESULTS**.

A **BIG AND WARM THANK YOU** for reading 10 **Winning Habits** to Unleash Your Full Potential.

I'm looking forward to connecting with you more through my newsletter.

Unleash your true potential! Kenny Tan Founder & Chief Inspirational Officer, http://kennycztan.com