

FOCUS

FOLLOW ONE COURSE UNTIL SUCCESSFUL



HONEY MAKHIJA

FOCUS

Publishing-in-support-of,

FSP Media Publications

RZ 94, Sector - 6, Dwarka, New Delhi - 110075
Shubham Vihar, Mangla, Bilaspur, Chhattisgarh - 495001

Website: *www.fspmedia.in*

© Copyright, Author

All rights reserved. No part of this book may be reproduced, stored in a retrieval system, or transmitted, in any form by any means, electronic, mechanical, magnetic, optical, chemical, manual, photocopying, recording or otherwise, without the prior written consent of its writer.

ISBN: 978-93-6026-871-8

Price: ₹ 264.00

The opinions/ contents expressed in this book are solely of the author and do not represent the opinions/ standings/ thoughts of Publisher.

Printed in India

FOCUS

*Follow One Course
Until Successful*

BY

Honey Makhija

DEDICATION

I devote this book to you, the reader. May you pertain the life lessons you discover within these pages to patent the comprehensiveness of your talents while making variation in the lives of all those around you.

This book is also dedicated to all my loving friends. I love you all.



ACKNOWLEDGEMENT

Interdependence is a higher value than independence.

This work is a synergistic product of many minds. I am grateful for my teachers and friends at Syna International School and for the thousands of adults, parents, youth, executives, teachers and other people who have tested this material and have given feedback and encouragement.

For the development and production of the book itself I feel a deep immense of gratitude:

- To my parents for their tremendous support for this book to be written and published and also to help me understand difference between writing and speaking.
- To my sisters- Kirti and Shreya for their editorial suggestions and effectual encouragement.
- To my dear friends and teachers in school.
- To those authors who have written books about SUCCESS, that brought curiosity in me to write such book.
- To my cousins - Sourabh , Gourav, Garv , Rikesh , Laveena for their feedback and encouragement.
- To my uncle and his family for sharing their experiences and making me that capable.
- To my entire neighbors to give me so loving environment.
- To the management and principal of our school who contributed to give me such education.

- And to the entire group of dream house publishers for the successful publishing of this book.
- And at last, to all the readers of this book to make my effort successful.



ABOUT THE AUTHOR

Author, Honey Makhija, born 09th February 1998, in Katni, Madhya Pradesh is a promising Indian Author. He has done his high schooling from a Syna International School, a private school in Katni, Madhya Pradesh, India.

At an early age of his life, he was very notorious, but now fully passionate, big communal buzz, terrifying, motivated and heart loving person. He believes to have few but real friends, is highly inspired for the aim of success and has a high influence if optimism.

He is aspiring to be a big industrialist in the future along with forecasting a successful career in writing and literature.



ABOUT THE BOOK

How well do you focus? Only one objective standard can measure your ability in this area, and that standard involves the ability to consistently complete predetermined objectives on time. People who are consistently late for meetings and in finishing tasks have a focus deficiency. I'm not saying you will never experience times when you have more on your plate than you can handle; I'm talking about when those conditions are a way of life. Some people are always harried and behind on work. Your ability to concentrate is related to how well you avoid and eliminate distractions. Therefore, to start improving, you must conduct an inventory of what you believe about your ability to concentrate. To help, better understand the strategic nature of focus, I suggested you to ask yourself the following questions: How well do you focus throughout the day? How well do you prioritize? How many minutes a day do you lose because of distractions? Finding the underlying cause of these issues is the first step you must take to discover the strategic nature of focus. This book will help you to achieve anything in your life.



CONTENT LIST

S. No.	Content List	Page No.
1.	Strategic Skill Focus	1
2.	Off Distractions	5
3.	Stay Motivated	8
4.	A Good Life Has	11
5.	What Successful People Know About The Mind That You Don't ?	14
6.	Unintentional Motivation Killers...	18
7.	The Power Of I Can...	22
8.	Power Of Your Ambition	25
9.	Right Surroundings	30
10.	Are You A Confident Speaker?	33
11.	Body Language	36
12.	Work Hard And Work Out	40
13.	Failure Vs Never Trying	45
14.	Goal Setting-5 Things That Can Affect Your Life	49
15.	5 Reasons Why Dreams Don't Take Flight	51
16.	Millionaires	54
17.	Three Mistakes	59
18.	Why A Strong Character Is Built On Failure ?	62
19.	Becoming More Focused And Creative	63

20.	Distractions Damage Your Creativity	66
21.	Reduce Your Dependency On Technology	69
22.	What Should Leaders Never Say ...	74
23.	Traits Of Master Achievers	77
24.	4 Straightforward Steps To Success	81
25.	The Seven Arenas Of Success	84
26.	This Is How You Leave A Legacy	90
27.	5 Ways To Reframe Failures	93
28.	Learn To Develop Extreme Focus	97
29.	15 Rich Habbits	99
30.	10 Ways Successful People Stay Calm	108
31.	28 Uncommon Ways To Live	116
32.	3 Steps To Avoid The Traps Of Success	118
33.	Why Stepping Outside Your Comfort Zone Is Worth It – Even When Its Uncomfartable	120
34.	Fake It And 5 Other Ways To Conquer Self Doubt	126
35.	8 Ways To Be More Confident Person	129
36.	Got Confidence? 16 Questions To Find Out	132
37.	The Non-Negotiable Disciplines Of High Achievers	134

38.	3 Questions Highly Productive People Ask Themselves Every Day	138
39.	4 Secrets Of Insanely Successful People	141
40.	Techniques To Foster Creativity	145
41.	Creative Ways To Walk While You Work	147
42.	7 Weakness That Actually Benefit You	149
43.	7 Traits Of Most Resilient People	152
44.	9 Ways To Deal With Change	155
45.	9 Things More Important Than Money	157
46.	20 Misused Words That Make Smart People Look Dumb	161
47.	3 Ways To Speak Up And Heard	166
48.	How Do You Inspire Confidence From Others ?	168
49.	9 Traits Of Trustworthy People	171
50.	14 More Ways To Build And Lose	174
51.	Stop Using These 3 Excuses If You Want To Be Successful	176
52.	4 Stand Up Ways To Get People's Attention	178
53.	10 Phrases To Drop From Your Vocabulary	181
54.	7 Ways To Work Smarter , Not Harder	184

Chapter 01

Strategic Skill Focus

Focus does not come naturally for most people. A skill must be learned, polished and practiced. There is a process you can follow to acquire it as a skill:

- 1. Become aware of the need to improve your focusing skills.*
- 2. Make a conscious decision to invest the time and energy needed to improve.*
- 3. Practice and train your mind to concentrate.*
- 4. Implement your new skills and make them routine.*

The first step towards improving is becoming aware of your level of focus.

Here is a story told to me by my uncle.

Rohan , a mechanical engineer, works in the oil and gas industry. He is an expert in designing heat exchangers, which are expensive, custom-built pieces of equipment. The design of these contraptions is a complex process.

He sifts through roughly 400 pieces of information to build a machine that - if improperly constructed - could cause tremendous negative financial impact. The process requires attention to detail. Although he has been trained

FOCUS

STARVE YOUR DISTRACTIONS

FEED YOUR FOCUS.....

YOUR FOCUS DETERMINES YOUR REALITY!

THE SUCCESSFUL MAN IS THE AVERAGE MAN WITH LASER LIKE FOCUS.

How well do you focus? Only one objective standard can measure your ability in this area, and that standard involves the ability to consistently complete predetermined objectives on time. People who are consistently late for meetings and in finishing tasks have a focus deficiency. I'm not saying you will never experience times when you have more on your plate than you can handle; I'm talking about when those conditions are a way of life. Some people are always harried and behind on work. Your ability to concentrate is related to how well you avoid and eliminate distractions.

Therefore, to start improving, you must conduct an inventory of what you believe about your ability to concentrate. To help, better understand the strategic nature of focus, I suggested you to ask yourself the following questions:

- How well do you focus throughout the day?
- How well do you prioritize?
- How many minutes a day do you lose because of distractions?

Finding the underlying cause of these issues is the first step you must take to discover the strategic nature of focus.

You may reach author at:

✉ parthmakhija15@gmail.com

