



Simple things to keep in mind to motivate yourself

by Spectrum Auditing, Dubai, UAE

**"You are what you do,
not what you say you'll do."**

- Carl Jung

There are four ways, in which we have contact with the world. We are evaluated and classified by these four contacts:

1. *what we do,*
2. *how we look,*
3. *what we say,*
4. *how we say it.*

- Dale Carnegie, American Educator

Remember when communicating in office...

**Your email reveals about
you most of the time**

because you are talking to the other person virtually



the preson

on the other end is reading
your mind and watching you
through your words.



**So, what are the THINGS
that help us every day to
be motivated?**

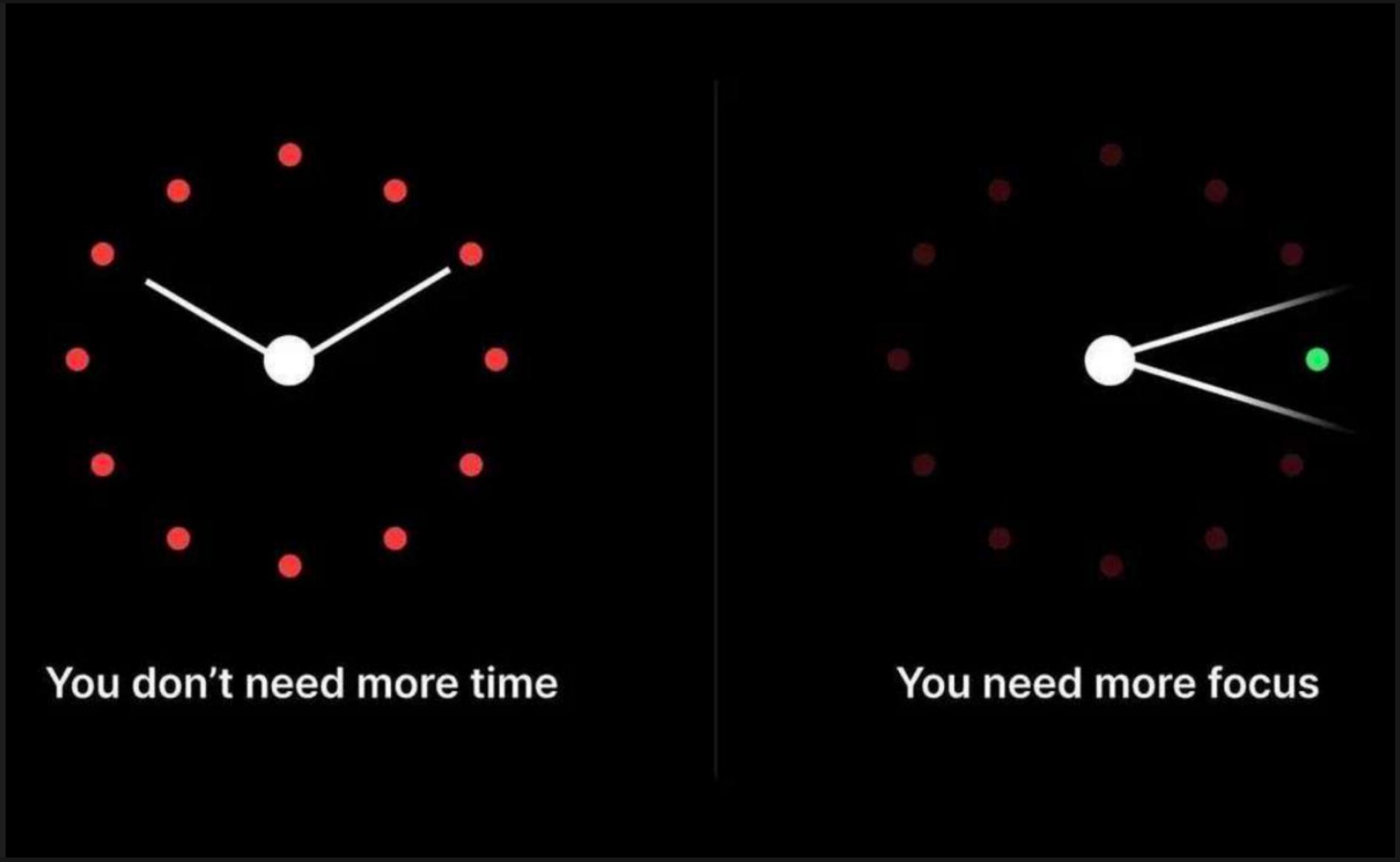


Time Management

**"The pain of
regret is far worse
than the pain of
discipline."**



- Often, we think we never have enough time because... of overthinking and losing focus on what to do **'NOW'**.
- We all know that **time is money** and we waste it randomly.
- We fail in managing our tasks because... we take up too many tasks burdening ourselves.
- Remove any self - limitation you have around **"not having enough time,"** or today not being **"the right time"** to start anything.



You don't need more time

You need more focus

Ways to improve:

1. Make a list of things to do today
2. Set deadlines and stick to it
3. Stop multi-tasking
4. Delegate responsibilities
5. Identify time wasters
6. Allow time for planning to avoid repetition
7. Be flexible but realistic





Self Discipline

"If most of us remain ignorant of ourselves, it is because self-knowledge is painful and we prefer the pleasures of illusion."

- Aldous Huxley

What is self discipline?

It is the consistent practice of chopping wood to fuel the fire every single day, no matter how tired or busy you are, or what the weather is like.

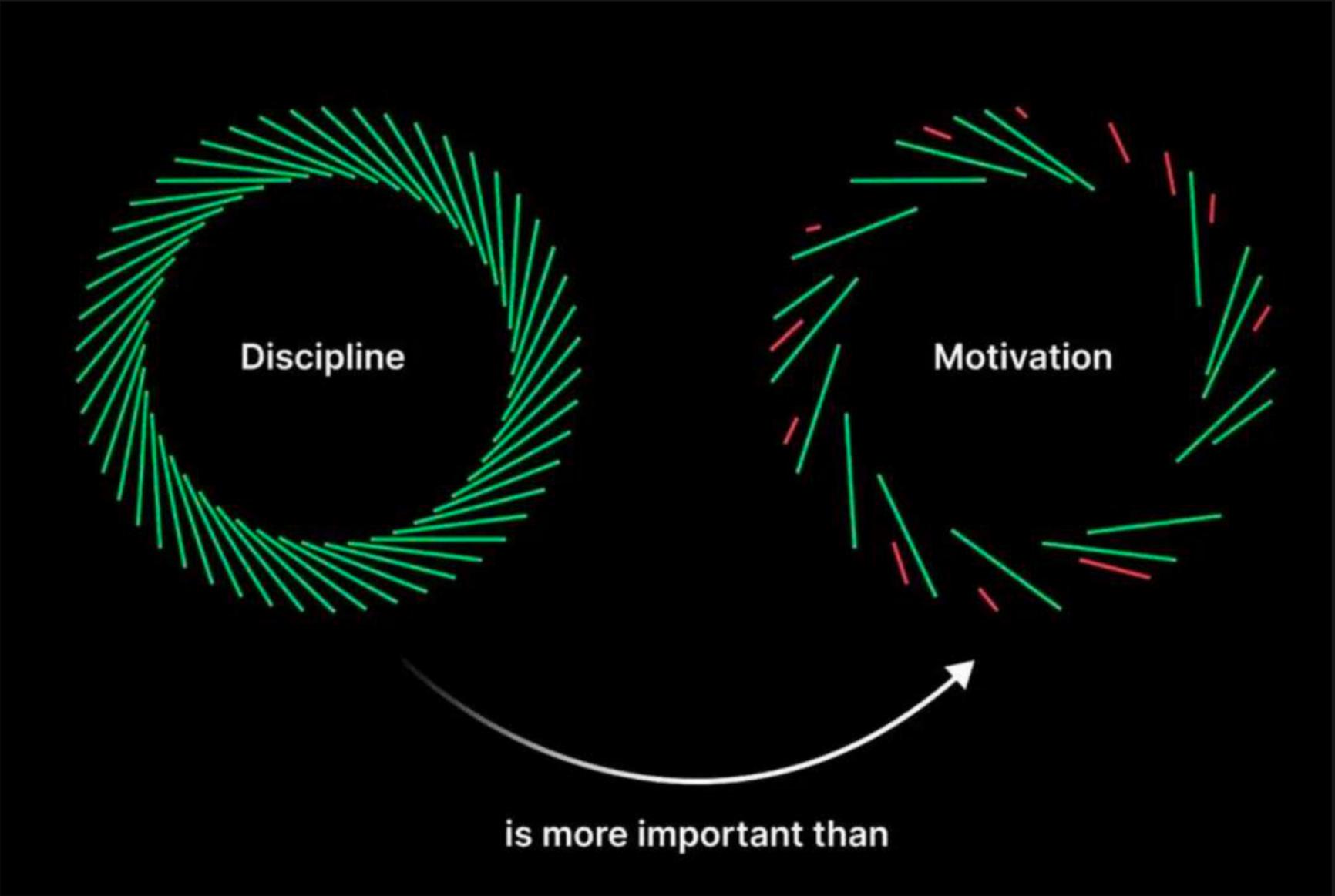
It means knowing how to prioritize your time to get the results you want in life and delay your immediate pleasure or comfort in favor of long-term success.

How to Develop Self-Discipline:

1. Identify Your Strengths & Weaknesses
2. Visualize Your Goals
3. Find Motivation to Keep Going
4. Overcome Any Obstacles

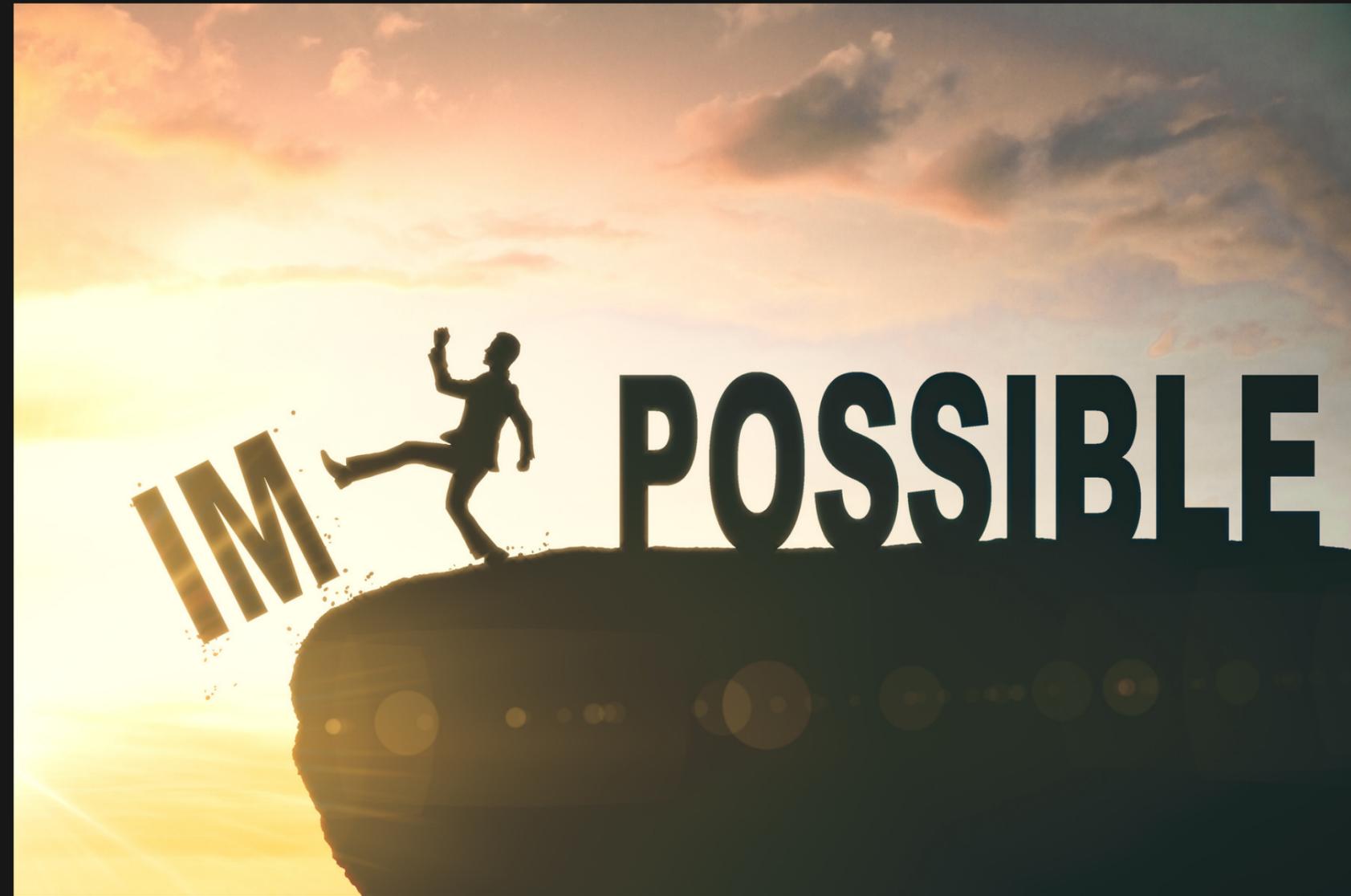
Avoid distractions – create your daily and weekly schedule based on your top priorities and don't let anything pull you away from accomplishing the goals you set for yourself.

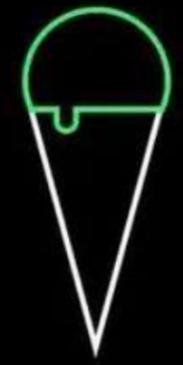
Don't let fear of failure stop you – Making mistakes is the only way we learn how NOT to make mistakes – so embrace the roadblocks, learn what they have to teach you, and keep moving forward.



LEARN AT EVERY CHANCE
IN LIFE. GIVE YOUR...

100%

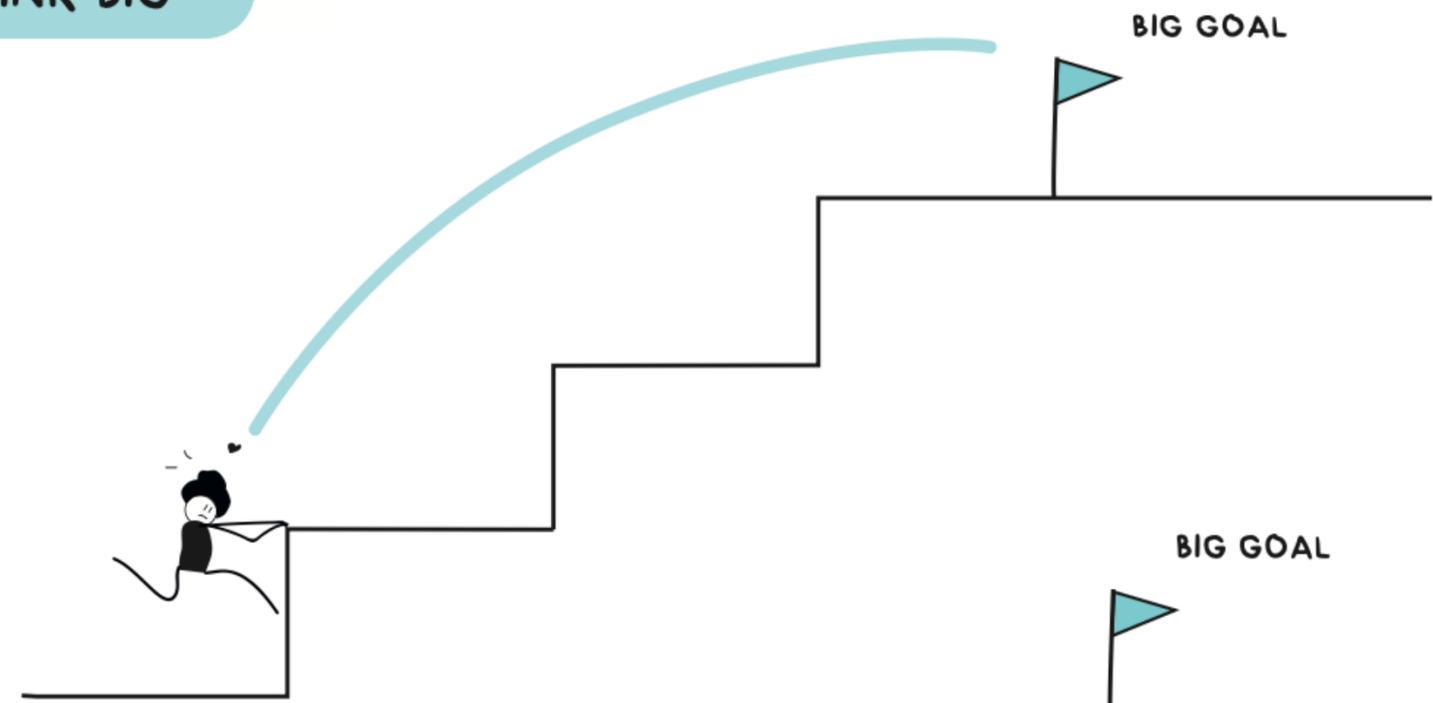




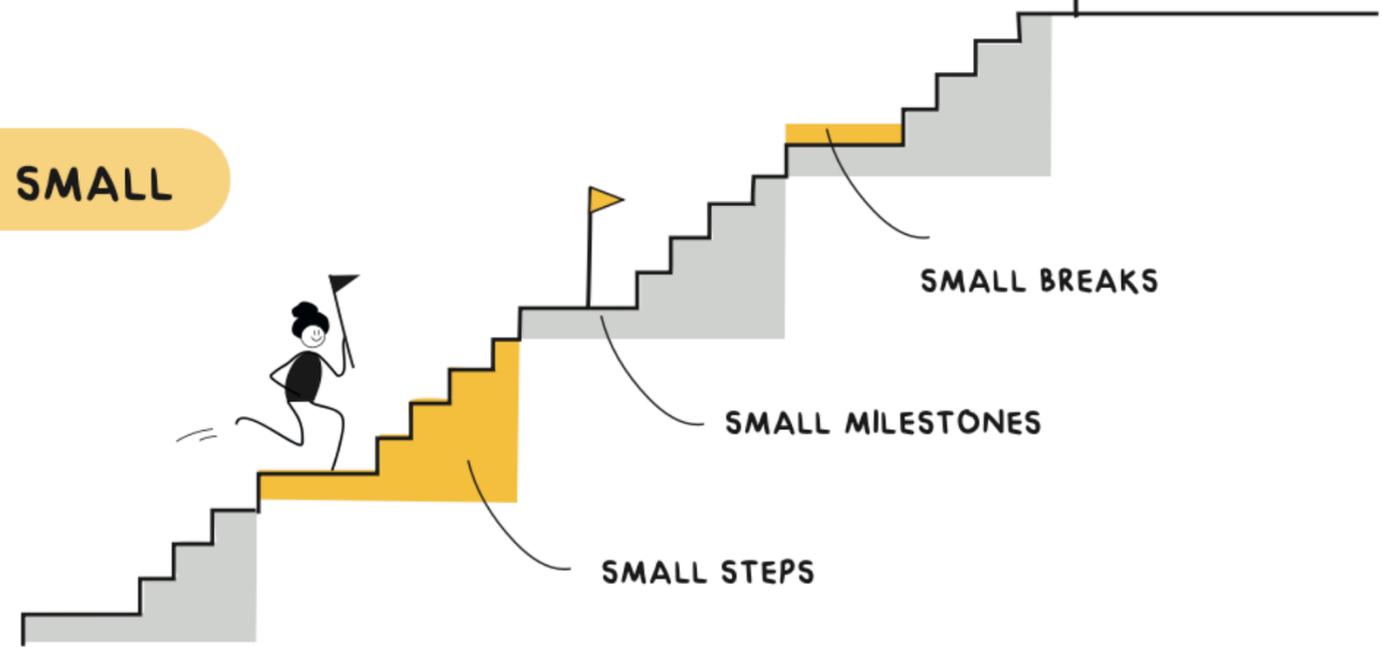
Comparison is the thief of joy

Think Big

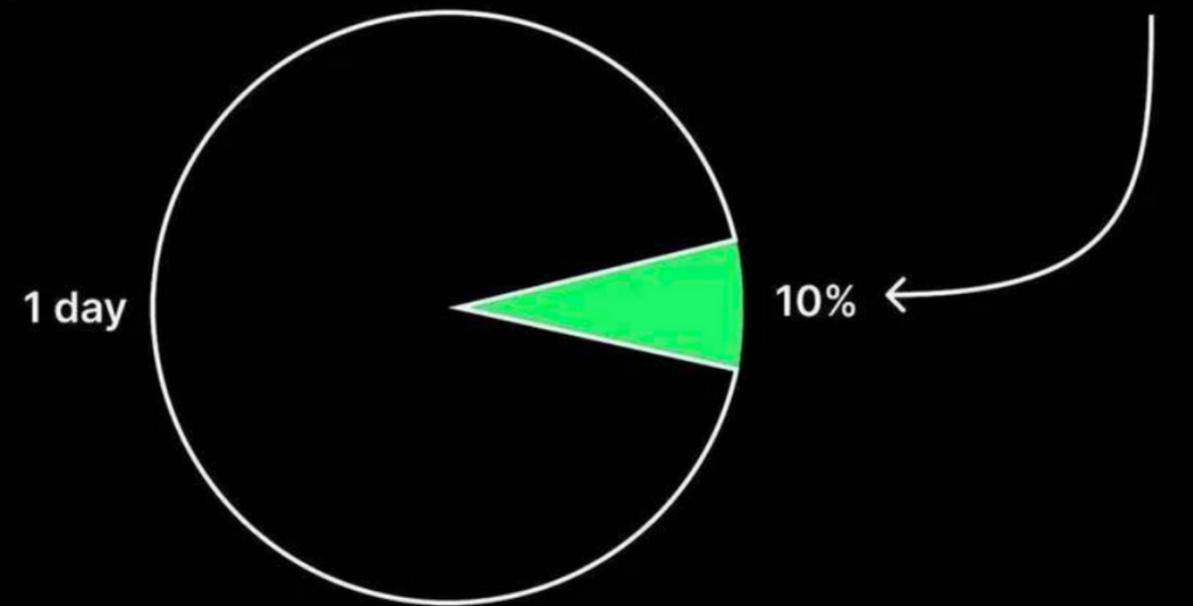
THINK BIG



ACT SMALL



Act Small



It doesn't take much to get better everyday.

DON'TS	DO'S
TALK SAY PROMISE	ACT SHOW PROVE

"Your competition isn't other people.

**Your competition is your procrastination. your ego.
The unhealthy food you're consuming, the
knowledge you neglect. The negative behavior you're
nurturing & your lack of creativity.**

Compete against that."



"Life is like riding a bicycle. To keep your balance, you must keep moving."

- Albert Einstein

Struggles will try to pull you down, failures will challenge you but remember to keep trying, keep moving...



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