

New Edition

The Success

Guiding Collection of ideas and Principles



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The Guiding Collection of Ideas, Success and Principles

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(Hifzullah)

Al-Ilm Publications Muhalla Jangi Peshawar

091-2590315

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The Concept of Success

It is human nature to find success in all his actions round the clock. He wants to get rid of havoc, worriedness and troubles and be happy all the time on each occasion and success kisses his feet.

Three Concepts:

Three concepts are found in the world about success:

- I. Western Concept
- II. Islamic Concept
- III. The Concept of lazy and incapable people

I. West and Western Philosophers have restricted success to worldly success only. According to them, worldly success is the sole aim of life and the same is the highest success for them. People who work hard for worldly success and forget Hereafter, Quran says about them:

﴿فَمِنَ النَّاسِ مَن يَقُولُ رَبَّنَا آتِنَا فِي الدُّنْيَا وَمَا لَهُ فِي الْآخِرَةِ مِن خَلَاقٍ﴾ [بقره: ۲۰۰]

But of mankind there are some, who say: "Our Lord! Give us (Your Bounties) in this world!" and for such, there will be no portion in the Hereafter.

Unfortunately, the same concept of success breeds in the Muslim society now. In the vision of common Muslims, the worldly success is everything for them.

II. In the religion Islam and amongst Muslims, the concept of success is not the one which is common in the West. Whenever, Islam talks about success; it indicates towards both worldly and Hereafter. The point of view of Muslims regarding success is a bit different from the presently and customary one in the

society. The concept amongst the Muslims is of Allah which He has bestowed us.

﴿وَمِنْهُمْ مَنْ يَقُولُ رَبَّنَا إِنَّا فِي الدُّنْيَا حَسَنَةٌ وَفِي الْآخِرَةِ حَسَنَةٌ وَقِنَا عَذَابَ النَّارِ﴾

[بقره: ٢٠٠]

And of them there are some, who say: "Our Lord! Give us in this world that which is good and in the Hereafter that which is good, and save us from the torment of the Fire!"

Islam has commanded its followers to achieve success both in the world and Hereafter and has considered it excellent success.

﴿ذَلِكَ هُوَ الْفَوْزُ الْعَظِيمُ﴾ [توبه: ٤٢]

“That is the supreme success.”

We Muslims believe in worldly success as well as in Hereafter. Islam has guided us towards success in the world and Hereafter.

III. The third concept is of inactive and unintelligent people who fail in both the departments because of their inability. Quran says about such people:

﴿حَسْرَةُ الدُّنْيَا وَالْآخِرَةِ ذَلِكَ هُوَ الْخُسْرَانُ الْمُبِينُ﴾ [سوره حج: ١١]

Losing in both, this world and the Hereafter: that is loss for all to see!

Anybody who fails, is his own responsibility because Allah through Quran and Sunnat has guided us for great success. As Quran says:

﴿وَهَدَيْنَاهُ النَّجْدَيْنِ﴾

“And We have opened both ways for them.”

Allah has told us about rules for worldly success and Hereafter as well. Now, it depends on a man which way to follow either one or both.

A poet has said some excellent verses:

Passions are nothing except a vibrant heart,

Rain gives no benefit to barren land,

Actions are nothing but fruits,

Reveries give nothing but despair;

Success is hidden in purity of thoughts and actions and it is achieved through sacrifice. Prayers and links with Allah are much important, otherwise, nothing will work.

1. The Success Recipes of the Holy Prophet (SAW)

A Bedouin marked his attendance in the court of the Holy Prophet (SAW) and approached for permission to ask something from the Holy Prophet (SAW).

The Holy Prophet (SAW) said: Yes, please.

The Bedouin said: Ye the Prophet of Allah (SAW), I want to be rich.

The Holy Prophet (SAW) said: Adopt contentment, you will be rich.

The Bedouin said: I want to become scholar.

The Holy Prophet (SAW) said: Adopt piety, you will become a scholar.

The Bedouin said: I want to be respectable.

The Holy Prophet (SAW) said: Do not ever approach fellow beings for help or assistance. You will be respected.

The Bedouin said: I want to become a gentleman.

The Holy Prophet (ﷺ) said: Give benefit to people.

The Bedouin said: I want to become a justice.

The Holy Prophet (ﷺ) said: Prefer the things for others which you like yourself.

The Bedouin said: I want to become powerful.

The Holy Prophet (ﷺ) said: Trust in Allah.

The Bedouin said: I want to be blessed special ranks in the court of Allah.

The Holy Prophet (ﷺ) said: Do have Rosaries (Zikr Ullah) in abundance.

The Bedouin said: I want my food ample.

The Holy Prophet (ﷺ) said: Always be in ablution.

The Bedouin said: I want my prayers be accepted.

The Holy Prophet (ﷺ) said: Do not eat ill-gotten.

The Bedouin said: I want my faith perfect.

The Holy Prophet (ﷺ) said: Enrich your manners.

The Bedouin said: I want to meet Allah without a single sin on Doomsday.

The Holy Prophet (ﷺ) said: Do take an immediate bath after having sex with your wife.

The Bedouin said: I want my sins meagre.

The Holy Prophet (ﷺ) said: Do repent every now and then on your sins.

The Bedouin said: I want to rise with light on Doomsday.

The Holy Prophet (SAW) said: Do not ever be cruel.

The Bedouin said: I want Allah to be merciful with me.

The Holy Prophet (SAW) said: Be merciful with the creature of Allah.

The Bedouin said: I want Allah to be my secrecy holder.

The Holy Prophet (SAW) said: Be secrecy holder of people.

The Bedouin said: I want to be safe from insult.

The Holy Prophet (SAW) said: Do not ever go close to rape.

The Bedouin said: I want to be loved amongst Allah and His Prophet (SAW).

The Holy Prophet (SAW) said: Those who are beloved of Allah and His Prophet (SAW) make them your beloved.

The Bedouin said: I want to be obedient of Allah.

The Holy Prophet (SAW) said: Perform obligatory duties regularly.

The Bedouin said: I want to be beneficial.

The Holy Prophet (SAW) said: Worship Allah as He is visible to you.

The Bedouin said: Ye! the Prophet of Allah (SAW)! What gives us forgiveness from sins?

The Holy Prophet (SAW) said: Tears, Prostration and illness.

The Bedouin said: What will cool the fire of hell?

The Holy Prophet (SAW) said: Showing patience to worldly worries.

The Bedouin said: What will cool down the wrath of Allah?

The Holy Prophet (ﷺ) said: Secret charities and doing good.

The Bedouin said: What is the greatest evil?

The Holy Prophet (ﷺ) said: Misbehavior and stinginess.

The Bedouin said: What is the highest goodness?

The Holy Prophet (ﷺ) said: Courtesy, clemency and patience.

The Bedouin said: I want to be in peace from the wrath of Allah.

The Holy Prophet (ﷺ) said: Do not be angry with people.

(SUNNAN IBN E MAJA)

2. What is Success?

Everyone in the world wishes for success and wants to be successful. Question raises over here that what is success? Different scholars have defined success differently. According to them success comprises of the following things:

- | | |
|--|---------------------------|
| 1. Peace of mind | 2. Happiness |
| 3. Good Health | 4. Contentment |
| 5. Fame | 6. Relations full of love |
| 7. Personal respect and honour | 8. Authority |
| 9. Recognition | |
| 10. Achieving Excellence in one's profession | |
| 11. Loving family | 12. Favourite Profession |
| 13. Leading life with one's own terms | |
| 14. Charming personality | |
| 15. Satisfaction | |

-
16. Emancipation from fear, worries and obsession
 17. Highest purpose of life
 18. Actualizing one's aims and dreams
 19. Mirthful life
 20. Getting Higher Education
 21. Self-Respect
 22. Ego
 23. Earning free life/living
 24. Successful life in the world and Hereafter

It was the early period of Islam, moving slowly towards success. The disbelievers were desperately craving for annihilation of Islam. Many battles were fought. In a battle a Companion (RA) of the Prophet (SAW) got hurt in a battle and was close to martyrdom. At that specific time, he was saying:

[فُؤْتُ وَرَبِّ الْكَعْبَةِ]

I swear that I am blessed with success.

The sign of highest success of a true Muslim is to sacrifice his life in the way of Allah. Hazrat Khalid bin Waleed (RA) took part in many battles and received serious wounds but which proved not fatal. At the time of death, he cried for martyrdom. Thus, it is important for Muslim to remain successful Here and Hereafter.

Every individual attains satisfaction differently from one another. And everyone has different objectives in his life and different meanings for success. A student, player, politician, scientist, shopkeeper, businessman, religious scholar and martyr have different meanings of success. Quaid e Azam wanted to build Pakistan. Imran Khan wanted to build Cancer hospital and be a ruler. Abdul Sattar wanted to serve humanity, Ghazi Ilud Din wanted martyrdom and Abdul Qadeer Khan wanted to make an atomic bomb to make Pakistan invincible.

Success is a continuous process and knows no rest. If you ever halt in the journey of success, as a result, you are degraded. Therefore, work hard for another success after achieving the one and accomplish goals with your planning. Iqbal Sajid has beautifully said:

Keep your eyes on the last rung after clenching the first one,
Do not ever waste a single second in search for destinations.

Those who have lack of trust in Allah and himself; they cannot dare to touch success. It is truth that nothing is impossible in this world but it needs courage, expectation, hard work, sincerity and vision.

When Barrack Obama, a law teacher of Chicago school, decided for becoming American President; he worked day and night for it. He once said that man is the unique creature of nature for which nothing is impossible in the world. At this one of his Psychologist friend remarked, "You count me any of your qualities." Barrack Obama after remaining silent for a while said: Firstly, I do not lose my patience after being defeated. Secondly, when I start work then I never look back. Thirdly, I know the psychology, emotions, feelings and needs of lay men. My fourth quality is of sincerity, I have never deceived anyone. I have never broken promise. I have never acted for return and my fifth quality is that I have never let go hope in the worst situations. My friends tell about me that if I am thrown in an oven, I shall try to put out its fire with my sweat.

He remained silent, his friend thought for a while and then spoke: "I want to gift you sixth quality." He started looking at him, his friend told him, I have seen a common quality amongst the greatest leaders. They all had command over smile and seriousness. They could laugh and be serious in no time. The day you learnt use of smile and seriousness, you will become a great leader. By saying this, he rose from his seat, bowed, smiled and said: "I wish you all the best! Mr. President."

3. To Achieve Success but How?

Everyone wants to be successful in his profession, but how?

There are some rules for success. Every successful person follows rules consciously or sub-consciously.

According to a research at Howard University that in a person's success and happiness only 15% is of his intelligence and higher qualification. This is why, the statesmen and scholars are pondering over the fact that such huge budget (100%) in educational institutions is spent only for this much output. In other words, at educational institutions only information is provided but it is not taught how to use it. The same thing makes youth unproductive. If young generation is equipped with the basic principles for success; then, they can achieve success and can be blissful.

If you act upon the principles as told in the book, you will be successful. Millions of people got success just by leading a purposeful life by following the rules and principles. The only desired thing for success is action which is far better than decorated principles.

Therefore, accept the responsibility and be successful. Do not ever be lazy and cozy because procrastination is the theft of time. When a person acts with determination. He is always blessed by success. I trust in your success like of that child who went out with the villagers to a gathering hall with an umbrella to offer congregational prayers for rain, so that, he may not get wet while coming back to village. He had nothing but a solid trust in Allah.

Any person having this book in his hand and he does not act accordingly for success. He will remain as he was before reading this book. Likely, outstanding examples are there in the Quran and Sunnah. But unluckily, we do not follow them as are

told because of which we, Muslims, have lost respect and honour which our ancestors won with hard work and struggle.

This is a common principle of psychology, if a task can be executed by other people, you can do it without any difficulty. It is better to go through the principles for success before working for achievement of success. Try to find out, how people succeeded and what they did for success. Then, please do the same consistently and patiently. If you work by following principles, you will not only succeed but the distance of years will also be covered in months.

It is strange that 91% successful people even do not know themselves that by following which principles they got success and excellence. They can tell you only the story of hard work and the procedures which they followed. Few years back, I personally met a successful industrialist and asked him about his secret of success but he could not answer me back effectively.

It is utmost important to walk on the road to success with full sketch of principles in mind, so that, the journey becomes easy and fruitful. A question raises that what is success? Many people researched on the topic. The most important work is undertaken by an American, named, Nepolean. He studied, at least, 20000 success and unsuccessful people in 25 years. Later on, he published his research in a book form in 1938 with a title of "Think and Grow Rich". In this way, the world came for the first time to know about the reasons of success and failure. The rules for success are equally important in all the fields.

Does success have any strict concern with higher education, extensive studies, high thinking, skill and extremely hard work? This is a fact that success is not the sole property of these values except 15% of their contribution in success. This topic has been researched at Howard University that what people do to succeed? And it is concluded that 85% Attitude matters in success.

Likely, Edison was not highly qualified but he gives more than a thousand inventions to the world. A famous American speaker, writer and business man, Brian Tracy, has inferred that more than 50% of university graduates are employed by such people who are mostly under matric. According to a survey in America, four thousand richest people have only passed their Tenth grade.

Successful, auspicious and wealthy people do not get rich just because of paying attention to their education. Amongst the ten billionaires like, Henry Forde and Honda, no one was graduate. Henry Forde, owner of Forde Company, and Honda, owner of Honda Car Company have not ever been to any university. It has been witnessed that billionaires are of average intelligence and education.

Mian Sharif, father of Mian Nawaz Sharif, was only matriculate. At the time of his death, he was owner of 30 mills and flourished institutions. His son, Mr. Nawaz Sharif, became the Chief Minister of Punjab and Prime Minister of Pakistan for three times. Likewise, father of Choudhry Shujat Hussain, Choudhry Zahoor Ilahi, had primary education and was a constable and he became a Federal Minister. At the time of Martyrdom, he was owner of so many mills. Abdul Sattar Edhi had not much education, he became head of a Pakistan's biggest welfare institution which has its own aeroplanes and its branches are spread into the whole country. The richest person of the world Bill Gates is not even with graduation. He left his education incomplete.

Our education system provides us knowledge and information but is unable to teach us how to use it. And, it never introduces us with the successful principles of life. A learned person has quoted that we spend 100% on degrees, information and skill which has a grave concern of 15% with success. Likewise, a survey report was published in 2007 in which the list of 9500 richest people was given. None of them was a Ph.D degree holder. Excellence is not hidden in getting education unless and until we know how to use it.

4. Key Principles for Achieving Success

Anyhow, before achieving success, it will be beneficial to get acquaintance with the basic principles of success. It will enable one to avoid hardships and get across easily. Let us read about the principles of success and make our destiny less difficult.

Some of the important principles of success:

- **Think:**

Before stepping towards success, think about success itself.

- **Accept Responsibility:**

Accept the circumstances for the sake of success. It is not achieved by itself; it needs hard work and demands struggles. Do not wait for it rather search and delve it out. Be a carver of your fortune. No one other than you is responsible for a change in your life.

- **Setting Your Targets:**

Set your goals which you want to achieve

- **Crave for Success:**

No success can be achieved without having strong desire for it.

- **Positive Attitude:**

Positive attitude is the cornerstone of success.

- **Full Confidence:**

Be much confident on your capabilities and success.

- **Favourite Profession:**

No man can succeed without loving his profession passionately.

○ **Idea:**

Only one idea is needed for your success.

○ **Taking Risk:**

Monetary benefits cannot be achieved without taking risk.

○ **Decision for a Change:**

Decision for changing one's life should be taken.

○ **Planning:**

Success is not achieved by itself. It needs proper planning.

○ **Action:**

Outstanding plannings are achieved by acting on them.

○ **Hard work:**

Successful people work more than the unsuccessful people.

○ **Hardships and Issues:**

No success is easily achieved. In its achievement one has to face many problems and difficulties.

○ **Failure:**

No great success is achieved without failure.

○ **Perseverance:**

Perseverance is key to success. Winners do not abandon attempts.

○ **Utilizing Sub consciousness:**

Man's success and failures are mostly attached to sub consciousness. When a goal is perceived by sub conscious; one tries his level best for its achievement.

○ **Search for a Successful Person:**

If you want to be succeeded in your goals, find a person who has already achieved success. And try, whatever he has tried. If he remained successful, you will be successful inshaallah.

○ **Try Try Again:**

Those people who are desirous for success. They do more things than other people. The more you work hard, the more you will go closer to your destination. A friend of mine, who has got his M.Sc. in Psychology and is a retired officer. He has tried more than ten different jobs. He did Property business at failure started rice business. Then, he went to stock exchange. He did import and export business. He started even marriage bureau. In all the departments he got failed. At last, he succeeded in the Property business and now he is a successful business.

○ **Skill:**

Think about a skill which you can exercise excellently and that can bring a change in your life. Try to achieve it and have perfection in it and try your luck for success on the basis of it.

○ **Be Aware of Unsuccessful People:**

If you want to be successful, do not repeat the mistakes of failed people.

○ **Prayers:**

Work hard for success as your success needs it more than anything else. And pray to Allah as Allah is responsible for all your success and achievements and, of course, He is.

○ **Steadfast:**

No achievement is obtained in a couple of days and nights. No short cut is a guarantee for one's success. It is usually a travel rather a lengthy and hard one.

○ **Generosity:**

Successful people are generous. People of advanced nations spend, at least, 10% of their income on charity and service to people. Give single penny in charity Allah will make it double

even ten times in some cases. It is a simple rule of give and take. If you want to be happy, make other people happy. If someone needs love, give him love. If someone needs money, give him money. As you sow so shall you reap.

○ **Services:**

Each and every desired thing you will get, if you assist others in achieving their desired goals. It is directly proportional to more you serve more you will gain. And such a man is very successful.

○ **Important Tasks:**

It is important to keep engaged yourself in one task at a time and pay attention to it. Show your zeal and passion in achieving your goal 100%.

○ **Determination:**

Determination is key to success.

○ **Study the Lives of Successful People:**

If you want to be successful, study the lives of successful people. If you want to be rich, study about the rich people. If you want to be a scholar, preacher or leader, study about them all the time. Do read stories of successful people and learn from the failures of successful people.

○ **An Ultimate Success:**

Always work for success not for failure.

○ **Courtesy and Exquisiteness:**

Man does not reach to height of success through education and being big only. Actually, man becomes big through courtesy, exquisiteness and seriousness. These qualities are counting much in your personality.

○ **Attaining Perfection in Your Field:**

Key to success is to get excellence in your profession. No one can surpass you in your profession. This age is of excellence and expertise. If you have decided to be successful and wished for reaching the top; then, you have to prove excellence in your field.

5. Traits of Successful People

Successful people are equipped with such values which play key role in their success. Some of the characteristics are given below:

○ **Self-confidence:**

Successful people have unshattering confidence on their capabilities.

○ **Positive Thinking:**

Everything has two aspects: positive and negative. Successful people think positively.

○ **Self-consciousness:**

Our performance moves around our self-consciousness. Better is the self-consciousness, better will be the performance.

○ **Self-control:**

Successful people have amazing self-control over themselves. They perform the tasks which are utmost necessary for their success consciously and sub-consciously.

○ **Good Habits:**

Success is mostly because of our good habits. A successful person adopts good habits which assist him in achieving his goals and aims.

- **Doing More than Wages:**
Successful people work more than the wages and expectations and do it happily. This brings about charm and value in their work. Those people who do not work according to their payments, can never be successful.
- **Expert of Own Field:**
Success needs expertise and people who want to be successful have to be experts of their respective fields.
- **Excellent Use of Time:**
Successful people use their time amazingly. These people neither waste their time nor postpone their work.
- **Cooperation with Others:**
Success without assisting and helping others is nothing. We have to be helping and considerate if we are desirous for success.
- **Pleasant Terms:**
Successful people have good terms with people
- **Decision Making Power:**
Successful people take no time in making decision but take much time in changing it.
- **Conflict Resolution Capability:**
Successful people are solution seekers and can solve an issue in no time.
- **Asking:**
Even a mother does not pay attention to her child without asking.
- **Executing Tasks Excellently:**
Successful people do not perform a different task than others but they do perform it differently. This brings about charm in their works. They are the people who make difference.
- **Continuous and Non-Stop Hard work:**
Successful people perform every work which is important for their success while the lazy people do not disturb themselves by engaging themselves in hard work. They are the real shirkers.

Appreciable Habits

Our character is basically a blend of our habits. A famous maxim is: Sow a thought and harvest an act; sow an act and harvest a good habit; sow a good habit and harvest a character free of attitude; sow a character free of attitude and have fortune.

You have to be a special kind of man for becoming a successful person. Basically, man is an anthology of habits. Some of the bad habits have to be abandoned and all of the good habits have to be adopted. Success is nothing but the result of good habits and failure is caused by bad habits. Habit is nothing but excellent servant or worst master.

According to latest research in psychology, whatsoever one does in his life. It depends 95% on his habits. Successful people have good habits while failed people are addicted to negative habits. Good habits make life easy while bad habits are cumbersome in carrying all together. But the reality is, it is easy to adopt bad habits but difficult to adopt good habits.

Actually, habits are reflected from things like, way of talking, manner of doing work, driving a car and the way in which we think. These reflect our mental and moral trainings which are simply called habits. These we learn through experiences of our lives from birth till death. Our motives are 95% automatic which are controlled by sub conscious. The man you want to become, the biggest hurdle is your habits which let you not to be what you want to be.

If you want to be an extremely successful person, abandon your some of habits, for example, getting up late in the morning, being a shirker, procrastinator, making abrupt decisions, impatient, watching TV for long hours, using mobile phone mostly, etc. And in place of these habits adopt positive and healthy ones. Successful people have the following habits:

Adopting Some Habits and Leaving Others:

Our success, failure and circumstances are the results of our habits. This is our good luck that we have a control over adopting and leaving our habits. The best habit is of thinking. When a man gets control over his thinking. It means that he has got a control over himself and has covered many stages. When a person thinks over a task many a times, the habit of thinking is developed. The same thing shifts to his sub conscious after, some time, which causes him perform such tasks automatically.

The best aspect is that all habits can be adopted as well as they can be forsaken. According to this law, thinking over a point repeatedly, it becomes one's habit. You can adopt a habit only from 21 to 40 days.

Man is made of good and bad habits. Good habits are a guarantee for becoming successful while bad habits are a cause for failure. You have your own accountability by pinpointing your bad and habits. Once it is done, identify the good and bad habits of yours. And the habits which are major cause of inconvenience in the flight of success abandon them altogether in no time. And, then, make another list of good habits which play key role in your success.

Honesty:

Famous and well known research scholar, Thomas Stanley, has made a list of successful and unsuccessful reasons. He concluded that the best reason for financial success is honesty. This reason or habit means that you never receive more than your

share and never accept a thing for which you have worked nothing. Dishonesty cannot be kept secret, it will disclose itself anytime. The base for dishonesty is lies.

A Muslim does not tell lies. It is not only biggest sin but a mother of so many other evils. When a person tells lies in one sector of life. He will tell lies in the other sector as well. A liar cannot be trusted and one lie leads a person to so many others.

8. Humility/Down to Earth

Humbleness is a basic quality for successful life. It means that you know about your capabilities and there is no need to announce them openly. This is for the reason that you will not be rude with people because of your capabilities. And as a result, you will humiliate others. That sort of person is disliked by Almighty Allah who is too much proud. Humbleness opens up all the closed doors of success and improvement.

9. Patience

Patience is a quality for becoming successful. When we become patient things come to us quickly. Patience does not mean at all that you become sluggish and inactive and hope for the best without adding up your struggles for a cause. Patience is composed of planning, collecting information and setting up your goals. If you are rash and do not know how to be patient, you will face an ultimate failure.

Pride, ravenousness and greed are the causes of impatience. Every man wants a sudden success while success is achieved through patience. Blunders are committed because of impatience.

10. Gratitude

Plato once said, “When you feel gratitude, you become big and achieve big things as a result”. Another thinker said, “Gratitude is the mother of all good things and benefits.”

Successful and blissful people are aware of it. They offer their thanks to Allah for His blessings. A principle of nature is attraction. According to this principle, when you thank Allah, you will get more and more better things. The ingratitude is a sin and the person who practices it gains nothing except humiliation.

11. Be Bold

Success and taking risks are directly proportional to each other. No great achievement is attained without taking risks. If you want to be successful take risks and be bold. Risks give one fear as well but this is part of being bold. You will be afraid when you are bold but you will take steps in right direction.

Be bold but not a fool. The difference between being bold and fool is that we are courageous when we take a comprehensive look of circumstances and gather information and take cautious decisions in a state of fear. But we are fools when we do not read our circumstances and take practical steps. The second difference is that fool is unaware of danger while a courageous person is aware of danger.

12. Be Appreciative to Values

Achieving one's great success needs to be equipped with leadership qualities. A successful leader appreciates others with open heart. It is human nature that he pleases when appreciated. We mostly do not appreciate others and the fact is that we know nothing about how to appreciate small events, things and acts. And is true as well that in our society it is taught us to pay attention to one's weaknesses.

13. First Get Acquaintance; then Acquainted

It is important to understand the person you have concern with, pay attention and understand his point of view. The person you are having an interaction with must feel that you have got his point of view. The matter is sensitized with paying attention. The

other person will listen to you with a purpose and he will not take you for granted.

You cannot develop trust over those who do not listen to your issue but devised solutions to your problems. First try to understand the matter and then make him convinced that you took interest in listening to him patiently. Man desires to be listened and understood while we do not pay attention to someone's speaking and ultimately ignore him.

We listen to words often and do not understand the purpose of theirs or we listen it to personal perspective. It is the duty of all those who want to be successful to listen to people for their point of views. We mostly speak in response of one's speech or we are trying to make him stop and speak ourselves. Listen to others and be patient and wait for your turn. It is although difficult job but more beneficial.

14. The Teaching Learning Process is a Continuous Process

Teaching and learning is a continuous process and it should not be given an end. The same is the teaching of our religion as well that learning should continue from cradle to grave. By the way, diplomacy and intelligence are the lost inheritance of Muslims; get it from anywhere you find them.

Two kinds of troubles are there in the world: one is the pain of teaching learning and the second is of ignorance and compunction. The person who bears the trouble of first kind; he gets relief from the second one. Every successful person has a painful story which has a happy ending. Therefore, develop the habit of bearing pains which is the first step towards success. Erase the words from your memory that I cannot do anything. If one works with determination and keep going on with struggles, he will, of course, meet his success.

One thing should not be forgotten that the struggle from better to best should not halt. When the journey of seeking and struggles is stopped; the development is automatically stopped. The same is with learning. It comes in a hadith:

﴿اسْتَقِيمُوا تَفْلِحُوا﴾ [سند احمد: ٥/٢٨٠]

“Perseverance gives success.”

Knowledge and skill are the property of none. Knowledge is blessed to the seeker not to the wealthy ones. If you are desirous for its achievement, no power on earth can stop you from achieving it. Knowledge can be got in limited resources. It is a pretext that one lacks or not having resources.

15. Adopt Timely Positive Change

Knowledge creates light in a human and the same light brings positive change in a person. The same is the difference between a literate and illiterate. The learning which changes not your behavior is ignorance. Two kinds of people are living in this world:

1. The ones who do not ever change, they cannot show development.
2. The people who bring about a change in their ways, manners, behavior, attitude and keep themselves updated are the ones who will actualize their dreams.

A scholar or student is not an individual of society but he represents the whole nation, of course, a generation. The training of new generation, nations and families is just because of them. A man can become leader due to his manners, character, discipline, attitude and seriousness. Hazrat Umar (RA) has said:

﴿تَعَلَّمُوا الْعِلْمَ وَتَعَلَّمُوا لِلْعِلْمِ السَّكِينَةَ وَالْوَقَارَ﴾

“Get education and for its sake learn grandeur and seriousness.”

Hazrat Ali (RA) says: Get more education for becoming a leader. If you want to be a leader, then, be generous. The person having knowing and generosity is the leader.

16. Have Intentions of Compassion and Cooperation with People

Always have intentions for sharing your money, knowledge and capabilities with people which Allah has bestowed upon you. And one has firm intentions for serving the Allah’s creatures, then, Allah will open all the closed ways. A pious person said to his student, if you want to make your food full of benediction, then, do one thing to wash the uncooked food i.e. vegetables, fruits, etc. the pupil said in response that we do the same. The Holy man said, the food is rinsed only when you eat your food with a guest or have charity. The reason is that people who share their shares with people, get lion’s shares for themselves but those who store their food and do not share it with people do not get it purified.

[أَنَا قَاسِمٌ وَاللَّهُ يُعْطِي]

“Allah is giver and I am the distributor.”

Spare your time for others, serve others and lead your lives for others you will witness a revolution in your life. The person who leads life for himself only is selfish and he cannot be successful.

It is first rule for becoming a successful person to be ready to share your food, money, knowledge and services with people. It is a divine law that people who guide others will have many opened ways and doors for himself.

17. Getting Prayers from Elderly People

The successful people do have prayers of teachers, parents and elders. The reason behind the success of average people is

prayers of their parents, teachers and elders which enable them to thrive and remain successful. It is necessary to serve them and show respects to them, so that, they become happy with you and bless you with their prayers.

The secret of success is hidden in two things: serving teachers and prayers. When one is obedient, it is more than blessing. Many of the genius and outstanding people are without success and achievement because they are without the benedictions of their parents, teachers and elders.

18. Self-Confidence and Determination

Success in life demands intelligence but not more than self-confidence and trust in oneself. Self-confidence is to enable a person to say that he can do something. It takes a person to the heights of success. A work done with confidence is not wasted and he will be rewarded with sooner or later. A handicap is not the one whose body parts are missing but a handicap is one whose body parts are not utilized properly and, as a result, he fails.

Simply, a person who works confidently and keeps continued his tasks full of hard work will succeed in his missions. The great tasks for completion lie open for bold and hard working. But for the lazy and incompetent ones no opportunities are there in the world.

Self-confidence and determination are appreciable virtues. Such person can do the impossible and extremely difficult tasks and conquer the tasks in the end. It has been witnessed that a person who was not good in studies but he was confident. He remained successful in practical life. And comparatively those who were good in studies but were shirkers and were lacking confidence remained unsuccessful and lost the purpose of life. Successful people who are visionary and much confident. God has blessed them with qualities like awarding youth and helping needy. These are incredible people with amazing bestowing qualities. But it is stated with a sorry state of mind that today no body is there to

motivate and guide these panic stricken people. Yes, of course, it is another sorry state of affairs that people are active to discourage the young.

When Thomas Edison was a child, he was not sharp and was literally a blunt child. One day, while, he was coming home from school, his teacher gave him a sealed letter to hand it over to his mother. When mother opened the letter, it was written in the letter that your child is a slow learner and weak in studies. Therefore, we cannot hold him back in the school. It made her cry, she pretended to read the letter in front of her child, “Your son is a genius, he is a jewel. He is too young for school and teachers are not good that much. You are requested to teach him yourself or admit him in a quality school.” Thomas wrote in his diary that Thomas Edison was, actually, a dull student but his mother made him the greatest scientist of the century.” Then, this scientist invented bulb. He failed in more than 900 experiments. He said that every failure gave him courage and, in the end, succeeded. The world is bright because of his hard work and unfailing courage. Actually, it was made possible because of confidence given to him by his mother.

Confidence builds up with four things:

- ⇒ Knowledge about self and surroundings
- ⇒ Truthful all the time and with everybody
- ⇒ Self-consciousness
- ⇒ Trust in God

First step to success starts by trust which is key to success. One should have trust in himself that he will achieve his target. It has been proven that first prize usually goes to Trust not to intelligence. So, trust in Allah’s help which is the ultimate source for success and is much important and necessary. Each good intention has Allah’s help. One should trust Allah perfectly, otherwise, his success is doubtful.

19. Ways to Achieve Resolution

Most of the people do not achieve success because they are not sure of their success. The researches have proved it that some people are lacking trust and are not sure for their success and got failed. Whenever one sets his goals, he should have confidence in his achievements and success.

One can restore his Trust through the following ways:

- Trust is built by repeating it again and again. Even that a repeated lie attains the level of trust. Many proposed ideas by scientists were believed and trusted for several centuries while they were false.
- Adolf Hitler used this method successfully in Germany. Try to announce your goal to yourself for, at least, three to four times daily early in the morning and evening in an excited state emotionally.
- Tell yourself all the time that you can achieve your goals.
- Keep your goals in your mind in soft form and in your pocket in hard form written on a chit of paper.

20. Disciplined Life

In today's modern life discipline has got the form of a skill. Being disciplined is a skill and one should try his level best to organize his life, business, family, institution, etc. well organized and disciplined. Although, it is a difficult task to be done but it can be achieved through perseverance and hard work. But the fact remains the same, if a person intentionally does not organize himself; he cannot be organized and disciplined because he is not willing to do so.

One should bear the hardships for making himself organized or disciplined. Otherwise, he will forever bear the agony of not working hard for it because he will remain, God forbid, uneducated, wasted, lazy, etc. The easiest things which come in the way as hurdles for becoming disciplined are: how to wake up early in the morning, how to do it, how to bear hardships of education, how and why to respect others, how to be punctual, etc. By undertaking these simple things, one can be disciplined and avoid the compunctions. In the lives of visionary people discipline is perfect. They arrange all the things in a perfect manner and order and a single second is not wasted. If we look at their daily routine, we will come to know that it is full of exquisiteness, discipline, arrangement and art. They will have got control over sleeping hours, they will be taking exercise and their mental and physical health will be better. Discipline is life itself.

21. Discipline Your Life

One should make a schedule/time table for 24 hours, if he wants to be successful and better individual. And he should follow his routine strictly. His domestic, official, social life have to be disciplined. He should try his level best to bring under strict discipline his subordinate.

22. Discipline Your Tasks

One should organize his tasks perfectly. The art of doing it, is to write them. It is said in the Holy Quran as well, whenever, you go through any agreement, do write it (Al Baqar: 282). It is done so because it is left in mind and recorded for ever.

Human brain works in two segments: conscious and sub conscious. Brain works only 10% consciously and 90% works sub consciously.

23. Writing Diary

Whenever, any responsibility you undertake or it has to be done in near future; do write it in a diary as a part of time table

which has to be done or performed. Once, you have adopted such habit and open your diary and read it; a message will be conveyed to your brain that the following works have to be done.

Diary writing is of two kinds. Firstly, pocket size diary which is called GK Book that remains in your pocket all the time. It contains things to be done like, information, promises, cell phone numbers, names, addresses, domestic and official assignments. Do not ever consider a task cheap and easy. Do not ever trust your mind and memory that you will remember it. This pocket size diary is the protective of your tasks.

Secondly, it is comparatively large size diary called DS Book that lies at home or office. And some important information is shifted into it from the small one. In this diary, we write Five different tasks into it.

The big diary contains Five Sections. In the first section, daily tasks or assignments are written. In the second section, weekly tasks are written. In the third section, monthly tasks are written. In the fourth section, annual assignments are written and in the fifth section, life time tasks are written. When these tasks are in front of someone, he will pay attention to them. And he will work hard for their achievements throughout his life.

24. Valuing Time Highly

Time is the most precious capital of a human being. Anyone who valued time and organized it appropriately and used it properly, he has been succeeded. A person who does not understand the worth of time, time will not give him any honour and respect.

Most of the people are simply unaware of the value of time that how precious it is. Those who have found the importance of time; they have become salt of the earth. Imam Muhammad (RA) has written nine hundred and ninety nine books and deduced about one million and seventy thousands issues from Quran and Sunnah.

Allama Jozi (RA) has not left a stone unturned in any of the field on which he has not written a book. Allama Anwar Kashmiri (RA) kept himself busy in reading books in his extreme illness. Hakeem ul Ummat, Hazrat Ashraf Ali Thanwi (RA) has written more than a thousand books. Hakeem Saeed (RA) wrote eight million health recipes and wrote one hundred and twenty thousand pages. He laid foundation stone of Hamdard University and remained Governor of Sindh and he was also treasurer of Darul Uloom Karachi.

Intellectuals manage time and try their level best to show something great and amaze the spectators. The secret of successful people is their valuing of time and appropriate use of it. Anybody uses this recipe will know the secret of success.

The most prior way is to organize time. One should fix time for getting up from bed and then what to do. Once time is managed in life, the whole life is managed. Unresolved tasks of the whole life will be solved in months.

According to a fable that somewhere in a jungle an animal was honing its teeth. A jackal had the chance to pass by, it asked the animal that you have no enmity with any animal and honing your teeth. The animal replied, you are correct but now it is free time, let me hone my teeth, for the reason, if I get started fight, God forbid, with my enemy, then, I will not be free to hone my teeth. I want to save time and do it in advance.

These days, people have got the habit of laziness and sluggishness. They put off till tomorrow what they can do today. They do not determine the goals of their lives and have the habit of “not now”, “some other time”, “tomorrow” etc. While in the dictionary of a clever person there is no word of “tomorrow”. This word is found excessively in the lives of fools, insane and unwise people because of which they waste their time and do damage to their worldly matters and Hereafter as well.

Unfortunately, these days people are unaware of how to lead their lives purposefully. The number of those people who

know the art of utilizing time for beneficial works are less in number. They are those who perform their work of centuries in years because they have organized their lives and time, such people are called visionary people.

25. Defining and Determining Goals

A man can have different goals in his life. Some people have devoted themselves to winning Allah's willingness and considered it their purpose of life to pray to Him day and night. By doing this for some time, he becomes a saint and a pious person. Some people have considered getting education as a purpose of life. Some people have dedicated their lives to travelling and someone has devoted their lives to service to humanity. And someone has stuck themselves to the goal of becoming a religious scholar and preacher. And someone has dreamt about becoming doctor, politician or a prosperous trader or businessman. Thus, the purposes of life can be in thousands.

Once, you have considered your vision or destined a goal of your life or made an assignment the mission of your life, after this, you will never look back. One should not be afraid of his failures and should not regret too. In the beginning, failures breed success.

This is a rule of thumb that failures are the feasting of success. Failure is called the first step to success. Thus, one should forget about failures and should walk towards the achievement of his destination. Success and achievement are for such people who work for goals tirelessly.

Those who have grievances about each and everything cannot reach to their destined goals. They are warmly welcomed by failure. The most intelligent people gained success after meeting a thousand times to their failures. Take the example of Edison who did one thousand failed experiments and won later on his well deserving success. Someone asked him, "Were you not disheartened after having been met with your failures a thousand

times?” He said composedly, “No.” because I found nine hundred and ninety nine different ways through which a bulb will not glow. It is easy to say that Edison had fixed his goals for himself and then work hard for their achievement. If he had been disheartened, the world would not have been bright like today’s.

We all should scratch our goals positively because we want to lead a purposeful life and we want to be successful persons. We have to make our personal and collective lives disciplined, better and purposeful. We should dream big and think high. Then, we should actualize our dreams of becoming a successful person.

The things of key importance for success are vision, thought and purposefulness. Poor is not who does not have money in his pocket but poor is that who has no dream, thinking and purpose of life. Thinking immensely, dreaming big and healthy goals give motivation to the person automatically. And when your goal is big, Allah gives you power and energy for meeting your goals. Huge tasks are done by passion not by resources.

Allah has created each of us with a purpose and blessed him with a capability. Imam e Malik said: the birth of a human being is of two types. One from mother’s womb to the world and other is winning one’s goals. In the letters of Ghalib, this sentence is mostly found that the luckiest person of the world is that whose means of earning and passion are alike. Each person of the world gets tired but from love no one gets tired. Each of us has goal right away from birth to do a work or job with love, so that, he may not get tired.

According to modern research, each of us is born with a talent which causes him to grow and develop. One should know about his potentials and capabilities.

Dive into self and find the purpose of life

If you find nothing, at least, find yourself

According to research, billions of people of the world have 37 talents. Each of them has, at least, one or more talent(s).

If you want to grow and do something, then, must do something in the field for which Allah has created you. People follow modern trends which are there in the market. This should not be the way to pursue your goal because scope is not in the trend but in the talent. We follow others and select our field of interest which is not the correct way.

26. Vision and Mission

Vision is seeing future. It means the picture of future which you want to see. If you know not what is your vision? Then, just think about the event in which you have said: Would that I were this and that.

Round about in the world, great and important works just got initiated from a dream, thought or an idea. It is the way and it will happen ever.

Man first imagine it like a dream and, then, plan for its achievement through planning and starts working on it slowly and gradually and, then, all of sudden the structure is erected. Those can actualize their dreams who have the habit of continuous, persistent, hard work and trust in their struggles. Prayers and trust apparently seem not that much effective but they are the real movers and achievers of unbelievable tasks.

A visionary man is brought closer and closer to his purpose of life by each and every second, minute, hour and day. His dictionary contains nothing like "No". He never becomes sad on his failure, nor cries on his mistakes and regrets over a loss.

He thinks a thousand times before taking any decision and later on he does not waste a single second unless and until he gets closer to his success because of his vision and action. If you want to be succeeded, then, you should have your own vision and adopt it without wasting a single second and make it the purpose of your

life. And trust on your capabilities and decide your limitations of can and cannot.

Select any of the field as per your interest. Then, scratch the short term and long term goals. Just after it, work for its achievement with day and night hard work and do not look back until you achieve your goal. History and experience say that only courageous people can achieve success and goals.

Vision is that picture which you want to see in future or that purpose which you want to have and mission is the name of that effort which executes your vision.

27. Planning

Once you have decided a purpose of your life. It is utmost necessary to work for its achievement. And one should not stop after it.

Planning has to be for short term goals as well. According to a famous saying: “The person who does not plan for his tasks, he actually plans for his failure.”

What hurdles we face for not planning regarding our tasks? An anecdote is famous regarding this:

An intelligent old fellow was passing by a jungle early in the morning. He saw a woodcutter who was cutting down a tree with his saw. And the old man saw the same man cutting the same tree in the evening while going back home. He asked the woodcutter in a compassionate manner, “The whole day is passed by and you are busy in cutting the same tree all the day long. The woodcutter answered back, my saw is blunt, and I was not having that much time to hone it. The old man halted for a while and honed the saw. The old man said, “If you had given some time to your saw for honing it, you would have cut down many of the trees in the whole day.

The person having the best planning, he can achieve his goal in no time. Firstly, decide the nature of your task that what you want to do and how will do it. For executing a task as per its manners, collect information and convene your capabilities for doing it. The same thing will enhance your competencies which can help you in achieving your vision.

Stephen Cohen is a famous writer. He wrote in his book, *Seven Habits of Successful People*, which is translated by Ahmad Butt. He collected habits of successful people from each social class. He extracted a common habit from these successful people that successful people spend most of the time in planning. Here, two things are of much importance: the institution or organization having effective planning, will have with the same ratio success and efficacy. And the same is with the worst planning.

It is seen that in the beginning a person has one mission. He acts enthusiastically but due to poor planning the same mission and passion are slowed down. If the planning is corrected, he can attain the desired speed for the same cause. Always, think and plan before under taking any challenge or responsibility.

It is said that leopard plans for a long time for hunting down its prey. A leopard can attain the speed of 100 miles per hour only in 3.5 seconds. It plans and hunt down its prey just in one minute. If a man plans effectively; he can achieve his goals in no time.

It is a tragic situation that we do not plan for our assigned tasks which cause us to face failure. If we plan successfully, we can do the impossible tasks in no time. Thus, inculcate in your mind the importance of planning and do it before doing any task.

Success is not automatic, it needs planning and the same has to be done by you. You need an effective plan for actualizing your dreams into reality. Act like Army people but do make another plan-B. If one plan fails, God forbid, then act on the other one immediately. The plan will take you across the worst situation.

An effective plan is the guarantee of success. Planning saves time which means plan for one minute and act for ten minutes. In other words, planning saves your time and energy. And make sure that with the passage of time you have to bring about changes in your planning as per its demands.

Planning is key to success. Without planning your dream will remain only a dream. If wishes were horses, all the fools would be the riders. If you plan not, for sure, you will fail.

28. Planning is of Three Types

1. Long Term Planning

A planning for twenty or fifty years. I shall work for its achievement and after me someone else like my pupil or son will carry it on. This is long term planning.

2. Mid Term Planning

It is a planning for ten to fifteen years.

3. Short Term Planning

It is a planning for two, three or five years.

Some people say that we cannot undertake such huge, big and lengthy tasks because we will die. And some say that I shall die while working life long. When someone thinks with limitations is neither a good idea nor a positive way of thinking.

It is a fact that life is not long, it is short, but the people who have intended to work extraordinarily, they succeed in doing so. The Europeans have done such great jobs that even their veins have got perspiration and we even cannot do such jobs which may get our bodies to perspire. Courage, hard work and consistency are required for doing jobs.

Progress and success have Three Steps:

1. The first step is hard work. If you can devote yourself to hard work in the morning, afternoon and evening; you are 30% successful.

But, unfortunately, as a nation we are 90% lazy and cozy. We are not willing to work hard. When we start hard work, we will leave the list of 90% and will jump into the list of 10% people. And we will be counted in capable people ishauallah.

2. The second step is honesty. Honesty is the combination of Four Habits:

- | | |
|-----------------------------|----------------------------|
| a. Abiding by Your Promises | b. Hating Lies |
| c. Abiding by actions | d. Accepting your mistakes |

The habits of honesty and hard work may be adopted as permanent values. You decide to yourself that you will fulfil promises and will not tell lies at any cost. When you are ever ready to accept your mistakes, you will turn into an honest person. Honesty will give you 50% success.

3. Skill is the third step towards success and comes into the category of professionalism. The skill will give you 20% success.

In this way, you will be succeeded 100%. This is not the wisest way to adopt one and leave the other. No, all the elements will work inter-dependently.

29. Framework and Teamwork

Framework and teamwork are two basic components which execute vision successfully. The framework can be called structure or cast.

Framework is the organized system of your beliefs, thoughts, philosophy, principles and rules on the basis of which you will make decisions.

Framework makes convenient the attaining of vision. It makes you to run after your goals like a bullet. It turns true the dreams of organizations, institutions and company. They can easily become role models for others. The brands become a mark of success and confidence and people trust you.

In the past, from the rule of Caliphs to Banu Ummaya, Banu Abbas and Banu Usmania the Muslims worked out hard for making framework of their deeds and actions which enabled them to rule over the world.

It is an experience that dishonesty destroys the best frameworks and the honesty takes them to the heights of success the poor frameworks.

Teamwork:

To achieve goals collectively is called teamwork. The teamwork makes sure the achievement of goals. The country, team or organization by having appreciable teamwork remains successful. It is important for teamwork to show patience and fortitude.

The teamwork has three layers:

1. The upper genius level known as policy makers. Its example is like the head over the body.
2. The managers who implement the devised policies. Their example is like that of hands and feet. They are best implementing sources.
3. The workers and helpers are the third layer of teamwork which is like the rest of the body other than head.

When all the body parts of a person are normal and in working condition, he is called healthy.

When the working of teamwork is functional and exact at all the levels, then, the organization will show progress and excellence

by having a common mission. Only, then, they will succeed in achieving their common mission through single vision. The success needs, consolidated framework and effective teamwork, otherwise, the system will go round and round but they will not have their destination.

30. Positive Mental Attitude

Each and every department needs positive thinking and sane attitude. If you want to be successful, then, be positive all the time. When you think about success, you will have success. And when you think about the best, ultimately, you will have the best. You can either think positive or negative but it is requested to be positive all the time. At least, if you cannot think positive, then, avoid, negative thinking because they destroy all the capabilities.

William James once said, the excellent discovery of twentieth century is that we can bring a drastic change in our lives by changing our attitude. According to Howard University the role of attitude in success is 85% while the role of intelligence and education is only 15%. According to a survey in 1982, the 94% successful people considered positive attitude as key to their success. Another research spread over 50 years has suggested that in most cases the attitude is responsible for success.

Two shoe companies sent their representatives to Africa, so that, the market for their shoes can be established. Both of the representatives were amazed to see that no one wears shoes in Africa. One of the representatives who was of negative attitude, “Here, people do not wear shoes, so that, there shoes cannot be sold over here.” The other representative wrote to his company, “Here, the shoes market is very high because they do not wear shoes.”

The journey of success starts by positive thinking. Your attitude will decide the journey of success. Your attitude will decide the flight of your achievements. The great worldly successes got attitude as base for their achievement. In the journey

of success positive attitude has no counterpart in excellence. It is more important than knowledge, learning, investment, intelligence and skill. Positive attitude has got no equivalence for success and negative attitude is the worst of all.

Positive attitude in life brings about the following changes: high moral character, makes easy targets, benediction in wealth, makes offspring obedient, securing successful goals and worldly fame and name. On the other hand, negative attitude makes a person ill in mind, disheartened, jealous and over all best at nothing. Therefore, we should get control over negative attitude of ours like, anger, jealousy, hate, revenge, pride, etc.

Positive thinking is the ladder for success. In the world two types of people are there: The first category thinks that all works are possible and the other thinks nothing is possible. The people who think about impossibility feel that in all the great and novel things flaws are there and he will help in elimination of that novelty only. But the person who thinks positively and considers all tasks possible knows that “yes” there are flaws in things and tries to remove the faults by attempting doing well. He knows that Allah is always there to guide and help him. By thinking like this, his hidden capabilities are awoken.

To make ones attitude positive, the following things should be noted down:

1. Try to speak out in a positive way to a person you meet, whatsoever are the conditions.
2. Each matter has two aspects: positive and negative. Successful people pay attention to positive only while the unsuccessful pay attention to negative. When you are positive, you will search for gold not for mud and, of course, you will have gold.
3. In each negative thing try to find out positive, indeed, you will have it. Count the blessings of Allah not the miseries. You will be blessed.

4. Allah has blessed all of us with the same capabilities. When one of us can perform meritorious acts, then, why should we not?
5. Make it your a habit of your to start your expeditions right now or immediately. If you want to have positive attitude, then, keep this saying in your mind, “Now or Never” avoid the habit of postponing things.
6. Have practice of positive thinking and hope for the best always. As you think, the same you will be treated by.
7. Avoid negative thinking and discard word like “impossible” from your dictionary. And even avoid the people who do have negative thinking and close your ears for them even they are your close friends or relatives.
8. When negative idea comes to your mind, change it with a positive one. Only one thought can survive in man’s mind. When you do it repeatedly, it will become your habit. Anyone can change his negative attitude into positive; as a result, his fate will be changed.
9. It is important to save one’s mind from negative thoughts by keeping oneself engaged in positive activities. And keep stuffing your mind with positive ideas.
10. Find positive and cogent words for expression of your thoughts. For example, someone asks you about your health. Answer him in an emotional and expressive way. “Yes”, Alhamdulillah, I am feeling great and nice.
11. Do accompany positive, effective and emotional friends.
12. Be courteous and thankful ever. Do count blessings of Allah always, not the troubles and torments. And be thankful to Allah for His blessings. Before going to bed say Alhamdulillah to Allah for his blessings, for example, faith, health, nice family, faithful wife, faithful husband, children, education, wealth, etc.

13. Try to increase your learning by doing diplomas and make a habit of reading books and try to attend seminars.
14. Adopt constructive thinking rather than destructive thinking.
15. Paying attention to the negative aspect of someone and ignoring positive aspect is also negative thinking.

31. Precise and Timely Decision

Success depends on two important elements: making quick decisions and, then, showing perseverance to it by acting on it.

Successful people are agile in making decisions and change them slowly. On the other hand the unsuccessful people are late decision makers and keep it changing all the time. Whatever happens in our life; its start is from decision.

The unsuccessful people are unable to make decision due to the fear of failure. It is better not to decide than to take incorrect decision. In case of a poor decision, one has to decide again for a better one and put oneself in danger of failure by not taking any decision. This causes him to waste opportunities and will say, “Would that I had done this and that.”

Some people wait for the appropriate time which exists not. Usually, the best time is right now: Now or Never. A man with positive attitude knows that there is always danger in taking any decision.

32. Avoiding the Habit of Procrastination

The biggest enemy of success is the habit of procrastination. Successful people do not ever postpone their assigned tasks because they know the importance of these tasks. A person may lose many opportunities by postponing important tasks. Successful people do not waste time by not taking initiatives

in doing important works, especially, taking starts. They start tasks without delay and then try to execute them properly.

33. How to Avoid the Habit of Procrastination:

1. Fix an end point for all your assigned tasks.
2. If the assignment is lengthy and difficult divide it into sections and do the needful every day.
3. Change your attitude in case of difficult tasks. And do accept it as a challenge, inshaullah, it will be completed.
4. Do the easy parts first and, then, the difficult to avoid procrastination.
5. Do repeat the statement, “ Successful people do not wait.” early in the morning and late into the evening.
6. Successful people do not perform all the tasks by himself he searches for the best executioners for better result.
7. Praise and appreciate yourself for best outputs like, buying something good which you like the most, call a friend or buying a book.
8. Till the completion of something important devoid yourself from something which you like the most.
9. Make a list of important tasks on the basis of importance. First do the most important one and then the easiest one.

34. Study/Reading Habits

There is an untold relationship between reading habit and success. As per estimation, there are ten million millionaires. As per survey, an American read out, at least, one book in a year while a successful American reads 12 to 24 books in a year. In Israel annually 40 books are read per head. And Pakistanis read a single book annually and that percentage is not encouraging.

Research proves that in developed countries, the leaders study books and only the readers become leaders. Try to finish a book in a week time or in a month, then, have review of the book and take some important sections and put them in your practical life. In this way, you will improve by leaps and bounds in comparison to those who ignore reading. Anybody by studying for a single hour a day can have an international impact in his own field only in five years.

Do develop a habit of reading the biographies of successful people. Personalities are developed by reading great people.

Many successful people read 20 books in a year. If you read for only 15 minutes a day, you will read 15 books in a year. Successful people should read for 30 to 60 minutes a day.

A British journalist once interviewed a Pakistani politician. She was amazed to see that there was not a single book in his room. Then, she wrote as a joke that there was only a single book in the room of politician and that was telephone directory.

It is a plus point of Europeans that they love books. They say Reader is a Leader. There will be a book in their hand at airport, in a car, at a bus station, etc. They will just pick up a book from their bag and will start reading it. They spend leisure time in reading but we spend it in nonproductive activities.

In our societies there is no trend for reading. We do neither publish nor read a book. If it is published, then, it will be in 1000 or 1500 number. If one wants to be educated and he wants to do something, then, friendship with a book is very much necessary.

Why people sit in a gathering and do backbiting? The reason is that we do not have to say something wise and loving. By reading books, you will have a lot to say and present.

Other books than textbooks have to be read and studied. The textbook will give you grades and success in exams but general reading will make you to succeed in practical life. And

study the beneficial literature which can bring about awareness and because of which your level will be exalted.

35. Types of Reading

Reading is basically of four types:

1. Textbooks Reading:

Every educated person has to go through textbooks. It is utmost necessary to study these books. One cannot pass his exam without going through his textbooks. This reading wins us degrees and certificates which enable us to get a service in public or private institutions. In Pakistan approximately 30% people do have such reading while in developed countries 100% people go through these books. But the most amazing thing is that such reading is no guarantee for success.

2. Literature Reading:

Second number is of literature reading. It includes both poems and prose. In such type of reading mostly poetry, novels, dramas, etc. are included. Literature is of two types: Literature for life which is a purposeful and practical and second is literature for the sake of literature; it provides refreshment and entertainment. Literature teaches a man basic skills of elocution and presentations. Literature introduces a person with eloquence and civilization. It is noticed that usually literature does not bring revolutions in the lives of readers. In our society most of the reading is of such types like, reading story books and novels.

3. Informatory Books Reading:

This is the reading of such books which increase our general knowledge and enables a person to speak well and can impress the listeners very much. Such readers have answers to all the questions. This sort of reading does not bring about prominent change in one's life for prosperity and success.

4. Reading of Life Changing Books:

The important reading is of those books which bring about a change in one's life. These books and such reading bring about revolutionary change in the lives of individuals and nations. In such books, Holy Quran, Hadiths and Biography books of the Holy Prophet (SAW) are included. In such books the biographies of the saints, scholars are utmost important.

The best reading is of reading books of your own profession. At least, do read books of your own profession for about an hour, so that, one book may be read about in a week and 50 books in a year. Daily, one hour reading can change the fortune of a reader.

Today's life is very much busy. No man is that much free to read out about all the things. At least, the books of one's interest may be read which may give worldly benefit including the benefits of Hereafter. Please avoid such reading which is unable to bring about any positive change in your behavior. Only do have the specific reading which interests you the most and can easily bring you closer to your achievements. The reading which gives you no benefit is useless and equally spoiling your life as well.

Always keep a digest or magazine with you, so that, your free time may not be wasted and one can read it whenever he gets free. Some intelligent people waiting at airport or bus station start reading, so that, their time is not wasted. In this way, their time is saved and utilized. Make a library of good books at home and for this purpose spend 3% of your income on books. This will give you double benefit in the long run of your life.

36. How to Read

The best way to read a non-fiction book is to start its reading from one side. It is advised for best outcomes divide such book into four parts.

1. First of all, have its survey and take a cursory look of it:

- Read out the headings and think about the possible topics which you have to go through.
- Go through the table of content before reading the book. Go through the reviews made about the book by scholars. Do read the introduction, so that, you may go through the prescribed areas told by the author which is mostly the authentic part. It is seen that usually in the beginning or end chapter the summary about the book is given. Always go through it, whether it is at the beginning or end.
- Read out all the topics and think about them that how is the structure of the book composed. And also note it down that how is the information shared.
- Read out all the sub topics, they give you cursory idea of important information.
- Observe all the diagrams, charts, pictures and maps and try to get know how and infer the relationship of one with the other. Go through all the topics and headings in detail.
- It will enable you to get a detailed view of the book. The whole process will take 5 to 15 minutes. This will enhance your memory upto 60 %.

2. Ask yourself, what did you know about the topic of the book? And what have you intended to learn from it further?

- In the second part go through the pages and read them quickly. In each chapter the first and last paragraph have to be read. Usually, key information along with summary is given in these paragraphs.
- Read out the first sentence of each paragraph. This is usually the introductory sentence of the paragraph.

3. Study the book in detail and try to learn and re-discover the important areas.

- Try to understand the content of the book to comprehend the gist. And try to find out the key areas and draw lines under the important areas. By doing this, the important area will be highlighted as you open the book.
 - Make notes of the key points.
 - When you finish one chapter, wait for few minutes and think about the main points of the chapter and write it. Ask questions from yourself regarding the main idea.
 - In this chapter, the author has mentioned which are the important point?
 - Which ideas and points are discussed more in comparison?
4. After, reading the whole book, read the book for review. All the important and key points which you have highlighted, read them again. It will give you much help in learning and keeping in mind all the important areas. This will cause you to keep beneficial information for large span of time.

37. Building Good Terms

Being equipped with intelligence and sharpness one cannot become successful all alone because he needs a company for success and impact which is only possible when all of the individuals work as group. If we look at the success stories, we come to know that it is achieved through combined teamwork. Individual links and relations are such important achievements which breed into success, greatness and unbelievable things.

That individual is failed who has no friends. Good friends are needed a lot in the long run of life. They are companions of every tough time and always give hope and help whenever needed. The best way to have a best friend is to be yourself the best friend of others.

A professor at Howard University has concluded from his research of 25 years that the biggest role in your success is of your companions.

If you want to have success, then, widen the circle of your friends. But it is very much important to review the past friendships before having a new one. Sit down alone and calmly and make a list of all your relations. Pin point those who are unsuccessful, those who are lacking honesty and those who are loosely disciplined and those who are weak in controlling his emotions and those who are always criticizing others and have grievances.

Those people who are with negative thoughts always criticize others for their failures and are not ready to accept their responsibility. They are mostly wasting their time, tell lies and never fulfil their promises. They are not serious minded. You cannot learn anything from such people; kick them out from the circle of your friends.

Be very much wise and careful in choosing the circle of your friends. Before going into friendship with someone ask from yourself, "I am amongst whom?" think over it that where are you and with whom, will you spend your time?

38. Methods for Building Good Terms

- Make a space of time for meeting and contacting people. Only call them not in the times of need.
- Always be ready to help others, especially, in the time of need.
- Be excited while meeting others because people like it a lot. Be smiley, lively and courteous all the time. People will come around you like honey bees.
- Respect others; in return, you will be respected.
- Do not ever argue.
- Do respect others' opinions and wishes.
- Discuss someone's weakness one to one, not in group.
- Take care of one another respect.
- Call every one good and give him opportunity to be good.
- Take care of people's needs.
- Appreciate others for doing well and do not waste a single opportunity doing so.
- Whenever, you come to know about someone's success congratulate him.
- Thank your friend for doing well to you if you are benefitted and give him a gift because a person will never forget your gift.

39. Selection of a Pious and Spiritual Leader

As we know, for spiritual guidance we need a Pir or Murshid like this we need a leader and knowledgeable person for worldly improvement as well.

The easiest way to achieve success in a certain profession is to find a role model for yourself. Find a person who has touched the heights of success. To find a religious leader for oneself is the first step to success. A Pir Sahib can assist you in quick success. This is why, most of successful people take guidance from his Pir Sahib. The best and urgent thing which you have to arrange for your success is to have Pir Sahib or leader.

A Pir Sahib is already somewhere where you want to reach. He knows about the performance of different things. He can tell you on the basis of his experience which way you have to follow and what to do. Clever people use their own experiences while intelligent people take help from other's experience.

Do not ever be rash in choosing a Pir Sahib for yourself. Try to find such a Murshid for yourself who can guide you up to the mark and he willingly does so. And he should be the expert of that department in which the guidance is required by you. The Murshid should be the one who is much respected by you. One cannot have a Murshid all by sudden, it needs to find him everywhere. Murshid is more than a gold mine for information. It is possible that in this mine one may find the pearls of precious advices, suggestion and guidance which can change the life of the disciple.

The words of Murshid should be heard with attention. Always, speak less to him and do not argue and provide as much information as possible to him for guidance sake and never try to impress him. Provide Murshid positive feedback. Praise your Murshid in front of others and always laud him. Give the credit of your success to him and never say a bad word to him.

40. Good Health

Health is wealth.

When you are declared successful in many departments, as a result, you become the richest person of the world. But if you cannot enjoy the taste of your success, then, your success will be meaningless.

Without a good health, a man is deprived of good many services. He cannot fast and perform Hajj. In this world two types of people are very lucky: the ones who do not smoke and drink wine because these destroy human health and disturb the sexual power badly. And the others who do take exercise regularly. Mark Twain, an American comedian has said remarkable thing:

If you want to remain healthy, eat that food which keep you healthy, for example, vegetables and do exercise which is a horrible thing for most of us.

Successful people are healthy. It is important for those who are in search for grandeur and excellence should remain healthy. It is for sure that hard work needs energy and one has to stay fit and sound. A man should take care of his health, he can do it by adopting all the healthy habits.

41. Balanced Diet

Balanced diet is necessary for good health. It should contain protein, meat, milk, liver, fish, milk, carbohydrates, sugar, gur, sweets, chocolate, honey, flour, dates, maize, rice, bread, juices, fats, oil, fats, butter, peanuts, cream minerals and vitamins.

It is tradition in our locality that every person eats only one thing in breakfast. This is not good for health any way. There should be variety in breakfast and different food may be served with variation.

The doctors say that breakfast should be very much healthy because all the day long a person has to work hard. According to a

research, those boys who do not eat well their breakfast, they eat unhygienic food in the school and fall ill.

Doctors say that people should drink more water, at least, ten glasses of water a day. Early in the morning in breakfast we should drink two glasses of water which is more beneficial for stomach diseases. It is better to drink water before meal or during eating the meal. The habit of drinking water after the meal may be avoided.

Good health demands proper eating times. Breakfast may be eaten early in the morning. It is seen that in our houses breakfast is eaten at ten or eleven o'clock and lunch is eaten at two o'clock. We should eat our dinner soon after Maghrib time that is usually 6:00 pm. All the developed countries follow the same routine of eating their meals. Most of the meals are digested before going to bed by following such routine. Unfortunately, we eat our dinner at eleven pm or twelve am. And we go to beds soon after eating our dinner which causes fats to accumulate. It is healthy habit to eat with breaks rather than filling our stomachs three times irregularly. The Holy Prophet (SAW) has said to eat your meals with less filling of your stomachs.

Three white things are poison for health i.e. salt, sugar and fine flour. Physical and mental health is necessary for living long years. It is, usually, seen that people eat balanced diet and they are addicted to nothing and do exercise for three days in a week. These people are not only healthy but live long as well. In this way, they serve the humanity to get willingness of Almighty Allah.

Balanced diet, refraining from addiction and taking exercise regularly are the best recipes for keeping oneself fit and sound. Taking rest includes two things: Sound Sleep and Leisure Time.

42. Sleep

A sound sleep is very much necessary for good health. Always take a sound sleep in peaceful environment. Take a short nap of 15 to 20 minutes at day time including sleep at night time. It is very much important for health. This will make you ready and fresh for work at night and prayers. And you will do more work than your expectations.

It was regular habit of the Holy Prophet (SAW) that he usually slept just after his Esha prayers and woke in the mid of night for Tahajud Prayers. The Holy Prophet (SAW) almost rested for four to five hours at night and at day time slept for half an hour i.e called Kalola. The Holy Prophet (SAW) said:

﴿وَيُنُوقَانِ الشَّيْطَانَ لَا يَقْبَلُ ---﴾

“Take rest as Kalola, short nap at day time, because the Satan does sleep at day time.”

The Holy Prophet (SAW) has said at another occasion:

[وَبِالنَّقِيذَةِ عَلَى قِيَامِ اللَّيْلِ ---]

Take help from Kalola, a short nap at day time, for late night prayers, Tahajud.”

﴿بُورِكَ لِأُمَّتِي فِي بُكُورِهَا ---﴾ [المعجم الكبير لطبراني]

Likely, the Companions (RA) of the Holy Prophet (SAW) took a sleep of four to five hours at night time and used to do the Kalola, day time nap. The same habit was followed by the saints, calips and all the revered persons of Islam.

We, the ignorant and careless people, sleep late into night and, then, wake up at 10:00 am. We sleep after the morning

prayers, Fajar, as well. If we take a cursory look of the holy people of Islamic span, no body slept after morning prayers and left for their jobs as early as possible. The Holy Prophet (SAW) has said:

﴿بُورِكَ لِأُمَّتِي فِي بُكُورِهَا--﴾ [المعجم الكبير لطبراني]

“The benediction of my Ummah is in the morning.”

The same is repeated in a different way in Jam-e-Tarmizi:

﴿اللَّهُمَّ بَارِكْ لِأُمَّتِي فِي بُكُورِهَا--﴾

“Oh Allah! Bless the morning of my Ummah.”

In another place said in Masnad e Ahmad:

[الطَّبْحَةُ تَنْبِتُ الرِّزْقَ--]

“Sleeping after the morning prayers stops the Rizq, meal.”

According to these Hadiths we can easily deduce that there are no blessings in our homes. Due to these poor habits of living we are worried while having all the luxuries and facilities. We earn a lot but our earnings do not meet our expenses. What is this? Nothing, except the poor results of poor habits. It is blessing, when we earn less and have more and we are not worried. The biggest mistake we do is to sleep after morning prayers or wake up late into the morning when the sun is hot and noon is going to strike.

“The woman of the house who sleeps in morning times, the fate of that house also sleeps.”

These days, all the family members sleep in the morning after saying their morning prayers and do it resistantly. The Holy Prophet (SAW) has said to sleep early at night while we, regularly, sleep late. This is not correct to sleep for compulsory 8 hours a

day. When we look at the lives of the scholarly and great people; this is not true in their perspective. Yes, of course, it is necessary to take proper sleep for good health and services to Allah.

All the doctors agree with the fact that if sound sleep is taken for four hours a day. It is enough and it depends on the quality not on the quantity. In this way, if we save one hour a day; we can save thirty hours a month and 360 a year. We can take exercise for one hour, can read a book and can learn a skill only in this single hour. If we are good planners and have planning for this single hour, we can manage hundreds of different activities. According to a research, we spend 27 years in sleeping out of allotted 65 years of age. It is also good to increase our life span only by managing routine of sleeping hours.

It is true that those whose nights are not organized, their days cannot be well managed. Now, a question raises that how can we make better the quality of our sleep, so that, we can sleep well and work well. How can we organize our night sleep? And how can we skip the morning sleep? There are five short ways which can control this complicated issue.

- Develop habit of sleeping early at night.
- Avoid sleep disturbing habits like, addiction, tea, coffee, green tea, cigarette, betel quid, etc.
- Take a nap at day time, just lay down for taking rest purposes, one can sleep or not.
- Try to wake up early in the morning and keep yourself engaged in work because it is the best time for activities.
- Try to manage all the affairs of 24 hours. Manage yourself and manage your family as well.

43. Exercise

Amongst all the visionary and successful people, the common habit is of exercise. Taking proper exercise is necessary for one's physical as well as mental health. Someone has said that one playground is better than so many schools. The nations which have adopted the habit of exercise collectively are as a whole healthy nation. The result is that people fall less victims to diseases and they live long comparatively. These people are mentally very much active.

Taking exercise regularly gives us the following benefits:

- ⇒ Exercise gives you good sleeping habits.
- ⇒ It develops confidence level.
- ⇒ It decreases mental strain and worriedness and make you creative.
- ⇒ It strengthens inner body healing system.
- ⇒ It keeps our mind relax.
- ⇒ It streamlines our body structure.
- ⇒ It enhances education performance amongst students.
- ⇒ It eliminates stomach problems.
- ⇒ It enhances the capability of resolving issues.
- ⇒ It lessens our body weight.
- ⇒ It saves us from many diseases.
- ⇒ It enables us to live long and be better.

Unfortunately, as a nation, we have not developed exercise habits, especially, there is no concept of exercise amongst scholars, political leaders and learned ones.

44. Rest and Entertainment

If you feel tired or feel sadness, go and take five minutes excursion and relax yourself. You have to go somewhere and lay down over there or sit calmly without talking or keeping yourself engaged in any sort of activity. Just relax the body, take long breaths through nostrils and exhale it through nose and close your eyes. And try to imagine anything good which pleases you.

45. Excursion

For mental and physical ease and comfort, rest and excursion are very much necessary. It is a sorry state that neither we work and nor we take rest and there is nothing like excursion in our routine. Take whole day rest in a week and postpone all the activities. Be careful that relaxation should not be that much tiring. Enjoy two or three days leave after every two months.

Leadership

Leadership is the art of managing people according to the circumstance for the purpose of achieving specific goal. Leadership is basically the capability of guiding others by inculcation vision in them for the achievement of goals of an organization collectively. The execution of such task effectively is called leadership. One's vision can be compared with the other's for comparative and enhancement purposes, so that, the collective performance can be developed more effectively and the other can be impressed by one's planning and performance. We can impress others through our vision. More the vision is impressive, the counterpart will be influenced positively.

The team has to be better and the council has to be sincere because it is very much impossible to achieve one's goals without a quality leadership, council and team. The powerful institution is that whose framework and teamwork is effective. You can judge it simply, if the leadership is lacking sincerity, foresightedness, capability, patience and skills, then, it clearly shows that there is no

validity of vision and no organization in such situations cannot meet its challenges.

This is the first condition that the leadership and team have to be agreed upon the objectives which have to be achieved. Leadership has to lead from the front and guide now and then all the team members and it is leadership duty to organize all its members and plan for the best achievements. Good leadership never lose patience even in the unfavorable conditions. This is the duty of leadership to take out its team from difficult situation through skill and experience and leadership knows it well. No decision should be taken rashly. The environment of one's organization has to be kept pleasant and suitable. The leadership should know the technique of taking much work in less time. The leaders have a balance in their office and domestic life. They are constantly busy in developing the professional skills of their team members. In the qualities of leadership, the aesthetic sense is also there because each and every work has to be executed exquisitely. Without such qualities one cannot be familiar amongst the public. At the same time, the leadership has to be effective and powerful because powers are used sometimes for the execution of key tasks. The capability is the name of efficiency and ability which help us in the achievement of our vision. In the success of any task the roles of information, efficiency and ability cannot be denied.

Thus, all those people are succeeded in their lives are blessed with leadership qualities. Such people keep their domestic and married lives pleasant and joyous. The more pleasant thing is that leaders are made not born. Leaders are with normal mental and intellectual qualities but utilize their skills in such a way that is impressive. The same thing makes a common man a special leader. In rare cases, leadership is because of luck.

Leadership is of two types: the first one is very much effective in which commitment, agreement and compassion of the followers are there for unity purposes. Just like the leadership of the Prophets (AS) or like our present leadership of Quaid e Azam.

The second leadership is because of power like, General Pervez Muharraf, such leadership ceases with the cease of rule.

46. Basic Elements of Leadership

Following are the qualities of leader:

1. Unflinching Courage:

Leader is full of unflinching courage. The basis for which is overflowing knowledge about leader's profession. Team members are reluctant in accepting the leadership of a leader who lacks courage and confidence.

2. Self Confidence:

Self-confidence is the basic quality of a leader. A good leader is over confident and shows trust on himself, on his capabilities and on his purpose. A person who lacks self-confidence cannot be a good leader.

3. Self-Control:

A person who cannot control himself, he cannot control others. Self-control means a person who is required to perform a specific task at specific time willingly or unwillingly.

4. Be a Preacher:

The basic quality of a leader is that he will be missionary and the same emotions he will not cease in his subordinates.

5. Be Extremely Sensitive to Justice:

No leader can win respect and honour from his workers without being sensitive to justice. And neither can he maintain this respect without being sensitive to justice.

6. Decision Making Power:

Any person who is not unidimensional in his decisions cannot trust in himself. And such a person cannot guide his co-workers. A good leader is the one who can make better, reliable and timely decisions.

7. Perfectness in Assigned Tasks:

A successful leader must plan his assignments and, then, he must act upon his planning seriously. A leader who works without planning and uses only his conjectures is like a ship without radar. Such a ship will hit a rock sooner or later. Anyhow, a leader is a planner and all the time he will be thinking about something positive.

8. Working More:

It is utmost important for a leader to work more than his team members. If he is succeeded in working more than his staff, as a result, the staff will work hard and more which will make the organization flourish in leaps and bounds.

Pleasant Personality:

Anyone with careless and haphazard personality cannot be a leader. Leadership demands respect and honour. The followers will not show respect to the one who is not blessed with pleasant personality. Following are the qualities of a pleasant personality.

- Exhibit courtesy, exquisiteness and respect.
- Whenever meets someone smiles. It shows the congenial behavior of a person. When shakes hands, do not let it go and hold it tightly unless the other person draws his hand back.

- He will listen more and speak less. He motivates others to speak and discussion should be mostly about the person who he meets with.
- He never complains, criticizes and blames. If criticism is needed, then, he never shows agility. He praises before criticizing. If he feels to talk to somebody, he talks privately.
- He is considerate and compassionate.
- He talks about positive aspects of people. He praises people from heart.
- He accepts his mistake and says sorry and forgives others' mistakes.
- He discusses things but does not argue.
- He fulfils his promises.
- He thanks people but expect them not to thank him.
- He will be trustee and reliable and people will trust him.
- He will be sincere and honest.
- He will be down to earth and humble because confidence without meekness is pride.
- He will take care of others and give importance to them.
- He will be a good and sincere friend. Selfishness in friendship is fatal.
- He will be compassionate and knows value of things.
- Respect others which will breed his own respect.
- He will be dignified and serious.

56. Eye Catching Personality

It is necessary for eye catching personality to be free of the following negative things:

- Superior tone and directives
- Not waiting for one's turn
- Mentioning oneself again and again
- Uninvited friend
- Asking awkward questions
- Discussing personal and private matters in a gathering
- Visiting others' untimely
- Criticizing caste of others'
- Challenging others' views
- Mentioning others negatively in front of friends
- Abusing others' for having ideological differences
- Criticizing government or religion
- Mocking at others
- Feeling jealousy
- Showing anger, misbehavior and irritation
- Being selfish
- Blaming and abusing others

1. Sympathy:

A successful leader is passionate and considerate with team members. He knows them and their issues. He is well-wisher of and a part of theirs.

2. Continuous Learning:

These people learn all the time. They study for learning and do courses and take classes. They listen to others and continuously try to increase their capacity. They try to increase their competency and learn new skills and techniques and gain more knowledge.

3. Serving Humanity:

The best quality of a leader is that he has dedicated his life to the service of humanity. He is ever ready to serve humanity. He always thinks about the humans.

4. Positive Attitude:

Their attitude is positive, encouraging and hopeful. He is for all the time optimistic. He never goes closer to despair, mistrust and disheartening. He is emotional, sentimental and motivated. These men do not let go hope from their hands. Leader always thinks about success.

5. Kindness:

Good leaders are always considerate, loving and giver in all the situation and these are their basic qualities. They are not hard hearted. These are the people who know the art of forgiving.

6. Patience and Clemency:

Both the people and tasks may be dealt with patience and clemency. Successful leaders do not let go the hand of patience on the hurdles created by the workers. Excellent leaders try to bring in the mainstream all his staff despite of their ignorance and shortcomings. They face the hardships like a rock.

7. Being Emotional:

Good leaders are not only enthusiastic for achieving their goals; furthermore, they have the quality of transferring the same enthusiasm to their team members. Great tasks cannot be obtained without enthusiasms.

8. Perseverance:

Successful leaders work hard towards the achievement of their goals unless and until their goals are not achieved. Perseverance is key to achievement of goals.

9. Tolerance:

The biggest power in the world is tolerance. No one can be called a leader without having tolerance. A leader should be equipped with tolerance for dealing with the unfavourable situation, harsh words and ill manners.

10. Moderate Temperament:

A leader has to be moderate in temperament. Whatever the situation is temperament has to be kept moderate because this is great sign of great people.

11. Self Esteem:

Great leaders take care of theirs' and their team members' self esteem.

Motivational Capability:

Great leaders are motivational, movers and tempters. They induce their ideas into others successfully. Usually, there are two different ways of motivation:

1. The most frequent motivation is fear of termination of services and keeping in mind, the workers work because of fear. This is a negative fear.

2. But most of the people work for appreciation and reward. This is a positive motivation.

The Reward is of many types:

- Financial benefits
- Sense of protection
- Respect and honour
- Feelings of success
- Feelings of pride
- Social like
- Sense of responsibility
- Identification
- Praise and appreciation

A good leader motivates his team members with the help of abovementioned reasons.

Basic Principles of Expression and Courtesy

When everyone likes you, people appreciate your character and your business prospers, it is all because of your courtesy and mild behavior.

Three Ways for Being Courteous

Principle No. 1 Avoid complaining, criticism and grievance

We love appreciation but we are afraid of criticism at the same time. It is not wise to scold a person for mistakes. Humans do not go for accountability willingly and avoid it. Do not complain or criticize others or show grievances. Always try to avoid such dark aspects of personality.

Principle No. 2 Appreciate people honestly and sincerely for their good works

People show lust to appreciation like a hungry person shows his desire for food. A man is considered responsible for keeping one's ward hungry for a day but if he does not appreciate his ward; he is at big mistake.

Principle No. 3 Bring up Motivation in others through inspiration

A method for utilizing a person according to your own will is to motivate him for doing that job the way you like. According to a rule of psychology, every action has two motives: sexual desire and wish for getting big. The most desired wish of man is to become favourite amongst others. A rich American, Charlse Shwab says:

“My best quality is that I bring motivation in people. There is one best way to delve out the hidden potentials of a person to appreciate and praise him. When we want to culminate the qualities of person, we have just to criticize him and that is over. I never criticize anybody. This is my duty to motivate people and make them excited. Therefore, I hate finding faults and when I find something good in a person; I appreciate him a lot.”

Thus, whoever acts upon it, the whole world will be with him and any person who avoids it, will lead all alone life.

Six Ways for Becoming Favourite Amongst People

Principle No. 1 Take sincere interest in people

By using this method, a person can make so many friends just in two months as much as a person can make in two years by compelling people to take interest in him. In the world, that person faces most of the problems who does not take interest in people. Such people are the fountainhead of human beings failures.

Principle No. 2 Smile!

Smile spread like jungle fire. If you smile, people will smile with you. It gives consent. Always, smile while meeting people. The first impression of your personality on the other person is your good words, appearance and true smile. This smile can soften the heart of your worst enemy. Only, one smile is an amazing calling card. The Holy Prophet (SAW) has considered smile as charity. A Chinese proverb is that a person who does not know how to smile should not open a shop.

Principle No. 3 Call people by names

Do remember that a person's name is the most harmonious sound to him. Therefore, know about the names of people and call them by names with respect. It is necessary for good terms with people to have pleasant relation.

Principle No. 4 Listen to people carefully

Let people talk about themselves!

The person who speaks to you, listen to him attentively because it is the best of responses. Keep it in mind that a person

takes interest in his own affairs more than anybody's affairs. If the listener shows patience and listens the person with affection; the worst critic will turn soft and sincere.

Principle No. 5 Take interest in speaker words

When you want to make people attentive, listen to them intently. Incite people to talk about themselves.

It is the easiest way to make place in someone's heart. One should talk about the things liked by the other person. The only required thing is to know about the area of interest of a person. For sure, it will make him happy.

Principle No. 6 Let know the other person how much you value him

An important rule for terms with people is to bring in them the element of importance. According to human nature, he gives more importance to himself. It is important to give a sense to a person that you give him much importance. Jesus Christ (AS) said: Always treat people as you like to be treated.

Twelve Principles for Making People Thinking Alike

Principle No. 1 You cannot win through arguments

Avoid argumentations; misconception is never eradicated through useless discussion. It can only be avoided by viewing other's point of view with consideration and sympathy. Hate is never erased with hate; it needs love to expunge it.

Principle No. 2 Respect the point of view of others

Never ever start your conversation like, "I shall prove you wrong." This is an open challenge. If you feel that the other person has said something wrong. Then, say like this: I may be wrong. If I

say something incorrect, please correct me then. These sentences are full of magic. In other words, do not make your wife, husband or even customer your enemy. Please tell him not that he is wrong, he will get touchy. Take help from diplomacy and give him an opportunity to call himself wrong.

Principle No. 3 Accept your mistake and say sorry

Always accept your flaws and mistakes which are mostly committed by you. It is good to listen to your own faults from your own tongue rather than others. When you accept your mistake, the opponent will become much considerate. Every clumsy tries to hide his mistakes but when that clumsy accepts his mistakes becomes a great man.

Principle No. 4 Give a start to conversation in a friendly way

If someone dislikes you much, you cannot make him sincere with you by any logic. But if you talk to him in a friendly way and deal with him considerately. Only, then, he may be leaned towards you. Good attitude and friendly behavior make people good with you. A person gets honey as a meal, why should he eat bitter gourd.

Principle No. 5 Make the speaker say “Yes” at the start of conversation

Start your conversation with people on such topics on which they do not have any disagreement. And always pay stress on those topics which have mutual harmony. Make the person to say “Yes, Yes” while talking to him. If we are successful in doing so, the person will become our friend.

Principle No. 6 Give an open opportunity to the speaker to speak as much as wants:

When you want to make a person your friend; do not talk too much. This is not the proposed manner and way, it could be dangerous. Unless and until he speaks out his words himself but it is necessary to pay attention to his words patiently and make him speak much.

Principle No. 7 Convince people that the presented ideas are his

It is not a good habit to make people just to listen to your ideas. It would be better, if you only suggest and the other person deduces results himself.

Principle No. 8 View things with the perspective of other person

Keep it in your mind that your opponent may be on wrong track but he considers himself no wrong. Tell him nothing and try to understand him. Intelligent, wise and patient people listen to others. Try to perceive other's point of view on the matter.

Principle No. 9 Have compassionate attitude towards others ideas and views

Make no arguments but make the opponent that much happy that he willingly listens to you. And give a start to your conversation like, "You are totally right and that is the way." In this way, carry on the dialogue with him and convince him in the best possible way that you are his sincere friend.

Principle No. 10 Impress the good will of people

Naturally, each action has two motives: firstly, one understands that something is good and he does it and secondly, the work is really good. Thus, people appreciate good purposes. If you want to bring about a change, then, please impress him with your good ways.

Principle No. 11 Present your ideas dramatically

This age is of drama. It is not enough to tell the truth. You have to express your truth in a dramatic way. In films and dramas the same thing happens. It means that you have to improve your presentation. You have to present the truth in complete detail and scrutiny.

Principle No. 12 Provoke the capabilities of others

Invite people to such motivation that they express and only express themselves. They should realize that nothing is so important than taking lead over others. And people love to do this.

Nine Principles for Becoming Leader

People should not get angry with us and their feelings should not be hurt and they change according to our conditions. It has basically nine principals:

Principal No.1 Take a start of your speech by praising others

It is a psychological fact that people listen to their criticism happily if you praise them as they wish to be pleased.

Principal No.2 Pin point people's mistake indirectly

Many people start their criticism with such an amazing praise that message is received by the people and they panic not at all.

Principal No.3 Before criticizing others, mention your own mistakes

Humility and praise if used perfectly can occur a miracle.

Principal No.4 Don't impose, just implore

Offer propositions not commands. People correct their mistakes willingly.

Principal No.5 Avoid putting people in shameful condition

Do not ever insult your children or servants in front of others. It badly affects one's self esteem. We should not insult anyone.

Principal No.6 Praise people heartily

Praise even a small development and appreciate every reform and do it openly. Adopt this quality for becoming impressive leader.

Principal No.7 Praise people, so that, they try to reach it

A proverb is that if you call a bad, bad he will not correct his ways; even he will be ready to hang but will not change his ways. If you praise him by considering him good; you will witness a miracle.

**Principal No.8 Encourage people, consider mistake
not a mistake**

Tell a person, this is not a difficult job for you. You can do it. You will see that he will do it by hook or crook.

Principal No.9 Keep engage people as they wish

Offer a thing to a person in such a way that it cannot be rejected.



73. Inference/ Books for Further Reading

مآخذ اور مزید مطالعہ کے لیے کتب

- کامیابی کے اصول پروفیسر ارشد جاوید
- کامیابی کن لوگوں کو ملتی ہے پروفیسر ارشد جاوید
- کامیابی انور غازی
- زندگی ایسے گزاریں (سیریز) انور غازی
- زندگی سے لطف اٹھائیے دکتور محمد عبدالرحمن العریفی
- موثر اور کامیاب شخصیت محمد بشیر جمعہ
- شاہراہ زندگی پر کامیابی کا سفر محمد بشیر جمعہ
- پرائز لوگوں کی سات عادات سٹیفن آر کووے (مترجم)
- بیٹھے بول میں جادو ہے ڈیل کارنیگی (مترجم)
- کامیابی کا پیغام قاسم علی شاہ
- اپنی تلاش قاسم علی شاہ
- کامیاب لوگوں کی کامیابی کا راز مفتی اختر حسین بہاولپوری
- علماء کو جدید دور کا چیلنج مفتی اختر حسین بہاولپوری
- پاجاسراغ زندگی مولانا سید ابوالحسن علی قدوی
- کامیاب زندگی خالد رحمن۔