

Favorite Quotations for Work

The disciplined person is the one who does what needs to be done when it needs to be done.

Calvin Coolidge said, Nothing is more common than unsuccessful men with talent... the world is full of educated derelicts.

No matter how much knowledge and ability you possess, you are doomed to experience minimal success if your efforts lack direction.

When you work with people, it is a lot like mining for gold. You do not look for the dirt. You look for the gold. Andrew Carnegie

Opportunity wastes no effort looking for the person who is wasting time through idleness or destructive action.

Some people drift through their entire lives. They do it one day at a time, one week at a time, one month at a time. It happens so gradually that they are unaware of how their lives are slipping by them until it's too late. On the other hand, with direction you feel good about yourself. People are happiest when they have goals, small and large, because they can look forward to attaining them.

One of the major causes of personal failure is the lack of persistence in carrying through that which one begins.

When I meet someone, I imagine her wearing an invisible sign that says, Make me feel important! The value of this is one of the most important lessons in dealing with people I have ever learned.

If you want to achieve success, make today the day you stop drifting. Decide on a goal. Write it down. Memorize it. Determine exactly how you plan to achieve it. Then begin by putting your plan into action... now!

Every defeat, every disappointment, every adversity carries with it the seed of an equivalent or greater benefit.

Ask yourself if what you're doing today is getting you closer to where you want to be tomorrow.

A moment of choice is a moment of truth. It's the testing point of our character and competence.

The chains of habit are too weak to be felt until they are too strong to be broken.

Others can stop you temporarily. You are the only one who can do it permanently.

People often complain about lack of time when the lack of direction is the real problem.

The wise man saves for the future, but the foolish man spends whatever he gets.
Proverbs 21:20

Failure cannot cope with persistence. If you want to achieve success, follow through by being a good finisher of everything you begin. Don't give up at the first sign of defeat.

Remember that true happiness comes from virtuous living.

While the circumstances of life are such that everyone must undergo a certain amount of temporary defeat, you can find hope in the knowledge that every such defeat carries with it the seed of an equivalent benefit.

Remember that a gesture of friendship, no matter how small, is always appreciated.

There are two circumstances of major importance through which people are tested for sound character. One comes during the hour of great adversity; the other comes during the hour of victory.

Try to live in peace with everyone; work hard at it. Psalm 34: 14b

Once a month, invite someone to lunch who knows more about your business than you.

A fool is quick-tempered; a wise man stays cool when insulted. Proverbs 12:16

In the game of life, before you can get anything out, you must put something in.

Everything looks better in the morning after a good night's sleep.

Each of us must be willing to accept criticism. We must learn to listen to the advice of experts. No matter how competent we think we are, we can always find room for improvement.

Top performers know themselves and know how to deal effectively with different personality types.

One thing that gets the goat of an angry person is a smile when he expects a frown.

Five great rules of success: Keep your mind positive, know what you want, plan your work and work your plan, go the second mile in all human relationships, move on your personal initiative.

Efficiency is doing things right. Effectiveness is doing the right things.

There is no point in doing well that which you should not be doing at all.
(Thomas K. Connellan)

Everyone needs recognition.

If you learn from a defeat, you haven't really lost.

Always show the people in your life the humility of gratitude.

The key ingredient in communication is listening, really listening.

Cultivate a calm, persuasive voice.

Abraham Lincoln was a failure at everything he tried until he was well past the age of 40.

I have yet to find the man who did not do better work put forth greater effort under a spirit of approval than under a spirit of criticism. (Charles Schwab)

Be nice to everyone, because you don't always know who you're talking to.
(John Kozek)

There is always an opportunity to make a new start!

Since your day has the same 24 hours in it as everyone else's in the world, you have the same opportunity as everyone else for the skillful use of this time.

Ability can take you to the top, but it takes character to keep you there.

If you don't discipline yourself, you are sure to be disciplined by others.

The successful person budgets time, income and expenditures, living within his means. The failure squanders time and income with a contemptuous disregard for their value.

Before opportunity crowns a man with great success, it usually tests him out through adversity to see what sort of mettle he is made of.

Take time to grow.

Success occurs when opportunity meets preparation.

Taking a break in the middle of the job is not half as relaxing as taking a break after the job is finished.

A burning desire has devious ways of transmuting itself into its physical equivalent.

It takes 17 muscles to smile. Muscles from each side of your face meet at your mouth. They let your mouth and lips move and change shape when you talk, eat, smile, laugh, or frown. It takes 43 muscles to frown, using muscles around your mouth and muscles from your forehead. Frowning gives your face a real workout, while smiling is easy.

You shouldn't have a \$1,000 meeting to solve a \$100 problem.

Clearly define to yourself what you want to attain in life. Say to yourself: I can do it. I can do it now. Make a plan and chart the steps you must take to reach your goal. Take them one at a time, and you will find that with each success the next step comes easier as more and more people are attracted to help you achieve your ultimate purpose.

Enthusiasm is more powerful than logic, reason or rhetoric in getting your ideas across and in winning others over to your viewpoint.

An important philosophy of life is never to have anyone sorry that they have met you.

Whatever you possess, material, mental or spiritual, you must use it or lose it.

If you take good care of your employees, they will take good care of your customers.

If you are without enthusiasm, you are without a definite major purpose.

All enduring success begins with a success consciousness backed by a definite plan.

If you have no major purpose, you are drifting toward certain failure.

A wise man controls his temper. He knows that anger causes mistakes.
(Proverbs 14:29)

The essence of good management is letting people know what you expect, inspecting what is done, and supporting those things that are done well.

The most creative ideas come from beginners—not the experts.

You can change what you are and where you are by changing what goes into your mind.

Start the day by looking yourself in the eye and making the commitment to do and be your best that day.

Make certain you are short on promises to your people and long on fulfillment. Action does speak louder than words.

The people whom we serve are our customers, and their opinions can affect all of the benefits that we get, from working-income level, promotions, job satisfaction, even whether or not we get to keep the job. So it's worth keeping the idea of "customer service" in mind at all levels of an organization.

Today is the first day of the rest of your life. Are you satisfied with where you are and the direction you are going? If not, take control of your life and change whatever needs to be changed. You and only you have the power to do this.

You can change your world!

To laugh at yourself is the surest sign of maturity.

-----Goals-----

The secret to achieving your goals is mental conditioning. Review them at least twice daily. Post your goals where you're sure to see them every day in your journal, on your desk, in your wallet, or over your bathroom mirror so you can look at them while you're shaving or putting on makeup. Remember, whatever you consistently think about and focus upon, you move toward. This is a simple yet important way to program yourself for success.

Keep your conscious mind focused on what you want, and your subconscious mind will unerringly guide you to it.

The person who, like the rich landowner in the Gospel parable, thinks that he can make his life secure by the possession of material goods alone is deluding himself. Life is slipping away from him, and very soon he will find himself bereft of it without ever having appreciated its real meaning: "Fool! This night your soul is required of you; and the things you have prepared, whose will they be?" (Lk. 12:20)

Remember to express gratitude every day by prayer and affirmation for the blessings you have.

If you learn to develop a success-consciousness, your subconscious will work positively for you 24 hours a day—even when you're asleep!

Golf tells you much about character. Play a round of golf with someone, and you know them more intimately than you might from years of dinner parties.

Prayer is your greatest power!

Be sure to give daily thanks for your blessings and avoid asking only for what you think you don't have.

As a compass directs you through a storm at sea, values direct you through challenges in life.

Unless you start working on your mistakes, weaknesses, and faults, mediocrity is your ambition.

The quality of your life is limited by your weaknesses.

Whatever you have to do, do it with a cheerful spirit.

Most people do not communicate – they simply take turns talking.

Knowing how to benefit from failure is the key to success.

A fool thinks he needs no advice, but a wise man listens to others. (Proverbs 12:15)

“Do not wish to be anything but what you are, and try to be that perfectly.” (St. Francis de Sales 1567-1622)

“Pray and work.” (St. Benedict of Nursia -c.480-c.547)

Born in Bohemia, ST. John Neumann was ordained priest in New York, where he ministered to German-speaking immigrants. He confessed in his diary, “only a poor priest, one who can endure hardship, can labor here ... he leads a wandering life. There is no pleasure, except for the care of souls.” After his death, the Sacred Congregation declared that his life seemed “a series of ordinary everyday actions performed fearlessly, but not exceptionally.” To which Pope Benedict XV replied: “Work, even the most simple, performed with constant perfection in the midst of inevitable difficulties, spells heroism.” (St. John Nepomucene Neumann (1811-1860))

“So live, therefore, that you may not fear the end of life.” (St. Honoratus of Arles (c.350-429))

“Consider every day that you are then for the first time beginning; and always act with the same fervor as on the first day you began.” (St. Anthony of Padua - 1195-1231)

The surest way to knock the chip off a fellow’s shoulder is by patting him on the back.

Make it a habit to compliment coworkers, friends, and family members for well-done jobs.

When we do more than we are paid to do, eventually we will be paid more for what we do.

Only good people feel guilt.

Angry words often bounce back at the most inconvenient time.

Hindsight is worth a lot if you learn from it, and it’s worth even more if it’s another’s hindsight you are learning from.

To master yourself, you must first master your habits; otherwise they will quickly master you.

The ability to save a portion of your income is a good index of character.

When you see ability in others and then help nourish and develop that ability, you make some remarkable contributions.

You cannot consistently perform in a manner that is inconsistent with the way you see yourself.

All rivers and some people are crooked because they follow the path of least resistance.

If we don’t start, it’s certain we can’t arrive.

You must be consistent in all areas of life if you are going to achieve maximum results.

A wise teacher makes learning a joy; a rebellious teacher spouts foolishness. (Proverbs 15:2)

Do one thing at a time. Start with a list. Not a Have To Do Today list, but a new list of the things that really matter. Cut the list in half, and then pick the most important thing, and do it. Then, and only then, go down the list, doing each thing, one at a time. As much as possible, allow not distractions, no

interruptions. After the first couple of weeks, consider it a major accomplishment if you are able to cut in half again the number of things you feel you have to do each day.

Change your mental attitude and the world around you will change accordingly.

You can say anything you need to say if it's said in kindness.

Don't do anything you wouldn't teach your children to do.

We grow only when we push ourselves beyond what we already know.

Nothing that causes you to worry is worth what your worry costs you in peace of mind and physical health.

You acquire much of the thinking, mannerisms, and characteristics of the people you are around.

One of the most important lessons that experience teaches is that on the whole success depends more upon character than either intellect or fortune. (William Lake)

Effectiveness in human endeavor calls for the organized budgeting of time. For the average man the 24 hours of each day should be divided as follow:

- 8 hours for sleep
- 8 hours for work
- 8 hours for recreation
and spare time

Use your time as if each passing moment were a precious nugget of golden opportunity.

All enduring success is founded upon harmonious human relationships.

Start earlier and you'll not have to go as fast to get there on time.

When planning a project, the shortest pencil is worth more than the longest memory.

Most small problems, when nourished with procrastination, will grow bigger and bigger.

Pride leads to arguments; be humble, take advice, and become wise (Proverbs 13:10)

Regrets over yesterday and the fear of tomorrow are twin thieves that rob us of the moment.

When things get easy, it's easy to stop growing.

You have been faithful with a few things; I will put you in charge of many things. (Matthew 25:21, NIV)

A relaxed attitude lengthens a man's life; jealousy rots it away. (Proverbs 14:30)

The difference between success and failure is often the difference between a half-hearted effort and total commitment.

Use the power of your mind constructively and efficiently to achieve good health, peace of mind, and prosperity.

Since fear is merely a state of mind, you can control it by taking action.

If you don't focus on the money but on doing a good job, the money will come.

Anything that robs you of peace of mind robs you of life's greatest wealth.

The most destitute person in the world is the one without a smile.

Everybody likes to be asked his or her opinion.

Finding the good in every person and in every situation is a learned skill that requires work.

Nothing is really work unless you would rather be doing something else.

The quality and quantity of the service you render, plus the mental attitude in which you render it, determines the amount of pay you get and the sort of job you hold.

No one can succeed and remain successful without the friendly cooperation of others.

What you are thinking about, you are becoming.

A smile costs you nothing. It's a little thing, but will always produce big results.

A false or misunderstood word may create as much disaster as a sudden thoughtless act. (James Thurber)

The important and decisive factor in life is not what happens to us, but the attitude we take toward what happens.

Values are truly shown to exist only when they are tested.

One of the ultimate objectives of attaining inner simplicity is learning to live happily in the present moment. Keep in mind that life is a continuous succession of present moments. Most of us spend an inordinate number of our moments regretting the past, or fidgeting in the present, or worrying about the future. We miss a lot of life that way.

What we say contains 7 percent of the persuasive impact of the message. The way we say it contains 38 percent, and our body language the remaining 55 percent.

Eighty-five percent of the reason people get jobs and get ahead in those jobs is because of their attitudes.

“Imagination is more important than knowledge.” (Albert Einstein)

Don't lie or mislead by omission.

As a young woman, I once waited in line for three hours just to shake hands with the vice president of sales at the company I worked for. He didn't even look at me; he was looking over my shoulder to see how many more people were still in line. I vowed, “If I'm ever in a position where people stand in line to shake my hand, I'm going to give each person my undivided attention”.

All you are or ever shall become is the result of the use to which you put your mind.

Don't let a day go by without making at least one definite move toward attaining your Definite Major Purpose.

Keep Up That Persistent Action.

All the advice and wisdom in the world cannot help you unless you apply it daily in your life.

You shouldn't speak unless you can improve on the silence.

Does anyone remember the old sign over every cash register in the country, In God We Trust - All Others Must Pay Cash?

Encouragement is stronger than criticism.

The only way to coast is downhill.