Do you think that entrepreneurs are engines? Some people have the entrepreneurship skills to become a successful business person and some make the case for themselves. They did not become triumphant within overnight. Warren Buffet, for instance, is always thinking about the task accomplishment and achievement. He likes to treat the difficult task as an easy one. But all the things come good because of managing day-to-day activities effectively. Although he never uses email or modern gadgets like iPhone, he can continue his work with supreme efficiency.

Building a daily routing is not an easy task; neither a difficult one. But maintaining according to the routine is certainly a difficult ask for everyone. I like to plan what I will do in the next morning but it sometime works, sometime flops. Why? It is because of overthinking or over planning. To build a strong routine, you have the sense of accomplishing those things rightly.

This is the difference between a prosperous businessman and an unsuccessful person.

***Chapter 1: Building A Rock-Solid Routine***

Without a planned routine, you cannot complete the creative work which requires hundreds of hours of work. Routine will help you to manage the work by setting expectations, aligning workflow with an energy level and getting regular rhythm of creating.

Everyone tries to achieve glory. Without taking a schedule of work, no one will be able to achieve the peak of the glory. Mark McGuinness explained the glory by saying “*If you want to create something worthwhile with your life, you need to draw a line between the world’s demands and your own ambitions.*”

Every day I wake up in the morning, for instance, I pray the “Fazr”. Then I recite the Holy Quran. It may not be possible for everyone since it is a religious fact. What everyone can do is to do some mental refreshment. And I have seen that before starting my own work, there are tons of other people’s works. So at the end of the day, you have to create a routine instead of getting inspiration from anyone.

**Start building an Effective routine**

If you are a businessman, you will feel the pressure from the dawn to dusk. Checking the emails, picking the phone calls, meeting and other activities are piling on the misery. If you spend your days like this, you will never create anything worthwhile. Before starting your own work, ask yourself that whether you are up-to-date and easier to focus the task.

**Ground for an effective routine**

Creative work is important rather than reactive work. This will change the working habit. Do not start your day with looking after all the emails and messages. You should also avoid meeting during the first hour. If you schedule a meeting in the early morning, there might be a lot of pressure to make the thing excellent. Because of this meeting, all the planned work gets hampered. But sometimes there are also exceptions.

**Start with the rhythm of your energy levels**

You should dedicate the time when you think that you have more energy to do that specific thing e.g. creative work.

**Use creative device**

A great writer, Stephen King, works with the same device to make the routine successful. According to Mr. King, “I always like to sit writing at 8:00 am to 8:30 am with a cup of tea including the same music sitting in the same chair with a vitamin pill.”

**Manage to-do list short**

You should not make your to-do list long, otherwise, your plan and motivation will plummet. But don’t make it too short to relax maximum time.

**Keep the commitment**

If you make any commitment in a certain day, make sure that the commitment should be captured. For example, if you have committed to a person to visit him on Monday; you should remind it on Sunday night and plan according to it.

**Connection with others**

As we are likely to connect with each other, we are prone to become reactive instead of being proactive about what matters most to us.

**Show Up**

*“Amplifying the creativity and efficiency over the course of a workday will help the workers to alternate between mindful and mindless activities.”*

You don’t need to think of others. 80% success is related to show up. When you execute your ideas, you need to show up.

**Power of Frequency**

People like to be creative when they feel for it. But when you do not feel for it and do the creative work, you will be going to become a pro. It is frequency which makes the ideas fresh and keeps the pressure off. If you make a habit of working frequently on a certain thing, it becomes easier to follow. The routine is that kind of thing which needs frequent use. It will also help you to be productive and to show you the realistic way.

***Chapter 2: Finding Focus in a Distracted World***

***“You can’t TRY to do things, you must simply DO them.” – Ray Bradbury***

The problem is that we have a lot of demands which are exceeding our capacity. Due to the rise of technology and the complex use of those makes us relentless. Undoubtedly, sleep is important. If you do not eat for a week, you will definitely lose your weight. A few days’ sleepless nights means you will not be able to work properly.

To make your mind stress free, you can add “***Meditation”*** on your daily routine. You can do this after waking up in the morning. It may be uncomfortable at first but you will able to learn about yourself, and being comfortable in loneliness as well. You will learn how to switch focus in the time of emergency. You should not act on that urge but concentrate on the task. This is what you learn in solitude.

Sometime you will not wait for motivation to do the thing. You need different points to stop the task and start it again.

***“Stopping for motivation to work well is similar to standing at the airport searching for a train.”***

One can improve the self-control skill and it is not fixed. When you work regularly, inspiration automatically comes to you. But you need to pause it so that the brain resets. You may stop looking the routine for a day of the week. You may roam around to entertain yourself. Progression marker is an important tool to develop the self-control.

The psychologist B.F.Skinner came up with the idea of random reinforcement, “***Where you give a rat a lever and every hundred times it presses the lever, it gets a piece of food. For the rat, that is exciting. But if the number is a random number – any number between one and one hundred – it actually ends up being more exciting. And the rat keeps on working much, much more, even if you take the reward away altogether.***”

Negative distractions are television, social media, undone chores, gossiping with colleagues’, self-doubt and e-mails. You can play strategic games that need concentration can also be used to increase attention. With the help of such entertaining activities will help you to avoid negative distractions.

***Chapter 3: Taming Your Tools***

***“We shape our tools, and thereafter our tools shape us.” – Marshall McLuhan***.

On an average 28% workers, according to the Mckinsey Global Institute study, spend his or her workweek either writing, reading or responding to email. We can recover our time by following the important rules.

1. Setup rules to sort the emails itself.
2. Unnecessary newsletters and groups should be unsubscribed.
3. Limit your emails to five sentences or less.
4. To give the priority, use color.
5. Use email template to send the common messages easily.

**Know your hard goals and achieve those**

Some of us have a list of accomplishments to be completed like organize desks, email someone about the deadline, and send invoices. In your daily activities, you may lose the track of long-term goals. To achieve those complex goals, you have to release the simple goals.

***“The difference between successful people and very successful people is that very successful people say ‘NO’ to almost everything.” –Warren Buffet***.

**Mindful use of Social Media**

People use social media carelessly. But if you use social media with an intention, the effort becomes proactive. But still we are not motivated enough to use it purposefully. There are a few questions to become mindful in using social media.

1. Why should I share this? Will it add any value?
2. Am I looking for validation?
3. Do I need to entertain myself through social media?
4. Am I feeling solitude?
5. Do I have the fear of missing out from anything?

You can learn how to break bad habits from “**The Power of Habit: Why We Do What We Do in Life and Business –** written by **Charles Duhigg**.

If you have the creative mind, you will always try to lay the perfect ideas to sprout and enlarge.

**Reclaiming Self-Respect**

We now believe in technology so much that we are losing faith in ourselves. Although they are still part of our life, you have to be smart than your smartphones. We should not stay in the imagination and should reclaim our self-respect by doing the best routine or habit.

***Chapter 4: Sharpening your creative Mind***

Genius truly is “1 percent inspiration and 99 percent perspiration.” But we should remember the facetious side of that 99% - every problem cannot be solved by will or force. Without taking rest and making time to play, the important elements of the creative perceptions which assist us develop current ideas and set new strategy in motion will not be explored.

We like to please everyone in providing on their expectations, but we forget what actually we should have to do. To truly excel, you must also continue to create for the most important audience of all: Yourself.

***“The human race built most nobly when limitations were greatest and therefore, when most was required imagination in order to build at all.” - Frank Lloyd Wright***

You will find how difficult to do a work which you want to do or you like to do. We can remember anything if it repeats by dint of our brain. Whenever you have a new idea comes in your mind, you have always tried to see the past thing.

The creative perfectionist and pragmatist approach will show you how you stuck when you start something new, then you may lose the ground in the middle, you may refuse to finish it or even let the idea go. But if you do with previous examples and proper planning, it will be succeeded.

You may take the mixed motivation to overcome the emotional barriers or poverty. You should motivate the right people to beef up your presentation, marketing, and interconnection skills. You don’t need to think whether you are introvert or extrovert. Communication is the key to succeed.

**Exercise Sharpens Brain Activity**

Almost every extent of thinking, understanding and learning improves from half an hour of aerobic exercise and innovation is no fuss. What type of exercise you are doing is not a matter, but it will help you to boost for at least couple of hours afterward.

If you start your day with easy thing, you will not convince yourself to do the difficult thing as the time goes on. So, begin your day by doing difficult ones. Then you feel, “If I can do the difficult task very easily, why I will not be able to complete the easy ones?” This will enhance your creativity at a different level.

You may have lot constraints; you should not need to think about them. You just think those as opportunities. They will push your creative thinking and understanding from an unknown world to an acceptable credibility. Because creativity is not a talent rather it is a technique how you operate this.

**An Action to Take**

A professional does not think what is going around him, whether good or bad, and keeps working at a high level of effort and ethics. He shows up every day, plays hard, and does not take the success or failure personally.