

Introduction

Using the Book

Welcome to *Psychology of Success*. This book introduces you to the fundamental psychological principles of success—principles applicable to everyone regardless of age, background, or specialty.

Unlike many psychology books, *Psychology of Success* doesn't take a one-size-fits-all approach. Instead, it asks you to take an active role in defining what is right for you as an individual. *Psychology of Success* calls on you to use self-awareness and critical thinking strategies to examine your dreams, values, interests, skills, needs, identity, self-esteem, and relationships. This will help you set and achieve goals that are in harmony with your personal vision of success.

Psychology of Success presents the principles of success in a logical order. First you will assess who you are and what special qualities you possess, which will help you develop self-awareness and clarify your goals. Next you will learn about the importance of self-esteem and positive thinking to a satisfying life. You'll also learn about self-discipline and self-motivation, which are the tools you'll need to keep yourself on track toward your goals. Once you have mastered these psychological tools, you'll learn the fundamentals of time and money management, communication, and positive relationships.

Because each chapter refers to concepts introduced in previous chapters, you'll derive maximum benefit from working through the book chapter by chapter. If your time is limited, however, you may choose to concentrate on the topics of greatest interest to you.

Features

Presented in a new full-cover format, the features of *Psychology of Success* are designed to help you understand and remember the psychological principles introduced in each chapter.

They are also intended to provoke thought and discussion and to help you make the material relevant to your life.

Real-Life Success Story Begin each chapter by reading the Real-Life Success Story, a vignette about an ordinary person struggling with the problems and challenges addressed in the chapter. Use the question following the story to put yourself in that person's shoes and take stock of what you already know about the topic of the coming chapter. At the end of the chapter, revisit the Real-Life Success Story and use the concepts you've learned to create a successful resolution to the character's situation.

Chapter Introduction and Learning Objectives In each chapter, a short introduction previews the major topics that will be covered, and a list of objectives lays out the skills and information you can expect to have mastered after reading the text and completing the activities.

Opening Quote The opening quote relates to the ideas discussed in the chapter and serves as food for thought. Take a moment to think about what the author of the quote is trying to say. Do you agree with the author? Why or why not?

Key Terms Key terms appear in bold in the text and are defined in the margin for easy review. Key terms, along with italicized terms, are also defined in the Glossary beginning on page 370.

Success Secret Important lessons presented in the chapter are summarized in the Success Secret feature. These notes can be used to preview and review the chapter, as well as to remind yourself to apply these important principles of success in your daily life.

Applying Psychology This feature focuses on thought-provoking issues such as culture and body image, impulse control, and the psychology of aging. It links one or more topics in the chapter to cutting-edge issues in psychology.

Professional Development The Professional Development feature makes chapter concepts relevant to the world of work, providing information on topics such as job stress, problem solving, and résumé writing.

Internet Action This technology feature discusses how to use computers, the Internet, and e-mail efficiently and effectively. It also illustrates the link between technology and psychology in areas such as artificial intelligence and online collaborative learning.

Activities Each chapter has numerous activities that form an integral part of the material. The activities allow you to apply newly learned concepts to your own life through self-assessment, real-world observation, and critical thinking.

Personal Journals Each chapter also has several Personal Journals, short notebook-style activities that let you pause to offer personal reflections on the material.

Online Learning Center Web site (www.mhhe.com/waitley5e) The accompanying Web site offers a number of features for both instructors and students. Instructors can access chapter-by-chapter notes, test bank questions, a PowerPoint presentation, and additional resources. Student features include practice quizzes, assessment activities, links to related materials for research projects and helpful online tools, job hunting resources, and much more. References to specific Web site materials are provided throughout the text.

Getting Started

Psychology of Success is a workbook as well as a textbook. Take notes, highlight important concepts, and flag passages that you want to explore further. Take time to do each Activity and Personal Journal thoroughly before moving on to the next—they will help you understand the material on a personal level. Don't worry, however, about finding the "right" answers—the only right answers are ones that are honest, true to yourself, and supported by reflection and critical thinking. When you complete *Psychology of Success*, you will have a valuable record of your goals and where you want the future to take you.