***STEPS OF BEING SUCCESSFUL***

***Is is a well known fact that people try to be successful in job, school, or something else during their life. Because achieve success is one of the most important thing to be happy in life, people need some useful steps for achieving success. These steps are time management which helps us to catch success, and believing ourselves in obedience to make real our aims, the last step is being responsible person about our life for being successful person.***

***Time management is one of the best way to be successful. Many people who do not care time in their daily life, complain about their job, family, or something else which is going bad. These people who do not make a plan for time management , are generally unhappy people in every part of their life. But if they aware of convenience of time management, everything will be good. Because time management helps to be regular person which is causing being successful. Also if we make a plan for daily life, nothing mixed up, so we can take time off our family, friends, or other important thing.***

***The second step of being successful is believing ourselves about everything. People should believe yourself if they want to be happy or successful, because only a person knows whether he can do or not. If you do not believe, you lose at the beginning.***

***The last step for success is being responsible person about our work. Firstly, we have to be responsible person about everything. Because if we want to be successful in life, we behave sensibly. Work, job, assignment which we make, we should value it and we deal with them until we finish like a responsible person. Knowing our responsibilities helps us to being loved by people. On the other hand a person becomes successful in his business life which is important for career and good career helps him to be more hardworking because a good position in job motivates him to make better works in job. And also responsible person is happy in his family situation. Because everybody has lots of responsibilities about family. If he realizes them, he becomes happy in every parts of life.***

***To sum up, being successful is not too difficult or impossible if you realize these steps which are time management, believing yourself and last step being responsible person in your life and if a person wants to do something and he believes that he can do it he will realize it in the end .Success helps us to be happy****.*

*Şerife Bütüner* **285526**