

Self Management Secrets for your Ultimate Success



Feel better, improve your health, skyrocket your personal prosperity



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Introduction:

*"It only takes one person to change your life - **you**."*

- Ruth Casey



Do you want MORE out of life? We believe that YOU deserve the best!

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Starting out from a business background, Helene Malmsio established Strategic Services in 1987 to provide corporate support and marketing services to small business. In 2004 website creation and internet marketing was incorporated into the existing services.

After a lifetime dedicated to her personal self improvement, studying and being mentored by some of the top coaches and philosophers in the world and sharing self growth training with others, the internet became the vehicle of choice to help others achieve their true potential and live their dreams.

The main focus of this ebook is learning about the most important elements in setting and achieving your vision for your life. These fundamental life skills that are the key to loving your life while unlocking your potential to achieve your goals. It will help you to develop your vision, overcome obstacles and be motivated to consistently take positive action.

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Live Well, Love Much, Laugh Often!

Helene Malmsio



If you think you are beaten, you are
If you think you dare not, you don't
If you'd like to win, but think you can't
it's almost certain you won't

If you think you'll lose, you've lost
For out of the world we find
Success begins with a fellows will -
It's all a state of mind.

If you think you're outclassed, you are
You've got to think high to rise
You've got to be sure of yourself before
You can ever win a prize.

Life's battle don't always go
To the stronger or faster man
But sooner or later the man who wins
Is the one who thinks he can.

Anonymous



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Chapter 1

Dream your life

"If you can DREAM it, you can DO it."

- Walt Disney

Everyone, at some point of his or her life, has dreamed of being somebody special, somebody big. Who hasn't dreamed of being rich, or successful, or happy with our relationships?

Often, we dream big dreams and have great aspirations. Unfortunately, our dreams remain just that – dreams. And our aspirations easily collect dust in our attic.

This is a sad turn of events in our life. Instead of experiencing exciting adventures in self actualization, we get caught up in the humdrum of living from day-to-day just barely existing.

But you know what? Life could be so much better, if only we learned to aim higher.

The most common problem to setting goals is the word impossible. Most people get hung up thinking I can't do this. It's too hard. It's too impossible. No one can do this.

However, if everyone thought that, there would be no inventions, no innovations, and no breakthroughs in human accomplishment.

Remember that scientists were baffled when they took a look at the humble bumblebee. Theoretically, they said, it was impossible for the bumblebee to fly. Fortunately for the bumble bee, no one has told it that it can't fly, so it just does!

On the other hand, some people suffer from dreaming totally outrageous dreams but never actually doing anything useful and acting on them. The result? Broken

dreams, and tattered aspirations.

If you limit yourself with self-doubt, and self-limiting assumptions, you will never be able to break past what you deem impossible. If you reach too far out into the sky without working towards your goal, you will find yourself clinging on to the impossible dream.

Thomas Edison once said that genius is 1% inspiration and 99% perspiration. Nothing could be truer. For one to accomplish his or her dreams, there has to be had work and discipline. But take note that that 1% has to be a think-big dream, and not some easily accomplished one.

Why do some people seem to get everything they want, while others struggle just to make ends meet?

"Destiny is not a matter of chance, it is a matter of choice. It is not a thing to be waited for, it is a thing to be achieved."

- Jeremy Kitson

The answer is simple: You were **never taught how to get what you want**; you were never given the right information. You learned how to read and write, walk and talk, but when it came to the most important tools of all, you were left without the answers.

It isn't hard to understand why this happens. Only a handful of individuals actually achieve their dreams and goals, meaning only a handful know the answer everyone is looking for. Ask yourself, "How many people do you know that have everything they want? That are truly happy and successful?"

If you're like most people, you can probably count the number of people on one hand, while the number of those who want more out of life would take quite a bit more.

Successful people, those that enjoy an amazing quality of life and seem to attract the things they want, are different from unsuccessful, unhappy people. They think differently, act differently, and play by an entirely different set of rules from the rest.

They get what they want because they know the self management skills required for improvement in themselves and their lifestyles.

Take a look at yourself - inside and out. Where do you live, what job do you have, how do you relate to your friends and family?

What interests do you pursue, what adventures do you have?

What do you truly want from life? Do you want wealth and success, happiness and peace of mind? Do you want a family and a yard, a yacht or a sports car?

Where are you going? Do you have a particular goal or are you just wandering through life?



You can accomplish anything you want in life - that's true. Once you have a particular goal, you can fulfill that desire by straightforward commitment and total conviction.

But what if you don't know what you want? Maybe your goals are small ones - like losing some weight, or buying a new car. Maybe getting a promotion or finding a soul mate.

Whether you want a bigger apartment or want to be a corporation president, any avenue of prosperity and achievement is open to you if it is truly what you want.

No goal is too small to need self management to achieve it; no dream is too big. And even if you aren't clear on your desires, you can tap into your subconscious mind to get the answers and to find the daily motivation and self management for your paths to success.

Can you change your life? Do you want to? Can you picture yourself as your most perfect image of accomplishment? How does it feel? If you have the desire to attain goals, the commitment to follow through and the ability to creatively imagine yourself in the position you dream of, you are more than halfway there.

The most successful leaders and artists throughout history have followed specific paths and attained their hearts' desires. Keep an open mind and a hopeful outlook for your daily motivation and self growth - then change your thinking to become truly positive thinking for powerful Law of Attraction to start. In your

daily motivation & visualizing, put on the clothes of success. Act as though you already have accomplished your desires. Then let the reality catch up.

WHAT DO YOU WANT?

*"A dream is just a dream. A goal is a dream with a plan and a deadline."
- Harvey Mackay*

Take a choice for your goal setting and your daily motivation: money, health, physical energy, beauty, creativity, recognition, power, adventure, contentment, achievement, self-expression, authority, love, peace of mind, enlightenment.

Would you like any of these? If you are like most people today, you probably want ALL of these.

But if you search your true desires, or the ESSENCE of what you actually want, you might find that there are a few things you want more than others. And, if you keep going in your search, you'll find one desire that has been with you your whole lifetime and is the one path & daily motivation you need to follow.

Although money is the obvious desire, it is usually not the final goal or enough for your daily motivation. Indeed, money can, and does buy happiness - up to a point. Once you have enough money to be financially secure or to purchase the material objects you want, the true desire might be something else.

Love is the goal of every person's heart. Whether it is love of a mate, or a family, or respect and recognition from peers and fellow workers, love is the ageless pursuit. The mystics say that love is the sole purpose of life- to give love and to find it.

But love comes in many forms. Not only is there the overt display of affection or true inner feelings, but there is the self-respect and inner contentment that goes with accomplishment. For some people, true peace of mind will never be attained until they complete some creative tasks or achieve certain heights in business.

Many people seek the authority that comes with a good position in a job. Along with that can come recognition and fame. Although you may want the money that is associated with high management levels, many people simply seek that satisfaction of working from the inner circles.

The goal of every person regardless of background and material desires, is good health & wellbeing. A sound body is the gift that will get you to the other goals. Even a new diet and exercise plan can give you more energy - the energy & daily motivation you'll need to accomplish success.

Adventure and travel is a driving force and daily motivation for many people. They may seek jobs that involve travel, or they may be looking forward to taking time off to visit the exotic ports and see the other side of the world.

If you don't want a long journey, perhaps you'd just like a few weeks in a sunny resort or the luxury of a summer and winter vacation each year.

And then there is creativity and self-expression. What about the book you're going to write or the watercolor class you'd like to take? Creative expression is a wonderful inner release that boosts confidence and gives you something to accomplish.

Finally, regardless of wealth and health, expression and love, everyone is looking for peace of mind. That's not to say emptiness of mind, but to be rid of petty worries and confusion, to be finished with fears and live in total awareness. It surely is the ultimate lifetime goal.

Do you have the potential to achieve your Goals?

Within you is the power to accomplish anything you want. But it will not happen if you are not tuned into your true desires. Don't fool yourself into compromising for less than a complete goal.

If you want to be an artist, you may not be the world's most famous artist, but if you have that inclination, you will be an artist. If you want to succeed in business, you may not be another financier/mega-millionaire, but you will succeed in your endeavors.

Most people need accomplishment feedback. After all, what's so great about achieving something if nobody cares? And it's important to receive that recognition and feel that love.

Set goals that you can achieve. Divide them into little tidbits that you can accomplish every day, every month, every year. Set your goals for success.

Then reap the rewards constantly - each step of the way. Pat yourself on the back for a job well done, then move on. Start immediately to accomplish the goals you have set.

In fact, give yourself a task that you can finish by tomorrow. Think of yourself as a success in your endeavors. Dwell on the idea that you are compelled to accomplish your goals, and live and breathe them until you have them.

Can you see yourself a year from now, having achieved a few goals? Can you make the decision and commitment to become successful in your desires? Then you have the potential to accomplish anything you want.

The Power Of Self-Image

"Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover."
- Mark Twain

Visualizing yourself as a success in your field of endeavor is the inside tip in accomplishing anything you want. If you can specifically imagine being the person you want to become, you will attain that reality.

Forgive yourself. Just as you would another person, tell yourself that it's okay for all those mistakes, or the should-haves that keep popping up in your mind. Don't dwell on the past and get blocked by events from long ago.

Let go of fears and anxieties. Although it certainly is easier said than done, learn to change negative thoughts into a positive action. Are you afraid of poverty - that you'll never make ends meet, or never buy that house, or be destitute once you stop working? Then turn that into the positive goal of financial security.

Do people make you anxious? Maybe you feel inferior, not as good as others. Everybody has feelings of inadequacy. Just turn them around into positive goals. You may be paralyzed by the thoughts that you are unattractive. It is your thoughts that make it a reality.

Change your modes of behavior and you will make friends. In most cases, it is your own negative thoughts that cause you to stay stuck in whatever place you're in. Keep moving. Take the risks. You may need to change your job, or move to another city.

You might take up a sport or hobby. Become active in your life - participate. And you will grow into the image you see for yourself.

"Peak performance in life isn't about succeeding all the time or even being happy all the time. It's often about compensating, adjusting, and doing the best you can with what you have right now." - Ken Ravizza

This e-book was designed to teach you how to end the constant need to re-set the same resolutions every year. Basically this book will be your comprehensive guide to setting and fulfilling goals in every aspect of your life.

When I say every aspect of your life, I mean every aspect of your life. Aren't you getting tired of trying to set goals for yourself and always finding that you have to do it again almost every other month?

With this guide, you will learn how to self manage yourself and to set and achieve goals in your life for:

- Healthy relationships
- Work
- Finances
- Being organized
- Managing stress
- Managing your time
- Creative problem solving
- Improving your memory
- Personal health and fitness
- Friendships and more.

By knowing how to set realistic goals you can:

- Achieve more in your lifetime
- Improve your overall performances in life
- Increase your motivation to achieve the most out of life
- Increase your pride and satisfaction in your achievements
- Improve your self-confidence
- Plan to eliminate attitudes that hold you back and cause unhappiness
- Just HAVE MORE FUN!

People who use goal-setting effectively:

- suffer less from stress and anxiety
- concentrate and focus better
- show more self-confidence
- perform better in all areas of life
- Are happier and more satisfied with life

Self Management and Goal Setting Also Helps Self-Confidence

By setting goals, and measuring their achievement, you are able to see what you have done and what you are capable of.

The process of achieving goals and seeing their achievement gives you the confidence and a belief in yourself that you need to be able to achieve higher and more difficult goals.

Providing that you have the self-discipline to carry it through, goal setting is also relatively easy. The following section on goal setting will give you effective guidelines to help you to use this technique effectively.

Chapter 2.

Happy as You Want to Be

"Most people are about as happy as they make up their minds to be." - Abraham Lincoln

Living a happy, resilient and optimistic life is wonderful, and is also good for your health. Being happy actually protects you from the stresses of life. Stress is linked to top causes of death such as heart disease, cancer and stroke.

One of the better things ever said is - '**The only thing in life that will always remain the same is change**' and in our life we have the power to make the necessary changes if we want to. Even if we find ourselves in an unbearable situation we can always find solace in the knowledge that it too would change.

Social networks or relationships are essential to happiness. People are different, accept people for who or what they are, avoid clashes, constant arguments, and

let go of all kinds of resentments. If arguments seem unavoidable still try and make an effort to understand the situation and you might just get along with well with

Happiness is actually found in everyone, increasing it is a way to make a life more wonderful and also more healthy.

To be happy is relatively easy, just decide to be a happy person. Abraham Lincoln observed that most people for most of the time can choose how happy or stressed, how relaxed or troubled, how bright or dull their outlook to be. The choice is simple really, choose to be happy.



There are several ways by which you can do this.

Being grateful is a great attitude. We have so much to be thankful for.

Thank the taxi driver for bringing you home safely, thank the cook for a wonderful dinner and thank the guy who cleans your windows. Also thank the mailman for bringing you your mails, thank the policeman for making your place safe and thank God for being alive.

News is stressful. Get less of it. Some people just can't start their day without their daily dose of news. Try and think about it, 99% of the news we hear or read is bad news. Starting the day with bad news does not seem to be a sensible thing to do.

A Spiritual connection is also recommended. Being part of a religious group with its singing, sacraments, chanting, prayers and meditations foster inner peace.

Manage your time. Time is invaluable and too important to waste. Time management can be viewed as a list of rules that involves scheduling, setting goals, planning, creating lists of things to do and prioritizing. These are the core basics of time management that should be understood to develop an efficient personal time management skill. These basic skills can be fine tuned further to include the finer points of each skill that can give you that extra reserve to make the results you desire.

Laugh and laugh heartily everyday. Heard a good joke? Tell your friends or family about it. As they also say -'Laughter is the best medicine'.

Express your feelings, affections, friendship and passion to people around you. They will most likely reciprocate your actions. Try not to keep pent up anger or frustrations, this is bad for your health. Instead find ways of expressing them in a way that will not cause more injury or hurt to anyone.

Working hard brings tremendous personal satisfaction. It gives a feeling of being competent in finishing our tasks. Accomplishments are necessary for all of us, they give us a sense of value. Work on things that you feel worthy of your time.

Learning is a joyful exercise. Try and learn something new everyday. Learning also makes us expand and broaden our horizons. And could also give us more opportunities in the future.

Run, jog, walk and do other things that your body was made for. Feel alive.

Avoid exposure to negative elements like loud noises, toxins and hazardous places.

Training the Mind

*"Dance like no one's watching, love like you'll never be hurt, sing like no one's listening, live like it's heaven on earth."
- William Pukey*

Here are some ways of training the mind to develop positive thinking:

Start the day with cheers and smiles. Your whole day depends on how you greet the morning. Therefore, as long as you welcome it with energy and high spirits, everything will go okay. You don't want the rest of the day to get ruined, do you? Come on, smile! It doesn't cost anything but is worth everything.

Ask for guidance. Only God knows what we will be having on the day ahead of us. He will surely appreciate a few minutes of praying and asking for guidance from Him. Also, have faith on Him that He is

more than willing to grant our requests as long as it is for our own good. With God as our guide, we don't have any reason not to say and believe in the thought that *I can do this. I can make it through this day. Nothing is impossible. After all, God is with me.*

Plan the day ahead. To avoid mistakes that will cause negative output on your daily activities that will later on become negative thoughts, it is better to plan your work first; after which, work your plan. Make sure today's goals are clearly defined and absorbed by your mind. This can be done even before you get out of bed each day, just so immediate addressing issues as they arise can be avoided.

Keep your mind focused on important things. Set goals and priorities for what you think and do. Visualize practicing your actions. Develop a strategy for dealing with problems. Concentrate on things that need to be taken seriously, but at the same time, take time to relax and enjoy. This way, favorable results may take place.

Be detached from the outcome. They say that life is like a Ferris Wheel; sometimes, you're on the top, and sometimes at the bottom. Or in other words "sometimes you are the pidgeon, other times the statue" This means that there will be times in our lives where some things would not turn out according to what we want them to be. Don't be annoyed if you don't get what you desire. However, do your best in everything you do. Only, don't get too attached on the probable results that may cause disappointment.

Try new things and challenges. See learning and changes as opportunities. There's nothing wrong in changing attitudes and routines as long as they are for the good and improvement of who you are and what you do. Doing new things may include considering more options for a project, meeting new people from different places, asking lots of questions. Through this, the flow of thinking is directed to improvement and negative thoughts will be easily eradicated.

Balance your desires. We live in a place of opposites and duality – gain and loss, pleasure and pain, light and dark, male and female, love and hate. This is how the cycle of life goes. We can never have all the good things in life at the same time. In love, there will always be someone who gets hurt. In wealth, there will always be people

who will not be fortunate enough. Measure and moderation is the primary key.

Be realistic. Make sure that what you want is something possible. Hoping for something to happen which would never really materialize in real life will only bring you disappointment. For instance, you wish to lose weight. Therefore, you have to set a goal and act on appropriate measures within a period of time to achieve what you wish. Hey, No one can get slimmer overnight. Keep track of your mental and physical health.

Know yourself. There is no other person in the world who can tell who you really are. Know your passions, favorites, and principles. Spend some quality time by yourself – reading, listening to music, day dreaming, and the likes. If you know yourself completely, you will be aware of how far can you go physically, mentally, and emotionally.

Love yourself. Before you expect other people to love you, it is you who needs to love yourself first. Praise yourself as much as you praise others. When you start feeling confident about yourself, positive thoughts will naturally flow to your mind.

Laugh. Enjoy. Have fun. Looking at the brighter side of life. Whether your illness is physical or emotional, a few laughs and giggles can help you throw away heavy baggage such as anxiety, disappointment, or nervousness.

Keep a list of your goals and actions. Familiarize yourself with things you want to accomplish and with the ways you must undertake to complete them. By the time you are certain of what you want to do and carry out in your life, a stronger mind and will power will exist within you.

Associate with positive people. In every classroom, work place, or simply anywhere you go where there are groups of people, look for optimistic ones. There are lots of them, I'm sure. Associate with them, hang-out, discuss matters. They can help you build self-confidence and self-esteem.

Make it a habit to ask questions. This is not equal to dumbness and ignorance; rather, it is associated with seeking more information and understanding matters clearly. With more knowledge, there is also more power.

Be open. We have to accept the fact that we don't know everything. And that we are continuously learning in every place we go, with every people we meet as everyday passes. We should not close our minds to new ideas and information that comes our way

Have trust in other people. Although it may seem difficult and risky to give trust to just anyone, when you believe in them or confident on what they are doing for you, doubts and negative judgments will be unnecessary. Also, it will bring harmonious relationships between you and your colleagues.

Forgive and forget. Mistakes and failures are the root causes of negative thinking. If we somehow learn to let go of all the pain, agony, and fear we try to keep inside our hearts and minds, then there will be nothing more to block our clear thoughts from being expressed. Forgive yourself for committing mistakes and forget these mistakes.

Learn from experiences. Learning inside the classroom is different from learning outside it. In school, one learns the lesson first before taking an exam; while in real life, one takes the test first before learning the lesson. This test in the real life is our experiences. If we failed in that test, i.e. the experience is not so good, we study the situation and learn the lesson. From here, we can avoid committing the same mistake twice.

Count your blessings. Focus on what you have rather than what you don't have. Absence of our desires will only bring discontentment and disappointment that will only waste our time. Instead, be thankful and appreciative with all the blessings we receive.

Kiss your worries goodbye. At the end of every day, before going to sleep, there is no need to keep bad experiences and unhappy moments that had happened in the day within you. Let them go, throw them out of the window and kiss them goodbye. Dream sweetly. As a new day unfolds, new hope arises. Keep believing. Always have faith.

Chapter 3

Motivation, the Heart of Self Improvement

*"Luck is when preparedness meets opportunity."
- Earl Nightingale*

Pain may sometimes be the reason why people change. Getting fail grades make us realize that we need to study. Debts remind us of our inability to look for a source of income.

Being humiliated gives us the 'push' to speak up and fight for ourselves to save our face from the next embarrassments. It may be a bitter experience, a friend's tragic story, a great movie, or an inspiring book that will help us get up and get just the right amount of motivation we need in order to improve ourselves.



With the countless negatives the world brings about, how do we keep motivated?
Try on the tips I prepared from A to Z...

A - Achieve your dreams. Avoid negative people, things and places. Eleanor Roosevelt once said, "the future belongs to those who believe in the beauty of their dreams."

B - Believe in your self, and in what you can do.

C – Consider things from every angle and aspect. Motivation comes from determination. To be able to understand life, you should feel the sun from both sides.

D – Don't give up and don't give in. Thomas Edison failed once, twice, more than thrice before he came up with his invention and perfected the incandescent light bulb.

E – Enjoy. Work as if you don't need money. Dance as if nobody's watching. Love as if you never cried. Learn as if you'll live forever. Motivation takes place when people are happy.

F – Family and Friends – are life's greatest 'F' treasures. Don't lose sight of them.

G – Give more than what is enough. Where does motivation and self improvement take place at work? At home? At school? When you exert extra effort in doing things.

H – Hang on to your dreams. They may dangle in there for a moment, but these little stars will be your driving force.

I – Ignore those who try to destroy you. Don't let other people get the best of you. Stay out of toxic people – the kind of friends who hates to hear about any success.

J – Just be yourself. The key to success is to be yourself. And the key to failure is to try to please everyone.

K – Keep trying no matter how hard life may seem. When a person is motivated, eventually he sees a harsh life finally clearing out, paving the way to self improvement.

L – Learn to love your self.

M – Make things happen. Motivation is when your 'dreams' are put into 'work clothes'.

N – Never lie, cheat or steal. Always play a fair game.

O – Open your eyes. See things in 2 ways – how they want things to be, and how they should be.

P – Practice makes perfect. Practice is about motivation. It lets us learn ways on how can we learn from our mistakes and not repeat them.

Q – Quitters never win. And winners never quit. So, choose your fate – are you going to be a quitter? Or a winner?

R – Ready yourself. Motivation is also about preparation. We must hear the little voice within us telling us to get started ahead of everyone else. Remember, it wasn't raining yet when Noah build the ark.

S – Stop procrastinating.

T – Take control of your life. Discipline or self control jives synonymously with motivation. Both are key factors in self improvement.

U – Understand others. If you know very well how to talk, you should also learn how to listen. Yearn to understand first, and to be understood the second.

V – Visualize it. Motivation without vision is like a boat on a dry land.

W – Want it more than anything. Dreaming means believing. And to believe is something that is rooted out from the roots of motivation and self improvement.

X – X Factor is what will make you different from the others. When you are motivated, you tend to put on "extras" on your life like extra time for family, extra help at work, extra care for friends, and so on.

Y – You are unique. No one in this world looks, acts, or talks like you. Value your life and existence, because you're just going to spend it once.

Z – Zero in on your dreams and go for it!!!

Use Daily Motivation Affirmations & Quotes

"For true success ask yourself these four questions: Why? Why not? Why not me? Why not now?" - Jimmy Dean

The technique of using Positive Affirmation every day to keep yourself motivated and confident has been used by great inventors, financiers, business people, political figures and enlightened beings: applying constant repetition of the goal and the belief that you can attain it.

Never dwell on self-criticism or what you think are your inadequacies. Instead, repeat your goals and the qualities that will make you successful.

Write out your outstanding goal. In a few words, describe what you want to attain. Then write what you will do to achieve that. What energies and efforts will you trade for that success?

Give yourself a specific date to accomplish this goal, and specific times to carry out the interim steps. Put this paper or note card in a visible place - such as taped to the mirrors - so you have daily motivation to review it and repeat it at least twice a day.

It is those people who convince themselves that they are failures. And successful people believe that they will rise to the top and will achieve their goals. Believe in yourself. You are everything worth believing in.

It's All In Your Mind

*"I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you...we are in charge of our Attitudes."
- Charles Swindoll*

There is no doubt that thoughts do direct your actions. And thoughts do have power and can help you accomplish many things. What you think is what you do and who you are. If you think poverty, you will always live in poverty. If you think of prosperity, you will always be prosperous. The secret is to the way you program your mind.

Some people have a sense of entitlement and actually depend on others to cater to their will. This is the mindset they have. It was programmed into them from the beginning. Because of this mindset, these people fail every time they seek to establish anything in life for themselves. Whether it involves going into business, making friends, or whatever else they do, if they have the mindset that the world should cater to them, they are doomed to everlasting misery and loneliness.

And there are people who are kindhearted but have been hurt so many times in their lives that they have been programmed to believe that relationships mean pain, so they avoid dating or getting into a relationship.

There are people who are good, hard working people, whose only goal in life is to make something of themselves and do so without hurting others. They put on

the mentality that they can't get rich because the rich are bad people. That the rich are mean and will defraud others quickly to make lots of money. Because of this mentality, they never get rich, but only live from paycheck to paycheck.

As you can see there are many scenarios of people who function in life based on their core beliefs or programming, instilled into them since they were babies, or which they had learned at some point in their lives, which resulted in a shift in their thinking and awareness.

There are people who will actually commit self-sabotage because they don't know any better. They think they are doing the right thing but in fact they set themselves up for failure every time they try something.

And if you try to reason with them about it, and explain to them what they are doing, they just look at you blankly and claim that everything that happens to them is based on other people, the economy, or other factors, but they will not look at themselves as the problem.

This is because they only look at things from the conscious level. What they see in front of them is what they believe. They only go by what input they receive in their conscious mind and this is the root of their problems.

They can only see or think about what is in their conscious mind and that limits their abilities beyond all comprehension. If the eyes can play tricks on you, well, the conscious mind can also play tricks on you.

If you listen to your conscious mind, you won't get far because you will only perceive what you see in front of you. But if your subconscious mind has been programmed properly, you can experience untold amounts of prosperity. On the other hand, if your subconscious mind was program incorrectly you can end up believing wrong things such as:

- Rich people are evil. This is how they get rich. They are pompous, arrogant, and dishonest in the way they deal with others. And in order to get rich you have to be just like them.
- Poor people are special because they have no money to keep

them tied down so they can go out there and do whatever comes to mind to make them happy. They are mainly nice people whose only goal in life is to make a living for their family and die penniless.

- It is the right thing to be poor. It is a spiritual aspect of oneself to be in a poor state. This way you stay humble and worship God the way he wants you to without restrictions.

These are just some of the types of programming we often face. But these are not the only beliefs we had programmed into our subconscious. We also have other ideas and thoughts including reasons why we lack greatness and have no prosperity in life.

Everything we absorb in our everyday existence affects us not only consciously but subconsciously as well. Why? Because what gets fed into our conscious goes into our subconscious. If you read a good book you have happy thoughts. If you read a book on horror, nine times out of ten you will have a nightmare. If you focus on what the news presents, you will start absorbing this into your brain, which will have an effect on you either for good or for bad.

Remember, the way you act now is the way you were programmed from the past. This is an important concept you must understand and retain. The life you have right now, no matter what you have or don't have, the way you act or don't act, the attitudes you have or don't have; every part of your very being is the direct result of the way you were programmed from when you were born till your present moment.

Every single step you took, you were programmed to do. Every word you heard from someone, you took and placed into your conscious. And what happens to input that goes into the conscious? That's right, it goes into the subconscious for processing, which in turn creates a reaction, or what was processed is stored in memory for later retrieval.

Every day of your life, from the day you were born to the present, you were being programmed. But the question is: which type of programming did you receive? If you received good programming you'll end up being a good person

with strong character and moral ethics, who will in turn be guided by the right principles. However, if you are programmed incorrectly, you could end up becoming a juvenile delinquent, a drug abuser, an alcoholic, or even a prisoner in a jail.

When you are programmed incorrectly, this programming may not be bad in itself. It may just be stated in a way that downplays who you really are.

For example, if you are born into a particular race, and for years that race was downtrodden because of hatred and prejudice, this core belief or programming may be given to you at some point when you are young and that programming will go into your conscious mind then into your subconscious mind for processing.

The end result is that when the child faces a situation where his ethnicity or race is challenged, he'll remember that programming and he'll take some kind of drastic step to relieve the pain or anguish he may feel based on what associations he had developed with that programming when it occurred the first time. Unfortunately, what often happens in this kind of situation the person ends up committing murder or suicide.

Another kind of scenario may be when a person is born with a silver spoon in his mouth. This means the person is born in a family that is richer than anyone else in the community. This child will have been programmed from infancy to believe that money is the most important concern in the world, that nothing else matters in life but to have money. This child is programmed to understand the laws around money and to learn to grasp money as if it was their god.

They are told in their programming to respect money as a weapon to achieve greatness in life, and to look down on anyone who does not have money like the child's family does. This does occur in the homes of the filthy rich and is unfortunate because it leads the child to accept the notion that rich people are better than anyone else.

Of course, there is the other extreme. A child could be born from an unwed mother living in the ghetto. She may program her child to accept the fact he will be poor all of his life. And because of this he will grow up to be poor, or maybe

get into trouble with the law.

Or imagine a person who has been conditioned about starting a business. He was programmed by his father who was also self-employed, but failed at his business, to accept the fact that once he starts a business he will fail within two years.

Now he could go into this business venture he wants to get involved with without thinking about it or doing any research and end up losing his shirt because he wasn't careful enough. This is mainly the result of his programming. He thought he could get rich fast, but when he entered into the actual business, his previous programming intervened and caused him to sabotage his business to the point where he failed and lost out.

On the other hand, the person described above could become so hesitant about starting a business, all because of his programming, that he misses a great opportunity to make it big in a business venture and get rich.

Unfortunately, these kinds of situations happen to many people every single day. It all stems from their programming. It has so much to do with your mindset and what was planted there from birth to the present day. And you may not even know it because it came in such a way that you didn't know you received it. It was like subliminal messages.

This is why it is so vital that you monitor your thoughts as you progress through the day. You don't want to focus your time and attention on aspects of any input that may disqualify you from getting the proper programming you need to overcome any previous programming that may have affected you in an adverse way.

That could be compared to a garden. If you plant a bunch of seeds you do not want to just leave them there to grow without taking care of them. If you leave the garden unattended, what will happen is that weeds will grow among the plants. The weeds will grow along with the plants and maybe even become a part of the plants or suffocate them by grabbing a lot of the soil's nutrients.

To overcome such a problem, the garden needs to be cultivated and cared for on

a regular basis. A garden well cared for will produce an abundance of plants and vegetables to the delight of the grower.

This goes for the conscious and subconscious mind. If you continue to feed negative thoughts into your conscious mind, these thoughts will be processed in your subconscious mind.

In turn they will be used to serve their purpose at the necessary time. But if you feed your conscious mind upbuilding or good thoughts, these will also get processed in the subconscious mind and stay in memory for use at a later time. Don't forget one principle here. The subconscious mind does not know what is right or wrong. It doesn't know what is good or bad.

It only processes what it receives. And that is all it does. You have to be in control of *what* the subconscious mind processes. It is by your vigilance that you can prevent bad thoughts from getting into your mind and causing you pain and frustration later.

In some cases, you may have to completely alter your core beliefs in order to replace them with more productive beliefs. As you learn and grow in life and you realize what you need to do to become prosperous and wealthy, a lot of your previous programming will need to be replaced or you will need to reprogram your subconscious mind so you will have the right mindset to forge ahead and become the person you want to be.

The best way to overcome previous programming is to replace that programming with new programming. This means continued affirmations. You need to change your mindset with words and phrases that will up build you and help you develop a better personality.

There are many steps you can take to help you to change your previous programming so as to reflect the new programming. It will take time, patience, and perseverance, but the time involved will produce results. You just need to decide for yourself if you want to change. If you don't want to change, you won't. But if you do want to change, you will. It is control and will power that will determine whether you change or not.

Some people have to get so desperate that they are forced to change when they realize the present course they are facing will lead them nowhere or to disastrous results. But if you act right away, you won't have to hit rock bottom or face a calamity before you decide to change. You will have decided that change is required and will take the necessary steps to secure this change.

Just as with computers, sub-conscious programs can be changed. Operating systems have patches that alter the way the software works. When these patches are applied, they change the settings in the system so as to allow the new settings to take effect and work.

Then the operating system has a new way of working. In some cases, these changes may help the user tremendously. These changes can also provide more functionality and security. This is why upgrading or reprogramming is so important.

If computers go through this, what do you think about the human brain? In order for your brain to function properly and to provide you with everything you need to enjoy and envision life the way you want, you will need a patch job for your conscious and subconscious mind.

You will need to download the program into your conscious, which will feed into the subconscious, and in turn the subconscious will process this new program, and hold it in memory for future use, and/or provide results immediately to the person who received the new programming.

This is the primary way of change. By changing your programming, you can literally change your life and your core beliefs. This is what matters most in life and everyone has a chance to accomplish goodness in their lives if they undertake this challenge and replace old worn-out, self-defeating tapes, and replace them with upbuilding, thought-provoking tapes that will alter the programming for good.

By continuing with this ebook, you will learn every aspect of fully utilizing the power of your mind so you can change the way you think, feel, and act regarding everything in your life. So stay tuned and continue on because your ride will get more interesting as you go.

Chapter 4

How to begin to achieve your Goals

"Finish each day and be done with it. You have done what you could. Some blunders and absurdities no doubt crept in; forget them as soon as you can. Tomorrow is a new day; begin it well and serenely and with too high a spirit to be encumbered with your old nonsense."

- Ralph Waldo Emerson

Every person in the world devotes countless hours to thinking of their future and their present situation in life. Almost everyone wishes that there was something that they could change in their life.

Whether it is their family life; their friendships; relationships or finances, everyone wants to change something. The first step to doing that is to set goals.

However, many of us are great at trying to set goals; most of us are practically incapable of following through with them. Think about it. How many times have you decided on a course of action and simply didn't follow through with it? That is pretty much the norm for most people.



Sometimes even setting goals at all is the hardest part of accomplishing any. The easiest way of looking at this is to think of each and every New Year.

The largest part of New Year's celebrations are not the parties and the get-togethers; it is actually in the **resolutions**. As much as we all like to attend and talk about New Years Eve parties, the most common source of conversation is the resolutions for the new year.

All it really is, is code talk for new goals that need to be set. The only problem is that most of us set the same resolutions every year, and every year, we are unsuccessful. After all, if we were successful; why would we need to keep making the same resolutions year after year?

Once you have set your lifetime goals, the best thing that you can do is set a 25 year plan of smaller goals that you should complete if you are to reach your lifetime plan.

From there you can just shorten your overall goal spans for example, you set a 5 year plan, 1 year plan, 6 month plan, and 1 month plan of progressively smaller goals that you should reach to achieve your lifetime goals.

Each of these should be based on the previous plan. It is the best way to begin to achieve a lifetime that is filled with and results in a life without any failed wishes. It results in a life without regret.

You see, by starting out slowly, you are giving yourself the chance to realize and work on achieving the goals that you set out to.

Finally set a daily to do list of the things that you should do today to work towards your lifetime goals.

At an early stage these goals may be to read books and gather information on the achievement of your goals. This will help you to improve the quality and realism of your goal setting and in effect; make it easier to achieve them.

You also have to review your plans, and make sure that they fit the way in which you want to live your life.

Once you have decided what your first set of plans will be, keep the process going by reviewing and updating your to-do list on a daily basis. You have to periodically review the longer term plans, and change them to reflect your changing priorities and experiences in your life.

Setting your Goals Effectively

*"The future belongs to those who believe in the beauty of their dreams."
- Eleanor Roosevelt*

There is a difference in setting your goals and setting them *effectively*. Anyone can set a goal, but doing it effectively means that it will actually

***get done.* There are so many things that you can do to better your life, but if you don't know how to go about it you are stuck.**

The following guidelines will help you to set effective goals and help you manage your time in an efficient manner that will cause those goals to become reality.

State each goal as a positive statement

Express your goals in a positive way. That is a key component to setting goals that you can attain.

How often have you been excited to accomplish a goal that didn't even sound good when you brought it up? If you are not comfortable or happy with the goals that you have set, the likelihood of you succeeding is pretty low.

If you want to express your goals in a positive way, you simply have to first think of a goal that puts a smile on your face when you imagine it completed. Why would you want to set a goal that made you frown, cringe or cry?

When you are beginning to set your goals it helps when you are talking about them to others in a manner that states your actions as positives because it will have others seeing it as a positive as well. That will garner you a great deal more support. In the end, don't we all need a little support when we are trying to do something positive in our lives?

Be precise

Set a precise and measurable goal that includes starting dates, times and amounts so that you can properly measure your achievement. If you do this, you will know exactly when you have achieved the goal, and can take complete satisfaction from having achieved it.

Being precise in setting your goals is no more than setting them with exact details. It is easier this way because then you can follow a step-by-step format. That's all there is to it.

Set priorities

When you have several goals, give each goal a specific priority.

This helps you to avoid feeling overwhelmed by too many goals at once, and

helps to direct your attention to the most important ones and follow each in succession. Setting priorities will force you into the step-by-step format above.

By doing the most important first and moving to the least important in succession, you are enabling each task to be easier than the last. It causes the accomplishment of each task to get easier and easier which will encourage you to complete your goal.

Write goals down

This crystallizes your goals and gives them more force.

In writing your goals down, you are better able to keep up with your scheduled tasks for each accomplishment.

It also helps you to remember each task that needs to be done and allows you to check them off as they are accomplished. Basically, you can better keep track of what you are doing so as not to repeat yourself unnecessarily.



Keep operational goals small

Keep the low-level goals you are working towards small and easy to achieve. If a goal is too large, then it can seem that you are not making progress towards it.

Keeping goals small and incremental allows you more opportunities for reward. Derive today's goals from larger ones. It is a great way to accomplish your goals.

Set performance goals, not outcome goals

You should take care to set goals over which you have as much control as possible. There is nothing more dispiriting than failing to achieve a personal goal for reasons that are beyond your control.

These could be bad business environments, poor judging, bad weather, injury, or just plain bad luck. If you base your goals on your 'personal performance', then you can keep control over the achievement of your goals and get satisfaction from achieving them.

Set realistic goals

It is important to set goals that you can achieve.

All sorts of people (parents, media, and society) can set unrealistic goals for you which is almost a guarantee of failure. They will often do this in ignorance of your own desires and ambitions or flat out disinterest.

Alternatively you may be naïve in setting very high goals. You might not appreciate either the obstacles in the way, or understand quite how many skills you must master to achieve a particular level of performance. By being realistic you are increasing your chances of success.

Do not set goals too low

Just as it is important not to set goals unrealistically high; do not set them too low. People tend to do this where they are afraid of failure or where they simply don't want to do anything.

You should set goals so that they are slightly out of your immediate grasp, but not so far that there is no hope of achieving them. No one will put serious effort into achieving a goal that they believe is unattainable.

However, remember that your belief that a goal is unrealistic may be incorrect. If this could be the case, you can change this belief by using imagery effectively.

Achieving your Goals

When you have achieved a goal, you have to take the time to enjoy the satisfaction of having done so. Absorb the implications of the goal achievement, and observe the progress you have made towards other goals.

If the goal was a significant one, you should reward yourself appropriately. Think of it like this, why would you choose to ignore any accomplishments that you have made?

In doing that, you are downplaying your accomplishment which will convince you that it wasn't that important in the first place.

With the experience of having achieved each goal, you should next review the rest of your goal plans and see them in the following manner:

- If you achieved the goal too easily, make your next goals harder
- If the goal took a disheartening length of time to achieve, make the next goals a little easier
- If you learned something that would lead you to change other goals, do so
- If while achieving the goal you noticed a certain lacking in your skills, decide which goals to set in order to fix this.
- You should keep in mind that failure to meet goals does not matter as long as you learn from it. Feed lessons learned back into your goal-setting program.

You must also remember that your goals will change as you mature. Adjust them regularly to reflect this growth in your personality. If goals no longer hold any attraction for you let them go.

Goal setting is your servant, not your master. It should bring you real pleasure, satisfaction and a sense of achievement. If it stops, there is no longer a point. Let's look at an example.

The best example of goal setting that you can have is to try setting your own goals. Set aside two hours to think through your lifetime goals in each of the categories. Then work backwards through the 25-year plan, 5-year plan, 1-year plan, 6-month plan, and a 1-month plan.

Finally draw up a 'To Do' List of jobs to do tomorrow to move towards your goals. When you do, you will soon realize that you will be on your way to using your goals setting on a routine basis.

What are the Key Points in Goal Setting?

*"Work and play are the same. When you're following your energy and doing what you want all the time, the distinction between work and play dissolves."
- Shakti Gawain*

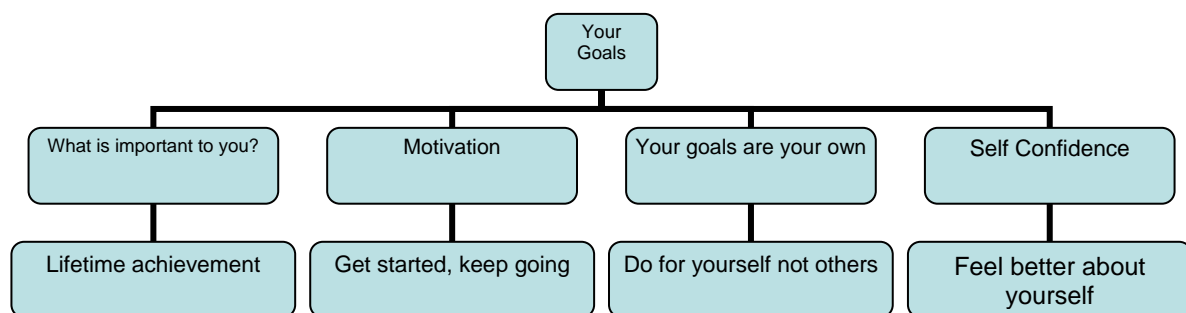
Goal setting is an important method of accomplishing any lifetime achievement. However, there are some key points that you should consider before setting your goals.

Let's take a look at what those are.

- Deciding what is important for you to achieve in your life and making your choices based on this knowledge
- Separating what is important from what is irrelevant so that your focus is in the right place
- Motivating yourself to achievement to ensure their accomplishment
- Building your self-confidence based on the measured achievement of goals
- Ensuring that your goals are your own and no one else's

You should allow yourself to enjoy the achievement of goals and reward yourself appropriately. You must draw lessons where they are appropriate, and feed these back into future performances. In learning from mistakes and errors, you are guaranteeing future success.

You would think that there would be more than five key points to goal setting, but truly there are only five. Everything else is just a branch of the main five points. Let me show you what I mean.



What this diagram shows you are the key points in setting your goals. It shows that they are the key points in the setting of your goals.

If you continue to add more branches to those four, you will see that they are all manifestations of what you are already seeing. As you continue to add more branches you will find that all these things will tie into the first branches.

How Goal Setting can go Wrong

"Don't be afraid of the space between your dreams and reality. If you can dream it, you can make it so." - Belva Davis

Goal setting can go wrong for a number of reasons. When these things happen, it can be a great bit devastating to the self esteem and can make the idea of setting any new goals mute.

Before we can look into what we can do about solving these goals setting problems, let's see what the problems can be. This section is really no more than a more detailed explanation of the above section, but I felt that it needed a section of its own to help you set your sights solely on how setting your goals can go wrong.

- **Outcome goals can be set instead of performance goals because it forces you to focus on the end result immediately instead of taking your time to go through the steps of goals setting.** When you set goals properly you will be doing it in a step by step manner. Where you are using outcome goals, and you fail to achieve the goal for reasons outside your control, this can be very dispiriting and can lead to loss of enthusiasm and feelings of failure. Always set performance goals instead as this will give you a higher chance of succeeding.
- **Goals can be set unrealistically high.** When a goal is perceived to be unreachable, no effort will be made to achieve it. Set realistic goals so that you can best decide how to go about achieving them.
- **In retrospect to the above, goals can be set so low that you feel no challenge of benefit in achieving the goal.** Setting goals has been a waste of time. Always set goals that are challenging enough to be worth the effort, but not out of reach.
- **Goals can be so vague that they are useless.** It is difficult to know whether vague goals have been achieved. If achievement can't be measured against your expectations, then your self-confidence will not benefit from goal setting, nor can you observe progress towards a greater goal. Set precise and quantitative goals.
- **Goal setting can be unsystematic, sporadic and disorganized.** In this case certain goals will be forgotten, and the achievement of goals will

not be measured and feedback will not occur into new goals. The major benefits of goal setting have been lost. Be organized and regular in the way that you use goal setting.

- **Too many goals that aren't given priority may be set, leading to a feeling of overload.** Remember that you deserve time to relax and enjoy being alive and not solely focused on your goals and achievements.

Where goal setting does go wrong, not only are the benefits of goal setting lost, but the whole process of goal setting can fall into disrepute.

By avoiding these problems, and setting goals effectively as described in the previous section, you can achieve and maintain a strong forward leap into your future.

Mind Management Tools You Can Use

Since thoughts are powerful, it is only fitting that the thoughts we have be conducive to what we want. If you think prosperity, you will receive prosperity. If you think poverty, you will reap poverty. No matter what your station in life may be, what you are right now is the way you thought previously.

As "The Secret" Law of Attraction has been teaching millions of people recently: **What you think about you will manifest.**

There are many people, who have taken on the responsibility for change, once they found out the truth about their thoughts and how thoughts make the person, and what the person experiences at that moment. They finally began to understand the power of the mind and of thoughts and now use thoughts to their advantage to produce what they desire.

Anthony Robbins was right about one thing when he stated that people will often stay inside their 'comfort zone' because they are used to that lifestyle.

Sometimes it takes a tragic event to change people's perceptions and force them to make changes. Because thoughts are powerful, these thoughts they have can affect them in many ways, both good and bad.

Another problem is that people do not always realize what they are thinking. Most people do or think things unconsciously. Because of this, they aren't even

aware of what comes to them since they don't monitor their thoughts. Whatever happens to them is left to chance.

If you don't think that thoughts are powerful, just look around at other people and see exactly what conditions they live in. Whatever situations they are in is a direct result of what they thought. When you see this and remember this chapter, you will hopefully come to the conclusion that thoughts are powerful and will use thoughts more abundantly and productively for yourself.

By doing this you will find out how great life can be for you. Life is great and can be great for you once you take in this concept, accept it, and apply it.

Creative Visualization Helps To Achieve Your Dreams

"If you are serious about your goals, drop the conditions. Go directly to your goal. Be your goal! Conditions often disguise strategies for escaping accountability. Why not just take charge and create the experience you are looking for?" - Eric Allenbaugh

Creative visualization allows you to consciously attract what you want. What you do is you visualize or see images in your conscious mind. This is a powerful way of programming thoughts into your subconscious mind. There are various ways of doing creative visualization.

In fact, there are three ways to do it. These three ways include auditory, visual, and kinesthetic.

- **Auditory:** This is one type of method used in visualization. It is based on visualizing with words and sounds. Instead of just seeing an image, the person uses sounds to depict the object. The sounds they generate will cause the right kind of emotion to surface.
- **Visual:** With this method the person sees images in his mind. When a person uses this method, they see pictures and watch the whole event play out in their mind with each picture or image representing something.
- **Kinesthetic:** With this method, the emotions plays a more dominant part. The person will imagine feeling the results. They will feel what it would be like to have whatever it is they want manifested.

People are different. One person will use one method while another will use another type. The bottom line is that you use the one that works for you and use it regularly. That is the primary important factor.

The purpose behind performing this routine everyday is to train your mind and exercise your mind muscle so you can get used to it. You will find it becomes easier to do every time you practice it. You should use one method first just to get the ball rolling, so to speak, and then after you have established the routine of doing it, you can add another method, and keep working this pattern until you have added all three methods. This way you get three times the power and your intentions will be reinforced more and more.

An example of creative visualization would be when you are sitting down in a comfortable chair and become completely relaxed. You clear your mind of wandering thoughts. Then you think about something you want and you either see the image in front of you, or you speak about the image, or you feel the image through your emotions. Whatever method you use, you have to focus on what you want. One word of warning here.

When you begin to visualize for the first time, and you see images come up in your mind, your previous subconscious programming may enter here and try to discourage you from continuing to see those images. This is to be expected. Just ignore these voices inside you and concentrate on the image only.

With persistence you will eventually rid your subconscious of those thoughts completely and when you do your visualization in the future, you will not have any more negative thoughts to interrupt your session.

Creative visualization does work. It has worked for many people and it will work for you. You just have to trust the process and go with it. Keep at it. Doing it one time will not help. You have to practice it on a daily basis. And when you do start visualizing, do not visualize what you do not want because you will end up getting it. So only visualize what you do want.

What is your ultimate goal? How to you see yourself?

Be specific. Precisely specific.

Visualize the place you live in - the rooms, the paintings on the walls, the furniture and swimming pool. Consider the family situation and financial stability. Think about the place you'll be living in.

Then look at yourself. What clothes are you wearing and what do you look like? Consider your physique, your hair, the condition of your body.

Then think about the things you do. What sports do you play, what groups do you belong to?

As if you've already accomplished your desires, look back and see what it was that you did to *get* to where you are. Think about the classes you took, the jobs you worked at, and the places you moved to. Think about the places you've traveled to and the friends you've made.

Be comfortable with your new self-image. Put it on for size and change your fantasy to adjust perfectly to you. Why don't you live as though you're already there? What's stopping you from becoming the person you are totally capable of becoming?

Use this information to help design the goals and methods to achieve your goals that are more likely to succeed, since you have already identified the HOW and the potential OBSTACLES along the way to success.

Having Gratitude

You may wonder why gratitude is listed here, and what having gratitude has to do with mental self management, visualizing or subconscious programming. The answer to that is: everything. Let me explain. When you are in a state of gratitude, you are vibrating with the universe in a harmonious way.

By vibrating in this matter, you are resonating at such a high frequency that every event, condition, or circumstance, depending on what you want or are looking for, will appear. It is when you choose to fight against yourself or what is coming into your life that you will not attract what you want.

You may be wondering just how you can show gratitude or be in a state of gratitude? It is not as hard as you may think. You do have control over your thoughts and emotions. Whether you know it or not, your thoughts and emotions are what guide your perceptions of things around you. Remember this clearly.

What you think or feel is only your perception, not the reality of what is. For example, you may see a person in front of you as being an obnoxious person. This is how you feel and think about him. So this is your perception. But in reality, he may be a sweet, kind person who would give you the shirt off his back. Do you see the picture here?

Your perceptions come from previous data that is stored in memory in your subconscious mind. This being the case, this data can easily be changed by replacing it with other kinds of data. You may look at that person as being obnoxious, but when you are told several times by someone else that he is a nice, kind man, now your thoughts are changed, and these new thoughts go into your memory bank in your subconscious mind and replace the old thoughts. So in the future, when you see that man again, your perception of him will be different.



Another example is when you are preparing for an event. Suppose you had been planning an outside activity for weeks. Finally that day came and you looked outside and saw it was raining. Now you think your whole day is ruined by the weather. You start wondering why these things always happen to you. You begin to question everything around you and in your life.

Because of your perception of the weather and how you feel, you may think the whole day is ruined. And so for that whole day you attract bad things and events because this is what you focused on.

But if you were to change your perception and look at it from another angle and think that, although it is raining outside, perhaps you can alter your plans and do some kind of indoor activity like decorating your home, or finishing that puzzle you always wanted to finish, or whatever it may be, you would put yourself into a better frame of mind and attract good things for yourself that day. In the end, your bad perception shows your ungratefulness.

On the other hand, let's look at an example of someone who has a good perception of things and see what happens. This guy planned a nice day of tennis with a partner. He had prepared this for weeks. When that day came he saw it was raining.

The tennis court would be saturated, causing the ball to skid too much. Not good conditions to play in. Since he can't play tennis, he is somewhat disappointed, but he realizes he has some chores that really need to get done anyway, so he just chalks it off and realizes that at least he doesn't have to care for his lawn for a few days. The rain is doing that for him. And the rain will help cut down on his water bill since he won't have to use the sprinkler to water the lawn for any time soon.

This man was disappointed by the rain, but he saw the good that would come from it and this allowed him to focus his thoughts in a good, positive way. This man showed gratitude. The man's subconscious programming allowed him to think in a more positive way. So his perception was different from the previous example.

We are back to the original question as to how we can show gratitude if we never practiced it before. There are ways you can learn to show gratitude. The main thing is the way you focus your thoughts and how you perceive things around you. When you focus on good things in your life this allows more good things to come into your life.

Because if you are grateful for what you have, the universe will see that and provide you with more. By practicing gratitude on a regular basis, it will eventually put you into a mindset where you will realize that you have many good positive things happen to you on a daily basis. And by realizing this, a lot of your focus will be placed on these good things.

Another good aspect of focusing on gratitude is that it rewrites all the negative scripts you have accumulated in your subconscious mind throughout your life. This way, all previous negative thoughts will have been replaced with positive, refreshing thoughts. This is why gratitude is important to subconscious programming.

The techniques you can use to help you to learn the way to show gratitude can be done in two ways: develop a mental gratitude list or write out a gratitude list.

- **Mental gratitude list:** If you don't like writing much, you can develop the discipline of showing gratitude by mentally going over what you are grateful for. When you meditate you can describe what you are grateful for as an image in your mind, or by hearing the words in your conscious mind. This in turn will quickly move into your subconscious mind for processing. By doing this you will find that thinking in terms of showing gratitude will come easier every time you do it.
- **Write out the gratitude list:** Some people prefer to write out what they are grateful for. This way they have it in front of them to repeat instead of trying to do it from memory or by mentally recalling the list. As you write out the list, you will think deeply within yourself as to what you are grateful for. After you have compiled this list you will repeat it to yourself several times each day, adding more things to that list as you recall them. But when you write these thoughts down, you must do so from emotion or they won't work. Keep repeating this list to yourself and it will go into your subconscious mind and get processed and stored, replacing any bad tapes that were there before.

EMOTION MANAGEMENT:

You might look at the following strategy and think "Oh No! Not more of this simplistic - quick fix - nonsense". Please don't discard this powerful concept just because it is so SIMPLE. Simple doesn't always mean EASY. You have to apply yourself - consistently - with a genuine desire to improve your emotional wellbeing, THEN you will get powerful results.

Go on - Try this straightforward self help exercise – answer the questions and notice how you feel when you think about the answers.....

“What am I most enjoying in my life right now?”

(as Tony Robbins says, don't say “Nothing!” Instead ask yourself “If I **could** be enjoying something in my life right now, **what would that be?**”)

Then ask yourself:

“What about that do I enjoy?”

Then ask yourself:

“How does that make me feel?”

Then next ask yourself:

“What am I most happy about in my life right now?”

Then ask yourself:

“What about that makes me feel happy?”

Notice how your emotions react to the experience of dwelling or thinking about the good and sweet things in your life. If you like the feeling and want more of it, **just keep asking yourself the right questions.**

Any self help tool, no matter how powerful, only works when you work it.

Also sometimes the “essence” of certain events or tangible things can be more important to how we feel than actually having more of exactly the same thing.

You don't need to **own a horse** to ride one. You especially don't need 6 horses to ride for the same experience that riding one can give you. You don't have to **own a countryside retreat** to have a picnic in the countryside. You don't even have to **own** a Ferrari to drive one.

There are many ways available to get the **essence of what you want**, that makes you feel happy. More self help on that later....

When you start each day asking yourself questions that generate a feeling of pleasure, excitement, enthusiasm, just by the act of answering them, your day gets off on the right path.

Try designing self help questions that suit your life or interests, maybe straightforward ones like

What am I excited about in my life now?

What am I grateful about in my life now?

What am I most looking forward to in my life today?

You don't have to be a rocket scientist to apply this self help strategy, do you? All you need is the DESIRE to improve your day and then make the commitment to actually APPLY it every morning for at least 30 days. It will work.

You can read more about these self management strategies for being happier here: <http://www.personal-enterprise-self-help-resources.com/self-help-happiness.html>

Chapter 5

Career Goal Setting Plan

There's no scarcity of opportunity to make a living at what you love. There is only a scarcity of resolve to make it happen. - Wayne Dyer

One of the toughest issues in making a good career choice and career goal setting is identifying what it is that you want. Even when it seems that you know what you want, you may still have doubts on if your career choice is the right one for you.

Most people, even very successful ones, have some periods in their career path when they seem unsure about their career choice and goals. It is totally human to feel that way.

That situation by itself is not a problem of choosing a career, only a test of your perseverance in seeing it through but what if those doubts persist, or if they always live somewhere in the background of your thoughts? If it just does not feel right?

If this is the case, then it is time to look more carefully at your career choice and overall career objectives. Often we choose or are placed in a career because it just seems like the right step to make or that is what your studies have focused on.

The only problem is that sometimes that passion that we once had as a younger adult are now gone, or the realism of the job has taken the interest and joy out of it.

That is when it is time to set a new career goal or objective. Choosing the right career goal to sink into requires a great deal of soul searching. You need to ask yourself these questions beforehand:

1. Am I making the kind of money that I want to make?
2. Do I want to make more money?
3. Does money even matter to me?
4. Do I like what I'm doing right now?
5. What am I passionate about?
6. What could I be doing that would make me happier than I am right now?
7. Would I be happier simply switching positions or getting a promotion; or would I be happier changing careers all together?
8. Why am I still working here?
9. What is stopping me from leaving this job or getting that promotion?
10. What is stopping me from leaving this job?

These are all vital questions that you have to ask yourself before deciding what your career goals are going to be. If you are honest with yourself, you will know exactly what direction you should be going in.

Without being honest with yourself you can't expect to better your life, you can only expect to have to ask yourself these questions all over again until you find happiness.

Career Goal Setting Plan

The following table provides you with a simple outline of the factors you may want to consider and identify when setting and analyzing your career goals in a step by step format.

<p>Career Goal You must Define and write them down in order of priority</p>	<p>Benefits and Advantages of achieving this goal Listing these may help to motivate you</p>	<p>Key Steps That you Need to Take</p>	<p>When Will I do This? Give Yourself deadlines</p>	<p>Support and Resources (What support and from whom do I need, what resources, such as time, money, contacts)</p>	<p>Outcomes and Reflection (Record whether you achieved the goal and what worked or did not work along the way for future reference)</p>
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The above table sort of shows you the: who, what, where, when, and how of career goal setting. It is just like finding the facts for a story. Journalists have to answer all of these questions in order to discover the facts of the full story to be able to analyse and report the situation they are covering.

That is the same thing that you have to when setting career goals. Let me show you in exact detail in the next diagram

<u>Who</u>	<u>What</u>	<u>Where</u>	<u>When</u>	<u>How</u>
Who will I ask for help?	What do I want the outcome to be?	Where should I start?	When should I begin?	How should I begin?
Who will benefit from my career goal?	What will I do to get started?	Where will my career goal put me in 10 years?	When Do I want these goals to be reached?	How will these goals affect my future?
Who will I work with to accomplish my goal?	What will really make me happy?	Where will I apply my resources?	When will I apply my knowledge to begin attaining my goals?	How do I really feel about the goals that I have chosen?

Do you see what I'm talking about now? All of these questions have to be directed before you can begin to work on your career goals.

They will take some real thought and honesty to set them properly. When you have answered these questions you next have to begin to prioritize them. Let me show you an example.

John Smith wants to be the President of his company one day. Right now he is a mere data entry clerk. His company is a large corporation that works with computer repairs and security. John knows everything there is to know about computer repairs and can fix almost any computer he will ever look at.

He is efficient at using and finding hackers and securing computers are not hacked into. His boss is currently ignoring his advice so John is not so sure how to go about getting his dream of being president of the company someday which he is more than capable of doing already. What should he do?

This is a time when John should begin to prioritize and decide how he can get to his goal. His ultimate goal is to be company president and he wants to accomplish this in 10 years.

John is currently 26 years old. Since he knows the what and the when; he must decide everything else. I opted to show you his possible steps in an easy to read table.....again.

	Steps for How	Steps for answering what	Steps for why	Steps for When	Steps for where
1	I will make a to-do list	I will put my ideas for improvement in it	I want to move up the next position at work	I will do this today!	I will do this in private
2	How can I get noticed	I will make a presentation showing my idea for improvement	Because I can't move up if no one knows I'm there	I will do this the day it is finished	I will do this at work
3	How can I let my work be seen	I will now show my superior my presentation	I know my work is good and strong	I will do this when I know my boss can't ignore me	I will do this in my bosses office or invite him to my house
4	How can I get the higher ups to see my work?	I will schedule time with a major company player to give my ideas	I can't move up until I make friends with higher ups	I will invite colleagues and higher ups to a cocktail party this weekend	I will do this during a meeting
5	How can I keep moving up?	Now that I'm getting closer to higher ups I will share my ideas verbally & get impression		I will do this after 3 months of making friends with higher ups	I will bring these up at meetings with backup presentation ready if requested

This is just a sample of the first 3 months of John executing his goal to get higher in the company.

Naturally becoming president will take a lot longer than 3 months but getting closer to superiors and colleagues at work is a great start as long as you don't step on anyone's toes and build their trust. Over time, you can introduce your ideas and present them in a professional manner at the right time.



When you see that your company needs help on something work in secret and bring in a finished product at the right time or schedule private meetings with your boss.

This shows that you are not only ambitious but also motivated and determined. It is a great way to move up in the company. In order to do this properly, you must take the steps in succession and not try to become a president in 1 year. That is unrealistic.

Although John will want to begin working for his long term goal of being company president, he should also begin by setting short term goals that will lead him there.

The first goal can start with moving up one position at work and continue on in this method. That way he can celebrate each promotion and advancement separately rather than focusing only on his inability to make president right away.

From here, John should just follow the step by step methods mentioned in the above sections for exact steps to attaining and setting goals. Just remember that you have to develop an action plan if you are going to succeed.

Four strategies can help you to develop an effective action plan.

- 1. State your goal in very specific terms that you can accept**
- 2. Plan backwards from your goal for the best results**
- 3. Confront your fears and expectations immediately and progressively**
- 4. Put your plan on paper and into action as soon as possible**

Your goal

Planning a career move is much like mapping your route for a road trip.

If you don't know where you are going, you can't decide how to get there, but if you do know where you are going, you'll get there faster.

Goals like "Go back to school" are too general and not specific enough. You have to translate these goals into specific statements such as "Enter a college accounting program by next fall" or "For the next two months, search for work in the computer securities field." You have to know exactly what you want to do and when to go about it.

Plan Backwards

One of the best ways to move forward is to plan backwards. Start by asking yourself if you can accomplish your goal today. If you can't why do you think that is? What do you have to do first? Is there something you have to do before that?

Keep thinking backwards like this until you arrive at tasks you could do today. This will help you to attain the goal's starting point.

For example, if your goal is to take a two-year business administration program, could you start today? No, you have to be accepted to the program first. Could you be accepted today? No, you have to apply first. Could you apply today? No, you have to decide which post-secondary institutions to apply to. Could you decide today? No, you have to do some research first and so on. I could do this all day but you get the point.

Don't worry if your list of things to do becomes several lists.

Deal with your fears and expectations of yourself

Look over your list of things you will have to do to achieve your goal. Do you

believe that you can do it? If you have doubts, take some time to think them through first.

Are your expectations realistic? Have you succeeded or failed at tasks that were similar to this before? What can you do to improve your chances of success this time around? For example, if there is a good chance you will not follow through with your plans, you have to ask yourself why.

Are you a professional procrastinator? If so, what can you do to make sure that you will keep going until you reach your goal? Are you afraid of failing?

If so, work at improving the skills you will need. Or test the waters by taking an evening or distance education course before you sign up for a whole program. If you are having trouble identifying your fears or figuring out how to deal with them, talk to people you trust. Ask for their suggestions, but always make your own decisions.

Put your plan into action from to do list

By this stage, you probably have more than one list of things to do and, if it is necessary, some plans for avoiding or dealing with potential problems. Now you need to put them all together into one comprehensive plan. You must list tasks in the order in which you must complete them and set deadlines for the completion of any major plans. Successful career planners keep themselves on track using a variety of methods, such as:

- marking tasks on a monthly calendar (noting important dates such as application deadlines or action plans)
- making weekly or daily lists of things to do and cross off tasks as they are completed
- using a computer program to create timeline charts which give you your time limits for task completion
- Using a commercial appointment book or a notebook; even a palm pilot with a new page for each day or week.

Use whatever methods work best for you. If it is absolutely necessary, ask a friend to check on your progress occasionally or question you on your successes because you are more likely to get things done if you know you'll be asked about it.

Now you have learned all that you could want to set successful career planning goals. If you follow the things in this section and have remembered the previous sections, you will do just fine because there is nothing to hold you back now.

There is more help available for detailed career planning help including professional development training here:

<http://www.personal-enterprise-self-help-resources.com/Career-Planning-Guide-Toolbox.html>

Tips for Success In Business

Perhaps the most sought-after goal in our present society is success in business. Whether you want to be promoted into high paying management positions, or wish to start your own independent enterprise, knowledge of the business world is important.

As you plan a course of action towards accomplishing your goal, keep in mind the small goals that put you closer to the end. And be prepared to change often. You may need to change companies, or take the opportunities in other departments as those positions open.

Create an aura of success around you. People who are successful dress that way. Even if you're not in a high-income bracket, act as though you have already achieved - without being egotistical or overspending.

Develop an expertise in an area. Don't keep special information to yourself, but be quick to learn all there is about your position and the tasks surrounding getting that job done. Capitalize on your strengths, and let others help you develop your weaknesses into assets.

Get to know the people in the company and the people in the industry. Read all the trade journals and magazines relating to your company. Make appointments with people who are successful in your field and learn from them.

You need to have a total commitment to succeed in business. Most people who make it to the executive boardroom put in long hours, often at the sacrifice of everything else. Regardless of the physical effort involved, you must mentally be engrossed in your business and the company enterprises.

In order to help yourself develop fully, you might seek a mentor, someone who will offer you time and teach you the ropes. This person usually is someone who believes in your ability, someone who you can develop a mutually beneficial business relationship with.

Some people become friendly with all their co-workers and find that is a way to advance. But don't try to be extroverted if it's not real to you. Most people who successfully run their own businesses are individuals who like to work alone.

As you increase your activities and accomplishments, you increase your potential to reach higher. The more you achieve, the more confidence & daily motivation you develop to achieve more. You don't have to be the same as everyone else and fit like a vegetable in a patch.

Be unique, different. Capitalize on your own self-image. Don't fall victim to self-consciousness. And trust your intuition. Hunches and inner feelings usually are the best route to travel, regardless of what seems to be the logical choice.

Make decisions quickly and with firmness. A true leader will handle these responsibilities efficiently. That's what makes you different and why you'll rise to the top. Be persistent in your daily motivation to attaining your goals, but be open and sincere.

If you are having personal difficulties with any co-workers, try to know more about these people from a personal angle. Be interested in them and their accomplishments and goals. You might be able to turn opposition into friendship.

Above all, use your integrity. If the goal is not worthy of your inner desires, it will be hard to maintain daily motivation about or to achieve. If your methods are not sincere, you will receive opposition. If your actions are not honest, you will suffer the consequences. Turn all negative qualities into positive aspects - then watch yourself achieve.

You can learn much more about selecting, setting up, getting customers, managing, staff recruitment, finances for your small business or MLM / Direct Sales Business here:

<http://www.personal-enterprise-self-help-resources.com/PROSPER-HOME-BUSINESS.html>

<http://www.personal-enterprise-self-help-resources.com/PROSPER-MANAGE.html>

Chapter 6

Setting Goals for Fitness/health

*"Whatever you can do or dream you can, begin it. Boldness has genius, power, and magic in it. Begin it now."
- Goethe*

Before beginning any fitness program, you need to decide what it is you want out of it. Do you want to improve your appearance, your physical skills; build endurance, flexibility or strength; are you trying to lose weight?

Make sure the activities that you pick meet the goals for what you want to get out of it.

Set Yourself up for Success

It's important not to undermine yourself with goals that are too long-term or impossible to attain.



For example; "I want to lose all my extra weight before summer" is too unrealistic; particularly if you have a great deal of weight to lose and summer is 3 months away.

Too often goals are an end result of whatever program we choose, and not a part of it. You have to make goals an active part of your life by creating goals that lead to the next goal works best.

It is just like the backwards technique mentioned in the above section. For instance, setting a goal to lose 10 pounds puts the goal at the end without putting too much pressure on you right away. You can add to this goal once it is achieved and so on.

Setting a goal to join an aerobics class and attend it three times a week makes the weight loss goal a part of the program.

You will have set a goal that is achievable almost immediately. This gives you a sense of accomplishment, which is an incentive to setting and achieving the next goal.

Keep a Record

Write your goals down so you have something to look forward to as well as back on. To begin, map out no more than eight weeks of activities towards your first fitness goal.

Working within your lifestyle, decide on a regular program. It's not necessary to work out every day, especially when beginning a new program as your body is not used to the stress. Our bodies become tired if expected to do hard work seven days a week.

Exercising every other day is a safe and realistic goal. Keep track of how much time you want to spend doing an activity, followed by how much time you will actually spend on it.

Not everyone is looking at fitness and health to lose weight. Perhaps you are just looking to better your health.

In this case you should think of this; we tend to focus most on the area of our health in our lives, when our health is already failing or less than stellar.

Unfortunately, it may sometimes take a life threatening event, illness or some type of physical rehabilitation to give us a wake up call to make tough changes in our current health habits.

We try to follow through on sound health principles such as enough sleep, a healthy diet and plenty of exercise, yet we may not have the time in our busy schedule or have strong enough will power to implement a balanced and healthy lifestyle.

With the pressures of the fast pace world in which we live, stress can set in and can take its toll. These days we are on the road more often.

What that means is that we are eating on the road as well, which doesn't always offer us the best or healthiest choices.

We are lucky to get six, maybe seven hours of sleep per night while we now work at least six days per week.

The old saying, "At least I have my health" is finally starting to mean something to a great deal of people. You might be wondering what you can do to improve your health.

The first thing to do is to prioritize what is most important to you in your own individual lifestyle. You can begin by asking yourself:

1. What is my current exercise goal this month or do I even have one?
2. What gets in my way when starting or continuing a balanced health maintenance program?
3. What is my target weight and my plan and timeframe to get there?
3. How can I improve in getting more sleep?
5. What is my ideal overall appearance hopes?
6. Would a personal trainer help me develop and reach my goals more effectively and can I afford one?
7. Of the meals I eat each month, how can I eat healthier, and what can I change in order to eat healthier without getting bored?
8. What books and classes can I take to improve upon my health?
9. Is it time for me to go in for a complete physical and when the last one was that I had
10. How can I reduce or completely eliminate alcohol, chemical dependencies and/or smoking in my body?
11. What ways may I be able to cook in a healthier manner?
12. How can I improve my current heart rate, blood pressure, and cholesterol count?

The fact of the matter is that it doesn't matter what your fitness/health goals are. If you have read the above sections on setting goals properly, and this section about fitness and health, you are ready to go.

You have to be honest with yourself at all times when it comes to your personal goals. If you are unsure as to what constitutes good and balanced nutrition, visit <http://www.best-natural-cures-health-guide.com/> for the correct nutritional information and natural home remedy health guide.

You should also consult a doctor before making any changes to your diet or exercise regimen to ensure that you will not harm yourself.

Checkout more health guide information here:

<http://www.personal-enterprise-self-help-resources.com/HEALTH-HEALTHY-BODY.html>

Chapter 7

Setting Relationship Goals

*"You learn in life that the only person you can really correct and change is yourself."
- Katharine Hepburn*

In order for a relationship to be satisfying those involved in it must set clear goals for it. Most people go into relationships with a vague idea of what they want out of it. When pressed, they often are unable to specify their goals for the relationship in the long term.

Goals can be stated or written, but they should be agreed upon by the partners at the beginning of the relationship.

Relationship goals sometimes are dictated by behavior. However, for a relationship to work, the goals stated should be only those on which both partners can agree.

The relationship goal should be kept in a safe place and reviewed annually as our needs tend to change annually. During the annual review the goals can be modified, and the objectives to be achieved for the next year can be identified.

Relationship goals should be long term, but they should be general enough to give the partners enough latitude to be satisfying and easy to achieve. Annual

objectives based on these goals can be more specific and short term, motivating the partners to successfully achieving them within the year.

Relationship goals should be developed to cover key issues involved in the relationship, but they can cover any area of human behavior. In order to best know how and what goals need to be set, you have to ask yourself a variety of questions to get to know yourself and your partner. It is a little quiz and it goes as follows:

Relationship Goal Setting Quiz

1. How can we best nurture our support for one another?
2. How will we communicate with one another on a daily basis?
3. How dependent will we be toward one another and is it healthy?
4. How can we give our mutual intimacy a boost in the relationship?
5. How long do we intend our relationship to last for example, do we want to get married?
6. How will we ensure that we respect each other's rights in this relationship?
7. How will we help one another "grow" in this relationship?
8. How can we keep the fun in our relationship?
9. How will we include others in our relationship without losing our support for one another?
10. How should or will we approach problems in our relationship?
11. How will we solve problems?
12. How are we going to handle various differences of opinion?
13. How will we handle irritation with one another and is it worth the effort?
14. How are we going to handle fights and bring them to a healthy resolution?
15. At what point will we seek help for ourselves if our fighting gets out of hand or will we even bother, for example will we seek counseling together?
16. Will we agree to disagree?
17. How can we ensure mutual growth in this relationship?
18. How open are we to taking joint and individual responsibility for our relationship?
19. How can we ensure that our individuality doesn't get lost in this relationship?
20. How open are we to being assertive in our relationship?

21. How can we use our unique, individual personalities to help each other and our relationship to grow?
22. What steps will we take if one or both of us begins to feel smothered by the relationship?
23. What steps are we willing to take if one or both of us has the need for mental health assistance?
24. How are we going to promote each other's physical health and will we be supportive of each other?
25. What steps can we take to handle jealousy, a sense of competition, or resentment toward one another?
26. How are we going to make time to do all the things we want to do?
27. How are we going to arrange our schedules so that we can pursue our unique, individual interests and still spend quality time together?
28. How free are we to pursue our distinct interests and friends?
29. How committed are we to setting up long range relationship goals and short range objectives to reach those goals?
30. How committed are we to setting up times in which we can nourish one another and keep our relationship on track?
31. How can we structure ways to get the "required" relationship maintenance tasks.
32. How can we delegate the maintenance tasks so that neither of us feels that we are doing too much?
33. What place will religion, hobbies, sports, and outside interests have in our relationship?
34. How important are those things to our relationship?
35. Can we nurture our differences?

I know that this sounds like a lot of questions, but seriously; if we are all realistic all of these questions matter. If you cannot honestly take this little quiz seriously; how can you expect to take the relationship seriously?

How to Score: For every same answer give yourselves 1 point, and for every different answer, take 1 point away.

If you and your partner **score below 17**, that doesn't mean that you should break up, it just means that you both have to sit down and decide on your personal relationship goals together and form a compromise that you can both agree with.

All relationships require compromise by both parties if it is going to succeed. You just need to re-evaluate what your goals are going to be.

If you and your partner **scored above 17**, it simply means that you are on the right track and are likely looking to get the same things out of the relationship.

You will still have to compromise a bit (you are human) to keep the relationship going, but you are heading in the right direction.

What you need to realize is that setting relationship goals is best when both parties are involved in the process. If only one is working for the betterment of the relationship, it is doomed to fail anyway because one partner will always feel overworked in the relationship.

There are hundreds more resources for help with your relationships here:

<http://www.personal-enterprise-self-help-resources.com/HAPPINESS-RELATIONSHIPS.html>

Chapter 8

Setting Financial Goals

*"You can't make someone else's choices. You shouldn't let someone else make yours."
- Gen. Colin Powell*

The first step in personal financial planning is learning to control your day-to-day financial affairs to enable you to do the things that bring you satisfaction and enjoyment. This is achieved by planning and following a budget.

The second step in personal financial planning, and the topic of this section, is choosing and following a course toward achieving your long-term financial goals.

As with anything else in life, without financial goals and specific plans for meeting them, you will just drift along and leave our future to chance. A wise man once said: "Most people don't plan to fail; they just fail to plan."

The end result is the same and it is a failure to reach financial independence.

The third step in personal financial planning is learning how to build a financial safety net, which is like to having a retirement fund for when you are no longer generating any income.

Simple Steps for Setting Financial Goals

Step 1: Identify and write down your financial goals, whether they are saving to send your kids to college or University, buying a new car, saving for a down payment on a house, going on vacation, paying off credit card debt, or planning for you and your spouse's retirement.



Step 2: Break each financial goal down into several short-term (less than 1 year), medium-term (1 to 3 years) and long-term (5 years or more) goals; which will make this process easier.

Step 3: Educate yourself and do your research. Read Money magazine or a book about investing, or surf the Internet's investment web sites. Do not be afraid of the stock market.

Yes, there is a potential for loss, but if you do your research and get a trustworthy broker, you can ensure your financial future. Just remember not to put all of your eggs in one basket.

Diversify your portfolio. With a little effort you can learn enough to make educated decisions that will increase your net worth many times over. Then identify small, measurable steps you can take to achieve these goals, and put this action plan to work.

Step 4: Evaluate your progress as often as needed. Review your progress monthly, quarterly, or at any other interval you feel comfortable with, but at least semi-annually, to determine if your program is working.

If you're not making a satisfactory amount of progress on a particular goal, re-evaluate your approach and make changes as necessary.

There are no hard and fast rules for implementing a financial plan. The important thing is to at least do something as opposed to nothing, and to start NOW.

Sometimes when people write down their goals, they discover that some of the goals are too broad in meaning and nearly impossible to reach, while others may seem smaller in scope and easier to achieve. It is okay to dare to dream about riches, but be realistic about what you can actually do. A good idea is to break your goals down into three separate categories of time.

One more thing to remember: by placing a time frame on your goals you are motivating yourself to get started and helping to allow you the chance to succeed. Just remember that you can adjust the time frame whenever you want to.

Long-term goals (over 5 years) are those things that won't happen overnight, no matter how hard you work to achieve them.

They make take a long time to accomplish (hence the reason they are called long term goals), so give yourself a reasonable amount of time, that are based on your best estimates of what it will take to achieve them.

Examples of long-term goals might include college education for a child, retirement plan or purchasing a home. Whatever the case, these goals generally require longer commitments and often more money in the end.

Intermediate-term goals (1-5 years) are the type of goals that can't be executed overnight but might not take many years to accomplish. Examples might include purchasing/replacing a car, getting an education or certification, or paying off your debts like credit cards etc. (depending on the amount).

Short-term goals (within one year) generally take one year or less to achieve, based on the date the task is needed, the total estimated cost, and the required savings.

What are your goals? To find out, you need to make up a list, decide which timeline your goal fits into, detail the steps necessary to achieve your goals, then take action toward reaching those goals. It's that simple.

You might be wondering where to start when deciding how to go about to start your financial goals. These are some basic tips to help you in making the best choices for you.

After looking at these tips, it is best for you to go out and do some research to find the method(s) that suit you best.

- Begin by taking 5%-10% out of each pay check and put it in a savings account
- Look into different investment strategies such as IRA's, stocks, RRSP's, mutual Funds, personal investments etc. There are many more and all can assist you in short and long term goals.
- Start making a budget for yourself that leaves you with some extra money and follow it
- Use your coupons - that is why they are there. It seems like small savings, but add together you could save 20-30 dollars at each trip to the market
- Shop around for bargains
- Do not live outside of your means
- Work with a credit counsellor to get help in lowering your monthly expenses and get rid of your debt

These are just some of the things that you can do when beginning to realize your financial goals. Of course, you also have to follow the steps in the above sections on how to successfully set goals.

You would be wise to make sure you reduce your credit card debts as quickly as possible, and learn about financial management strategies that will work for the layman, without having to be a qualified accountant to be able to save money.

There are many comprehensive money management tips here:

<http://www.personal-enterprise-self-help-resources.com/self-help-prosperity.html>

The steps to setting goals successfully don't change, only the methods that you use to go about it. By that I mean; when it is career wise, work to get noticed; for relationships, work on maintaining your intimacy or getting it back; in financial matters, work to save and invest money etc. It really is that easy

Chapter 9

Unleash your creative thinking

We act as though comfort and luxury were the chief requirements of life, when all that we need to make us really happy is something to be enthusiastic about. - Charles Kingsley

People seem to have the misconception that only a select few are able to unleash a steady flow of creative genius. That is not true at all. The fact is, creativity is very much like a muscle that needs to be exercised in order to consistently give out great results.

If you don't practice harnessing creative thinking, this skill will very much atrophy into inexistence. But keep working and this skill will soon come to you in a snap. Creative thinking and creative problem solving are skills essential to achieving your dreams in life.

So how do you unleash your creative thinking? Well, the first thing is to become a human leech. No, we're not talking about just sucking the blood out of every living being available, we're saying that you should take in as much knowledge and learning you can find.

Read everything available -- good and bad, and keep your mind open to the infinite possibilities of the universe. The more you know, the more you'll want to know, and the more your faculty of wonder will be exercised. Prepare to be amazed at little facts that add a bit of color into your life.

Focus on a creative activity everyday.

Yes, it's an effort. Even doodling is a creative activity. Don't let anything hinder you. Mindlessness may be a creative activity, but for people who are just starting out to unleash a little bit of creative thinking in their lives, it is helpful and encouraging to have concrete evidence, that, "hey, what I'm doing is getting somewhere." So why don't you try it.

Practice drawing for a couple of minutes each day.

Bring out your old camera and start snapping photos like crazy. Keep a journal and make a point to write in it religiously. Another cool idea is to write by describing something with your five senses. Try to avoid vague adjectives like

"marvelous," "amazing," and "delicious." Before you know it, you'll have built yourself a tiny portfolio, and you'll be amazed at the growth you've undertaken after amassing all those works of art.

Who knows, you might actually take to liking those things you do everyday. Pretty soon those things will become a part of you and you'll be addicted to these creative exercises.

Think out of the box -- or don't.

Sometimes, constraints are actually a good thing. Limitations discipline you to work within your means. It enables you to be more resourceful. Creative freedom is great, but limitations enforce discipline.

Try something new everyday and let your experiences broaden your perspective.

Explore a new district in your neighborhood. Spend an afternoon in a museum to which you've never been before. Chat up someone on the bus. Open up to the people around you. As you thrust yourself out of your comfort zone more and more each day, your sense of adventure grows and so does your zest for life.

Think about it. When was the last time you did something for the first time? If it's been a while, I tell you, you've been missing out on a whole lot of experiences that could've added to your growth, emotionally, mentally, physically, or spiritually.

Why don't you try bungee jumping today? Not only will you learn, but you will also have plenty of stories to share, enabling you to practice your storytelling skills and making you the life of the party.

Embrace insanity.

No, not to the point of practically admitting yourself into the mental ward. As John Russell once said, "Sanity calms, but madness is more interesting." Exactly! Every creative thought was once deemed insanity by other "normal" people at one time or another. Luckily, that didn't stop the creative geniuses from standing by them. The thing is, sanity or being normal confines people to think... well, normally. Within limits.

Creativity is essentially breaking through barriers. Yes, this includes the bizarre and the downright strange. I'm not saying that you yourself should develop a creative personality. That might go haywire.

An example of bizarre behavior would be George Washington, who often rode into battle naked, or James Joyce, who wrote "Dubliners" with beetle juice for an intense fear of ink, or Albert Einstein, who thought his cat was a spy sent by his rival (or in thinking creatively in this case, the term could probably be "arch-nemesis.") It's important that your creativity doesn't get you detached from the real world completely.

I hope this article has inspired you to start thinking beyond your "limits." Try to always 'think outside the square'. If you follow these steps pretty soon you'll be living a life full of interesting adventures. Unleashing your creative thinking will bring about a new zest for living life.

You can get more ideas about how to get creative in your thinking here:

<http://www.personal-enterprise-self-help-resources.com/HAPPINESS-LEARNING.html>

Chapter 10

How to Find Yourself and Get That Unique 'You' Organized!

*"It had long since come to my attention that people of accomplishment rarely sat back and let things happen to them. They went out and happened to things."
- Elinor Smith*

There's so much to do, and so little time to them all. And when it comes to getting organized, it's a little similar to the weather. Everyone talks about it, but no one does anything about it. Or they make a half-hearted attempt at getting organized, but they never push through. Two weeks later, the disaster comes back, sometimes worse than ever.

That day planner you purchased is useless unless you use it constructively. It won't automatically help you with your time organization problems, unless you put it to good use. List carefully everything of importance in your life. Write your schedule in it, give the time necessary to each item, and remember to make an

appointment with yourself. Use that planner to your best advantage, or it will just become a beautiful leather paperweight.

Write down all the tasks that absolutely must be done, any errands that must be run, any appointments you must keep, and any deadlines coming up. Take a few minutes each evening to review what's due the next day. This allows you to plan for the meals that have to be fixed, what you need to wear, and where you need to be the next day. Resist the temptation to overbook yourself for each day.

There is only so much you can cram into a single day. If you overload your schedule, you'll find it impossible to finish all the tasks you've set for yourself. You'll just be depressed or frustrated if you don't accomplish all your tasks.

So, let's take the process step-by-step, starting with the basics.

Do you constantly find yourself losing your keys? If you're so disorganized that you can't find something as simple as your keys, how are you ever going to get your home, your office, your kids, and your personal life organized?

Before you can find those keys, you must first find yourself. Sounds simple, right? You have to find your own unique self before you can even begin to start organizing your life.

Do you know yourself well enough to find that unique "you?" What is it you need and want out of life? What are your passions, your quirks, your special needs? Everyone has his or her own unique style, so what's yours?

You must know the answers to these questions in order to sort through your life and get everything organized. Knowing yourself is crucial. Only then can you organize your life in such a way as to form an environment that supports and nurtures you. If you've taken care of and nurtured yourself, you're now in a position to help and nurture others.

Let's start by taking a look at your 'to-do list' and see what's *important to you*. What do you do all day, every day? What are your weekends like? What do you do for fun? Is your list full of things you think you should be doing, or are they things that are important to you. Are they things that are vital to your life and happiness? Are you spending your precious time on important things?

The US poet, Carl Sandburg tells us that, "Time is the coin of your life. It is the only coin you have, and only you determine how it will be spent. Be careful lest you let other people spend it for you."

I can see you rolling your eyes right now and moaning, "What does this have to do with getting more organized?" Let me tell you it has everything to do with it. To find out about your own life, start by taking a walk through your home. Go through each room and look at every piece you own, the furniture, the knickknacks, the books, music, movies, pictures on the walls, even plants.

Do you remember when you acquired these items? How long ago was it? Do you still like those pieces or have you just grown used to having them around? What do they mean to you?

The one sure thing in our lives besides death and taxes is *change*. We change all the time. What you enjoyed five years ago may not be enjoyable or appropriate for you today. Maybe your work has changed or your family is different somehow. Your children may have grown up and moved away, or maybe you've just started your family. Both are serious changes in your life and must be considered. It certainly means a shift in priorities either way.

Take a walk around your house. As you go around your home, can you notice some stuff that do not necessarily matter as much to you as it used to? Your priorities change, your tastes change, it's a fact of life. What things are still important to you? Somewhere buried in those possessions are the keys to your values - those that are vital to you and your life.

Now review your current 'to-do list' again. Does it bear any resemblance to the life you once envisioned for yourself? Take a look at your daily schedule and ask yourself the same question. If you discover you have veered off the planned road, there's still time to get back on track.

You probably think that what you really want isn't important. You figure you have to do what you have to do to get by these days. That's not true. You can have what you want. It might be a matter of small changes right at first. Instant gratification is not possible, but it doesn't mean you can't affect a few changes to

eventually get what you really, really want. Believe that you are capable of getting it and that you deserve to get it.

To get what you want is simply a matter of figuring out where you want to be, then working backward in order to form a plan and a time-line for achieving it. This is where organization comes in to play. If you organize your life and work, you can get whatever you want.

Ask yourself what you really want in your life - for your own life and for your family/friends. Write them all down. You can't achieve goals you haven't identified. If one of your goals is to spend more quality time with your spouse and kids, but you work seventy or eighty hours a week, something has to give. Find out how many trivial projects you do that aren't truly necessary. If all the projects are vital, are there any tasks that can be delegated to others. Can someone step in and do them for you? Can you delegate?

Is travel one of the goals of your life? Since vacation time is essential to everyone, decide where you'd like to go and take your family, then start planning for it. Send off for brochures, check flights and hotel accommodations, and start saving for the trip. Get the whole family involved in the planning stages; let them help decide what to see, where to eat, and where to sleep. The anticipation is part of the fun and good for the whole family. More about organizing vacations in another chapter.

Find yourself a Month-At-A-Glance calendar and start scheduling time for what you really want. Don't forget to schedule some "me" time. This is not selfish or unnecessary. You can't continue to give to others without replenishing yourself now and then. You know the old saying, "You can't give from an empty cup."

Stressed out, you say? When a person is faced with some kind of danger, their hormone levels change and they go into the "fight or flight" mode. This can be very effective for short periods of time, but staying in this mode for long periods can affect the immune system, causing it to break down after awhile. You must allow some recharging time. Failing to do so can cause serious consequences.

So when you're organizing your schedule for each day, don't forget to include at least a few minutes of time just for yourself. We cover some stress management strategies further along in this book.

Another cause of stress (that is self-induced) is our penchant for over commitment. We feel the need to be "people pleasers" all the time. We don't have to say yes to everyone and everything, yet we have a tendency to do so. Why can't we say "no" once in a while? It could be that we want people to like us, and that we're afraid they won't like us if we say no. The truth of the matter is ... everyone who already likes us will not stop liking us just because we say "no."

We also truly hate to let other people down and feel we must try our hardest to get anything done, whatever it is they need. We want to be the "go-to" person - the one other people always turn to in emergencies.

So between work pressures, family responsibilities, over commitment, and information overload, it's no wonder we start longing for a simpler life, or at least the life we once envisioned for our families and ourselves.

So, write down those goals and post them where you can see them every day. When you begin to organize your day to include steps towards those goals, things will begin to change. It may be slow at first, but you'll soon begin to see how much closer to those goals you are getting, day by day.

Each day, check your calendar and to-do list and see where you can shave a few minutes here or an hour there to spend quality time with yourself or your family/friends. As you see the change in your life happening right before your eyes, you'll begin to understand the activities that are important to you. Enjoy every second of the time you have given to yourself.

One of the pitfalls you may discover while trying to get yourself organized is the tendency of human beings to become locked into a routine. It's very easy to find yourself in a rut and it's very hard to dig your way out. You may find yourself saying things like, "But that's the way I've always done it."

That's no reason to continue doing it that way, especially if it's not working for you. Let yourself explore some new ways of doing things. You might just find a new, easier, and more fun way of handling those tasks. Be creative and inventive, and some of those challenges just might be easier than you thought.

How to Organize Your Home & Hearth:

There is a Home Under All That Clutter!

*Patience, persistence and perspiration make an unbeatable combination for success.
- Napoleon Hill*

Many families are finding themselves in the midst of a clutter crisis and are totally at a loss as to how to bring order to their chaotic homes. Whether your clutter crisis is confined to one room or if your home seems to be a hopeless cause, terrifying even to think about, you can bring order to that chaos.

Do you find the sheer volume of the clutter in your home daunting? Never fear! There is a way to find that lovely home of yours again. Despite the stacks of papers, newspapers, magazines, the piles of clothes, and other belongings everywhere, you can find your furniture and floors again. You can learn to enjoy your home once more.

Have you stopped inviting friends and family over to visit because you're embarrassed to have anyone see how you're living these days? Do you find yourself sleeping on half your bed, because of the piles of clothes on the other side? Are your children taking over the living room with their toys, because there's no room for them to play in their own bedrooms? Is your family eating dinner on their laps because your dining table is stacked three feet high with papers and magazines?

As bad as it might seem now, there is a way to deal with this kind of disorganization and disorder. And don't worry, it's painless and inexpensive. It will require some work on your part and that of your family. If you get the whole family in on the organizing, you could even have some fun together.

For starters, deal with only one room at a time. A houseful of clutter and chaos is too overwhelming. You need to break it down into small jobs that are more doable and less intimidating. Taken as a whole, you'd run screaming into the night, or want to run away from home, before you'd be brave enough to tackle a whole house at once.

You can choose any room you wish to begin with, but you should probably start with a large room, one that people are bound to see when they come to visit, such as the living room or den. This is both incentive and reward for the determined organizer. When you see what can be done with a little elbow grease, organization, and determination, you'll want to move on to the next room and the next, and the next.

After you've chosen the room you intend to organize first, get hold of some garbage bags, baskets, and boxes. It's time to go to work! The first step is what professional organizers call "purging." Go through every piece, every pile, and every stack in the room, and put every item in one of three piles.

The first pile is for trash. This is for anything that is broken and can't be repaired, or anything you simply don't want any longer and is not in good enough shape to give away to someone else.

The second pile is for objects you intend to give away. These should still be useable and in reasonably good condition. Anything you can no longer use or simply don't want anymore can go in this pile. Just because you don't want them doesn't mean they are useless. There are charities that can benefit from your donation. You could also have a garage sale, if you wish, and sell all that unwanted junk. Remember, one man's trash is another man's treasure. Plus, you earn a little extra cash for you and your family. You could put that cash into a vacation account and add to it throughout the year.

The third pile is for the items you can't bear to give away or sell. These are items that have sentimental value, things you find beautiful, things that are still useful and have a certain place in your home. Don't keep anything that's not useful or beautiful to you.

As you go about the purging, you'll find lots of items that don't belong in that particular room. Slip these items into a basket, as you find them. When you're done with the purging of that room, take all those bits and pieces and put them where they belong. You could get your children to help with this part. They may discover long lost toys and personal items for which they've been searching for a long time.

Okay, so now you've got three piles of stuff. Put the trash out to be picked up by your garbage man. Put the charity pile into boxes and load into your car, to be taken to the charity of your choice. Even some charities will come and pick up boxes and bags, if you give them a call.

Now it's time to clean up that room. Dust the furniture, vacuum the carpets, or mop the floor, and put all your beautiful pieces back where they belong. Congratulations, you now have a living room or den that you'd be proud to invite friends to see.

When it comes to bedrooms, besides the numerous flat surfaces to deal with, there is the added chore of the closet; but now that you know you can handle it, you'll breeze right through it.

Start by going through the hanging clothes in the closet. Pull out each piece and evaluate its worthiness to remain in that closet.

First of all, does it still fit? Don't fool yourself into keeping pieces that you're sure you'll fit into again "one day." If it doesn't fit, it's out! You'll probably find pieces that are out of style and should be discarded. You may even find pieces that are so old, they are back in style again.

Congratulations, you have something new to wear. Be honest with yourself about each piece. If you haven't worn it in several years, odds are you are never going to wear it ever again; out it goes. You may even find pieces you had purchased, crammed into that overflowing closet, and completely forgotten about.

Again, make the three piles. One is for anything that is ripped, torn, or otherwise "unwearable" and not fit to give away. A second pile should be for the pieces that are in pretty good shape, even if they're old.

Maybe all they need is a button sewed back on or a seam repaired, before they are good enough to be given to a charity or a friend. The third pile is for the pieces you're going to keep. These are pieces that are in good shape, still fit, and that you still love to wear. Remember, keep it only if it's useful or beautiful.

Repeat the steps with all boxes and bags of clothes, shoes, hats, etc. in your closet. You may have to be ruthless, discarding items you've had for years that have taken up what looks like permanent residence in your closet space. Don't be fooled; if you haven't used them, you probably won't. Resist the packrat urge to hang onto everything.

After you've repeated the steps in regards to your dresser drawers and shelves, you'll be amazed at the space you have to work with now. You may have forgotten that was a walk-in closet, since you haven't been able to walk into it for so long.

Haul the trash out again. Box up the donations or garage sale bits and pieces. Take them out of the room; you need space to work. Now that you know what you have left and wish to keep, you can judge pretty accurately what you need in the way of containers for what's left.

Find some pretty boxes or baskets to containerize your belongings. Some stores carry a huge range of containers for you to choose from, making your job easier. There are beautiful cloth-covered boxes and baskets, as well as cardboard, wire mesh, wicker, and many more. Remember to label any closed boxes, so you'll always know exactly where everything is in your new, uncluttered, closet.

Now that you've tackled the dreaded closet, you're ready to take on the rest of the room. Go through all the bits and pieces stacked on all the furniture in your room. Deal with the papers and stacks of magazines. Try to resist the urge to keep the piles and piles of magazines you still haven't read, though they've been there for months.

You can try to go through them in the evenings, or you can just box them, bag them, and take them to your local library. They recycle those old magazines, selling them for pennies to those who can't afford expensive magazine

subscriptions. The money gathered goes to the library system to purchase new books. Everybody wins. You get an uncluttered, magazine free zone to live in and the library makes a few bucks too.

When you've finished purging the unwanted pieces from your room and containerizing what's left, be sure to dust, polish, make your bed, vacuum the carpet, or mop the floor. Try to get the trash out right away and move the donations or garage sale pieces out of the house. It's an important incentive to be able to see how beautifully uncluttered each room becomes.

Now, you can repeat these steps for each of the other rooms. It may take a few weekends to accomplish the whole place, depending on the size of your home or apartment.

Remember to pat yourself on the back as you organize each space or room. Personally, I'd recommend taking a photograph of each room as you finish it. In the coming weeks, it's a great way to remind yourself, not only of the accomplishment, but to help you remember exactly how the room looked after you finished organizing it. This helps tremendously in the upkeep of the room or space. Tack up that picture and keep the room looking just like the photo.

After working so hard to make the space or room look exactly the way it should, it's time to teach yourself to keep it that way. Learn to put things away as soon as you're finished with them. Always put things back where they belong, so you can find them the next time you need them. Remember what your mother always told you. "A place for everything and everything in its place."

Give yourself a month to decide if the new system is working for you. If it's not, then re-evaluate the system. Try another way, until you find what works for you. It should not only be efficient, but also be easily maintained. The idea is that you've put the time and effort into organizing your space, now it should be easy to keep up. Ten minutes per day should be enough to put each room back to rights.

Keep in mind that you don't just quit an old habit, you must replace it with a new one. And remind yourself to not fall back into old messy ways. After you've spent

three weeks putting things away, it will become a habit you don't even think about; you just do it. The satisfaction you'll feel each time you look at that newly organized space will help you develop the good habit of keeping it in order.

When it's time to tackle the children's rooms, you can include them in the process (depending on their ages). Even young children will enjoy being with you and sort through all their belongings. You might find it's more difficult getting them to let go of pieces than it was for you. Children tend to be more materialistic, especially if they have a great many belongings to sort through and decide about. Be patient with them about the purging process.

Some kids have difficulty getting rid of even broken, old toys. You won't want to discard anything that they love to sleep with, or hang onto during the day or night. It might look old and disgusting to you, but it's security to them; and forcing them to part with it could be traumatic.

Since many toys can have small, easily lost and broken pieces, it's essential to purge carefully. Convince them of the wisdom of discarding toys that are broken and might be hazardous for them to play with. The toys they've outgrown can be passed down to younger siblings or given to worthy children's charities.

Encourage small children to consider others who are not as lucky as they are and possibly don't have any toys. Encouraging generosity at an early age is a good thing. You can set an example by making donations of your own to charitable organizations. Let them see you doing this. Children model what they see.

After you get your children's rooms purged and cleaned up, it's time to organize things to make it easier for them to find what they need to play or learn. Make sure your child's room is age appropriate and height appropriate as well. Organize their closet with the hanging rods placed low enough for them to reach their own clothes. They can start taking some responsibility of putting their clothes and toys away each day.

Be sure you set up an area for them to play in, a nice large section of the room where they can spread out their toys and books and enjoy themselves. Their room should be inviting to them and comfortable for sleeping and playing.

A good way to help children stay organized with their belongings is to color code things for them. Many stores sell child-sized shelves and cubes in crayon or pastel colors. Putting a picture of the desired toys, books, etc. on the shelves or on the cubes will help children learn where everything goes in their room.

The best way to encourage children to stay organized is to guide them each day until they learn what goes where (you might consider letting them help decide where to store different pieces). And of course, you must be an example to that child. They're not going to learn to be organized unless you are too. Children learn what they live. If you want them to learn to be neat and tidy with their belongings, then you must be neat and tidy with yours.

Depending on the age of your child, evening clean up needs to be supervised.

Don't just shout out, "Clean up your room!" **Children need specific instructions.** For young children, give them three things to accomplish and only three at a time. Take a clue from one of the children's shows on television. Dora the Explorer is a good example of the rule of three.

Each time she goes exploring, she has three objectives to accomplish, only three. Try this with your children. Have them put away their books, then any blocks spread out on the floor, then all their dolls or action figures. Then check back with them to see how they've done. Continue until the room is neat and tidy.

Want your children to continue staying organized? Then tell them what a great job they're doing each time they accomplish a task. For younger children, you might consider setting up a reward system for tasks accomplished. Stickers and stars are popular collection items for kids.

If you start your children at an early age to tidy up and stay organized, it will stick with them throughout their life. Remember though, that pushing them too hard will make them go the opposite direction. Let's not go to extremes. You don't want to bring up the next generation of Felix and Oscar.

And as long as we're talking about keeping kids organized, we might as well tackle the day-to-day problem of staying organized and getting everyone out the door each morning. In the interest of sanity and happy families, there are a few

things you can do to make this whole process easier and veritably painless for everyone.

The night before, check over your own schedule as well as that of your kids. Determine who goes where and what time, as well as after school activities, lessons, practices, etc. Knowing where you need to be and what time you need to be there will make it less hectic for you and your kids.

Pack everyone's lunches the night before. Sometimes, there's just no time for that kind of mad dash in the morning, if everyone is running late. Stash each lunch in the refrigerator, clearly marked with each person's name on the appropriate lunch bag. This way, each child gets what he or she likes best for lunch, no mix-ups. And don't forget your own lunch. You could also have the coffee maker primed and ready to go for the morning. Then all you need do is push the button. Coffee will be perking while you get ready for the day.

Have everyone's clothing ready the night before. Anything that needs ironing should be done before bedtime. The early morning is no time to discover that the outfit your daughter wants to wear is a wrinkled mess. Make sure your own outfit is ready to go too.

Make sure what you want to serve for breakfast is ready to go. You might also want to consider having some kind of emergency portable breakfast available for mornings that seem more hectic than usual. Believe me, even with careful planning, there will still be mornings that defy the imagination in sheer confusion. Always have a back up plan.

Have your children gather all they need for the next day, whether it's books and papers, homework, or something special they're taking to school. Make sure their backpacks are ready to go for the morning. Don't forget to have your own things packed the night before as well, such as your purse and/or briefcase. If you own a cell phone, be sure it's on its charger the night before. A dead cell phone becomes just a paperweight.

Keep your sanity and keep a happy crew by being just a little organized and getting things done the night before. It will make for a smoother take-off the

next morning. Who knows, you could even give yourself a few extra minutes to sleep, instead of getting up and dashing around like a crazy person.

There are a ton of parenting guides here to use for getting your kids involved with your goals around the house, family activities, finances, etc. here:

<http://www.personal-enterprise-self-help-resources.com/PARENTS-HAPPINESS.html>

Chapter 11

How to Organize Your Home Office:

Working That Dream Job!

You can have anything you want if you want it badly enough. You can be anything you want to be, do anything you set out to accomplish if you hold to that desire with singleness of purpose. - Abraham Lincoln

Many people dream of being able to work from their home, running their very own home-based business. They dream of having a more flexible schedule, being able to go out to lunch with friends, work any time of the day they choose, and not have a boss looking over their shoulder. Ahhh, what freedom!

However, time management is often more difficult for the person working in a home office than it is for someone in a conventional office atmosphere. The home worker has to learn to be a self-starter. There's no boss around to check on you and make sure you're on track. It can also be a very lonely workplace, since there are no co-workers in your home office.

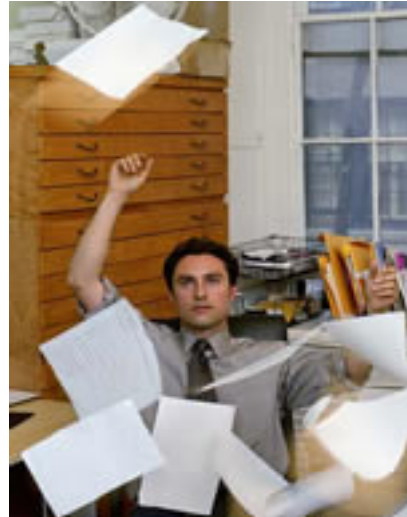
It's more important than ever to have your schedule laid out the day before; so as soon as you get up and get ready to start your day, you know what's on the agenda first thing. Try to analyze your workweek to determine where you're losing time and where you can economize and find more time to finish your projects. There are time wasters lurking even in the home office.

Flexibility brings with it a price to pay. You may not have the time even to go out to lunch, unless you're meeting with a client. The dream of working a couple of hours, then running around with friends all afternoon is just that — a dream. If

you're the only worker in your little home office, you don't have time to run around, unless it's related somehow to your business.

Instead of co-workers hanging around your office or cubicle, it may be friends who just thought they'd drop by and see if you'd like to go get some coffee or lunch. In their eyes, you work at home, so you can just drop everything, since your schedule is so flexible. You may have to get tough with these well-meaning types.

Let them know that just because you work at home, doesn't mean you can just drop everything and play. Working at home is still working. If you stop every time someone wants to visit, you'll wind up making up that time at night or weekends and you'll soon have no time to rest and relax. JFK told us, "Time is a tool, not a crutch."



Phone calls can also be a problem in the home office. The same friends that take up your time in your office may wind up calling you and wanting to chitchat, when you have deadlines to meet and tons of work to do.

In this instance, voice mail is worth its weight in gold for the home worker. When you're in the middle of a project and that phone rings, let your voice mail or answering machine take the call. Don't let that ringing phone interrupt you mid project.

Later, when you take a break, return as many of the calls as you can, starting with the business calls first. Once again, your friends will have to learn that just because you work at home, it doesn't mean you have time to chitchat on the phone. Call them back in the evening, when you can relax and take your time; not while you're working.

Organizing your mail system takes only a few minutes a day and can save you hours of time. Don't let tons of mails pile up on your desk. Deal with them every

day. Professional organizers will advise you to touch each piece of mail only once.

If it's urgent, deal with it immediately. If it's important, but not urgent, tack it on a bulletin board. If you leave it on your desk, it will get covered up with other things and you'll lose it. If it's something you should hang on to, then file it right away. Trash or junk mail that's unnecessary to you should be relegated to that round file next to your desk, better known as the trash can.

For those working at home, it's even more important to develop personal time management skills. If you don't keep track of your schedule, who will? You must learn to set realistic goals and a plan for the completion of projects. Prioritize your tasks, make vital decisions, and carefully schedule your working time, your networking time, clients meetings, and any deadlines.

Depending on your home business, delegating could be a little trickier than in standard offices. And if you're a one-man/woman show, delegating becomes an art form. Those working totally alone, have no one else to delegate duties to, right? Not so! It may be more difficult at the beginning, when money is tight and you feel you must do all the jobs yourself. Once you are making a tidy sum, it might actually save you money to contract out some of the tasks you currently handle.

For instance, simple paper work such as filing, copying, mailing, etc. that's taking up too much of your billable hours, could be done by a temporary secretary. Hiring a college student to help you out could actually save you money by freeing up your time and allowing you to concentrate on important tasks that will bring in more funds.

If your hourly earning is \$100 per hour, you should be focusing on the work that brings in that \$100, not on mundane chores that you could hire out for \$10 per hour to a college student. Instead of cleaning your house, hire that out to a professional house cleaner and get back to your \$100 per hour work. Doing anything but what you need to be doing, is a waste of your time and actually costs you money.

As wonderful as working from home can be, there are some disadvantages too. There are definitely more distractions at home than in a conventional office. At home, it's too easy to be lured away from your work by the siren call of the television. Coffee breaks become more of a problem and the refrigerator is so-o-o handy, maybe too handy. For women working from home, the call of the laundry is fairly strong too. "But it's so easy, I'll just toss a load in now; and then, no problem," you might think. It's just another distraction. Get back to work!

Once you develop a routine in your home office and some serious discipline, you'll be okay. Some days you will be so productive, you'll accomplish so much, meet all your deadlines, satisfy clients, and do so many tasks that it will be quite a high for you. If only all days could be like that.

But you'll have some days when you're constantly distracted or constantly interrupted, you'll have to deal with less than satisfied clients, woefully miss your deadlines, and feel like you didn't get nearly enough done. Just accept that there will be such days and move on. Mason Cooley in an interview for 'O' Magazine, said, "Regret for wasted time, is more wasted time." Instead of ranting and raving when days like that occur, just move on, and determine that the next day will be different.

Pull out that wonderful little day runner of yours and go carefully through your upcoming schedule. The better prepared and better scheduled you are, the less likely more bad days like that will occur, at least not very often. Remember that Plan B you're supposed to have and fall back to that. When days like that hit you, just pick yourself up, dust yourself off, and start all over again.

If you're the head of the household and working from home, or a mother running a business from your home, there are other distractions to consider. That's right. Your children (bless their little hearts) can be the biggest distraction for you. When they're in school, it's a quiet atmosphere, conducive to lots of work; but when they're at home, it's a whole different ballgame.

You'll need to work in a room that you can close off and try to keep quiet, especially if you need to talk to other business people or clients on the phone.

Nothing says “unprofessional” louder than the scream of a small child in the middle of your conversation with a new client.

If your children are old enough to understand that you need peace and quiet, especially when you’re on the phone, then you’ll do fine. Smaller children and babies are another story. This is where you might want to delegate a bit, by hiring someone to keep an eye on the little darlings while you work, at least for a few hours.

Knowing how to balance your work life and your home life is a little more difficult when you work from your home. It’s important to have a shut down time, when you put away the work, close your office, turn off the business phone, and give yourself time to relax and enjoy with your family.

Single people working from home have a harder time of it, though, especially if they’re on a roll; they’re more likely to work late into the night, and on weekends, because they have no family to give their time. So, it’s even more important for them to have a shut down time, to remind themselves that the business day is over.

In a crowded home, having a separate room to use as your office is mandatory for maximum efficiency. Not only will it give you as much privacy as you can hope for, but it will help separate your work life from your home life. Let others know when that door is closed, you’re busy working and should not be disturbed except for dire emergencies.

Now that you’ve got a workspace in your home that’s all yours, let’s talk about getting it organized and keeping it that way.

Let’s start with your desk, since most of us have computers in our homes; and for home-based businesses, it’s essential. Most CPUs these days are in the form of towers and can be stored beneath your desk, and won’t take up valuable desk space.

Purchase a desk large enough to house the monitor and still give you plenty of space for necessities like pen and pencil cups, stapler, paper clips and holder, as

well as baskets or other containers for bits and pieces necessary for day-to-day work.

Keep a calendar in a prominent place on your desk or above it. Write down all appointments, deadlines, and special events you don't want to forget. Make sure you have a clock somewhere in your office and keep track of your time during the day. Being late for appointments just screams amateur.

Make sure there is sufficient light on your desk; poor light will tire out your eyes and give you headaches. Natural light is preferred if possible, though you should have a good lamp for cloudy days and evenings at work.

A bulletin board above your desk is a great place to tack up those important notes and bits of info you can't afford to lose. Go through the material tacked up on it periodically and discard out-of-date items. This is also a great place to keep a few pictures of loved ones, to cheer you up every so often.

A file cabinet or two is indispensable for the home-based worker. They are available in different sizes (regular cabinets as well as lateral file cabinets), depending upon the size of your office and your individual needs. When purchasing these file cabinets, don't forget to also purchase hanging files and file folders.

Filing is of great importance, especially if your home office is very small. File everything as it comes into your office and periodically go through all your files and updates, discarding any out-of-date materials.

Remember to tidy up your office the last few minutes of your workday, putting away files you've finished with and setting up files for the next day's work. Clean up your office at the end of the week. It's important to stay on top of things; don't let them pile up.

It will take you more time to go through large piles of papers and junk once a month, than if you tidy up each day or even at the end of every week. This saves you time and energy. Organizing needs to be maintained, or you'll go back to your original messy office.

Managing your time, even when working at home, is essential. If you have a large family and things get noisy and hectic during the day, you may find getting up earlier will give you the quiet time you need to get your day started more smoothly.

Whatever schedule you decide is best for you, it's important that you stick with it as much as possible. Flexibility is nice, but the work still has to be done. So, try to stay with the schedule that you've laid out for yourself.

Whichever type of schedule planner you decide to use (whether commercial planners, electronic planners, or your own planning sheets on your computer), print them out, and use them every day. Each planning sheet should contain:

- The tasks that need to be completed.
- Deadlines or due dates.
- Any relevant meetings needed to complete the tasks.
- An estimated time frame for completion of each task.

Once you know approximately how long it should take to complete each task, figure out blocks of time you can use to complete that task.

You can also make up daily planning sheets, showing all appointments, meetings, phone calls, any necessary paper work, daily chores, and of course, the time frame you think you'll need to accomplish them.

Don't forget to do planning sheets for any upcoming projects you are aware of, the estimated time frames to complete the job, and any deadlines or due dates. Thinking and planning for an upcoming project will mean much less stress for you later. Good preparation takes out a lot of the uncertainty, meaning clearer thinking and less stress.

If the project comes with an automatic deadline, do your best to stick to it and finish the project ahead of the due date. If there's no particular due date, assign yourself your own deadline for completion of the project. There's an old Scottish proverb that says, "What may be done at any time will be done at no time."

When it comes to your to-do list, don't let list-making become a substitute for the actual "doing." Taking too much time to make your list works against you time-wise, because it actually keeps you from getting started.

As your workday goes along, you may find it necessary to add or subtract from your planning sheet. Things happen, stuff changes, and you must adapt. That project that wasn't supposed to be due for three months has just been bumped up to four weeks from today. What do you do?

It may wreck your planning sheet and mess up your schedule in general, but it has to be done. Other projects may have to be shelved for a time, maybe indefinitely. It will probably mean long hours to play catch up, but you have to be prepared for any contingencies. Always allow for the unexpected; you never know what will happen.

And when you're doing that catch up, or just working on a particularly large project, remember to give yourself a break now and then. Marcia Yudkin tells us that studies on human concentration show it rises and falls in **ninety-minute cycles**. So every hour and a half, you should take a ten-minute break. This will increase your capacity for work.

If you work at a computer, it's important to rest your eyes occasionally. Too much time staring at the monitor, especially if you must read a lot of material online, will eventually make you feel drowsy.

Take into account your energy levels during the day. Don't plan a huge project at a time when your energy level is at its lowest; you'll have trouble concentrating otherwise. Don't let yourself get too tired or too hungry; it's hard to focus on work when all you want to do is lay down for a nap, or if the thought of food takes precedence over your work.

And to help keep yourself focused, make time to think about the bigger picture - the future you want for yourself and your family. Make the most of your time, your work, and your life. Keep in mind the specific targets and goals that you want to achieve.

Keeping your eyes on the prize will help you avoid making unfortunate detours on the path to your future. Forget the side-trips and concentrate on what you really, really want.

Edmund Burke said, "You can never plan the future by the past." Forget the past, it's over; the future isn't here yet; concentrate on the here and now and learn to become organized. The future will be here before you know it.

You can get more resources for organising your office and planning your home business here:

<http://www.personal-enterprise-self-help-resources.com/PROSPER-PLAN.html>

How to Organize Your Money:

You May Be Richer Than You Think!

"Money talks, but all mine ever says is goodbye." – Anon

When you're cleaning out your closets, did you find that old shoebox full of receipts, statements, and bills? Now it's time to stop procrastinating and go through the bits and pieces of your financial life. You've done so well and straightened out the rest of your personal and professional life, it's time to handle the money part too.

Most people who find themselves disorganized when it comes to their homes and offices also find they are disorganized when it comes to their finances. Avoidance of all messes becomes a habit that's hard to break. Very few of us like to dig through the receipts, cancelled checks, bills, and credit card statements. A root canal would be preferable to balancing that checkbook.

It doesn't have to be that way. Remember how good you felt when you conquered the disorganization of the rest of your home and office? Trust me, you'll feel just as good, or even better, dealing with the money mess.

Plan to give yourself a few hours time to deal with this paper clutter. Let's start with that box of paper clutter you found while cleaning out your closet.

Then gather all the other papers, bits and pieces, statements, bills, file folders, and everything that constitutes your financial life, and lay them all out on the dining room table. Don't forget to look through your purse, pockets, etc. anywhere you may have stashed a receipt or two. Be sure to place a trashcan near the table. Arm yourself with plenty of brand new file folders, large envelopes, pens, and some color-coded stickers. You may want to purchase a small portable file holder, just for bills, etc.

Drag everything out and start sorting through the piles of papers. Checks in one pile, business receipts in another, credit card statements in another, paycheck stubs in another, etc. until you've gone through every single piece of paper. Discard old receipts that aren't useful anymore. Use color-coded stickers to help you keep everything straight and organized.



Start a file for the current year and stash your business receipts in it. Paid bills should be filed away in your portable folder and the unpaid bills should be kept in a different folder, so as not to be forgotten. There are many useful tools out there in your office supply store to help you get organized on a monthly basis, when it comes to bill paying. Use whatever is handiest for you and keeps you up to date.

A month-at-a-glance calendar is very handy and simple to use for bill paying. List each bill on the date that it's due and do this for each month of the year. Keep this calendar on your desk, within easy reach, so you won't forget it. As you pay each bill, check it off on the calendar. A quick glance at each month shows which bills have been taken care of and which bills still need your attention.

Once you've taken care of filing all the papers in their proper places, it's time to get to that checkbook. If it's been several months since you did this little task, it may take you a while to catch up, but it is essential that you know exactly where you stand, financially.

Essentially balancing your checkbook is as simple as adding in all the deposits you've made each month and subtracting all the checks written. Don't forget to

include any withdrawals through ATMs, along with any fees posted for these withdrawals, as well as any other fees your bank charges. Nowadays, the check card issued through your bank is quickly replacing actual paper checks and is marvelously handy. It's faster than writing checks and makes shopping a breeze anywhere you go.

However, there are some drawbacks, which won't be a problem for you with just a little organizing. Anytime you use your check card, be sure to make a notation in your checkbook. List the necessary information - where you used your card and for how much. Believe me, you won't remember later; and unless you use an online banking account, you'll be at a loss as to where you stand with your bank balance.

Setting up an online account with your bank takes only a few minutes and can save you many headaches in the future. Paper statements are good, but keeping up to date on your bank balance on a daily basis is much safer.

Thanks to technology, you can make short work of balancing your checkbook. Computer programs like Quicken or Microsoft Money are invaluable tools in the search for financial freedom. Start keeping careful track of where you spend your money, every single penny of it. You might be surprised at where your money is leaking out of your life.

Do you buy one of those fancy coffees each day? Just can't do without it? Just a little indulgence you say? That \$5.00 cup of coffee, every day, five days a week, for twelve months, really adds up. That little indulgence could be costing you on average about \$1200 a year. Robert W. Sarnoff said, "Finance is the art of passing currency from hand to hand until it finally disappears."

Without the proper organization, you could be losing hundreds of dollars per year with just a few little indulgences like this. By knowing precisely what you spend each day, each week, each month, you can literally save hundreds to use in other significant ways, such as college tuition for your kids or a much-deserved grand vacation.

There's the obvious advantage of saving money and putting it where you really want to use it, or putting it into a high yield savings account, an IRA, or even

investing in mutual funds. Then, there's the wonderful feeling of self-confidence in taking control of a section of your life that's been terrifyingly out of control, maybe for years. Groucho Marx once said, "Money frees you from doing things you dislike. Since I dislike doing nearly everything, money is handy."

Okay, so after a couple of hours work on the checkbook balancing and a few minutes online setting up your account, you've actually balanced the whole thing, down to the last penny. Whew! What a relief! Now you're in control, which should be the case. That's the first step to being in total control of not only your money, but also your life.

If you know exactly what's coming in and precisely what's going back out, you're now in the driver's seat. You may still owe money on credit cards and loans, but you're no longer in the dark about your financial future. You know where you stand now and where you're going; you're in control of that future. You won't be like E. E. Cummings who said, "I'm living so far beyond my income that we may almost be said to be living apart."

Now comes the maintenance part of organization. It's no good setting everything up for yourself, then letting it lay there unused. When your bills come in, discard any extraneous parts, just file the bill and the envelope for sending it back to the company with payment. An even easier way these days is to pay bills online. Setting up the accounts for your credit cards is super easy; it's simple to pay online and safe. Your account information is encrypted before it's sent to the companies. Many feel it's safer than sending in the traditional paper statements containing your account information that anyone can get their hands on by simply opening the envelope.

If you still prefer the paper bill and snail mailing your check, file that statement and make a note of the due date to keep yourself organized, so that your bill gets paid on time. Make sure you go over that statement carefully, in case of errors that could cost you more money. If you do find any discrepancies, contact the company immediately. Waiting could cost you.

If you use the online method of payment, be sure to print a copy of the transaction to prove the amount paid, as well as the date. Always keep these copies filed in the appropriate folder.

Identity theft is running rampant these days, but there are ways to protect yourself. Deal with any mail from finance companies, credit card companies offering you cards, etc. right away. Shred any papers with your personal information that you don't want to fall into the wrong hands.

Never send credit card information in an email and never give it to someone on the phone. If the credit card company calls you, they won't ask you for your account number, they already have it in their files. Don't be fooled by scammers!

Be especially careful with your credit cards; don't keep your PIN numbers in your wallet or purse, with the cards. And guard your Social Security number carefully; your good credit depends on it.

<http://www.personal-enterprise-self-help-resources.com/self-help-prosperity.html>

<http://www.personal-enterprise-self-help-resources.com/self-help-prosper-budgets.html>

Get Motivated To Achieve your Goals

No one is in control of your happiness but you; therefore, you have the power to change anything about yourself or your life that you want to change. - Barbara De Angelis

How could I write a guide to setting and achieving goals if I didn't actually give you a few tips on the most important part of setting goals?

The key to successful goal setting is your ability to motivate yourself and stay motivated until you have achieved your goals.

Getting and staying motivated is not as difficult as it may seem. It just takes discipline. Let's look at the thing that you should do in order to get and stay motivated.

First, let's take a look at what motivation really is.

- Motivation is not a product of outside influence; it is a natural product of your desire to achieve something and your belief that you are capable of doing it

- Positive goals that are geared toward your pleasure are much more powerful motivators than negative ones that are based on fear. The right combination of both is the most powerful and motivating mix.

Now let's look at what you can actually do to motivate yourself and stay that way.

1. Start with visualizing your future success and model the feelings you'll experience when you achieve it
2. Mentally walk the path towards this success and base your feelings at different milestones on the way
3. Assign a high priority to each task that you must achieve which will give each task a priority in your mind
4. Set a target for the amount of work you will do each day toward your goals
5. Visualize the desired outcome: Create a picture of what the desired outcome will look like, and have this vision in your mind at all times
6. Set milestones of the things you like to do and the things that you are good at
7. Use visual indicators to monitor progress and complete the task
8. Give yourself affirmations to remind yourself of how capable you are at reaching your goals
9. Watch movies that motivate you
10. Listen to music that motivates you
11. If you work better with competition, make a deal with a friend or family member to compete for the goal for example who gets there first! It can be hypothetical and doesn't necessarily have to be for real
12. Get help and support from people around you or from a professional in the field for example a personal trainer, finance manager etc.
13. Define your own version of success, don't let others define success for you
14. Ignore any negative influences or responses to your efforts
15. Make a conscious effort to do better than you have ever done in the past
16. Focus on the positive achievements and not the negatives

17. Share your successes with others as this will keep you focused and help you voice your accomplishments which will realize your achievements for you
18. Acknowledge your strengths and weaknesses and work on them both
19. Train yourself to finish what you start by refusing to quit until you are done
20. Don't be afraid to make mistakes and don't punish yourself for making them

You can get your Daily Motivation, Inspirational Quotes and Self Improvement resources for every day of the year right here:

<http://www.free-daily-motivational-self-improvement.com/>

Goal setting Do's & Don'ts

*It takes less time to do things right than to explain why you did it wrong.
- Henry Wadsworth Longfellow*

For the purposes of this guide I thought that a good do's and don'ts category could help you get to the nitty-gritty in a nice and quick manner. Think about it; if you are reading this, you want to start setting goals and achieving them now not later. This can be a quick guide for re-reading later.

<u>Do's</u>	<u>Don'ts</u>
Visualize your desired outcome	Go into your goal with a defeatist attitude
Write down your course of action in an easy step-by-step format that can be checked off with each accomplishment	Try to memorize all of the steps as most will be forgotten
Think positive all the time	Let yourself be overcome with the negatives or set backs
Surround yourself in motivating factors and keep them in easy to spot locations	Forget the reason why you have set up your in the first place
Set your plan of action as soon as you know what you want and start right away	Procrastinate in beginning your course of action

Be realistic in your setting your goals	Set your goals too high to achieve them
Be specific in the goals you choose	Set goals that are too vague
Learn to be organized in your thinking patterns	Let anything stand in the way of achieving your goals
Make an effort to keep track of all of your achievements	Downplay your achievements, you are keeping yourself motivated
Share your achievements with those around you	Let yourself get off track, stay focused on your goals!

The Visualization Board

When we are motivated by goals that have deep meaning, by dreams that need completion, by pure love that needs expressing, then we truly live life. - Greg Anderson

The subconscious mind has the same emotional response to a memory of an event as it does to the event when it takes place in real time. The more you think about a particular event or circumstance (and evoke the feelings associated with that event) the more you program your subconscious mind. It doesn't matter if you're remembering an event, experiencing it, or visualizing it. Your subconscious mind is affected in the same way.

When you use creative visualization to picture your goal coming to fruition, you are relying on this property of the subconscious mind. As you visualize and feel the emotions of your goal coming into fruition, you are programming your subconscious. Now that you know this, you can take control of the programming and effect real change in your life.

Sometimes people respond better to visual images rather than images that are created in their own minds. If you are one of these people, using a visualization board may be the right method for you.

Visualization boards are helpful tools for surrounding yourself with the images of the life that you want to leave. Creating one is simple to do, and you can edit your board as you achieve your goals, or as your goals change.

Start with the list of goals that you created earlier. The next step is to find images that correlate with those goals. This can be done over several days, and you can continue to collect images after your board is "done." Gather together some magazines, images from your computer, pictures of you on vacation and sort through them. You can use images and words together to define your goals. Make sure to include your own picture on the board as well. See yourself among the things, circumstances and people that you desire to be around.

Collect your images and words over the course of a day, or a few days, and then let your pile sit for a while. Return to it after a day or two, and then sort through your pile again. Pay close attention to your emotional response to each image or phrase. Only select the images and phrases that you feel excited and passionate about. You want to get an emotional charge out of looking at your visualization board, so choose your images wisely.

After you've collected the appropriate images, it's time for a little art project. Pull out your glue stick or your thumbtacks and post your images, words and phrases all over a piece of poster board or on a bulletin board. Make sure it's big enough that you'll notice it each day.

You can arrange your images in categories based on the part of your life that they'll affect. You can have a relationships section, a money section, a health section, etc. Group like pictures together so you can create an overall image of that portion of your life.

Each day, take a few moments to look at your visualization board. The repetition on the subconscious level will begin to reprogram your subconscious mind. Over time, you'll draw unto yourself the people, events and beliefs that you need in order to achieve your goals and the success that you desire.

Remember to stay positive as you look at your board. If you have thoughts of "this will never happen" or "this is silly" your conscious mind will be working against you. Ignore your internal critic and just go with the process. Before you know it, you'll be bringing your goals and dreams into reality.

You can view motivational videos and goal setting coaching videos here:

<http://www.free-daily-motivational-self-improvement.com/Daily-motivation-inspirational-videos-jim-rohn-tony-robbins.html>

Chapter 13

Increasing Time Management Skills

There are two primary choices in life: to accept conditions as they exist, or accept the responsibility for changing them. -Dr. Denis Waitley

Effective goal setting begins and ends with time management. You must be able to balance your time in the best way possible in order to achieve your goals. Most of us fail to achieve goals because we “lack the time”. That is why this section needed to be included in this guide.



The concept of time management has been in existence for more than 100 year believe it or not. Unfortunately the term "Time management" creates a false impression of what a person is able to do.

So much to do, so little time! Haven't we all used that phrase at one time or another in our lives? Thanks to technological advances, it seems like the more time we free up, the more activities we find to stuff into that “free” time. We're busier now than we've ever been at any point in human history.

Many people operate under the assumption that time is a scarce commodity. It's hard, as a human being, to think of time in any way except in linear terms. However, there is clock time and there is psychological time.

Information overload is another malady of the 21st century. We have it coming at us from every direction - television, radio, newspapers, magazines, daily mail, catalogues, newsletters, etc. Every time we turn around, we're being bombarded with more information. Max Frisch said, “Technology is a way of organizing the universe so that man doesn't have to experience it.” So, is technology really our friend or our foe?

We long for the “good old days” when life was slower, less busy, and much less frantic. People used to relax in the evenings, read books, and just kick back. Well, not any more these days. Every minute of every day is filled to capacity with more and more activities.

Women especially have much fuller days than ever before. Most work a full time job, and then go home to another full time job. She's chief cook, bottle washer, homework helper, washerwoman, and housekeeper. Much has already been written on how a woman balances work and family. Gloria Steinam said, "I have yet to hear a man ask for advice on how to combine the time for marriage and a career.

Men are busier these days too, as they help their mates on the home front. Kids have tons of activities in the afternoon and evening as well; and that means at least one parent driving, and the other cooking and cleaning. It's turned into a rat race. Lily Tomlin tells us "no matter who wins the race, we're still rats."

Short of retiring from the rat race, if that's even possible, what's a body to do? How do we find the time? Well, there's the rub. We don't find the time, but we make the time. That's crucial. And that requires organization and lots of it.

Time can't be managed, time is uncontrollable and we can only manage ourselves and our use of time. That is all that can be done. Time management is actually self management.

For effective time management we need the ability to plan, delegate, organize, direct and control every aspect of our lives just to find 30 minutes a day that is devoted to something productive that is just for us.

There are common time wasters which need to be identified

In order for a time management process to work it is important to know what aspects of our personal management need to be improved. Otherwise what is the point in trying?

Below you will find some of the most frequent reasons for reducing effectiveness in and around our lives. You might want to check the ones which are causing to be the major obstacles to your own time management. These are referred to as your time stealers.

Identifying your time stealers

- Interruptions for example the telephone or TV (these are also distractions)

- Interruptions, for example, guests
- Meetings
- Tasks you should have had someone else do for you
- Procrastination and indecision
- Acting with out total information
- Dealing with other people's issues or problems
- Some sort of personal crisis, for example, family member is sick or injured.
- Unclear communication
- Inadequate knowledge
- Unclear objectives and priorities
- Lack of planning
- Stress, anxiety and fatigue
- Inability to say "No" to anybody with a request
- Personal disorganization

There are quite a few isn't there? Fortunately there are strategies you can use to manage your time in a better way and be more in control and reduce stress, but you can analyze your time and see how you may be both the cause and the solution to your time challenges.

Below, we will look at time management issues in more detail

1. Shifting priorities and crisis management. Management guru Peter Drucker says that "crisis management is actually the form of management preferred by most managers." What is ironic is that actions taken before the crisis could have prevented it in the first place.

2. The telephone. Have you ever had one of those days when you just had to answer the phone with "grand central station, how can I help you?" The telephone can be our greatest communication tool can be our biggest enemy to effectiveness if you don't know how to control its hold over you.

3. Lack of priorities/objectives. This is probably the biggest and most important time waster. It affects all we do both professionally and personally. Those who accomplish the most in a day know exactly what they want to accomplish beforehand, just ask Donald Trump.

Unfortunately too many of us think that goals and objectives are yearly things and not daily considerations. These results in too much time spent on the minor things and not on the things which are important to our lives

4. Attempting too much. Many people today feel that they have to accomplish everything yesterday and don't give themselves enough time to do things properly. This leads only to half finished projects and no feeling of achievement as all things are done in a hurry and appear rushed to others.

5. Drop in visitors. The five deadliest words that rob your time are "Have you got a minute?" Everyone does it; colleagues, the boss, your peers, and your family and friends.

Knowing how to deal with interruptions is one of the best skills you can learn.

6. Ineffective delegation. Good delegation is considered a key skill in both managers and leaders of homes and work.

The best managers have an ability to delegate work to staff and family members to ensure it is done correctly. This is probably the best way of building a team's moral and reducing your own workload at the same time.

The general rule is this; if one of your people around you can do it 80% as well as you can, and then delegate it.

8. Procrastination. The biggest thief of time is not decision making but decision avoidance. By reducing the amount of procrastinating you do you can substantially increase the amount of active time available to you.

9. The inability to say "no!" The general rule is; if people can dump their work or problems on to your shoulders they will do it.

Some of the most stressed people around lack the skill to 'just say no' for fear of upsetting people. Get over it because these people can do it for you.

10. Meetings. Studies have shown that the average professional person spends about 17 hours a week in meetings and about 6 hours in the planning time and untold hours in the follow up.

There are many ways we can manage our time. I have listed some strategies you can use to manage your time in a better and more efficient manner. They are noted below.

1. Always define your goals as clearly as possible.

Do you find you are not doing what you want to do just because your goals have not been set properly yet?

One of the factors which make successful and happy people stand out is their ability to work out what they want to achieve and have written goals which they can review them constantly.

Your long term goals should impact on your daily activities and be included on your "to do" list. Without a goal or objective people tend to just drift off personally and professionally

2. Analyze your use of time.

Are you spending enough time on the projects which although may not be urgent now but are things that you need to do to develop yourself or your career?

If you are constantly asking yourself "What can I do to make things easier for me right now?" it will help you to focus on 'important tasks' and stop reacting to tasks which seem urgent (or pleasant to do) but carry no importance towards your goals.

Try getting and using a personal calendar, setting reminders on your computer, cell phone or palm pilot.

3. Have a plan.

How can you achieve your goals without a plan? I don't even think that is possible.

Most people know what they want but have no plan to achieve it except by sheer hard work. What's the point in doing hard work when you don't know how to apply it?

Your yearly plan should be reviewed daily and reset as your achievements are met. Successful people make lists constantly.

It enables them to stay on top of priorities and enable them to remain flexible to changing priorities. This should be done for both personal and business goals.

4. Action plan analysis.

Problems will always happen when you set a plan. The value of a good plan is to identify them early and seek out solutions immediately.

Good time management enables you to measure the progress towards your goals because "What you can measure, you can control". Always try to be proactive in the achievement of successfully managing your time.

Time management is not a hard subject to understand, but unless you are committed to building better time management techniques into your daily routine you'll only achieve partial (or no) results and end up right back where you started.

You have to commit to managing your time better and remember to include time for yourself. The lesson that you need to learn is that the more time we spend planning our time and activities the more time we will have for those activities.

By setting goals and eliminating time wasters and doing this everyday you may find you will have extra time in the week to spend on those people and activities most important to you.

Learn more here: <http://www.personal-enterprise-self-help-resources.com/PROSPER-TIME.html>

Tips to manage your time effectively

*Bad habits are like chains that are too light to feel until they are too heavy to carry.
- Warren Buffet*

Time is the most powerful currency of the 21st century. And this powerful currency demands much of our attention. Unfortunately, most people never make use of this remarkable resource we have – our time. Here's some tips to help you make the most of your time every single day:

1. Break down large tasks into smaller ones: We all know the feeling of staring at a new complicated project feeling overwhelmed and wishing we were anywhere but here. But, even complicated tasks are not impossible to handle.

In fact, most tasks become unbelievably trivial once we break them down into small pieces. Get into the habit of breaking down your tasks into small ones and tackling each individual part one at a time. This will help you stay calm as well as it will help you accomplish your goals without the urge to procrastinate.

2. Get rid of unproductive routine tasks: This included getting up each morning and checking your email. Do not start your day on somebody else's agenda. Get out there, take some time to focus on the goals for the day and then start working on them. Do routine tasks during slow times of the day. For example, check your emails right after lunch.

3. Look at your habits to see if they could be changed, maybe you could do certain things different ways and save yourself some time in the process.

4. Evaluate yourself to determine if you are a morning person or night person and organize tasks to use whatever time suits you best. I am usually the most productive at night or after 10 AM and that is exactly why I work on my most important goals during those hours. 2 hours of focused work is far more valuable than 10 hours of unfocused work.

5. Learn to say the word "no": One of the biggest secrets of success is leadership. You need to be able to become a leader and say NO when someone asks you for a favor that can take considerable amount of highly productive time from you.

You need to be very cautious about where and how you spend your time. Time is the most precious resource you have and you need to stop wasting it and start treating it like gold.

To learn how you can take control of your time and use it to achieve your goals, visit <http://h3lpme.nowpower.hop.clickbank.net>

Chapter 14

Goals and Time Management

You will never find time for anything. If you want time you must make it.

- Charles Buxton

Goals are necessary to give you the right motivation. Goal-oriented persons manage their time efficiently. They always think of what they can achieve if they will be able to get on the right track and finish the task in lesser time.

A goal is also a projection, a way of directing your thoughts toward what you foresee as success. It is a mind channel; therefore, you should be aware of the power of the mind and of what you believe you can do with the aid of positive thinking. How to do it will be the next step; but on your way to success, it would be necessary to set things in order, to make some priorities and plans, and to maintain a positive outlook. Here are some goals that you can employ in reaching your desired scenarios in less time:

1. **Motivational Goals** – These goals help in energizing your moves and in encouraging you to be good in whatever you do. Motivational goals are imaginary pictures or moments that you see yourself as, like becoming rich or famous after some years of work and struggle. You may also think of yourself based on social conditions like leading a nation for a better future, becoming a good and patriotic citizen, or anything that you wish to achieve in terms of your status in life. A person is motivated by how he defines the future, or by what he wishes to accomplish in life. Motivational goals are not necessarily the specific conditions that you would want to reach in a particular time. These are scenarios that give you the encouragement to work hard and to waste no time in achieving what you want. Motivational goals are what define you as a person, including your personality and philosophy in life, as well as your vision towards the future. Motivational goals will encourage you to persevere and reach for your dreams.
2. **Projected Goals** – These goals are the ones that you wish to achieve in less time or within a given period. The result of your plan depends on your projected output. You will reach what you want provided that you

have created the right conditions to reach the end of that path. Projection is a way of estimating the result of your plan like your projected income after a year from the start of your business, the projected result of your thesis or study, or your plans after five years of marriage. These are similar to motivational goals. However, these goals are what you wish to achieve so you can create conditions to reach them. Examples of projected goals are enumerated below:

Perceptual Goal:

Am I optimistic or pessimistic in perceiving ideas or situations? Do I get upset by people or by things that do not meet my expectations? Do I grumble or look forward after a failure or wretched situation?

Professional Goal:

What is my notion of success and how do I get there?

Educational Goal:

What do I want to learn and why should I learn them? What are the things, information, and skills that I have to acquire in order to excel and become a productive citizen?

Familial Goal:

What is my concept of home and how do I define my family? Am I aware of my lineage and my goal for my family? How do I envision myself as part of my family, and my extended family? How do I want them to envision me?

Financial Goal:

What are my financial expectations? Do I want to become rich? Have an affluent Lifestyle?

Physical Fitness Goal:

What do I want to become, physically speaking? What are my hobbies or preferred sports? Do I wish to compete in athletic events and how do I see myself doing it?

Recreational Goal:

How do I want to enjoy my life?

Public Service Goal:

How can I make this a better world or a more humanly society?

3. **Concrete Goals** – These are parts of your plans and what you wish to achieve realistically. Concrete goals are what's written in your "what to do list" or noted in your planner or calendar. Concrete goals must be the result of your feasibility study or business plan.

It would be better if you always set some goals in planning your activities or in projecting your future. Goals are meant to encourage you in reaching something. But sometimes, goals can be frustrating especially when failures start to enter into the picture. You should not waste time indulging in low-motivational factors such as frustration, low-self esteem, confusion, and anxiety. Instead, you should focus your attention on how you can learn and benefit from such failures.

Goals are set to help you encourage yourself. Goals should be based on your capacity and should be reflected by your strengths and weaknesses. These aims should also be realistic and should be based on your immediate concerns.

As what Abraham Maslow had elucidated in Psychology, behaviors are defined by what we consider as "hierarchy of needs" or pyramidal structures in which we are predisposed to strive with. There are basic needs like food, shelter and material things that are necessary for survival. This should be met in order to get into the next level, which includes social interactions and the need for love and belongingness. On top of this pyramid is the need for "self-actualization" or the fulfilment of a person after meeting the more basic needs in life.

Along with this is the assessment of one's spirituality, the higher definition of success, like personal happiness and higher forms of gratification in line with creativity.

"I long to accomplish a great and noble task, but it is my chief duty to accomplish small tasks as if they were great and noble." - Helen Keller

Goals should also be set according to the proper way to adjust in case you do not meet your expectations. If you're not able to reach what you initially desired for the first time, try looking at your aim and modify it. For example, you want to buy a sports car from your savings and additional compensation because you are really working hard for such reward.

However, during the middle of the year, you learned that you need to spend your money on some very important expenses, like an increased payment for the amortization of your housing loan or an unexpected expenditure. In order to veer away from frustration, what you can do is either delay the buying of your car until you can save the right amount or buy a car with whatever money you have left.

Never let frustration confuse you or give you the terrible feeling of not achieving what you want. Just in case you decided to buy the car by having another loan from the bank, just imagine the additional money you have to earn to pay all your bills. This would only derail you from your initial agenda. Remember that a wise man is patient with his purse and will never spend a dime for stone.

Other things that you should remember in setting goals include:

1. Your priorities in life and their order.
2. Your strengths and weaknesses in doing things or in executing actions.
3. Your personality and the things that should be improved in meeting the demands of your plans.
4. Your plans for other people, especially for your love ones that will give you a sense of fulfillment and personal happiness.
5. Your past achievements that will pump-up more encouraging spirit in your next struggles.

Keep in mind that goals are guideposts but not necessarily the exact result of what you have in mind for your plans. Sticking with your goals and not adjusting to the changes will give you time-wasting frustrations. A right move would be recognizing the changes and moving on to reach your aims amidst any unexpected circumstances.

Another part of motivational aspect in efficient time usage would be to avoid procrastination. This kind of negative virtue is a result of the loss of motivation because of many factors that surround your work habits and conditions. These include low-self esteem, discouragement from superiors, the absence of concrete rewards or pleasant results, or plainly because of boredom.

Procrastination is one big hindrance in achieving your aims or goals. Therefore, you should avoid such feeling or mindset. Here are some basic tips to get away from such negative thought and activity:

1. If you are the type of person who gets easily bored, avoid routines or try to change your daily activities once in a while. These would give you a sense of dynamism and would help you avoid the boredom of familiarity and habit formation.
2. Try to accomplish two boring tasks by alternating each of them. They will give you a directional movement to achieve your desired result.
3. Reward yourself after doing a very difficult task or a very boring activity, like encoding a private manuscript or filing a card catalog cabinet. You may also think of the reward you will be getting after finishing such activity either in concrete or abstract terms.
4. In case you are working on a very uninteresting task along with your other activities, make sure to take note of this by writing it down and posting it at your workstation or at your cubicle. By doing this, you would be reminded of the task even when you're not interested to do it initially.
5. Enjoy your work with what motivates you like listening to classical music or going out once in a while to see the natural scenery.
6. Never put pressure in your mind. This will just increase your frustration level.
7. Talk about your work with your colleague and think about the happiness you feel inside the office. By becoming cheerful and positive, you not only imbibe good mood but also motivate others and yourself to work hard.
8. Avoid too much caffeine or sweet foods during pressured moments. They will give you too much energy level that can bring your anxiety level and worries up. However, during a relaxed and comfortable

situation, you may sip your favorite coffee and dip your spoon on the luscious caramel-chocolate cake in a café where you can enjoy time in a relaxed ambiance, especially if you have just finished a very long and challenging day at work.

You can organize your time by creating a daily agenda and by checking your agenda at the end of each day to track down your schedule on a daily basis.

Other suggestions include:

1. **Keep an activity log** in which all your activities, either major or minor, can be written down and later on, be analyzed by you. You would see that you have a remarkable capacity to do so many things or, on the opposite side, there are so many things that you have not done because of tardiness. This would also help you become more aware of your strengths and your weaknesses. You can also analyze your period of alertness and productivity through this activity log.
2. **Track-down your idle moments or your periods of tardiness.** For example, know what might have been the cause of the delay of finishing tasks such as writing a report or going to your appointment. This way, you would also know your weaknesses when it comes to motivation and goal setting.
3. **Know your personal histories, your family history, and learning insights from the past.** This way, you would recognize the importance of time and how it has affected your development as an individual or as part of your family or society.
4. **You may also compare your work efficiency with the work style of others.** But this should not frustrate you if you see that others leave you behind. Contrary to this, you should be motivated to excel or to improve your condition if you see that you are not working as fast or as efficient as they are.

Chapter 15

Positive thinking

More important than talent, strength, or knowledge is the ability to laugh at yourself and enjoy the pursuit of your dreams. - Amy Grant

I'm sure you have a bright idea hidden somewhere in the back of your mind that you just can't wait to test out. Of course you're not the only one with the bright idea. So what motivates you to churn those creative, or even inspiring juices to its utmost flavor?

It's always best to set up a personal goal where you can accomplish the most in record time, maybe like mowing the lawn in an hour before the big game on TV. A correct and positive attitude in whatever you do will make things easier, and even enjoyable.



Here are some tips to make it through the week even if you're just sitting in your favorite couch. An idea takes time to form in your head and is always at work while you are busy sitting.

Having a bit of positive thinking can help you realize things that are never thought possible. Thinking big is indeed the American Way and that what made our country prosperous.

1. Take passionate action towards living your life by design. Talk is cheap. Action = deposits in the bank of a passionately authentic future. Without it, passion is void.

This is a perfect example where dreams are made of where you start by tinkering with your mind, then with your hands. And if the idea weakens, you can always go back to it later until you finish it.

2. Commit to yourself as well as those you love to create powerfully a life you can love. Instead of reacting, commit to creating from your heart and soul, out of love rather than fear. The American Dream will always be there, but a dream will still be a dream without motion. Be amazed as the transformation begins.

3. Recognize and embrace the thought that each moment is perfect regardless of its outcome. Every time you hit on something that may appear too extreme, why not give it a shot and see if it will work. You will be surprised to see if there are other ways to get the task done in time. If you are not pleased with the outcome, decide to use that moment to learn from and make the appropriate shift.

4. Dwell completely in a place of gratitude. Learn to utilize what you have in your hands and make use of it in the most constructive way. Slipping into neediness will become less of a habit when you repeatedly shift towards gratitude, away from poverty consciousness.

5. Use a Passion Formula of Recognize/Reevaluate/Restore in place of the Shoulda/Woulda/Coulda whirlwind. The former is based in increased knowledge and abundance while the latter focuses on scarcity and lack. As you face people or tasks that may seem harder than scaling the summit of the Himalayas, allow yourself to realize that the task is just as important as giving out orders to your subordinates. You would rather be richly passionate!

6. Keep humor at the forefront of thought, laughing at and with yourself when possible. You may find yourself quite entertaining when you loosen up! I am yet to see a comedian ever go hungry even though his jokes are as 'old as great-grandma'. Life has so much to offer to allow you to mope around in self pity. Humor is very attractive, very passionate: life-giving.

7. Believe that you are the architect of your destiny. No one can take your passionate future from you except for you! Create your life authentically. As long as there's still breath in your body, there is no end to how much you can accomplish in a lifetime. The concept of thinking big is all about enjoying your work, which would lead to celebrate a discovery that is born within your hands. Watch everything flow into place with perfect, passionate precision.

It's interesting how people get wallowed up by something trivial as learning to use a computer, when nowadays that top computer companies are manufacturing software that even the kids can do it.

I don't mean to be condescending, but that's the idea of not having any positive thinking in your life-you'll just end up as a dim bulb in a dark corner. So instead of subjecting yourself to what you will be doomed for, make your path by taking the first step with a positive attitude.

Change Your Point of View to Enjoy Your Life.

"Keep away from people who try to belittle your ambition. Small people always do that, but the really great make you feel that you, too, can become great." - Mark Twain

In life, you are always filled with choices. You may opt to have a pessimist's view and live a self-defeated life or you may decide to take the optimist's route and take a challenging and fulfilling life.

So why nurture an optimist's point of view? And why now?

Well, optimism has been linked to positive mood and good morale; to academic, athletic, military, occupational and political success; to popularity; to good health and even to long life and freedom from trauma.

On the other hand, the rates of depression and pessimism have never been higher. It affects middle-aged adults the same way it hits younger people. The mean age of onset has gone from 30 to 15. It is no longer a middle-aged housewife's disorder but also a teen-ager's disorder' as well.

Power of Positive Thinking

(The Glass is Half-Full)

Optimism is the one quality more associated with success and happiness than any other
- Brian Tracy

Although you can see that the glass is half-empty, you chose to see it in a positive way. It is still half-full, anyway. The absence of half of the volume of water didn't even bother you. What mattered was that it still contains water. If this is how you answered the question above and how you justified your answer, then you have a positive way of thinking.

Positive thinking is a way of looking at the brighter side of life. Everything is good, beautiful, and light. There are no worries, problems, or fears. In short, all you see and believe in is, well, positive. I guess that's already the most suitable word in describing this way of thinking, which is why it is the term being used.

This kind of thinking is very powerful in that if you think that you are going to pass an exam, you are going to pass; if you think that you'll get noticed by your crush, you'll get noticed; if you think you will get promoted at work, then you'll get promoted. This is how powerful the mind is, particularly positive mind.

Because the mind is working on the information you send it, positive thinking leads to positive reality. This is how it works. Yes, we do have to really think of positive things. But it doesn't stop there. Remember the ever-famous cliché "Do your best and God will do the rest"? You know, it's true. Aside from believing in and having faith in something we want to happen, we have to do something about it.

The mind is like a computer, due to the fact that we can program it with certain functions and tasks. Sometimes, it even acts as our autopilot. For instance, we use it when we drive and talk on a mobile phone at the same time. Therefore, we can program it with whatever we want to happen. Say, for example, you want to be attractive.

Thus, you say to yourself "I can be beautiful, healthy and slim." But for this positive thinking to work, you can't just leave it at that. You still need to do something.

You need the right self-programming: "I can be beautiful, healthy, and slim if...

- (a) I'll take enough rest every night;
- (b) I'll eat proper balance diet;
- (c) I'll do exercises;
- (d) I'll brush my teeth every after meal; etc."

And if all these thoughts sink into your system, you'll see that they wouldn't be far from happening. Mind power implies will power.

With positive thinking, one does not stop with *I can* or *I am*.

There will always be an *I will* after it in which it will cause the realization of his aspirations.

Positive thinking is a powerful tool that helps us build the life we want. It can make us beautiful and smart. It can get us the dream job with the excellent salary we always dreamed of. It can help us find our one true love. But we have to use them properly and we have to continue working with them regularly - to the point where it becomes such a habit that we ought to say them all the time.

We should also understand that some affirmations take some time to take effect. It really depends on where we are and what we want to accomplish. For example, if you're unemployed yet want to be a millionaire, well, in reality, it will take quite some time. You have to get a job first, and from there, start making the big money and earn the millions you want.

Successes usually do not happen overnight.

So the first step is to focus on how we can accomplish our goal.

If we are on the right place, plus we possess the right attitude, then it won't be too far.

Power of Negative Thinking

(The Glass is Half-Empty)

"Worry is like a rocking chair - it gives you something to do, but it doesn't get you anywhere." - Dorothy Galyean

Some of the water spilled. Someone drank on my glass of water. Or there isn't enough water on the pitcher to fill the glass. Whichever reason, still my glass is half-empty! It may not be enough for me. It may not quench my thirst fully. And darn that person who drank some of my water!

Is this how you react to a glass of water which is half-filled, or in this case, half-emptied? If you are, your mind is full of negative thoughts. You even cursed a person who drank some of the water in your glass which you are not even sure

of. You are filled with opinions that something bad has happened to the water. What's worse is, they are not even proven to be true and yet you believe them.

Negative thinking, the exact opposite of positive one, is a way of looking at, not necessarily the bad, but definitely not the good things in life. Everything that has happened is due to some undesirable cause. Or if something is not yet happening, you think of something bad that might take place. Your mind is full of worries, fears, discomforts, and you keep asking questions with what if's.

This kind of thinking is also powerful. It is generated by the mind isn't it? And the mind is empowering, right? Therefore, negative thinking has its own power. Yes, the same power as positive thinking – power to mold our personality, power to shape our future, and power to create our destiny. The only difference is the outcome it will bring about. So, if positive thinking brings positive reality, does negative thinking bring about negative reality? Do you think so? Well, let's see.

Negative thoughts, are due to mistakes, unpleasant incidents, embarrassing moments, and wrong decisions that have been experienced by the individual. Similar to plant seeds, these unlikable ideas were buried deep in his mind. As they grow and flourish, they remain hindrances in his ability to be someone and to do something.

This is where his fears start to develop, slowly take over his strengths – physical, emotional, mental, and spiritual – and eventually, remove his self-confidence and trust in himself. Then, from here, it wouldn't be far until he starts saying the words that would destroy his dreams, *I can't*, and worse, acting the unwillingness it implies, *I won't*.

Usually, we prefer to stay in a place where everything is safe and secure and where dangers are low and minimal. For instance, one may avoid joining competitions because he knows he can't win. Or instead of courting a gorgeous girl, one settles to be with someone not so pretty because he knows he can't win over the prettier girl. But this is also where we realize the vastness of our limitations.



Because of this, we can conclude that we have already lost even before we begin, and we already failed even before we tried. What we don't usually know is that the greatest failure in life is not losing, but not trying at all. After all, who knows? No one can really say what could happen in the competition or with that gorgeous girl until he tried, right?

This is the power of negative thinking. It makes one unattractive because he believes that he can't be good-looking. It gives one an awful future because he believes that he can't find a job and earn enough money. It lets one stay single and alone because he believes that he can't win friends or find true love. And because he can't, he won't. Remember? Mind power implies will power. And since the mind power is negative, the will power is reluctant.

Funny how ignorance sometimes can be blessings in disguise because it becomes a way for someone to keep on trying. There are instances where people say, "I really don't understand the question. So, I just guessed my answers," or "I know I'm not good at speeches so I wrote what I have to say and will just read it in front." Because of simple and little ways of attempts, we can say that these people are more superior and will likely to succeed farther than those who don't try at all.

Here's how optimists are in action and research that backs up why it really pays to be an optimist:

Optimists expect the best

The defining characteristic of pessimists is that they tend to believe bad events, which will last a long time and undermine everything they do, are their own fault.

The truth is optimists are confronted with the same hard knocks of this world. What differs is the way they explain their misfortune---it's the opposite way.

They tend to believe defeat is just a temporary setback, that its causes are confined to this one case.

Optimists tend to focus on and plan for the 'problem' at hand. They use 'positive reinterpretation.' In other words, they most likely reinterpret a negative experience in a way that helps them learn and grow. Such people are unfazed by bad situation, they perceive it is a challenge and try harder.

They won't say "things will never get better," "If I failed once, it will happen again" and "If I experience misfortune in one part of my life, then it will happen in my whole life."

Positive expectancies of optimists also predict better reactions during transitions to new environments, sudden tragedies and unlikely turn of events. If they fall, they will stand up. They see opportunities instead of obstacles.

People respond positively to optimists

Optimists are proactive and less dependent on others for their happiness. They find no need to control or manipulate people. They usually draw people towards them. Their optimistic view of the world can be contagious and influence those they are with.

Optimism seems a socially desirable trait in all communities. Those who share optimism are generally accepted while those who spread gloom, panic and hysteria are treated unfavorably. In life, these people often win elections; get voted most congenial and sought for advice.

When the going gets tough, optimists get tougher

Optimists typically maintain higher levels of subjective well-being during times of stress than do people who are less optimistic. In contrast, pessimists are likely to react to stressful events by denying that they exist or by avoiding dealing with problems. Pessimists are more likely to quit trying when difficulties arise.

They persevere. They just don't give up easily, they are also known for their patience. Inching their way a step closer to that goal or elusive dream.

Optimists are healthier and live longer

Medical research has justified that simple pleasures and a positive outlook can cause a measurable increase in the body's ability to fight disease.

Optimists' health is unusually good. They age well, much freer than most people from the usual physical ills of middle age. And they get to outlive those prone to negative thoughts.

So why not be an optimist today? And think positively towards a more fulfilled life.

Why not look forward to success in all your endeavors? Why not be resilient? Like everybody else you are bound to hit lows sometimes but don't just stay there. Carry yourself out of the mud and improve your chances of getting back on the right track. And why not inspire others to remove their dark-colored glasses and see life in the bright side?

"A Better You"

Your 7 days program to self-improvement

To succeed... you need to find something to hold on to, something to motivate you, something to inspire you. - Tony Dorsett

I seem to have lost count on how many times I've read and heard of celebrity marriages failing almost left and right. Not that I care (and personally I don't), it seems strange that we often see movie and TV stars as flawless people, living the fairytale life of riches and glamour. I suppose we all have to stop sticking our heads in the clouds and face reality.

There are many ways to lose your sense of self-esteem despite of how trivial it could get. But whatever happens, we should all try not to lose our own sense of self. So what does it take to be a cut above the rest? Here are some of the things you can think and improve on that should be enough for a week.

1. Know your purpose

Are you wandering through life with little direction - hoping that you'll find happiness, health and prosperity? Identify your life purpose or mission statement and you will have your own unique compass that will lead you to your truth north every time.

This may seem tricky at first when you see yourself to be in a tight or even dead end. But there's always that little loophole to turn things around and you can make a big difference to yourself.

2. Know your values

What do you value most? Make a list of your top 5 values. Some examples are security, freedom, family, spiritual development, learning. As you set your goals for the year ahead - check your goals against your values. If the goal doesn't align with any of your top five values - you may want to reconsider it or revise it.

The number shouldn't discourage you, instead it should motivate you to do more than you can ever dreamed of.

3. Know your needs

Unmet needs can keep you from living authentically. Take care of yourself. Do you have a need to be acknowledged, to be right, to be in control, to be loved? There are so many people who lived their lives without realizing their dreams and most of them end up being stressed or even depressed for that matter. List your top four needs and get them met before it's too late!

4. Know your passions

You know who you are and what you truly enjoy in life. Obstacles like doubt and lack of enthusiasm will only hinder you, but will not derail your chance to become the person you ought to be. Express yourself and honor the people who has inspired you to become the very person you wanted to be.

5. Live from the inside out

Increase your awareness of your inner wisdom by regularly reflecting in silence. Commune with nature. Breathe deeply to quiet your distracted mind. For most of us city slickers it's hard to even find the peace and quiet we want even in our own home. In my case I often just sit in a dimly lit room and play some classical music. There's sound, yes, but music does soothe the savage beast.

6. Honor your strengths

What are your positive traits? What special talents do you have? List three - if you get stuck, ask those closest to you to help identify these. Are you imaginative, witty, good with your hands? Find ways to express your authentic

self through your strengths. You can increase your self-confidence when you can share what you know to others.

7. Serve others

When you live authentically, you may find that you develop an interconnected sense of being. When you are true to who you are, living your purpose and giving of your talents to the world around you, you give back in service what you came to share with others -your spirit - your essence. The rewards for sharing your gift with those close to you is indeed rewarding, much more if it were to be the eyes of a stranger who can appreciate what you have done to them.

Self-improvement is indeed one type of work that is worth it. It shouldn't always be within the confines of an office building, or maybe in the four corners of your own room. The difference lies within ourselves and how much we want to change for the better.

So, when does Self Improvement become synonymous with Success?

*"If you are clear about what you want, the world responds with clarity."
- Loretta Staples*

The key points to Self Improvement and Self Management include:

- knowing what it is you want from life and how you will achieve it
- breaking free from your beliefs that you have limits
- letting go of thoughts and emotions that have held you back
- becoming more in tune with yourself
- letting your intuition and creative side out
- understanding why you make a difference
- successfully changing your thoughts, feelings and way of thinking so you can continue expanding.

As young children we don't hold back or deny ourselves anything as we are growing, and due to this we continue to grow and develop from a child into an adult. We continually learn and adapt and better ourselves.

Young children don't seem to have the fears that we develop as adults, life is so much simpler and easier to cope with and deal with, a child's mind is open and they continually use their imagination and intuition, they are not afraid of what they can and cannot do.

It is only when we reach adulthood we hold ourselves back and make things complicated, we still use our mind but we use it the wrong way, we turn it in on ourselves.

Where do we start? Take these tips:

***Stop thinking and feeling as if you're a failure, because you're not.** How can others accept you if YOU can't accept YOU?

***When you see hunks and models on TV, think more on self improvement, not self pitying.** Self acceptance is not just about having nice slender legs, or great abs. Concentrate on inner beauty.

***When people feel so down and low about themselves, help them move up.** Don't go down with them. They'll pull you down further and both of you will end up feeling inferior.

***The world is a large room for lessons, not mistakes.** Don't feel stupid and doomed forever just because you failed on a science quiz. There's always a next time. Make rooms for self improvement.

***Take things one at a time.** You don't expect black sheep's to be goody-two-shoes in just a snap of a finger. Self improvement is a one day at a time process.

***Self improvement results in inner stability, personality development and SUCCESS.** It comes from self confidence, self appreciation and self esteem.

*** Set meaningful and achievable goals.** Self improvement doesn't turn you to be the exact replica of Cameron Diaz or Ralph Fiennes. It hopes and aims to result to an improved and better YOU.



***Little things mean BIG things to other people.** Sometimes, we don't realize that the little things that we do like a pat on the back, saying "hi" or "hello", greeting someone "good day" or telling Mr. Smith something like "hey, I love your tie!" are simple things that mean so much to other people. When we're being appreciative about beautiful things around us and other people, we also become beautiful to them.

***When you're willing to accept change and go through the process of self improvement, it doesn't mean that everyone else is.** The world is a place where people of different values and attitude hang out. Sometimes, even if you think you and your best friend always like to do the same thing together at the same time, she would most likely decline an invitation for self improvement.

We should always remember that there's no such thing as 'overnight success'. It's always a wonderful feeling to hold on to the things that you already have now, realizing that those are just one of the things you once wished for.

We are all here to learn our lessons. Our parents, school teachers, friends, colleagues, officemates, neighbors... they are our teachers. When we open our doors for self improvement, we increase our chances to head to the road of success.

Chapter 17

Managing Stress for Goal Achievement

"The more tranquil a man becomes, the greater is his success, his influence, his power for good. Calmness of mind is one of the beautiful jewels of wisdom." - James Allen

Stress management wouldn't seem like something that would be a part of setting goals but it could be the difference between you achieving them and not achieving them.

There is positive stress and negative stress. Positive stress adds anticipation and excitement to life, and we all thrive under a certain amount of stress. Deadlines, competitions, confrontations, and even our frustrations and sorrows add depth and enrichment to our lives.

Our goal is not to eliminate stress but to learn how to manage it and how to use it to help you achieve your goals. Insufficient stress acts as a depressant and may leave you feeling bored or dejected; on the other hand, excessive stress may leave you feeling all mixed up inside.

What you need to do is find the optimal level of stress which will individually motivate but not overwhelm each of us.

How Can I Tell what is Optimal Stress for Me?

There is no single level of stress that is optimal for every person. We are all individual creatures with unique requirements. As such, what is distressing to one may be a joy to another. And even when we agree that a particular event is distressing, we are likely to differ in our physiological and psychological responses to it. That's just human nature.

The person who loves to arbitrate disputes and moves from job site to job site would be stressed in a job that was stable and routine, whereas the person who thrives under stable conditions would very likely be stressed on a job where duties were highly varied.

Also, our personal stress requirements and the amount which we can tolerate before we become distressed changes with our ages. It has been found that most illnesses are related to unrelieved stress; for example, anxiety disorders, bowel disorders etc.

If you are experiencing stress symptoms, you have gone beyond your optimal stress level; you need to reduce the stress in your life and/or improve your ability to manage it.

Stress symptoms include, but are not limited to:

- Hair falling out
- Anxiety attacks
- Headaches
- Fatigue
- Loss of appetite
- Increase of appetite

How Can I Manage Stress Better?

Identifying unrelieved stress and being aware of its effect on our lives is not sufficient for reducing its harmful effects. Just as there are many sources of stress, there are many possibilities for its management.

However, all require work in order to be effective. Changing the source of stress and/or changing your reaction to it. So you might be wondering how do you do it? Let me show you.

1. Become aware of your stressors and your emotional and physical reactions.

- Notice your stress and its beginnings. Don't ignore it. Don't gloss over your problems.
- Determine what events stress you out. How much do these events mean to you?
- Determine how your body responds to the stress. Do you become nervous or physically upset? If so, in what specific ways?

2. Recognize what you can change.

- Can you change your stressors by avoiding or eliminating them completely?
- Can you reduce their intensity over time?
- Can you shorten your exposure to stress by taking a break, or leaving the physical premises?
- Can you devote the time and energy necessary to making a change (goal setting, time management techniques, and delayed gratification strategies may be helpful here)?

3. Reduce the intensity of your emotional reactions to stress.

The stress reaction is triggered by your perception of danger and/or fears physical danger or emotional danger, and fears of failure etc.

- Are you viewing your stressors in exaggerated terms and/or taking a difficult situation and making it a disaster?
- Are you expecting to please everyone because I'm telling you that you can't?

- Are you overreacting and viewing things as absolutely critical and urgent all the time? Do you feel you must always come out the winner in every situation?
- Work at adopting more moderate views; try to see the stress as something you can cope with rather than something that overpowers you.
- Try to temper your excess emotions. Put the situation in perspective. Do not labor on the negative aspects of everything find a positive in them if you can
- Take personal time to evaluate your surroundings clearly
- Take a deep breath when overly stressed and count backwards from 10
- Exercise a little bit or take a walk daily

5. Build your physical reserves.

- Eat well-balanced, nutritious meals.
- Maintain your ideal weight or appearance.
- Avoid nicotine, excessive caffeine, and alcohol.
- Mix leisure with work. Take breaks and get away when you can.
- Get enough sleep. Be as consistent with your sleep schedule as possible.

6. Maintain your emotional reserves.

- Develop some mutually supportive friendships/relationships.
- Pursue realistic goals which are meaningful to you, rather than goals others have for you that you do not share because they won't succeed.
- Expect some frustrations, failures, and sorrows and let them go.
- Always be kind and gentle with yourself be your own best friend.

Stressed Out?

Success is not to be pursued; it is to be attracted by the person you become. - Jim Rohn

Just about everyone who you talk to nowadays will complain about being “stressed out.” Thirty years ago, no one ever even used this term. Today, however, it is a staple in most conversations. We often refer to

ourselves as being “stressed out” when we discuss our careers as well as our personal lives.

Recent studies indicate that even children are “stressed out.” Little kids, who shouldn’t have a care in the world, are becoming “stressed” due to activities at home or at school. In most cases, they are simply inheriting the stress from their parents.

Psychologists who deal with “stressed out” individuals blame the current situation on everything from the foods we eat to our society. Most agree that people today attempt to do “too much” and end up getting burned out.

We all experience stress during the course of our lives. There is a difference, however, in being constantly stressed out and experiencing stress due to a certain situation. Anything that dramatically disrupts our lives is a cause for stress. Most people recover from the stressful situation after it has been resolved or over a period of time.

Other people tend to get stressed out all the time. In fact, their entire life appears to be one big stress factory. This is unhealthy and is gradually taking its toll on our society. Each year, billions of dollars are spent on symptoms of stress. There are dozens of prescriptive medicines on the market today that address stress and anxiety. Millions of people are on some sort of medication for “stress.”

What has happened in the past thirty years that has caused us to become such a nation of stressed out individuals? Is society expecting too much from us or are we expecting too much from ourselves? Why are so many people suffering from the following:

- Anxiety disorder
- Social anxiety disorder
- Obsessive compulsive disorder
- Anorexia Nervosa
- Depression
- Panic attacks

Years ago, no one ever even heard of these conditions, now they are featured in every magazine you encounter. There is a huge market to treat both depression and anxiety, which usually go hand in hand and are the offspring of stress.

Pharmaceutical companies are cranking out different anti-depressants all of the time. These are said to be "better" than the other anti-depressants that they discovered a year prior. Thirty years ago, no one ever even heard the term "anti-depressant." If you used that expression back then, people would think you were talking about something to do with your car.

Today it seems as if every single person you encounter is "on something" for stress, depression or anxiety. All of them can neatly be lumped into the same category and are caused by stress.

Stress is usually at the root of all of the above psychological disorders. It also affects us physically as well. Stress has been linked to every disease known to man, including heart disease and cancer. Clearly, it is not a good idea for people to be under stress. But, as human beings, we are going to experience stressful situations. There is no avoiding this fact. Therefore, in order to really be able to help cure ourselves from being "stressed out" we need to know how to do the following:

- Identify stressors that affect our daily lives;
- Eliminate the stressors of which we can free ourselves;
- Learn to deal with stressful situations in a healthy way

If you are one of the millions of people who are feeling stressed out, you must take a look at the reasons why you are stressed out and try to do what you can to eliminate as much stress as you can from your life. If you continue to be "stressed out" you will most likely find yourself taking some sort of prescription drug for one of the above disorders.

Taking prescription drugs for stress does not mean that you are "crazy." This book will discuss alternative ways to deal with stress, but as a last resort, you are better off with the medications than allowing your body to be battered by stress.

Life is way too short to go through it being stressed out. And chances are that you will shorten your lifespan significantly if you continue to be “stressed out ” through the daily course of your life. This is especially true as many of the things over which you may be stressed are minor, but have been blown up in your mind to be worse than they actually are.

Wouldn't it be nice to actually be able to go through life without being “stressed out” over everything and without drugs or medications? This book will teach you everything you wanted to know about stress and how you can avoid this scourge that seems to be plaguing millions of people.

Chapter 18

Self Induced Stress

"My great concern is not whether you have failed, but whether you are content with your failure." - Abraham Lincoln

Some people are just so driven that they actually create their own stress. Not only do they create stress for themselves, but for others around them. You can often observe this in parents of young children who are so busy projecting their dreams onto their children that they create a tidal wave of stress throughout the house.

These people are so obsessed about being “the best” at everything that they lose sight of what life is about. They rarely enjoy their lives and make sure that their children also do not enjoy the lives they have, either. They can be found heading up PTA drives and in a dozen other activities.

People often look at them with envy because they seem to have it all and are so ambitious. In reality, they have very little. Ambition is good - driving everyone around you nuts to validate your life because of personal insecurity, is not.

Take the example of Shirley. A corporate attorney for a large company, she expected no less than the best from all of her employees. She couldn't understand why anyone would settle for anything less than perfection and became known as “Shirley the Slave driver” throughout the office. Shirley knew

that this was the nickname that had been given her and didn't care. She was proud of being a "perfectionist."

A perfectionist, by the way, is not a good thing to be. Because it has the word "perfect" in it, many people proudly call themselves "perfectionists." It stems from gross insecurity. A perfectionist will never be satisfied with anything and will rarely be happy. Worse yet is the perfectionist who becomes a parent or a boss.

Shirley caused many of her employees to quit or ask for a transfer because of her incessant demands. Many of her employees considered themselves to be "under stress." The more she demanded, the more stressed they became and it seemed to them that she was downright impossible to please.

In addition to being herself a major stress factor for her employees, Shirley was also a stress factor for her children and husband, of whom, of course, she expected "the best." Her children felt compelled to excel in everything they did in order to please their mother. Her husband felt that Shirley was beyond being pleased and sought refuge in other women on occasion.

When the children were young, they were "exposed" to many different sports, each of which they were expected to excel. Shirley was never really athletic, so she projected her wish to be athletic onto her children. After work, she spent most of her time driving her children back and forth to various games and sporting events. Her friends marvelled at how much energy she seemed to have.

In private, Shirley worried about everything. She had come from an impoverished household and wanted to make sure that her children wanted for nothing. She wanted to be sure that they had every advantage to succeed in life that she never had.

She remembered growing up and feeling inferior because of her poor clothing and the fact that she had to take charity lunches at school. Kids made fun of her old shoes. Even though she was now a successful corporate attorney, inside was a little girl with holes in her shoes eating a government subsidized lunch.

Despite the fact that she seemed to “have it all,” Shirley was far from a happy person. She felt like she was on a roller coaster all of the time, yet she didn’t know how to stop it. Unfortunately, a heart attack was the result of her continued, self induced stress.

Fortunately, Shirley survived her heart attack, after which she began to look at life much differently. It no longer seemed to be important if her children were in every sport known to man or if they got a “B” instead of an “A” on a test. When she finally returned to work, she began to realize that the place had been running well without her, despite the fact that she felt she was the only one who knew what she was doing.

Many of us have only ourselves to blame for our stress. It is self induced because we feel compelled to have to “do everything.” Self induced stress is a product of modern times. People today tend to judge success on how many material possessions they have and how well their children compete with others.

There is little that we can do about the fact that both spouses work or that women work outside of the home. When we add kids into the mix and our expectations for them, which are really based upon our expectations for ourselves, we end up with one heck of a stressed out life.

Are you experiencing self induced stress? How do you feel when you come home from work - are you happy to come home or do you feel that you are just coming home to a life of chaos? Many people say that they are more relaxed at work than they are at home. If you cannot relax at home, when can you relax? Do you even know how to relax? Some people actually feel guilty when they are relaxing “doing nothing.”

People today tend to expect way too much from themselves and very few people know how to relax. As a result, they are raising children who also do not know how to relax. What have we got to look forward to except a bunch of future stressed out adults? The only ones who will benefit from this are the pharmaceutical companies who are busy cranking out better and better medications for stress.

Some signs of self induced stress are the following:

- You do not have time to talk to friends on the phone because you are always “running around;”
- Your children are involved in no less than two activities a week to which you provide transportation;
- You look forward to the day when Taco Bell offers charge accounts;
- Your kids do not know what mashed potatoes are unless they come in a KFC package;
- You feel you can relax at work better than you can at home;
- You feel guilty if you have nothing to do;
- You eagerly count the days until (pick one) Soccer, Basketball, Baseball or Ballet season ends.

If you identified with one or more of the above situations, chances are that you are experiencing some signs of self induced stress. Superman and Wonder Woman were fictional characters - stop trying to be a superhero to yourself and learn how to relax.

The Wrong Ways To Deal With Stress

*A man dies daily, only to be reborn in the morning, bigger, better and wiser.
- Emmett Fox*

The right way to deal with stress will be discussed in the next section. Unfortunately, many people do not know the right ways to deal with stress and decide to deal with stress in the following ways:

- Drinking alcohol to excess;
- Illicit drugs;
- Tranquilizers;
- Risky sex practices;
- Overspending;
- Violent behavior

Most people who are alcoholics suffer from depression caused by stress. They use alcohol as a way to make themselves “feel better” about their stress and the related anxiety and depression that it causes. They are, in fact, self-medicating.

Instead of getting to the root of the cause of their stress, they prefer to mask the stress with alcohol.

Alcohol works to numb the effects of the stress and does relieve anxiety. Unfortunately, alcohol is a depressant and only serves to magnify the depression. Alcohol is also addictive both mentally and physically. People who abuse alcohol can expect to live a shorter lifespan than others due to diseases of the liver as well as the heart that are caused by alcohol abuse. In addition to that, they usually do not have many friends except those that they meet in the bar. Chances are that their alcohol abuse will take its toll on both their professional and personal life.

Using alcohol is definitely a mask and not a cure when it comes to eliminating stress from your life. The same goes for using illegal drugs and tranquilizers. Many people will go to the doctor and complain about stress. Quicker than a fast draw at a Wild West shootout, the doctor will pull out his prescription pad and write a prescription for a tranquilizer. Tranquilizers are virtually booze in a pill. Only they are twice as addictive. Like alcohol, they have a tendency to build up a tolerance, requiring an increased dosage to get the same effect.

Tranquilizers can be very effective if they are used properly. For example, if someone experiences the loss of a loved one, they may be prescribed tranquilizers for a brief period of time. However, they should not be used as a long term cure for anxiety or depression caused by stress. And they should be monitored, not given out freely as many of them are in today's society.

Many people who are addicted to illegal drugs suffer from some sort of anxiety disorder or depression. The drugs allow them to cope. There is really no difference between someone who is an alcoholic or a drug addict except that one vice is legal and the other illegal.

Risky sex practices, overspending or violence can all be indicators of an underlying mental problem that was probably brought on by stress. In some cases, it can be the result of bi-polar disorder, which used to be called "manic depressive personality." Chances are that they are using money, sex or violent behavior as a means to control their environment because of undue stress.

If you are suffering from stress, do not assume that a tranquilizer will be the “cure all” for your condition. Again, doctors are very quick to prescribe tranquilizers, yet very few will tell you to “have a drink.” Yet tranquilizers are just as dangerous and addictive. In fact, they can be more dangerous and very easy to abuse.

Do not attempt to self medicate yourself with drugs or alcohol. Although this may “take the edge off” of your stress, this is a case where the cure can be worse than the disease.

Tranquilizers are not the answer. Alcohol is not the answer. Marijuana, heroin, morphine or any other drug is not the answer. You cannot lose yourself in the arms of multiple sex partners nor can you find the answer at the mall with an unlimited spending account. Your answer will not come from using anyone as a punching bag, either.

The answer to dealing with stress is to find the source of the stress and either eliminate it or deal with it in a healthy, head-on manner.

The Right Ways To Deal With Stress

*When you get to the end of your rope, tie a knot and hang on.
- Franklin D. Roosevelt*

There are many ways that you can deal with stress that do not involve using drugs or alcohol. As a matter of fact, you are better off if you can avoid any type of prescription drug for your stress. Stress can be managed by many different natural methods.

The first thing that you need to do is to find out the *cause* of your stress. Once you have found the cause of your stress, you need to address this fact. The cause may be something that you can eliminate, or it can be something with which you have to live.

In many cases, stress is the result of something happening with your job. In such a case, you have to ask yourself if the job is worth your health and the health of your entire family. Remember, when you suffer from stress, it often causes others to suffer from the same stress. If you are employed at a place

where you are actually stressed out all the time, is it really worth it to continue in this employ? What sort of quality of life do you have if you hate what you have to do every single day?

Quality of life has significant value, or at least it should. There comes a point in everyone's life when they have to decide what is truly important. Remember that no one ever, on their death bed, lamented that they didn't work hard enough. Many of us end up not seeing the truly important aspects of life until it is too late.

If you can eliminate the stressor, be it a personal relationship, a job, or even a certain situation, you will be all the happier for it in the long run. If a job or a person is really giving you that much stress, to the point that you have to seek professional health - is it or they really worth it?



Are you involved in a toxic relationship that is causing you stress? Get out of it now. Hate your job to the point where you dread going into work on Monday morning? Find another job that you won't hate. Even if you have to take a pay cut, it is well worth it to enjoy quality of life.

If the cause of your stress is something over which you have no control, you need to evaluate the problem, face it and seek help. There are many different counselling methods that incorporate behavior techniques to address stress. Medication can be useful in some situations, but tranquilizers should never be a long term "cure" for stress.

Natural cures for stress include behavior management techniques, proper diet and exercise, herbal remedies and yoga techniques. These will actually work towards alleviating your stress.

Behavior Therapy

In some cognitive behavior therapy, a patient is monitored for signals of stress in their body by being hooked up to a machine. This will determine stressors by the heart rate, which usually rises whenever stress is present.

The method used to train someone to behave in an appropriate manner is similar to how you might train a dog, except they don't get whacked with a rolled up newspaper. Instead, whenever the patient responds appropriately to a stressor, the machine lights up, indicating that this is the appropriate response. The patient continues with this therapy until he or she realizes how to behave whenever they encounter stress.

Have you ever hear anyone say to "count from ten backwards?" This is a popular method used to "calm people down" before they say or do something that they will regret. Counting is also used to control stress. Many of us, when we are trying to fall asleep, say we are counting sheep.

This is a method used to keep our mind off of our stress and concentrated on something else. It is very difficult to worry about work while you are counting. In fact, it is difficult to think about anything else when you are counting, which is why counting is such a popular therapy for relieving stress.

If you find yourself in a stressful situation, start counting to 100. Every time you are reminded of the stress, start counting to 100. Is your teenager driving you nuts? Start counting to 100 whenever you start thinking about him or her. This will help relieve some of the stress.

Massage Therapy

The demand for massage therapy has doubled in the past 10 years. This is largely due to the fact that massage therapy is so effective at relieving stress. Massage therapy is now big business as well as a licensed practice.

Massage is very useful helping with stress and particularly the symptoms of stress, which are tightened muscles, aches and pains. Massage therapy can work wonders on the stressed out body and also work to relieve your mind.

There are several different types of massage therapy that are available to people who are undergoing stress. They range from a traditional Thai massage to a soft tissue massage. In addition to relieving stress, massage therapy is also used to

treat aches and pains resulting from exercise or sports injuries as well as a number of other ailments.

A licensed massage therapist will be able to recommend the type of massage therapy for your particular situation. It is not that costly and even if you go once a week to the massage therapist, it is far less expensive than seeing a doctor and getting a prescription filled.

Proper Diet and Exercise

Have you ever wondered why so many people are on medication for stress? What is it that is so different about now than 30 years ago?

One of the major differences in our lives is the food in which we eat. Most Americans do not eat a healthy diet and more than a fair share are overweight.

Many doctors believe that stress and the onslaught of people suffering from depression is due to a vitamin deficiency. The stress that many of us suffer from today may be the result of simply not eating a healthy diet.

We all know that proper nutrition is essential for a healthy body, but what about a healthy mind? We are hearing more about good nutrition for mental health as well as physical health.

Certain foods are natural mood enhancers. These include:

- Dairy products. Dairy is usually high in protein and can improve a physical response to stress. You can take dairy in milk or cheese and expect less physical problems due to stress as well as enjoying a lighter mood.
- Fish. Fish that is rich in fatty acids, such as salmon, is good for the body as well as the mind. We all know that fish is considered "brain food," but fish that is high in Omega-3 fatty acids is a natural way to treat depression. There are studies that indicate that people who suffer from depression related to stress have low levels of Omega-3 fatty acids in their body;

- Strawberries. These can keep your blood sugar levels stable, which can be another cause of stress. Strawberries are a natural way to stabilize your mood and are a lot tastier than any SSRI medications;
- Spinach. Folic acid is essential to good health and spinach is high in this B vitamin. Studies have also indicated that people who have low levels of folic acid are more prone to depression. Folic acid increases serotonin naturally, which is exactly the way that medications to treat depression work on the brain;
- Turkey. Another food that boosts the serotonin. Turkey contains Tryptophan, an amino acid that can actually make you calm. Remember how sleepy you felt after eating Thanksgiving dinner last year? That was from the Tryptophan, a natural tranquilizer;
- Brazil Nuts. These contain selenium, which is another mood enhancer, however, too much of this can prove toxic for your system so eat these nuts sparingly, but include them in your diet;
- Complex carbohydrates. These also contain tryptophan and, although we have been warned to "stay away from carbs" these past few years, we need complex carbs, not simple carbs. If you are watching your diet, stay away from simple carbohydrates, such as cakes, cookies and sweets, but eat complex carbs, such as sweet potatoes, that are rich in tryptophan;
- Clams, Oysters, Cottage Cheese - all are high in Vitamin B12. Raw clams and oysters have been considered an aphrodisiac for a long time, but cottage cheese is also rich in this vitamin that has been known to enhance your mood and stave off stress.

If you are not getting enough of these foods in your daily diet, consider taking a multi vitamin or a supplement. If you are suffering from stress, chances are that you may be deficient in vitamin B as well as Omega-3 acids.

Eating a proper diet certainly will not hurt you and may actually end up relieving much of your stress.

Exercise is also crucial to relieving stress. As a matter of fact, when you feel stress coming on, the best thing that you can do to stave it off is to exercise. Doing something physical can sometimes really work out the problem that you are having.

Cardio exercises are the best way to work out stress. These get your heart pumping and naturally raise the serotonin in your brain, putting you in a better mood. Stress can be very draining on your physical being and exercise can right the wrong and get your body back into shape. Exercise also boosts the body's immune system, which also suffers under stress.

Get yourself into an exercise routine. Work out in the morning or after work doing cardio vascular exercises that will give both your mind and body a boost, as well as help control stress. In the evening, you can practice yoga or stretching exercises that can help tone your body as well as relax you.

Don't want to exercise? Do something physical. Cleaning the kitchen floor will not only relieve your stress, but will also get the floor really clean. Doing something physical such as cleaning, is one of the best stress relievers available. It works better than any pill, costs nothing and, when you are finished, you will have a really clean house.

Herbal Remedies

There are natural, homeopathic remedies that are also used to treat stress, although the jury is still out on just how effective they really are.

One way to treat stress homoeopathically is through the use of St. John's Wort. This herb has been used to treat stress and anxiety for years. There is an indication that it is very effective in treating mild anxiety and depression as well as stress. It naturally releases serotonin and has both mood stabilizing and calming effects. St. John's Wort is available in most drug stores and health food stores.

Most doctors will never recommend that you even try St. John's Wort. Nor will they tell you to eat properly. Today's doctors seem to be consumed by the need to prescribe medicine. The pharmaceutical companies are making billions of

dollars making sure that everyone is prescribed an SSRI or a tranquilizer every time they have a problem with stress.

Doctors and pharmaceutical companies are not the only ones to blame. We are as well. Have you ever wondered why Americans suffer from more stress than any other nation? We probably don't, but more of us are hooked on medication for this condition. One of the reasons we agree to take the pills for stress is because we want 'instant cure.' yes, we are always in search of the quick remedy for any problem.

Nobody wants to take the time to exercise or actually come to terms with different stressors. Nobody wants to hear that they have to eat right. Yoga? Meditation? We don't even give them a chance. We want a cure for what ails us and don't want to be inconvenienced with it any more than necessary.

This is not to say that anyone who is suffering from stress and depression should not seek medical attention or take medication when necessary. In some cases, it is necessary to take prescription pills. However, a prescription should be used as a last resort, not the first thing that we try whenever we feel stressed.

Throughout our lives, we are bound to encounter stress. We have to learn how to deal with it effectively or we will be doomed to taking medication just to get through every day life.

If you are suffering from stress, try St. John's Wort, a natural herbal remedy, before you embark on a series of SSRI medications or tranquilizers.

Aromatherapy

Aromatherapy is yet another natural treatment for stress and involves the use of essential oils. Essential oils are derived from natural by-products such as tree bark, flowers, fruits or grasses. They are very concentrated and can be used either with an infuser, in which case the healing powers are inhaled into the lungs, or on the body as a massage oil, in which case the healing powers of the oil is absorbed into the bloodstream by way of the skin.

Essential oils are very concentrated and should never be used directly on the skin. Lavender is the one exception and is pretty much a cure-all for just about

whatever ails you. Lavender oils are available at a variety of different places including online. In order for the aromatherapy to actually work, you have to use pure essential oils and not anything that is chemically produced.

Essential oils are not meant to be taken orally, but have been used as a treatment for a variety of minor ailments for thousands of years. Aromatherapy is particularly effective when combined with massage therapy.

Most massage therapists incorporate aromatherapy into their practice, although this is something that you can easily do on your own. Simply get some lavender oil and an infuser and burn the oil so that you can inhale the scent. Not only will it relax and calm you, but it will also make the whole house smell fragrant.

Yoga and Meditation

These are Eastern arts just like aromatherapy and, like aromatherapy, have been around for thousands of years. People in the West tend to want to hurry everything along, which can be one reason why we are so much more stressed than people in the East.

Yoga involves a series of stretching exercises that are designed to allow you to concentrate on something other than yourself. Meditation is the process of clearing your mind of negative thoughts and concentrating on nothing. Both are equally effective at calming you down if you understand how to use these techniques towards alleviating stress.

Yoga and meditation work pretty much the same way as exercising, cleaning and counting do to relieve stress - they draw your attention away from the stressful situation and to something else. This is the secret to controlling your stress - to focus your attention on something that is either positive or neutral.

Once you have learned how to use these different techniques to alleviate stress, you can then work on controlling how you react to stress.

You can get more help on managing your stress and working toward peace of mind here:

<http://www.personal-enterprise-self-help-resources.com/HEALTH-MENTAL.html>

Chapter 19

Try These Easy Steps to Stop Procrastination

Men are anxious to improve their circumstances, but are unwilling to improve themselves; they therefore remain bound. - James Allen

Are you a victim of procrastination? Do you often find yourself unable to meet deadlines because you spent too much time in front of the TV, cooking or even sleeping?

All Work, No Play and Stressed out?

If you're spending a lot of your time trying to meet office deadlines, close sales and start new projects and you're completely stressed out or you wish you were anywhere but here, it's not because you're being lazy.

Actually, you're probably working TOO much...

...at the wrong things.

Odds are you're doing what you're "supposed to do," (ie... what everyone TELLS you to do) instead of simply doing what MATTERS.

Actually, it's not your fault ... that's how we are brought up.

We're taught to do everything we are told. We are taught to keep pushing towards our goals.

And, that's all fair but what happens when you're stressed out and burning out?

Where do you turn when you can't take it anymore?

Wouldn't it make so much more sense to just have a balanced life where you can achieve all the work or business related goals and still have time for yourself and your family?

Easy Steps to Stop Procrastination

Well, I was exactly like that just a few years ago. But, that's now in the past. These days, I can set goals and achieve them easily without any complaints. And you can do the same. Here's a few tips to get you started.

1. Plan your daily must-do activities. Draw up a to-do list; preferably, write it down on paper; or, use a computer if you prefer. And, include all the MUST do's in your list. These are things that must be done today. Period.

2. Prioritize the activities, the more important ones taking precedence over the less important. If there are urgent things to do, but not important enough to be worried about if not done, put them below the important ones. The idea is based on the established principle that 80% of rewards come from 20% of effort directed towards accomplishing important work.

3. Start working: Even if the deadline is 5 days from now or a month from now, starting out on an important project will help you avoid stress and do it well. When you start a major project just the day of the deadline, you are bound to stress out and leave out important points. Get in the habit of starting things before the deadline.

4. Start working bit by bit. Things may seem like huge mountains at first but it is important to stay calm. Just start working on the project or task on hand and don't worry about getting it perfect. You still have a lot of time to iron out the details. Remember to start well before the deadline so you can focus on finishing the task and then ironing out the details. Trying to get everything right on first attempt is the best excuse used by procrastinators!

Procrastination is a deadly disease and it not only kills motivation but also your chances of success. Stop procrastinating right now and start achieving your goals. You can learn more about getting rid of procrastination and how to manage your time to achieve all your goals by visiting <http://h3lpme.nowpower.hop.clickbank.net>

In deciding not to procrastinate, you may want to accompany this determination with clear cut and well defined goals.

*"If we did all the things we are capable of doing, we would literally astound ourselves."
Thomas Edison*

In other words, have a goal that is quantified, and not just qualified.

For example, saying "I will lose weight" is NOT as powerful as "I will lose 35 pounds in 1-1/2 years." These are concrete data you can work with. "I will lose weight" sounds noble enough, but let's count the ways, shall we?

In what ways do I procrastinate?

Ask yourself, "In what ways do I procrastinate?" Sit down with pen and paper. Writing them will help you focus and identify them more clearly. Here are some ways where people procrastinate:

- paying bills
- not discussing the complaints you've received about a member of your team for fear of hurting his/her feelings
- repeatedly postponing a dental appointment because you've got better things to do
- not returning the call of your son's teacher because you know what the problem is and you're fed up
- not discussing your resentment about your husband spending too much time at work or with his buddies
- not getting that hair cut, that dress dry-cleaned, that donation mailed
- not visiting a sick relative in the hospital
- not telling your significant other you no longer love her/him
- not calling your doctor about that persistent numbness in your right arm or not fixing a colonoscopy exam date
- not having the car's squeaking brakes checked
- not going to confession because you never know what the priest's schedule is
- not sending that overdue thank you note or making that overdue call to your mother-in-law

Goals not met because of procrastination

After listing the ways in which you procrastinate, make a second list of goals that you failed to achieve because you procrastinated.

Let's take two typical examples: you promised your editor you'd get that article done by a certain due date. On the day the article was due, the editor calls you. You tell her sheepishly that you didn't have time to do it, and you say something

like, "My son was sick for days and I couldn't concentrate" knowing full well your editor was generous with a deadline date.

Result? You took one step farther away from your goal of becoming a professional writer, and two steps farther away from developing a good relationship with an editor who picked you from the 25 writers who applied for the assignment. You can be sure your name has been taken off her address list.

Second example: you delayed lobbying for your colleague's promotion even if he was the best man for the job. Result? The job went to someone less deserving; second, your colleague resigned to take up another offer. When you measure the consequences of a missed opportunity because you procrastinated, ask if the consequence was worth the delay.

What is the dollar value of missed opportunity?

In fast-paced societies, people tend to think of time as precious and valuable. Expressions such as "time is of the essence," "time means money," "you missed the train", "you missed a window of opportunity" reinforce the value of time. When wheelers and dealers on the stock exchange take time off to whisper sweet nothings to their better half, those three minutes can mean hundreds, even thousands of dollars in missed transactions.

So, install a permanent calculator in your brain and calculate how much that missed deal meant in terms of dollar value. The article you didn't submit could have cost you \$150.00. Your colleague's resignation from the company wiped off an important asset from your human resources ledger.

If we make it a practice to tag a dollar sign for each of our procrastinations, we'd probably resolve to procrastinate less.

Keep it simple

This is a common advice. Simplifying your life means a simpler, uncluttered way of living. Get rid of grit and gunk from your house.

When your house overflows with objects, it tends to distract you. And we all know what happens when there is too much distraction. It prevents you from thinking and acting intelligently, hence you procrastinate.

Go around your house and make a list of everything you don't really need. For instance, do you really need three toasters in the kitchen?

One hasn't been working for months. You either dispose of it or have it fixed.

Divide and delegate house chores

Obviously you can't do it all. So it's time for a strategy: plan a nice dinner for your family on one long weekend, and tell them in advance that you have something to announce. Cook them a special dish or two and whip up a dessert that everyone will adore.

At the end of the meal, tell them that you want to make some changes at home. Say that you've been procrastinating in doing some important chores around the house because you lack their support. Bring up your divide and delegate plan, ask them for suggestions, and get everyone's commitment. Your concrete, well laid-out plan will get you the results you want.

Set up chore chart after division of labor is decided

As the initiator of the plan, you must be the first to set the example.

If you committed to re-organize the cupboards and clean out the fridge once a week, do it. When everyone sees you're doing your part, they'll do theirs.

Set up a chart in the kitchen or in the TV room where everyone can cross out the task once it's completed. Check the chart once a week; tell them how pleased you are with their progress. If some members have been delinquent, ask them why. Don't scold, give them another chance. This chart is an effective way for you to identify who the biggest procrastinators are, and you may need to supervise them more closely.

Begin with small chores first to get everyone's cooperation

If a huge job is assigned the first time, that person may tend to procrastinate.

You may consider dividing up the chore in small parts. Let's take re-painting the entire garage as an example. If your husband works the usual 8 hours a day, don't expect him to paint the whole garage on one weekend.

Remember that the old paint needs to come off, some sanding has to be done, and primer needs to be applied. If you have a closed, double-car garage, divide

the job by walls, or by a quarter of a wall at a time. That way your husband does not feel overwhelmed, forcing him to think of excuses to put it off.

Watch out, if you're networking to the hilt, this could just be your way of dodging your responsibilities!

Your secretary looks up, surprised, as you bolt out the door. "Where are you off too?" "To my networking club", you say.

"But that's where you were all afternoon yesterday!" she persists.

"I belong to another networking club. It's called diversifying your contacts, my dear. Got to expand those contacts, otherwise, the company can't sell what's left in our inventory."

Go ahead and network, if you must. But if the excess inventory runs out of control, don't go crying to your networking buddies. They're not buying any of that excess inventory.

Avoiding procrastination means you don't have to change your life radically. People procrastinate because they're overwhelmed by the enormity of what they're facing. To stop procrastinating does not mean radically changing your life, or suddenly switching from one profession to another.

Do bear one thing in mind. The more you delay, the more dissatisfied you will be with your life. Procrastination means losing precious time, wasting valuable resources and missing life's golden opportunities.

Mastering your time and optimizing your resources are excellent remedies for procrastination. But they're not miracle cures, nor are they instant therapies. Only you can manage the absence of productivity in your life.

It is in the doing that you discover hidden sources of your creativity.

It is in the doing that you gain momentum. It is in the doing that you become a refined problem-solver. And the more you do, the quicker you become.

The most powerful tool you will ever find for curing procrastination is developing your own personal sense of purpose – the reason for doing what you do:

<http://www.personal-enterprise-self-help-resources.com/HAPPINESS-PURPOSE.html>

Chapter 20

Mind Power Implies Will Power

Thinking is the desire to gain reality by means of ideas.

- José Ortega Y Gasset

There is something essential in man in which it is what it sets him apart from other creatures and creations in this world – the human mind. This is what makes him behave properly, speak sensibly, act due to a certain cause, and stay surviving despite many obstacles and problems he faces in life. Powerful, isn't it?

The power of the human mind is so strong that it makes man possess an ability to mold his personality, create his future, build his destiny, and turn his dreams into reality – a power so real and even greater, better, and more efficient than all other supernatural powers only created by the imagination.

The human mind does all these things, or should I say power, because of its unique characteristics and nature. It is comparable to a mirror in the sense that it is open and vast, reflects in full and precise details, unbiased towards any impression, distinguishes clearly, and is a potential for having everything already accomplished.

These mind features help man generate 2 kinds of thoughts: positive and negative. Positive thoughts are healthy, constructive, and good ideas, while negative thoughts are the exact opposite – unhealthy, destructive, and bad ideas being produced by the mind.

The mind produces all sorts of things that can be classified into either positive or negative thoughts to the point where there exists a clash between them. They fight against each other to win over the individual's decision to which these thoughts would be taken into action.

Choosing what kinds of thought to be acted upon depends on the individual's way of thinking. Positive thinking is the manner of looking at the good and bright things in life. Thus, if he is optimistic, he only entertains positive thoughts, making them succeed over the negative ones.

On the other hand, negative thinking is the way of viewing life's worries, doubts, and fears. Thus, if he is pessimistic, he ignores positive thoughts and minds only the negative ones which are those that won in the clash.



This is also where the power of the mind starts manifesting. Positive thinking creates positive reality in such a way that it molds one's personality in good shape, makes his future clear, builds his destiny with directions, and turns his sweet dreams into reality. Negative thinking just the same has its power.

Only, it creates negative reality – still the exact opposite of positive thinking. It molds one's personality with defects, makes his future vague, builds his destiny without directions, and turns his nightmares into reality. This is how powerful the mind can be? It's now up to us what reality we want to face; thus, what kind of thinking should we possess?

Obviously, the positive kind of thinking is what's more preferable between the two. It will lead us in the right way in establishing a better life. Unfortunately, not all of us are optimistic. In fact, there are a lot of people who lives by the thought "I can't." Luckily, negative thinking is not a hopeless case.

As spontaneous as our minds can be, we can still train them to ignore negative thoughts and focus only with the positive ones. These ways include starting the day with cheers and smiles, asking for guidance, planning the day ahead, being detached from the outcome, balancing one's desires, and a lot more. Making these tips a regular habit will cause one to realize that looking at the bright side of life is not at all difficult. It is easy plus it creates great outcomes.

Thinking positively is only the first half of mind power. The other half is turning the positive thoughts into actions. And this is where will power comes in – the one responsible for making things happen. It's like the voice inside our system that makes us do things in order for our thoughts to become real. Mind and will power is not at all distinct from one other. When one thinks with the mind, the body immediately does actions willingly to attain whatever it is in the mind.

Some common situations that individual finds difficult to face include personality polishing, making many friends, finding true love, reaching goals in life, and eventually, being recognized by the society. In the event that he thinks he does not perform well in such situations, he already concludes, "I can't" without even trying. Therefore, he really will not. Where, in fact, if he just made the right programming in his mind that he can actually do it, then he will.

Everything that is produced in a person's life is a result of what they thought. Thoughts are very powerful as you have seen in this book. All you have to do is look around you and see conditions of people and know they got there because of what they thought. This is why it is important to monitor what you think and focus on what comes into your conscious mind. By thinking about positive things, you will produce positive results.

Everything in the universe is energy. By acting in harmony with this energy, you can become intertwined as it were with the universal source. By coming together with it in this way, you will be attracting everything that the universe has to offer since you will be connected to it. Once your subconscious mind has been programmed properly to be in accord and connected to the universe, the results will be what you make them to be – goodness, happiness, and plenty of prosperity.

Another amazing power of the mind is that it triggers our body to do what it says. That is why, with the right power of the mind, it becomes easy to achieve what we want. If we wish to ace an exam, get noticed by the professor, or lose weight in a couple of weeks, and we think that it can really happen, our mind will activate some power in our body to be responsible in making things happen – our will power.

This power is the actual process of converting our thoughts into reality. So, if we wish to ace and actually believe in acing an exam, our act of studying and preparing for such exam is caused by our will power that was triggered by the mind.

Also, if we believe that the professor will notice us, our acts of preparing ourselves and perhaps reciting in class are what our mind tells us and what the will power does. Or in other cases, if we want to lose weight, our acts of engaging in different kinds of exercises and eating a well-balanced diet are due to the will power that is governed by the mind.

Below are some individual's mind-powered attitudes towards situations that are commonly difficult in dealing with. What only lacks now is his will power in order to make these *I Can's* into *I Will's*.

I Can Look Good, Feel Good, and Be Good

True beauty can not be seen only in the outside appearance of an individual, but in the inside, as well. It is an innate quality, a way of being, a manner of acting. A common misunderstanding in this concept is that it refers to the perfection of the physical characteristics only. Where, in fact, to achieve balanced beauty, the inner and the outer features of an individual must blend together in such a way that it is bounded by love, happiness, social grace, and self-expression through all bodily movements.

Observe the people around you. Even without seeing them, I know that all of them are beautiful and I can justify my observation. Some of them are physically attractive – slim, fair complexion, with long shiny hair, with nice smile – that makes other people go for a second look. Others have wonderful personalities – cheerful, animated and fun to be with.

Still others are intellectually gifted – performs good in English, Math, Science or any academic subjects. Lastly, there are those who are talented with different

skills like playing musical instruments, acting on stage, etc. The people who possess any or combinations of these are considered beautiful in one way or another. But for someone to be believed as truly beautiful, he/she must possess all of these qualities. Think of it as a diamond which must be cut with many facets in order to sparkle properly. Each facet should be proportioned in such a way that complete beauty shines forth.

Achieving true beauty is not as hard as it may seem. As a matter of fact, to think beautiful is to be beautiful. That's right! All you need is the proper attitude towards believing how good you look and feel, and it will eventually show that you are, indeed. The seeds of beauty are one of the most precious seeds of thought you can plant and cultivate in your mind. Just by thinking and saying, "I look good," you sowed the seeds.

After sowing these seeds, cultivation must begin. Cultivation is comprised of the responsibility and the commitment on your part to make beauty a reality in your life. This takes time and work, especially that it needs to work on all the aspects of your being – physical, emotional, mental, and aesthetic. Cultivating the thought, "I look good" requires self-analysis, goal-setting, discipline, dedication, and patience until you can finally say, "I feel good. I am good."

What is essential in achieving good looks, feelings, and vibrations is to love yourself above everything else. Respect and love for your unique self and an understanding of your nature are the first steps in building respect, love and understanding to others.

Only when you feel good about yourself will you begin to like and love yourself. And only when you begin to love yourself will you become a vital and interesting person for others to see. The secret is to develop a friendly relationship with yourself. If you would not want yourself as a friend, who would want to?

I Can Make Many Friends

What is a friend, by the way? I may not know how you define it but I guess I would just have to agree with Jazz singer Billie Holiday on how she viewed the

idea. "If I don't have friends, then I ain't got nothin'." A true friend is your ally, your teacher, and your sibling – only with different parents.

He shall believe in everything you do, stay with you no matter what it takes, lift your spirits high and never let you down, and trust you with any secret he knows you won't hold against him. True friends are real treasures. Having many of them means being rich and wealthy of love, respect, and understanding.

Making many new friends starts with meeting new people. And meeting new people involves wise building of attitude and relationship among them to eventually establish a good rapport. Let me ask you this: Have you ever gone out on a party or an event where you felt you were left out because there is no one to talk to? And you even fear that when you approach someone, you might just be ignored? Actually, this is a common problem for many in meeting new people. But the truth is, this can also be the stepping stone in gaining many new friends.

So, what does it take to make many friends? The truth is, making friends takes a lot of time, effort, and energy. Most people are too occupied in doing something "more" important that they consider meeting new people and hanging out with them one of their least priorities.

Making and keeping friends rests on four key principles: taking initiative to reach out to others, showing genuine interest to people, treating others with respect and kindness, and valuing people as much as you value yourself. Though these actions may really take your time and effort, you'll realize at the end that everything is worth it.

I Can Find True Love

They say that you'll never know when you're in love...You'll only feel it. Indeed, love is quite a strong feeling. It is a special bond between two people mutually attracted to one another, not just physically, but emotionally, mentally, and spiritually, as well. Many believe in the concept of soul mates – that there is one single person in this world meant for each one of us.

Others trust in signs and signals that say one is destined to be with another, or what they call destiny; while, some are just certain of falling in love and taking effort in establishing a relationship. Whatever idea of love we believe in, I'm sure that each one of us hopes to find that one true love we are meant, destined, or intended for us because love, like friendship, is also a precious treasure to have.

No matter how sweet love can be, how it brings brightness and color in our lives, or how it makes us strong and inspired through everyday, there are those who don't accept love, or at least had given up in the search for it. It's not that they don't believe in its existence, but there are some factors that make them believe that they may never find true love...ever.

This is when negative thoughts take place again: *I am not beautiful. No one will love me; I have braces. No one will want to kiss me; I am not rich. No one will agree to go out with me.* How sad can the people who think this way be? And if you are one of them, I'm telling you now, if you still want to find true love, you have to change the way you think.

You should bear in mind that true love is not just about appreciating the physical aspect of an individual, but also accepting his inner personality. *For the purpose of simplicity, let's use the male version.* Loving him means loving all of him – not just his strengths, but also his weaknesses; not just his perfections, but also his flaws; not just his rightness, but also his mistakes.

Therefore, if someone you love makes you feel inferior, stop it. He is not worthy of your love in any way. Because if he loves you back, no matter how you look, how you act, or what you believe in, he will accept you for who you are. That's how true love works – accepting and understanding. Nobody has the right to make you feel inferior in any way, including yourself and the one you love.

The first and easiest way to make someone love you truly is to love yourself before anyone else. Determine who you are. Know yourself better. Accept your flaws and weaknesses. And when you feel confident enough about yourself, it wouldn't be hard to find someone who will notice you and see you in a different

way. Most people feel attracted to someone who can be himself/herself at any particular moment with any companion.

After doing your part in being yourself, you may now set probable standards of the person you are looking for – someone you want to spend most of your time with. With the number of people you meet everyday, get to them one by one. Spend some time with them.

Eventually, you'll find out that one of them may suit the qualities you are looking for in a person. Befriend him/her. Love that starts with friendship is stronger than any sudden relationship. Love, too, shall take time, patience, and the right attitude to work well, especially when you meet a few wrong people or the right people at the wrong time. After all, true love is worth all the pain and heartaches in the end.

I Can Reach my Goals in Life

Success can not be attained overnight. But, still, it can be attained. Funny how people can be so impatient most of the times. Just observe students in the middle of their school life. Instead of being excited that they'll soon finish education, they would complain of getting bored and wanting to stop schooling for work or, worse, play.

Employees and office people, by the time they think they have earned enough money for their family, would plan leaving work to just stay in the house. With these kinds of thinking and attitude, how would one expect to reach his goals in life?

Life is too precious to waste living it without a plan or goal. It is too short not living it to the fullest, as they say. Okay, okay. Say, you have a goal, a dream, a wish you want to fulfill. You'd ask, *is that enough?* The answer would be yes, as long as you have the assertiveness to reach it. Hey, it wouldn't be called a goal unless you have no plans of achieving it, right? Otherwise, having a goal without the will to make it into reality is not enough.

Another problem regarding this matter is that people do have a goal but just don't have what it takes to achieve it, or so they thought. Again, they become blinded by the negativity of their minds. Money, socio-economic status, race, age, gender – these are just a few factors that hinder individuals to think that they have what it takes to attain success that everyone has been dreaming of.

So what if you don't earn a lot of money? Will that be reason enough for you not to attend school or find a job? How about if you are not among the authorities in your society? Or you're of a different race? Or you're still young? Or you're a female? Should they even be considered reasons to discourage you in turning your dreams into reality? I don't think so. It is only your mind that says so. Hence, fight it.

What you can do is put your mind into something you want to happen. Say, you want to be a writer. Therefore, think as a writer, feel as a writer, and be a writer. Practice. Read a lot. Grab all opportunities that would make you a writer. Like everything else that we wish to happen, in reaching for a goal, we should make sacrifices – time, effort, responsibilities, etc. After all, success does not come overnight. But eventually, it will.

Finally, I Can Be Recognized

Man's esteem needs, or his necessities to gain approval and recognition, is one of his basic needs, 4th in Maslow's hierarchy of needs to be exact. Since there is no one in this world who we can consider perfect, we are struggling so much and exerting a lot of effort to be somebody close enough to being perfect.

We make ourselves look good, gain more friends, find true love, and achieve high goals. And it all comes down to the fact that we want to be recognized. Well, I do. Do you? If so, the question is can you?

Just imagine how good the feeling would be if you are being recognized not just by the people close to you, but even others you don't personally know. It's as if you feel superior, better than others, and loved by all. Who doesn't want this kind of attention?

But, this desire is no different than the previous 4 situations we have discussed earlier. This, too, takes a lot of time, effort, energy, and responsibility from the individual, or more. After all, this is the end result of the combinations of the other 4. But with the right focus and attitude given to this, it wouldn't be a long time to achieve such desire.

Be confident. Stand up for yourself. Reach out to others. Learn to love and be loved back. Respect others as much as you respect yourself. Love your work. Do your best in every task you engage in. Don't forget to look back. Be thankful. And above all, pray. Remember, life is too short and precious to waste it with useless thoughts and actions.

Live everyday as if it's the last – another way of saying live your life to the fullest. Until everyone notices that you are someone who can reach the sky with your feet on the ground and can move mountains through the faith you possess, then they will enthusiastically recognize you.

There are more tools here for you to develop your self image, improve your confidence, and raise your self esteem to achieve your dreams in life:

<http://www.personal-enterprise-self-help-resources.com/HAPPINESS-SELF-IMAGE.html>

Tips on improving your memory

*I think the one lesson I have learned is that there is no substitute for paying attention.
-Diane Sawyer*

A poor memory is equal to poor recollection of things. If you keep forgetting things, then don't blame your memory. What you should blame is the lack of attention you place on things.

Most people, at one time or another, have experienced memory loss. It is synonymous with forgetfulness or what others refer to as being scatterbrained. To solve this problem, you have to realize that your inability to recall is caused by other things like retention problems, being overworked, information overload and stress.

There are people who are plain slow in recalling things, not because they are stupid but because they do not practice their recalling skills. It's all a matter of getting the right skills for recollection.

A person who is overworked is also prone to forgetting things, particularly trivial things that may be related or unrelated to their work. Because of too much work, you have no choice but to focus your attention on more important things like the work at hand.

There are several things we encounter in our daily lives that are called memory tasks. Among these are names (of family and friends, of people we meet and of people we do business with), birthdays, dates (like when do we have to go to the doctor for check up), anniversaries and phone numbers.

A good memory will help improve your status in life. It will come in handy both in your personal life and in your business dealings. Do you know that most successful people are the ones who can easily remember things like names?

And yet, a name is one thing that we always forget. Remembering names is one of the most important assets we can have, whatever job we are in. It may be a cliché but it is true that his or her name is the sweetest word that can be said to a person.

Experiment on this by asking for the names of salesladies, or the doctor's secretary and then call them by their first names. The next time you visit them, you will surely be treated like a friend.

To be good in recalling names, listen attentively whenever a person is introduced to you. Then repeat his or her name, and mentally connect the person's name to an object or event familiar to you. Link the name to a funny thing or event, the better the chances of recall.

Mnemonics is a memory tool or device that aids the memory in recalling information. Mnemonics can be used through our imagination. It means associating things by its size, shape, color or smell. You can also create your own mnemonics by connecting and clashing images in your mind.

If your goal is to become more efficient with the way you handle mental tasks, then memorization exercises are just what you need.

When you try to ingest information to your mind, you need to focus directly on something so you can easily create meaning between unrelated objects.

Try the snapshot method for example. This memorization procedure requires you to become extra creative and there is a need for you to retain each detail you can.

This is how it goes. Pretend you are packing for a short vacation back home. Your family has been calling to tell you what to bring them. Your flight is scheduled for tomorrow morning and you don't have enough time to sit down and think about the items you could be missing. Hold on to the important thoughts in your head by keeping an image of each of them.



Things to bring home:

Basketball jersey for your younger brother

A pair of high heeled shoes for your younger sister

The latest cookbook for your mom

The fishing rod you bought last summer for your dad

Notice that the items are not related to each other. For this, you can use the members of your family to become the associating bridge between the items, so you can remember each of them.

First, think of a basketball court. Then you see your younger brother chasing after running jerseys. The jerseys scattered and returned wearing high heels while your younger sister appears out of nowhere and starts to pull out all the best pairs of high heels she could spot. The jerseys on high heeled shoes run away and both your brother and sister almost had a fight but your mom is too fast for them.

She places the cookbook in front of them and pulls out all the great food from the book. Just as they are about to eat; a fishing line suddenly swings in, the hook clings on to the food and slowly it moves towards the location where it came from, only to find out that your dad is the one reeling the food in.

The scenario above is enough to keep your imagination going since it makes you visualize objects that are completely non-related with each other. A good thing about the snapshot technique is that it lets your imagination run wild without forcing you to do it.

Focus on one thing and let one item lead you to the next, allowing you to completely familiarize yourself with objects in a list without forced memorization.

Click below to learn more about memorizing using Focusing and the Snapshot Method and other memory improvement techniques:

<http://memory-improvement-techniques.com/go.php?offer=h3lpme&pid=2>

What else can YOU do to improve your memory?

Feed Your Brain!

It's so easy for us to write a note or a list to remind us of things that we have to do but what about the things we can't take note of? Like the great homily we'd like to share with our friends, or the funny thing that happened at work, or even the irritating waiter at the restaurant you had lunch in.

Wouldn't you like to recount these stories to your friends as if they were there themselves? But how can we share these stories to our friends if we can't remember the sequence of events, the characters and the lines?

Imagine saying: "Oh, she said something funny but I just can't remember what?!" Does that sound like something you'd say? If it does, then you need to start feeding your brain!

When you have a good memory, you spend less time figuring out things and have a system of keeping it all in the head. You become more efficient and effective at any task, thus improving quality of life.

As a person ages, it is believed that the ability to refresh the supply of neurons to the brain is diminished. This has the effect of memory loss. This can be preventive by taking up an actively physical and mental lifestyle.

Activities such as chess, dancing, and martial arts prevent the loss of memory partly due to activities' requirements of mental and physical coordination.

Accidents, personal lifestyle, upbringing, invasive surgery, trauma, genetics, the environment, society and training all play a part in the memory capacity of the individual. Mental disorders that affect memory loss are known as dementia.

Feeding your brain will improve your memory. And it's as easy as one, two, three...

One: Feed your brain, literally. Eating plenty of fruits and vegetables sharpens the brain and improves memory. Some good brain boosters are blueberries, strawberries and spinach. They are rich in antioxidants that help protect the brain cells and prevent the formation of blood clots.

Blood clots can slow down the neuron's response to chemical messengers this equals to slow memory. Start taking foods that have plenty of beta-carotene, vitamin C, folic acid, iron, zinc and B12 to help preserve memory.

Two: Mental gym. Exercise your brain by not using pen and paper, start memorizing your grocery list, learn the lyrics to your favorite song, or try reciting the multiplication table out loud. These little mental exercises help improve memory.

Mnemonics are recommended as an aid to memory. As much as possible, the brain needs a pattern it can grasp to remember information by association. Try as much as possible to create visual and auditory cues as well to train yourself to remember.

Three: Focus. Concentrate. Stop multi-tasking and start focusing. How can we remember anything if we start to take everything in all at once? You and your brain can only do so much.

Slow down and start paying attention. Focus on the person you are talking to, concentrate on the article your reading, and you'll start remembering what you've heard and read.

Four: Repetition means retention. Learned a new word lately? Try repeating it out loud three to four times. Been introduced to someone? Try using his or her name (as many times as possible) immediately after the introduction, repeating a word or a name helps us commit it to memory.

More On Keeping Your Brain Healthy

Aging with grace should not only be seen in the context of having a great physique or a sexy body, although it has been found that keeping a healthy body is keeping a healthy mind. The human brain should also be stimulated and exercised so as to prevent its deterioration. Listed below are some tips in keeping your brain healthy.

Learn something new

Challenging the brain to learn new things will help it stay sharp and always active. Joining a tai chi club or enrolling on an arts course can really do your brain some good.

Go out of town

Traveling is a good form of stimulation for the human brain. It helps the brain experience new things and removes stress.

Exercise

Exercising gives protection to your brain and your mental processes. It also increases the supply of blood into the brain. A study was done involving 5,000 people who were over 65 years old and the results revealed that those who weren't involved in exercising were more prone to mental deterioration. Inactivity doubles the probability of the occurrence of Alzheimer's disease.

Make more friends

It wouldn't hurt if you meet other people and hang out a little bit, would it? Being with friends or acquaintances can be very beneficial to the brain. The brain is the organ which allows us to interact with the world, and that is precisely the reason why we have to use it to interact with other people.

Get enough sleep

Sleep is very important for the human brain. Sleep is the time when the brain recuperates.

Enjoy life

Stress relieving and engaging in fun activities are needed by the brain. Doing fun activities increases the chemicals that protect the brain from diseases.

The brain allows us to experience the world as humans and we owe it a lot. We have the responsibility of keeping our brain healthy and fit. It is at the top of our bodies for us to use it and to keep it that way. Aging gracefully is never going to be complete without a healthy and sound mind.

A Short Memory Course:

<http://www.personal-enterprise-self-help-resources.com/self-help-book-happiness-article-improving-memory.html>

Summary

"You have powers you never dreamed of. You can do things you never thought you could do. There are no limitations in what you can do except the limitations of your own mind. -Darwin P. Kingsley

How to be successful in life

We all want to be successful in life but what can we do to assure that success, succeeding in life isn't as hard as you might think, there isn't any secret to it but rather just common sense, positive thinking and attitude and initiative. Along with this knowledge and understanding here are some tips to guide you down the path of success.

- Persevere – perseverance and determination are what is needed for success, if you don't give up at something you attempt then you can't fail, it's as simple as that. If something doesn't work out as planned the first

time then try and try again using different methods to achieve the result that you are looking for.

- Change – if you are not happy with what you have now, or who you are in life then the only one that can make a difference to your situation or life is you. A change could mean changing your outlook on life, your outlook on yourself, your priorities or your activities, you have no one else to blame but yourself and only you have the power to change.
- What goes around comes around – you only get back in life what you are willing to put into it, if you are helpful, honest, truthful and positive then you will get the same back in return which can help you on your path to success particularly in the workplace.
- You cannot succeed alone – all successful people rely in part on others for their success, every person has different skills, talents and abilities which when combined leads to an individual's success.
- Center yourself – we all need to take time out during the day to center ourselves, by re-focusing ourselves and what we wish to achieve we are able to accomplish more and be more effective in our tasks.
- Set yourself targets or goals – setting out targets or goals for yourself can help you to succeed in anything you choose, these can be daily, short term or long term targets with short term being a month or so and long term no longer than 6 months. Always set realistic targets and give yourself a date by which to reach your target, review your targets on a regular basis to make sure they are always attainable.
- Don't strive for perfection – never try to be perfect, no one is perfect, set a standard and goal and do the task or job to the very best of your ability and be happy with that, as long as you gave it your best shot that's all you or anyone else can ask for.
- Believe in yourself – develop strategies which make you more aware of yourself and what you are capable of achieving, if you believe in yourself and what you are capable of achieving then you are more likely to be successful in whatever you do.
- Focus on what you want – focus on the positive and what it is you want to achieve instead of the negative or what it is that you don't want to achieve, always look ahead instead of back and focus only on the desired end result.

Making the right decisions



"SUCCESS is nothing more than a few simple disciplines, practiced every day; while FAILURE is simply a few errors in judgment, repeated every day. It is the accumulative weight of our disciplines and our judgments that leads us to either fortune or failure"
- Jim Rohn

Some of us find it easy to make decisions while others tend to procrastinate a lot when it comes to making decisions - particularly if they are important ones that could alter the pathway of our life.

When making decisions in life changing situations it can be hard for everyone, after all the choice you make will affect your life and the route you choose to go might not be easily reversible or impossible to change.

If we stop and look back on some of the biggest moments in our life that went wrong, we find that our biggest regrets come from faulty decision-making.

Perhaps we went with our gut instinct when making a decision or we let ourselves be swayed by others, there are many reasons why we make the wrong decisions in life and almost everyone will have made the wrong decision at some time in their life. Here are some tips to help you with decision-making.

- Remember when making a decision, no decision is right or wrong, decisions are merely making a choice among alternatives.
- Always avoid making a snap decisions about something, if a decision is easily reversible then you can move fast on it while irreversible ones should be thought out.
- Jot down notes when making a decision, write down all solutions and include all relevant information, by seeing it written down in black and white sometimes the answer is staring you in the face.
- Write down all the pros and cons of the decision you make, it can help clarify your decision or help you to see any problems the decision might have.

- Make one decision at a time, never allow decisions to build up and force yourself to make them all at once.
- If others will be affected by your decision then get their input on the situation.
- Make a decision and stick with it, you have to recognize that you cannot know with 100% certainty that it is the right one but once made stick with it.
- Before following a decision through ask yourself what if anything could go wrong if you followed through with this choice.
- Once you have committed yourself to your decision then go with it wholeheartedly, let go of all the "what ifs" and do not bother yourself anymore.
- Visualize your decision in your head and follow it through in your mind, visualize all outcomes of the decision before actually following it through.
- Put faith in your ability to make a successful decision and your ability to follow it through.
- Review all the facts thoroughly before you make a decision, once you have reviewed them allow yourself time to think about them before drawing a conclusion and determining your decision from the facts.
- Always try to base your decisions on what is right or feels the right thing to do.
- Remember to look at the objective of the decision, the alternatives to the decision and the risks of any alternatives to the decision.

Daily Motivation Quotes:

"People often say that motivation doesn't last.

Well, neither does bathing. That's why we recommend it daily."

-- Zig Ziglar

To stay motivated every day and get self improvement tips for every day of the year, along with a free inspirational quotes calendar book visit my site here:

<http://www.free-daily-motivational-self-improvement.com/daily-motivational-self-improvement-famous-quotes.html>

Solving Your Problems Can Be Challenging & Fun

You're reading the words of a person who has been through more catastrophes in her lifetime than most people experience in 5! This is not to say that there are not other people who have lived through bad times also, but everyone should learn the benefits of problems!

Problems help you to find and follow alternate methods, which may lead you to bigger and better things. If the typewriter ribbon breaks in the middle of a report that's due in 30 minutes, the boss may understand the situation is not your fault and grant you extra time to complete it. This extra time may be what you need to take off the pressure and help you relax to do a better job.

Problems are also the first step in a new invention. Dr. Scholl's foot medications would not be around if people had not had problems with corns, calluses and other ailments. We wouldn't have automobiles today if people had not had problems getting from place to place quickly. Every single invention was created because people had problems with something, so problems can really be motivational!

Problems also help you to meet new friends. If you are recently divorced, you may join a group and meet some wonderful friends that will bring you into a better life than the life you were living previously. If you have a problem getting back and forth to work, you may decide to join a carpool and save money while meeting others.

Problems also are always a learning experience. You don't actually realize that fire burns until you get burned with it! Unless a problem occurs, you do not learn why something happens the way it does. You cannot change your viewpoints and opinions unless you experience problems first hand.

Problems also cause you to become active in helping others. The organization M.A.D.D. (Mothers Against Drunk Drivers) would have never been born if the founder didn't lose her daughter in a car accident caused by a drunk driver. That one death has literally changed all the drunk driving laws throughout the United States and saved MILLIONS of lives!

Without problems, we couldn't solve a lot of future turmoil and save people a lot of money in business. Any company that introduces a new product will hire people to try it out before it is introduced to the market. These people report the problems they find and the company refines it until it's right.

Without problems developing early in these tests, the company could never improve and fine tune their product to perfection.

Problems and mistakes are also a blessing in disguise. For instance, Post-It(R) Notes would never have been made possible unless the guy at the factory didn't mess up mixing the glue recipe. Sure, this is an isolated incident, but it shows just how important mistakes and problems can be.

However, most people have some perceived notion that making a mistake or having a problem is "bad." Instead of looking for ways to SOLVE the problem, they try and live with it, cover it up and conform their life to accept it.

This is silly! There is no problem that can't be solved. There is a solution to every single problem you can think of. The solution may not always be what you want it to be but it's a solution just the same.

And covering it up is like putting a piece of foil over a piece of spoiled meat and expecting it not to draw maggots. You have to dispose of the entire thing before you are finally rid of the problem. Attack the core of the problem! Dig until you uncover it! Face facts! Admit you have problems!

Stop trying to make people think you are problem-free. It's unnatural! Where the recognition comes in from people you are trying to impress is when you SOLVE problems by facing them and inventing a solution.

So, next time you have a problem, look at it logically and with enthusiasm. That may sound a little strange but most problems can be dealt with this way.

Love the fact that you have problems because they will give you something to work on and solve. They also will give you a way to invent new ways of doing something new ways that will save you time and make you happier with your life.

And when you solve problems, you not only gain experience in solving other problems as they occur, but you build respect for yourself. Then you can have the admiration of all those people you originally started out trying to impress and gain recognition from if you still care about having it.

You also will find that when you look at problems with a POSITIVE mind, you will accomplish more, relieve stress and combat fear which is the worst enemy and destroyer of all!

How To Win Over Your Fears

If you really want to do something you will always find a way.

But if you don't want to do it, you will find excuses.

The easiest way to combat fear is by not using excuses. Instead, you need to look for positive approaches to accomplish your goal. If you want to start a business, attend a meeting at the Better Business Bureau. Read some national magazines like "Income Opportunities" or "Spare Time."

Start reading the business section of your newspaper. Gather some ideas and do a little reading before actually jumping into a business. Surely you can find some spare time to read.

Also, begin associating yourself with people who are in their own business already. If you're afraid to go out and make new friends, attend local business-related seminars in your community. Start watching television shows that are related to business. You'll eventually find people to associate with who know others and you'll be the part of a new crowd - the motivating ones!

FEAR is always your enemy. Look at it this way: If you never try, FEAR wins by 100%. However, if you do try, FEAR only has a chance of winning by 50%. If you needed a place to live and only had \$10 to your name would you allow FEAR to win and make you homeless?

No, most of us would find a job or borrow the money to have a roof over our heads! FEAR is the root of failure, depression and lifelong problems. Are you going to let FEAR ruin your life?

FEAR also will cause you to lose out on many other things in life.

If you FEAR the boss at work is going to fire you it will naturally be on your mind day in and day out. It will eventually wear you down and you will begin making mistakes on the job. You will also get depressed and build up resentments that may have never been there in the first place.

Facing FEAR head on is the best way to combat it. If you think the boss is going to fire you _ go up and ask him. It takes guts, but isn't it better than putting yourself through many months of agonizing torture? Are you full of so much FEAR to even ask him because you think it will trigger him to say "yes" when he might not have been considering it at all?

Believe me asking a boss "if" they are thinking about firing you will put you in no different position than you are now. In fact it will have the opposite effect. The boss will more than likely respect you for your candidness and ability to face FEAR head-on.

Is FEAR holding you back from a lot of things? Are you afraid to confront people and tell them how you really feel? Do you smile in their face and talk about them behind their back? What's so hard about being truthful but using tact? Doesn't it get rid of FEAR and solve many problems?

Complaining is also an act that emotionally drains you and goes hand-in-hand with FEAR. In fact, FEAR is normally the root of any complaint.

People don't want to admit their FEAR so they will complain to release some tension. This is a crazy merry-go-round! Instead of complaining, try to find ways to solve the problem.

How To Develop A Winning Attitude

What does it take in our everyday lives to be successful? In order to evaluate this question it is first necessary to understand what "success" is and what all successful people have in common.

It is probably safe to assume that anyone reading this article wants to be successful.

However, only 5% of the population will ever reach their potential for all activities, 95% of the people will never truly be successful. By definition, success is the realization of a worthy deal. Success is different for every individual.

For some people, an annual income of \$25,000 would be a success, for another it may be \$125,000. Whatever it may be for you, there are 5 characteristics that you must have in common with other successful people in order to achieve true success.

Goals are the single most important factor in achieving success. Without a realistic goal, how will you ever know when you have reached your success level. All successful people set goals. All goals must be realistic, short term, measurable and obtainable within the bounds of your own perception.

As time passes, your goals can always be adjusted upward to reach your ultimate goal of success. However, if your initial goal is to be worth \$1,000,000 by the year end and you are currently only worth \$100,000 with an annual income of \$50,000 a year and this is November, you most likely will never be able to reach it and therefore, it is unrealistic.

Biting off a job in small portions makes the eventual achievement of the total task seem easier and manageable. All successful people constantly set goals, re-evaluate their goals and scale them upward toward even greater accomplishments.

A positive attitude is the second factor that successful people have in common. I have never met a truly successful person who I would consider a "self made" success that did not have a positive attitude.

These people relate to the world on a positive basis. They always look for the "can do" not the "can not do" side of every situation. "If you think you can or if

you think you can't, you're right." All successful people truly believe not only in themselves, but in the reality of their goals.

A positive attitude is contagious and when it is sincere, the people with whom you come in contact will relate to you and your activities with a vitality and positive attitude that causes a winning, successful environment.

The truth is always best to deal with for several reasons, not the least important of which is that it is always the easiest to remember. If you are going to be successful, you will not have time, energy and ability to remember untruths, or lies that you have told people. This consumes valuable energy and detracts from the power needed to run a successful life.

The truth is easy to remember and generally, in the long term, easier to deal with. True winners are always ready to face the truth in situations and handle things as they deal with them on a timely basis and then proceed to get on with the business of running a successful, prosperous life. Never having to back track to cover up problem areas.

Research and Development in today's society have become extremely important to all major corporations. This is where all new products and ideas evolve.

Successful individuals have always understood this principal on a personal level and they constantly strive to improve their own abilities through such methods as formal educational systems, seminars, reading books, listening to ideas the thoughts of others, and in any manner that presents itself to them.

Successful people truly believe they can improve themselves and constantly strive to seek methods and means that will help them accomplish this task. They also know that there is a price to pay for this success and the return on investment is sometimes great and sometimes small, but that the return without the investment is always the same "0".

*"Thinking is the hardest work there is,
which is the probable reason why so few engage in it."
- Henry Ford*

Man's ability over all other creatures on this Earth is the ability to think. All successful people use this talent to improve their lives and control their own destiny. Only you can take the initial step toward the unleashing of the power within your own mind.

The power is awesome and at times can be frightening. However, man has abilities of the mind that many people can not or would not believe.



Anthony Robbins has written a book entitled "Unlimited Power" which explains in simple terms the theories of Neuro Linguistic Programming, the power of the mind and how to gain control and use it.

NLP was originally developed by John Grinder and Richard Bandler as a communication system using the central nervous system. Through this system Mr. Robbins has put forth a complete outline on how to unleash your "performance power" and achieve goals that before you probably felt were impossible.

You can learn more about NLP here: <http://h3lpme.cgsleeds.hop.clickbank.net>

The first step in using your true mental abilities is understanding the seven triggering mechanisms that is sure success.

1. Passion - All truly successful people such as Lee Iacocca have a driving force within them that sets them apart from others. A desire, an energy, that gives them the fuel to reach their true potential.

This force is a part of them 24 hours a day, seven days a week. It never subsides. Their total existence is sustained for the fulfillment of their goals.

The passion within this individual to achieve has been so deeply implanted, that their mental power is driven by this force and will not let them do anything other than achieve.

2. Belief - "They can because they think they can"-Virgil. You will only make \$100,000 this year if you first believe you can. If you do not believe you can you are telling yourself you want it, but it is truly not obtainable.

The truth of life is that man's limits are self imposed by what the mind is given to believe. If you expand your belief of your own abilities, you will also expand your true realm of accomplishment.

A man of whom all are aware, lived his life with adversity, but he constantly believed that he COULD achieve.

- Failed in business at age 31
- Was defeated in a legislative race at age 32
- Failed again in business at age 34
- Overcome death of sweetheart at age 35
- Had a nervous breakdown at age 36
- Lost an election at age 38
- Lost a congressional race at age 43
- Lost a congressional race at age 46
- Lost a congressional race at age 48
- Lost a Senatorial race at age 55
- Failed to become Vice President at age 56
- Lost a Senatorial race at age 58
- Was elected President of the United States at age 60

With all the adversity that faced him, President Abraham Lincoln had no reason to continually try other than the fact that he believed it was his destiny and measure of success to accomplish this task.

"Man is what he believes" - Anton Checkhov

3. Strategy - A strategy is your game plan of life. The road map you will use to accomplish your goals, ambitions and desires.

Just to believe you can earn \$100,000 a year is not enough, you must design a strategy that gives your life direction and navigates you toward success.

The key to strategy is to design a proper strategy to achieve your success without the detours of life, to find the shortest distance between two points.

4. Clarity of Values - Man must first determine which things in life are most valuable to him. He must determine his feeling about such things as patriotism, pride, love, freedom, excellence, ownership and tolerance.

These are values in society, the moral, ethical and fundamental judgments that we, as individuals, deem important.

Without a clear system of values for ourselves, it is impossible to believe in something with a passion that has no value to us. Once we have established our individual value system we are then able to determine how we can achieve success based on our priority of values.

What must we give up in one hand to accomplish what we desire on the other hand? Without a value system we can never move forward for we may be trading without increasing our potential for success.

5. Energy - Without the physical vitality to take action, nothing would ever come of our system to this point.

The passion could build, our belief of accomplishment could be overwhelming, we could have the best strategy or map to achieve the ultimate value for our own life, but if not for taking the first step, nothing could ever be accomplished.

Great success cannot be separated from physical, spiritual and mental energy that allows us, compels us, to accomplish the most with what we have to work with.

Physical energy comes from the strength of the body itself fueled by our intake of nourishment.

It is therefore important that we fuel our engine with premium fuel (good eating habits), not low grade regular (junk food). Our spiritual and intellectual energy evolves from our environment and it is therefore important that we assess our own personal environment to maximize the energy that we can obtain.

6. Bonding Power - We have all known people that have exhibited the ability to get along with anyone and everyone. The ability to be a chameleon is truly the ability to connect with and bond with others. The ability to build rapport.

Being able to deal with others as Mr. Robbins says "To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others." To be able to understand the...

6. Mastery of Communication - To take charge and run your own mind. To learn the techniques of NLP and no longer allow our mind to run our lives, but rather take charge of our own mental abilities and cause them to work for our own accomplishment of success.

You can get even more goal setting help online here:

<http://www.personal-enterprise-self-help-resources.com/HAPPINESS-GOALS.html>

*"There is only one Success - to be able to spend your life in your own way."
- Christopher Morleyce*

Now that you have read this entire manual you have learned the skills that you will need in order to design and achieve any and all of the goals that you set out for yourself. In this manual, you have learned:

- How to create a successful goal setting strategy
- How to set goals effectively
- How to deal with stress that can hinder your efforts
- How to motivate yourself
- How to set goals in all aspects of your life
- How to manage your time toward achieving goals
- How to maintain the mental agility and positive attitude to enjoy and appreciate your goals once you have achieved them!

Hopefully you have realized just how simple achieving your goals can be if you set your mind to it.

Setting goals properly doesn't have to be the most difficult thing that you can do because it can be very stimulating. If you challenge yourself right and set time aside to set your goals you can and will complete them successfully.

You have learned that procrastination is your enemy when you trying to achieve something in your life, and you have learned that goals can be set for just about every aspect of your life including family, relationships, finances, carrier, health/fitness etc.

Time management, like any other skill, is not hard to develop. Time should be kept not as an enemy, but as a companion towards your destined paths. There's a time for love and romance, for jubilation, and for sorrow. There's a time to relax, and a time to catch up with the running moments. But what is important is to be in control of time, no matter how pressured or tight any situation might be.

So, now that you've got your home, your office, your finances, your family, and every aspect of your life organized, now's the time to congratulate yourself on a job well done. Walk through your home; notice how neat and tidy it is now and how easy it is to find what you need from day to day. Keep those photos you took handy, to remind yourself of just how much work you've invested in your life.

Look around your office. See how efficient and productive you've made your work life. By doing so, you've created more time for the other aspects of your life. By organizing your family, you've given them the gift of time - time to spend with you and with their friends. And you've taught them how to create that time for the rest of their lives, by staying organized and productive.

Why should you waste your time dreaming and hoping for a better life when you can go and get one right now? You no longer need to worry or stress about the current state of your life. You don't need to know anything other than what you have learned here on your way to a better future.

Get yourself on the right track and start setting and achieving your goals today!

"A man is a success if he gets up in the morning and goes to bed at night and in between does what he wants to do." - Bob Dylan

I hope you have enjoyed this ebook. More than anything, I hope you have learned several techniques that you can put into action TODAY!

You don't need to master all the tips you read to see your life improve massively. All you need to do is to pick a few of the tips above and apply them. Practice them in your daily life.

If you are going to say...

"I knew or read about these tips before. It's nothing new to me".

I think that if you already knew about them, GREAT!

Then this eBook has served its purpose of reminding you ...

"Are you practicing them?"

It's not what you know that will earn you more money, but **doing** what you know.

I wish you all the best that life has to offer!

Helene Malmsio

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Hi! Thank you for the free subscription to Motivational Power Tips. Kudos to people like you who use their talents to inspire other people to live life to the fullest.

God bless!"

Cheers, Lolita Guilas



<http://www.free-daily-motivational-self-improvement.com/motivational-self-improvement-free-magazine.html>

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tips you send to me. Thank you so much and may God richly
bless all the team working towards this.*

Best regards,

Rita"



Helene,

Thank you for this. It has been most instructive. Please keep them coming!

Best regards,

Veronica King

*"With no other words, I simply love these Power Tips - thanks for every email I have
received from you - I find there always something that cheers my day up or gives me
some more inspiration. Good work, there!"*

- Hana, Prague, Czech Republic

Hi Helene

I always read your Power Tips and it has helped me a lot in my life... I would like to
thank you a lot for such a nice article at regular intervals.

Regards, Niraj

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And REMEMBER:

"It is never too late to BE what you might have been"

- George Elliot

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