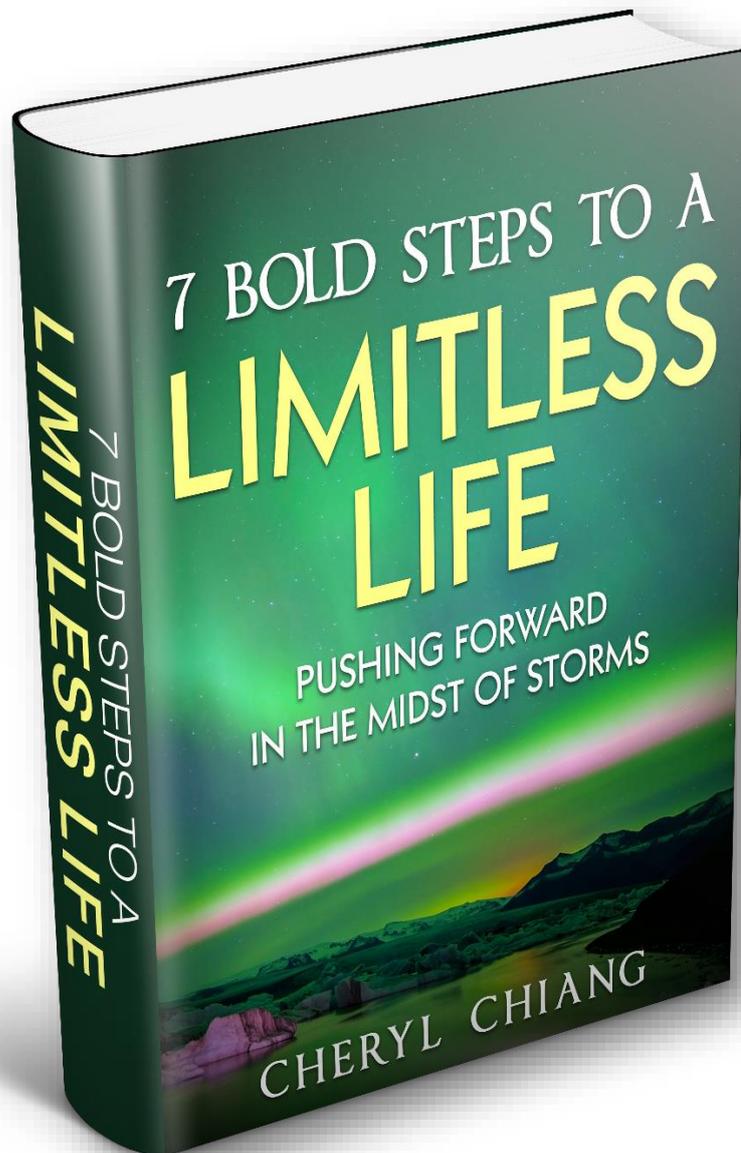
The background of the cover is a landscape photograph. At the top, a dark blue night sky is filled with stars. Below the sky, a vibrant rainbow with all the colors of the spectrum stretches across the horizon. The landscape below the rainbow consists of dark, silhouetted mountains and a calm body of water in the foreground. The water reflects the colors of the rainbow and the sky. The overall mood is serene and hopeful.

7 BOLD STEPS TO A
LIMITLESS
LIFE

PUSHING FORWARD
IN THE MIDST OF STORMS

CHERYL CHIANG



7 Bold Steps to A Limitless Life

Pushing forward in the midst of storms

Cheryl Chiang

<http://www.cherylchiang.com>

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7 BOLD STEPS TO A LIMITLESS LIFE !

By Cheryl Chiang
<http://www.cherylchiang.com>

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Introduction

Hello, my name is Cheryl Chiang and author of 7 Bold Steps to A Limitless Life!

First and foremost, I'd like to acknowledge & thank YOU for downloading this eBook. You have now before you an awesome & practical resource for personal transformation.

This book is written to offer you a ray of hope in the midst of your challenges and inspire you to start living your [dreams](#)!

Well, you may be wondering to yourself now: "How can reading an eBook make any positive difference to my life?"

Aha...Do not belittle the Power of Words!

Please allow me to share my personal story with you. =)



During my childhood days...

Since the tender age of 2, as both my parents are busy working, they have left me to the care of my grandmother. My grandmother was also a babysitter and was engaged to look after a neighbour's granddaughter, Joan.

Coincidentally, Joan and I shared the same birthdate but she was 1 year older than me. Neighbours who came to know about our same birthdate were amused with this fact and started making comparison between the two of us.

They will always compared us from A to Z and Joan will always be the more outstanding one in most aspects. Whenever we were out in the corridors playing, the spotlight will always be upon Joan.

I had often heard comments liked Joan looked prettier and was taller than me, went to a more prestigious school and had better grades than me, has parents who are working in higher management and making a bigger income, living in a landed and larger property and the list just goes on.

My loving grandmother knew what was going on and had told me to ignore what other people say as we cannot control their mouths. God has given each of us our own unique physical features, life's journey and potential in life to fulfil.

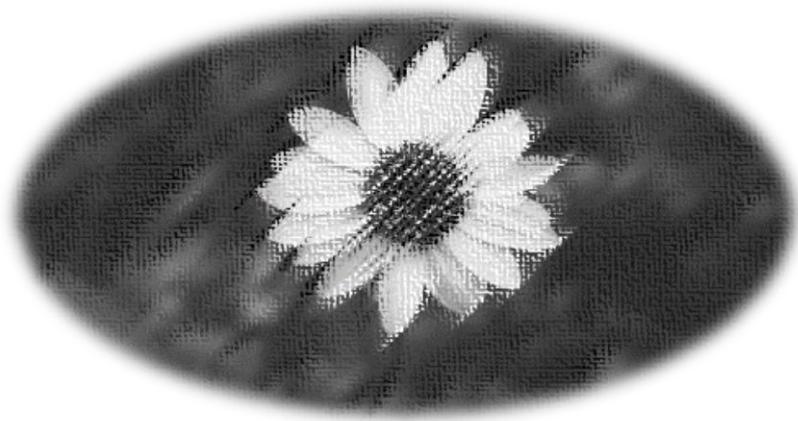
However, her words of wisdom did not sink into me at all. Instead, those negative words [manifested](#). Along the phase of growing up, I had allowed, accepted and perceived that I am always the lousy one.



I grew to be a self-doubting and low self-confidence individual. Because of what I believed, I am always in a negative state of mind – Feeling unhappy, scared, insecure and unworthy almost all the time.

At the age of 12 years old, my parents decided to bring me home and take care of me themselves. Even though I am cut off from the “toxic” environment, the train of negativity had followed and affected me. I have developed an inferiority complex.

Negative beliefs permeate many areas of my life and affected me throughout my growing up years. The world to me at that time was neither colourful nor interesting.



In school, I am always anxious and stressing out, be it a simple spelling test to major mid-year or end of year examinations. I doubted my own ability and fear of failing the subjects.

Whenever the teacher called my name to recite a passage in class, my hands and feet would turn icy cold and I would start to talk in a soft and shaky voice. I was just paranoid that my classmates would ridicule me in whatever ways because I just do not have that [confidence](#) in myself.

I suffered from anorexia as well. Even though I am weighing a mere 40kg in my Secondary School days, I skipped meals and starve myself to sleep during most nights. I feared any weight gain might alter my physically outlook badly and I do not want people to call me fat.

I was also struggling in the area of personal relationships. Classmates tend to avoid me as I was easily upset and oversensitive to criticism or disapproval. Hence I do not have many close friends in school.

To add on to my misery, I had my first experience of heartbreak in my younger days. Imagine a guy you had a crush on called you a "Skeleton Weirdo" in your face. How would you feel? Needless to say, my self-esteem took a big dive after this episode and it affected me even into adulthood.

Relationships with my parents and brothers were also terrible at that period. I resented and blamed my parents for putting me at my grandmother's house and was bitter and jealous for the fact that my brothers got to stay with my parents ever since they were born and got whatever they asked for.



Literally my perception towards life was bad and I was imprisoned by my own [negative thoughts](#)!

“Disaster” Strike

In the year 2002, I received my GCE “A” Levels examination results and I had performed badly. This meant that I could not get into the local University of my choice. My [dreams](#) shattered.

I went straight home and cried buckets and did not speak to my parents for days as I was filled with guilt and remorse for failing the examinations. I was also very miserable as I had promised my late grandparents that I would study hard and get into the local University and make them proud.

I was devastated and could only see bleakness in front of me. My mind kept having a recurring question: “HOW now, I have FAILED?” I just could not stop the vicious cycle of condemnation being played in my mind.



I was wallowing in self-despair and doing nothing productive for 3 whole weeks!

Sudden Realization...

Sometime later, my mother came home with her eyes red & watery (an obvious sign she had cried earlier) and told us that Lydia, her good friend's daughter, had committed suicide. I was shocked!

Lydia was only 2 years older than me and I had always looked up to her like an elder sister. She came across as a positive and sweet blooming young lady. She had shared with me her dreams to become an air stewardess after her studies, travel the world and to climb Mount Everest. I could hardly believe that she would jump to her death! Lydia's mother had revealed that it was frustration in her studies (she was pursuing her degree in Accountancy) and parental objections in her relationship with a classmate that caused her to choose this tragic path. She has yet to live her [dreams!](#)



Lydia's death calls for an awakening in me - Life is too short and too fragile. Nobody can predict the future or know when his or her time is up. You only has one life, live it fully and meaningfully. When death comes, your story on Earth ended.

There is such a thing called Second Chance...

I am determined not to waste any more time but to give myself a second chance. A second chance for me to see the world with the right pair of lenses, put the past behind me and start living my dreams!

I decided the first thing to do is to retake my GCE 'A' levels examinations, as a private candidate.

However, this journey was not an easy one. Negative voices started to surface. Relatives who got to know my decision came to me and told me not to waste another year of effort where I can go and get a job and start earning a salary and stop depending on my parents. Some said I won't make it and asked me to pursue some other private overseas degree instead because a private candidate has lesser resources and a lot of other distractions.

Furthermore, ex-school teachers whom I sought advice from also warned me of students re-taking the examinations as private candidates but did not make it ultimately, resulting in a futile year.

Although I was discouraged by these swarming negative comments, I am not going to give up yet and was committed to fulfil my dream to go to the local University. If I was going to believe and accept what people said (which the old me did previously), I will be forever like a puppet living out a life dictated by other people. Do I want to continue to live such a life until God calls me home?

I was reminded of the caterpillar and butterfly story. I could either stay in comfort zone and hide forever wrapped in the cocoon on a leaf branch OR struggled hard to break through the cocoon and transformed into a gorgeous butterfly which could fly to higher grounds.

Guess my choice?



Life-Changing Moments

I reckoned that I need to change the way I think and needed positive vibes to help me through this tough time. I begin to motivate and build myself up through personal development and self-help materials daily. I read books and watched videos with edifying and [healing](#) contents.

Through exposing myself to the various channels of positivity, I picked up 7 powerful tips and leverage upon them during this “stormy” period of my life.

No doubt this was a gradual process, but with every little strength gained daily, I begin to regain my clarity in life and change my perspectives. I started to believe in myself, confront my own fears and doubts. With new found inner empowerment, I focus on my preparation for the GCE “A” Levels examinations and put my best shoes forward!

A year later, my application to the National University of Singapore was successful and I was offered an opportunity to pursue a degree in the University I wanted so much to get in!

Even though I fulfilled my dream 1 year later, the 12 months delay had not gone to waste and taught me so much lessons. I was extremely glad I managed to pull through all odds and turned the lemons thrown at me into sweet lemonade.

The 7 awesome steps have become the guiding lamp in my life’s journey. I have continually applying them to achieve my goals. I know these principles work as I have experienced them first-hand in my life.

I have since graduated from National University of Singapore with a Bachelor of Science (Building), travelled to many countries, married to the man of my dreams and had a home I called my own. Currently I am on my way to becoming an entrepreneur and looking forward having my own family of three in the very near future.

Life has become limitless to me! =)

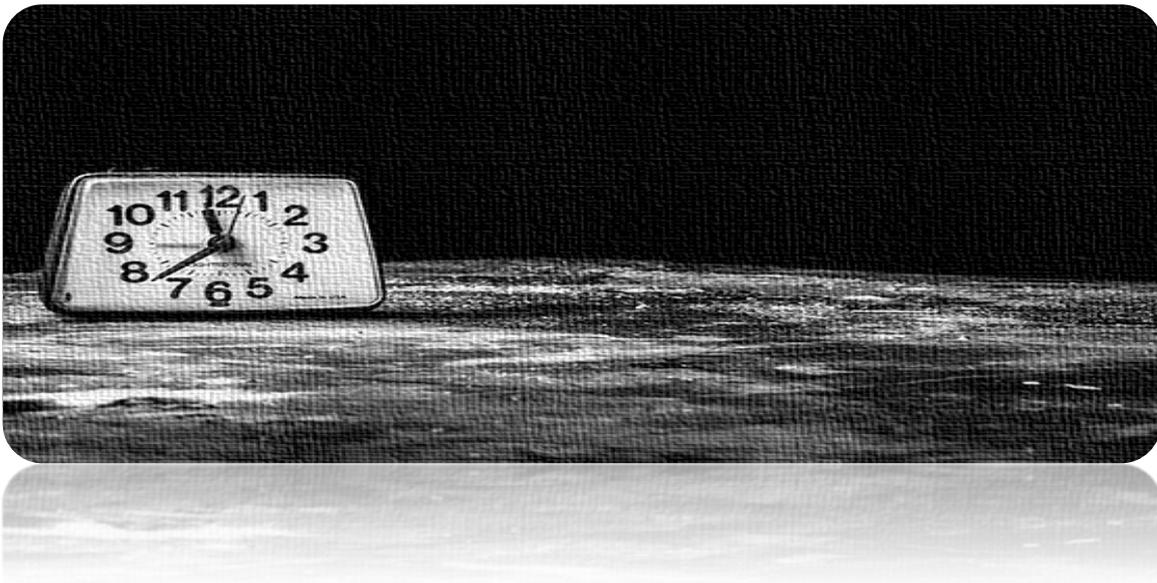


Nonetheless, my life is still and will continue to be challenging and full of trials and obstacles. I choose to view these hurdles positively. They are “food” to strengthen my inner self, so that I can have the tenacity to handle difficulties in different seasons of my life.

Have the “Can Do” attitude, optimistic spirit and never give up in life no matter the circumstances. Live your [dreams](#) fully during the finite period God has given you! Every single day is a very precious gift from God. Lastly, be a decent human being and you shall attract good into your life.

“Your time is limited, so don't waste it living someone else's life. Don't be trapped by dogma - which is living with the results of other people's thinking. Don't let the noise of others' opinions drown out your own inner voice. And most important, have the courage to follow your heart and intuition. They somehow already know what you truly want to become. Everything else is secondary.”

- Steve Jobs -



I hope you've begin to realize and appreciate the potential of the gift I am putting into your hands.

Are you ready to allow **7 Bold Steps to A Limitless Life** transform your life too?

If yes, turn over the next page to start taking your 7 Massive steps NOW!

Understanding the Causes of Negative Thinking



“It takes but one positive thought when given a chance to survive and thrive to overpower an entire army of negative thoughts.”
- Robert H. Schuller

Negative thinking can be a destructive force. It can cause you to pass up on the best opportunities in life simply because you don't believe it will succeed or that you don't think you're good enough. It can cloud your perspective on things and fail to see their potential.

Negative thinking can be a deeply ingrained thought process in the mind but it is by no means natural. Negative thinking is learned, sometimes through personal experience or through other people's experiences. When babies are born, their minds are similar to a blank slate. Each experience they encounter becomes the platform for learning and if they learn negative thinking when young, they will retain this attitude even when they grow up.

Below are some of the most common contributing factors of negativity and how they can affect your life in an adverse manner:

a) Past Experiences

One of the most common causes of negative thinking in people is bad experience. If you've been rejected before, or have experienced pain and ridicule in the past, it's often difficult to overcome the feeling that it could happen again. So maybe you been rejected by a girl you had a crush on and became the laughingstock of among your classmates. Does that stop you from falling in love or have phobia confessing to someone in the future?

Apparently, for many people, it does. Worse, it hounds them into adulthood, making them think of people and events in a negative way. Painful past experiences pave the way toward negative thinking and make the mind ripe for unconstructive [thoughts](#).

b) Learned Behavior

Kids are impressionable. If they grow up in an environment that nurtures negative thinking, they often develop the same mind set. Children often mimic what adults in their family or social circle do, so if they grow up in a household where negative thinking is prevalent, it would be no surprise if they bring that attitude with them into adulthood.

c) Lack of Self-Esteem

People who have no self-esteem tend to blame themselves for everything, whether or not they directly contributed to it or not. When faced with an opportunity that could lead to a promotion or recognition, people who lack self-esteem often back off, thinking, 'I can't do that. I'm not good enough. I failed before, I'll fail again.' Even if they did accept the opportunity and something goes wrong, they will simply say, 'I knew it would fail. I could never do anything right.'

d) Envy

Envy is a treacherous emotion because we often don't recognize it's in us until we experience its bad effects. Envy makes us say, do and think things that we normally would not in normal circumstances. It is an unpleasant emotion but envy is a natural feeling among humans and most of us have felt it, whether we admit to it or not. Envy happens when we want what others have, either because we sincerely want it or because we believe the other person does not deserve it. Envy is a cause of negative thinking because in the end, it makes us believe we are inadequate and incapable.

e) Doomsday Attitude

Some people prefer to look at the negative aspects of things simply because they have a badly skewed understanding of Murphy's Law. They nurture a Doomsday attitude because they believe in their hearts that things can't get any better and that no matter how good things are, they're bound to end.

People with the Doomsday attitude are sensitive by nature and are easily hurt but you wouldn't be able to tell by the way they behave. By looking at things from a negative point of view, they distance themselves from the situation. If things succeed, they just simply walk away. If they don't, Doomsday people just nod their heads gravely and say, 'I told you so.'

f) Perspective

Another cause of negative thinking is personal perspective. People see things differently and what may constitute as loss to one person may mean an opportunity to another. Sometimes, it's just a matter of which side of the fence you're standing on.

g) Circumstances

Some people are not predominantly negative thinkers, but are only driven to think that way because of their present circumstances. If someone is suffering, in pain or is currently struggling with a problem, it's only natural that they react to certain events with less enthusiasm than everyone else.

Say for example, a friend of yours just lost his house because he defaulted on his payments. Here you are, ecstatic at having your home loan approved quickly and getting a really great rate. If you tell your friend about your good fortune, he'll probably be thinking, 'Enjoy it, buddy. It won't last for long. We earn the same amount of money and if I can lose my house, you can, too.'

As seen from above, acquired thought patterns are to blame for making people hesitant and negative. But do not despair! The good news is, these thought patterns can be changed to develop a different behaviour, resulting in better quality of life!

“It all begins and ends in your mind. What you give power to, has power over you, if you allow it.”

~ Leon Brown ~

Step 1: Take Control of Your Time



“A man who dares to waste one hour of time has not discovered the value of life.” ***- Charles Darwin***

We all know how precious time is and how fragile life can be. Probably the greatest crime of all is to waste time. By wasting every second, we lose the chance to say and do something that could lead us to a better life, a better career, a better future, a better self. If you want to see changes in your life and encourage positive thinking within yourself, take control of your time NOW!

7 Ways for Taking Control of Your Time Right Now

1) Make that commitment to yourself.

The best way to create more productivity in your life and take control of your time is to start by making a commitment to be more productive. To begin, get an appointment book or a small notebook you can use to keep a schedule. This will be a vital part of your goal to finally take control of your time. This is where you will be writing down what you want to accomplish and what you will do to make it

happen. Essentially, this book will be your roadmap to success, planned, designed and executed by you.

2) Know exactly what you want in life.

You cannot accomplish anything in life if you do not know what you want to obtain. Think hard and deep about what you truly want in your life and then list them down. At first, you'll probably think that some of those things seem ridiculous and far-fetched but you must ignore these thoughts because they lead to negative feelings. Simply write down what comes to mind.

What do you want to be? What do you want to have? What makes you happy? What gives you a sense of accomplishment? What makes you feel good about yourself? What is that thing you'd like to do that makes you feel you don't need other people's approval for? When you have a clear answer to these questions, you will have known what you want in life. Keep this list handy and refer to it from time to time. It's okay if you want to add or cross out certain things because you will find out that by taking control of your time, your priorities also change for the better.

3) Prioritize your tasks

Breakdown your to do tasks and determine which ones are urgent and which ones don't really need your attention right now.

4) Set a self-imposed deadline.

Avoid indecision by ensuring that you commit to a schedule. If you say you're going to turn in that paper by 5 p.m. on Monday, do so. If you have committed to finish painting your living room by tomorrow, then make sure you meet your deadline. If you have a schedule to meet, you can take better control of your time and avoid unfinished tasks.

5) Keep positive thoughts.

Accept that nothing is perfect. When you're in the process of learning how to take control of your time, you will discover that certain things don't turn out the way you want them to - the person you're supposed to meet cancelled at the last minute, the florist got sick so the flowers were not delivered on time, that job you wanted did not materialize, etc.

If and when things like these happen, don't lock yourself in your room and wallow in despair. Detours happen now and then, sometimes through no fault of your own. Simply acknowledge that you did your best and that it's time to work out something else. Don't allow yourself to get stuck in regret and what-could-have-been.

6) Leave enough time for emergencies.

Just because you are on a personal mission to take control of your time does not mean you should be trapped by a schedule. Be flexible is the key. Have a contingency plan for the unexpected!

7) Don't overwhelm yourself.

We all need a break and when you're working too hard, accept that your mind and body can only do so much. Take a break if you have to and make sure you don't get a burnt out. If things get a little tough, ease up on yourself. Find time to relax and chill. You'll be able to perform better when you have a rested mind. If you need help, don't be afraid to ask for it.

Sooner or later in your life, you will be able to determine which actions lead to negative thinking and when this happens, you will be better able to use your newly established mind set to refuse these thoughts and replace them with better ones. It might take some time to completely rid your mind of negative [thoughts](#) and in fact, they do have a tendency to come back, but don't worry. Now that you know how to take control of your time, chances are, you're too busy accomplishing things to worry about negative thoughts.

“Yesterday is gone. Tomorrow has not yet come. We have only today. Let us begin.”

~ Mother Teresa ~

Step 2: Leverage on Positive Affirmations



Having a positive attitude is the key to a happy and successful life. Our thoughts play a huge role in how we feel and subsequently affect our actions & behaviours. Positive thinking leads to a confident and happy individual, while negativity leads to low self-esteem and tend to miss out the great things in life.

We can tap on the power of positive affirmations, by verbalizing positive statements of our dreams or goals daily, to establish a new thinking pattern and reinforce our positive beliefs.

Below are some phrases or sentences that you can used for your positive affirmations:

“I have an interesting challenge facing me” – this could be used whenever a difficult problem occurs in life. Rather than looking at the situation in a negative way and thinking as an unsolvable problem, think of it as a challenge and deal with it from a victory standpoint.

“I like the person I am” – this could be used to bolster [self-confidence](#) and gain respect about yourself and the person you are. Similar statements could be “I am the best”, “I am awesome” or “I have many excellent qualities”.

“I know I can do this” – this could be used if you are faced with a certain task but you are doubting your own capability. Similarly you could say “I have the ability to conquer this” or “this doesn’t pose a problem for me”.

“I am full of health, energy and vitality” – this can be used to encourage good feelings about your health either after you have been sick or while recovering from an illness.

“I am fulfilled as a person” – this can be used to encourage good general positive thoughts about yourself and the world in which you live.

For me, these are the 5 positive affirmations which I speak to myself daily during one of the lowest point in my life – the year I am retaking my GCE ‘A’ Levels exams. It helps me to instil positive thinking, give me clarity in my mind and focus point.

- I am living my own dreams.
- I am thankful for waking up healthy today.
- I am in control of my life’s destiny.
- My parents love and supported me in whatever I do.
- God has given me supernatural strength to move forward.

Most of us have for many years bombarded ourselves with negative thoughts. So changing your thoughts and the way you think won’t happen overnight. However, if you make the continual effort to speak positive affirmations, you will begin to see positive changes once you have retrained your way of thinking.

If you need additional resources on affirmations, one of my esteemed mentors – Yee Shun Jian, has written an eBook called “[101 Powerful Affirmations](#)”. Go check it out! =)

Positive affirmations is a powerful tool to tap on. Implement it on yourself and watch how your life transform!

Step 3: Creating and Nurturing Motivation



“People often say that motivation doesn't last. Well, neither does bathing - that's why we recommend it daily.”
- Zig Ziglar

No matter how hard you try to accomplish anything, if you don't have the motivation, all of your efforts can amount to nothing. When you don't feel the urgent need to push forward and see tasks to their completion, you will not be successful at performing and achieving what you have set out to do. Never mind that list of goals you have taped on your work or study desk - you won't be able to tick them off if you're not motivated!

6 ways you can use to create and nurture motivation in your life

1) Learn to see things from a positive point of view.

If you only entertain negative thoughts, you'll have a tendency to give up before you even start. Negative thinking can ruin your enthusiasm. If it rules your life, forget about motivation. You cannot force motivation into your mind if it is filled to the brim with negative thoughts and ideas.

Learn to shed these negative thoughts and replace them with positive ideas. It will take some effort at first, but once this habit becomes established, it is a lot easier to see the promise in

opportunities and not the possibility of failure. When your thoughts are filled with positive emotions, it is a lot easier to create and nurture motivation in your mind.

2) Learn to conquer procrastination.

One of the worst antidotes to motivation is procrastination. Procrastination can effectively dampen any feelings of motivation you might have created and nurtured, like water to flame. By procrastinating, you give yourself more time to let doubt in and once it starts to gnaw at your plans, you might begin to waver and ultimately, fail at your attempts in accomplishing anything.

Teach yourself to stop procrastinating and keep to your schedule. Learn to prioritize your tasks, breaking them down if they seem too overwhelming and always refer to your goals to remind yourself what you came in to do.

3) Aim to improve.

Make a conscious effort to improve yourself and your circumstances. Acknowledge that there is something lacking in your life and that you want it to change. Accept responsibility for what you have right now and quit blaming your circumstances and other people. There is no one else who can make you achieve things, only yourself. By taking that responsibility upon yourself, you learn to motivate yourself.

4) Don't take it personally.

Accept that there will always be moments when you'll feel you are not up to the task and that your level of enthusiasm may not always be at its peak. However, remind yourself that whatever it is you carry at the moment is only a feeling and feelings tend to change.

Of course, you will sometimes wake up grumpy or lazy and there will always be moments you will be wishing you were in another place doing something else. When this happens, don't begin thinking that you have failed to motivate yourself. These moments are temporary and will soon go away. Don't let low moments pull you further. Instead, make a decision to accept whatever lack of enthusiasm you have at the moment and continue with your tasks. You'll find out soon enough that your motivation levels will start rising.

5) Don't take things too seriously.

When you're too focused on completing your tasks, it's sometimes easy to lose your sense of humour. Lighten up! Just because you are working on something does not mean you can't have fun. Learn to nurture motivation while keeping a level perspective of things. That way, you won't feel too miserable if things don't go your way at first. Better yet, you'll be better able to find creative solutions to things if you're not too uptight.

6) Give yourself a good pat on the back.

Motivation is not all about barrelling forward with no thought of everything else. Learn to recognize your accomplishments, no matter how big or small. Take stock of what you have done, things you have completed and the quality of work you have put in. You'll be more motivated to perform better when you know what you are capable of and how far you have come.

Your reward doesn't even have to be expensive - a day off, a few hours at the spa, a special take out dinner, a bar of good chocolate and a glass of wine, etc. Just make sure your rewards truly deserve to be given and don't use the same rewards for ordinary events because you'll find them a little less special the next time.



Step 4: Saying **NO** to Procrastination!



Procrastination is really a deadly habit. It makes you feel that it's perfectly all right to forego and delay because there's enough time. Do you find the below scenarios familiar?

Have to complete numerous chores today. Why not cross out some and do them tomorrow, or the next day, or the next.....?

Need to finish that report. Well, the dateline next Wednesday, it can wait.

Must make that call to that client now? Hmmm...Probably later, I have a cup of hot tea first.

Procrastination keeps you in a deceptive cocoon, making you feel safe by avoiding responsibilities. But did you know procrastination is a sign you're a candidate for negative thinking?

Negative thinking is common among people who suffer from a lack of self-esteem and it prevents them from maximizing their potential. Procrastination only makes it more difficult for people to attain their goal and maintain a positive attitude. Worst of all, procrastination wastes precious time. As a result, your productivity decreases and whatever opportunities you could have had are lost.

How procrastination steals from you

When you use procrastination as a tactic to cope with or avoid certain tasks, you give in to it little by little. At first, it will be unnoticeable - after all, what's a few minutes lost when you can doodle on your desk, twiddle your thumbs, make coffee or dust the furniture instead of picking up that phone, completing that report or turning on your computer. Initially, it will seem like it's not such a bad thing to do, especially if nothing bad happens.

Unfortunately, procrastination is addictive. Because you got away before, you will think that you can do it again. And you will, again and again. Pretty soon, that 15 minutes you used to delay a project or task becomes an hour, the hour becomes a day, the day becomes a week, the week you get the point. You'll wake up one day and realize you've just wasted a year of your life avoiding a task that could have been completed months and months before. Now, it has probably grown bigger and more problematic.

Stealing time

As the all-time champion of time stealing, procrastination is still at the head of the game. You not only lose time, you also lose opportunities, some of which could probably have done you good if you only took that first step to stop procrastinating and begin doing. Take stock of what just slipped through your hands - a chance at a better job, or a shot at stardom, or a way to get one foot in the door of that school you so desperately wanted to enroll in. Yes, procrastination is deadly. Give in and you could lose your job and career, put a strain in your relationship and make you think of yourself as less of a person.

The deadly cycle of procrastination

So now that you realize what procrastination has done to you, would you feel good about yourself? Probably not. By procrastinating, you look back and see your lack of accomplishments as a sign of your failure. So you never got promoted or maybe someone else got to play in the big leagues or maybe you never got to build that real estate empire you dreamed of as a teenager.

When you realize how much you have failed to complete, your self-confidence is shattered. You begin looking at yourself and asking, 'What's wrong with me?' Pretty soon, you'll be pointing fingers at other things - your education, your past experiences, even your physical characteristics such as your height, weight or skin color - and putting the blame on them. You fail to realize that the source of your [lack of self-confidence](#) is nothing

else but procrastination. It is the reason you got to where you are in the first place.

Now that you've lost self-confidence, do you think you can still maintain a positive attitude? Definitely not. You look at yourself and see a failure. When an opportunity appears, you hardly have the energy nor the enthusiasm to grab it and take advantage of it to rise above your current situation. Gone is your can-do attitude because faced with an opportunity that requires certain tasks, you feel inadequate, unsure of your own talents and skills.

Instead of finally shedding your old skin and giving yourself a chance for renewal and progress, you refuse and avoid by you guessed it, procrastinating. And so the cycle of procrastination begins again.

You have seen the Vicious Cycle of Procrastination.

The Solution:

DO **TODAY** or TOMORROW?

FINISH NOW or ~~LATER~~?

COMPLETE TASK FIRST or TEA TIME FIRST?

Step 5: Goals Setting Works! Make Your Dreams Come True



“You control your future, your destiny. What you think about comes about. By recording your dreams and goals on paper, you set in motion the process of becoming the person you most want to be. Put your future in good hands - your own.”

- Mark Victor Hansen

If there's something you want in life, you probably are more likely to achieve it by carefully setting goals. Having goals is like having a piece of paper with directions on it - you know where you're going and what you need to do to get there. You don't need to be stuck with vague promises to yourself to make things happen because knowing what your goals are gives you a clear picture of what you are going to be in your life.

Goal Setting is an art and a science

- As an art, goal setting requires that you are creative and innovative. After all, it is your life you are going to change and those are your [dreams](#) waiting to happen. Goal Setting reinforces what you already know you want to accomplish.

- As a science, goal setting requires that you use a method and approach that is practical and achievable. This means that setting a goal is more than just telling yourself, 'I want to run the marathon' or 'I want to learn the violin' or 'I want to put up my own hair salon'. By setting goals effectively, you also utilize certain steps that will lead to their accomplishment. So instead of just saying, 'I want to run a marathon', you also add, 'I will train for six months beginning next week and then join my first marathon this coming spring.'

By reminding yourself of what you want in life, you reinforce that desire. The more you think about your goals, the more you want them to happen. And the stronger your wish to make them come true, the harder you will work in order to achieve them.

Creating your very own action plan

- Every serious goal needs an action plan. This is the best way to accomplish what you want in life. But what exactly is it? And once you've made one, how do you implement it?
- An action plan is not some vague, non-committal plan about accomplishing something. Do not treat an action plan the way you would a childhood wish - 'I want to be a doctor someday' or 'I want to build an orphanage.' Those are excellent dreams, but they're not action plans, at least, not yet.
- An action plan is a list of goals accompanied by specific steps to accomplish them. An action plan is a solid reminder of what you intend to achieve within a specified period of time. Treat this plan as your life map, a book of things you need to do and finish in order to achieve a certain end. This action plan is important because you need to be able to organize and prioritize tasks.

Steps to creating your action plan

- First, get a notebook or a planner. Next, write down what you wish to accomplish and when you want it to happen. For example, if you want to put up your own online business specializing in gourmet cookies, write it down on the uppermost portion of the page. Next to it, indicate that you want to start your operations within 3 months.
- Below this line, write 'Action Steps' and divide the page into four columns. List down the necessary steps you need to do in order to put up your business in the first column. In the next column, write down the necessary skills required for the job (baking skills,

web building skills, design skills, etc.). In the third column, write down the physical requirements that the steps entail (business permits, baking equipment, money for web hosting services, etc.)

- In the last column, indicate how much time you'll need to complete the steps - do you need a week to help you set up the web site complete with pictures of your products? Do you need a day to help you pick the best web hosting service for your site? Do you need two weeks in order to learn and perfect the recipes of the cookies you want to sell? List down the time period needed and write a particular date as your deadline. When you have completed this list, the next step is of course completing Step No. 1. Once that's done, you're on your way.

Why not commit everything to memory?

There is nothing wrong with keeping your goals safe in your mind. The only problem is that memory tends to be deceptive and it's something that can change, adapt and be influenced by certain events and environmental factors. It's very easy to get confused with your goals if you do not write them down. Remember that time affects memory and can even dilute strong feelings about certain tasks. Use your goal list instead to remind yourself from time to time of what you have set out to achieve.



Get to your desk now!
It's time to set your GOALS!

Step 6: Confront Your Fears



“Too many of us are not living our dreams because we are living our fears.” ***- Les Brown***

Fear can strike anyone and make them afraid and worry excessively. For many, fear can be severely distressing and have a huge impact on their day-to-day living. Fear limits one’s full potential in life. Does fear bother you more than you think it should?

5 Tips to Overcome Fear and Getting Rid of It At Last

Read the tips below and be amazed on how fear can easily be defeated.

1) Identify your fear

Experts say that there are many kinds of fear. However, most of the fears that people have are concrete examples of delusions. These refer to the way things are altered or misrepresented, such as the way people look at themselves and the way they view the environment.

Since they are delusions, most people cannot fully identify them. They just know they fear something but cannot pin down the actual source.

For instance, for an individual who is afraid of the dark, the question lies on why he is afraid of the dark. What is it in the dark that he is afraid of? To solve this problem, he should identify his fear. Does it have something to do with what happened to him before? Or is it just about the stories that he had seen or heard?

Experts say that it is important that individuals learn to identify their fear. Put them in details and recognize the areas from which the emotion is rooted. In this way, people will have a better way of dealing with situations. If somebody is afraid of the dark, for instance, he could say he is afraid of the ghost which usually comes out in the dark. With this, he is able to identify the things that associate with ghosts and the dark and find out if such things really exist.

2) Building the confidence

Studies show that fear is the biggest enemy of positive thinking. When fear takes place, there is a tendency to stop believing in what is real. Hence, people create delusions or distortion from truth.

For instance, if a person is afraid that he won't make it to success just because he is afraid of being prejudiced, he will surely never make it. But with confidence and determination, there will be no more room for fear and positive thinking will prevail.

The problem with most people is that they tend to link negative things to positive situations. They distort the truth and create a new world full of fears and skepticism.

Keep in mind that life is akin to a war and every character has to fight and win the battle courageously. [Confidence](#) and positive thinking is the only 2 weapons one has to obtain to be successful.

3) Do not ignore it

As much as you are trying to eliminate fear itself, it is not wise or healthful to, likewise, ignore it. Ignoring things will just make matters worse. If something has to be resolved, you should try to solve it and overcome the fear that bothers you.

The key to fighting fear is to evaluate your fear and understand how unreasonable and ridiculous they could be. Hence, it is important that you identify the reasons why you should not be affected by your fears.

4) Letting Go

Sometimes, people tend to hold on to things that they are afraid of. Funny isn't it? But people do this most of the time. Even if they feel uncomfortable about the situation or it often bothers them, they still hang on to the details.

Experts say that if you really want to fight back fear, let go of the feelings that overwhelm you. For instance, if you are afraid of the dark, you can try to overcome it by staying in the dark. Assess the situation if there is really something to be afraid of. Once cleared, let go of the feelings.

5) Put things into viewpoint

People can overreact - most of the time. The problem is that fear can sometimes be big and distracting but in reality they are not. It actually appears as a flicker in the dark.

So if you put things into perspective, you will be able to see the other side of fear on a clearer point of view. Hence, analyzing what bothers you most will be a lot easier to deal with. It is all in the mind. Do not let fear take over your mind. You can do things better than that and without fear, you will definitely succeed.

“If you listen to your fears, you will die never knowing what a great person you might have been.” **- Robert H. Schuller**

Step 7: Enjoy Your Work or Whatever Tasks on Hand & Taking Pleasure in Everything You Do!



Being positive about your job (or any other tasks on hand) and managing to be happy with it is a matter of choice. Some people may say that it is difficult to think positively with their work. However, it is all in the mind.

Read the tips below and find out how thinking positively can let you work at a job (or task) that you enjoy.

1) Feel good about what you are doing

The very important thing about being happy with your job (or any other tasks on hand) is to feel good about what you are doing. Let us face it, not all of us can get the job that we want. However, people can still be happy with it and enjoy their job. Feeling good about what you are doing is tantamount to the way you do things, how you understand job excellence, and focusing on your strengths.

Given the fact that there are some aspects in your job that you may not totally enjoy, it is still important that your job fulfilment is relatively higher. The point is that the more you enjoy your job, the more efficient you will be at work.

If at times you have to do things that you do not enjoy, you just have to employ positive thinking. It is a fact that positive thinking can be very difficult to apply especially when you are doing things that you do not enjoy.

However, it is still possible. Focus on your strengths and on how you can apply these on things that you do not enjoy most. In time, you will excel. And by simply realizing job excellence, it will be easier for you to enjoy your job.

2) Take responsibility

Do not be confined with what your job description tells you. Some people just complain but do nothing much to turn the situation around. Just simply assume responsibility.

For example, if you think that you do not receive enough information based on the things that you need to facilitate the working process, do not just wait for the company to provide you with the things that you need.

As they say, ask not what your company can do for you but ask what you can do for your company. You can do this by gathering things that you need, taking initiatives on areas that you can do all by yourself.

3) Maintain a realistic expectation about your job

The problem with most people who cannot find happiness with their current job is that they create expectations unrealistically. It is important that you know what to expect from your work and make it realistic. Experts say that expectations have the means of creating things or ideas in your mind, that is, most often than not, contrary to what is in reality.

This does not oppose what is said about positive thinking. Of course, it is important to think positively. However, it does not necessarily mean that you try to form a pre-conceived idea in your mind knowing that you cannot actually achieve it. Positive thinking and reality must always go hand-in-hand. It should never be in contrast with one another.

4) Learn to be flexible

This goes being able to accept changes. Some people find it hard to accept changes at work. This can be attributed to the fact that having a new system, for example, can bring about uncertainty.

However, you should accept the fact that everything changes. As they say, nothing is permanent except change.

Hence, in order to accept the kind of job that you do and enjoy it, try to adapt to the possible changes that may take place. It is that something that you can do that will let you work at a job that you enjoy.

5) Earn respect

To do this, you do not just have to stay like the typical goody-two-shoes you see in school. Respect has something to do with what you can do for your team or for your company. And this can relate to being able to work with people who are difficult to work with.

Things like these can be great challenges. Hence, you will be motivated to do more than what you or the other people expect from you. It is more of taking the challenges and trying to prove that you can do better.



“Work joyfully and peacefully, knowing that right thoughts and right efforts inevitably bring about right results.”

– James Allen

Bonus Tips #1: De-cluttering for your Success



VS



If we are surrounded by clutter and disorganization in our lives it makes an excellent breeding ground for negativity, negativity is what brings about feelings of low self-worth and low self-esteem which hinders us in life and is the basis for us being unsuccessful in what we choose to do. It is essential therefore if we want to succeed and make the most out of life that we de-clutter from time to time and remove any excess obstacles and belongings from our path, keeping our lives open and free flowing.

Here are some simple points to remember:

Keeping your home clutter free.

- Don't keep unnecessary things
- Throw anything away that are already worn-out
- Give away items which you don't like
- Categorize items and store them in one place for easy finding
- Set a goal – For example “I aim to de-clutter this room by 25%”.
- Be committed to your plans & don't be lazy

Keeping your Life clutter free.

- Have a weekly plan and write down in a planner
- Prioritize your task
- Courage to say No to anything you cannot commit to
- Allocate your time well & Learn to delegate
- Draw the line clearly between work and personal time
- Set aside time weekly to reflect and put your life back on track.

Bonus Tips #2: Developing your Full Potential

While many of us are happy in life and do accomplish to some extent what we set out to do, there aren't many that actually push themselves that little bit further and go on to develop their full potential.

As children we are full of excellent ideas, they never stop flowing because we have an open mind and believe in ourselves that we can accomplish just about anything. However as we grow up, fear of if we are doing the right thing and of speaking out and being ridiculed takes over and we stem the flow of our imagination and ideas. We hold back our [thoughts](#) and this can stop us from developing to our full potential.

There are many ways you can start developing your potential, it's never too late. You should remember that there is no right and wrong way of thinking and many times the reason why others try to make you feel inferior when you voice opinions and ideas is because they wish they had had the idea and courage to speak up. So focus on your skills and abilities and let your thoughts run free, put them to use and truly excel in life.

In order to be successful, you should realize that you will sometimes make mistakes. No one is perfect and mistakes enable you to learn from them. Characteristics that you can nurture and that will lead to developing your true and full potential include:

Working hard – putting your all into everything you do when working towards what you want in life

Having patience – things don't happen overnight so have patience and you will be rewarded

Determination – stick to your guns and never give in when things don't go your way

Commitment – be committed towards your goals and what you what to achieve, set goals in mind and don't let anything or anyone stand in your way of reaching them

Organizational skills – the more organized you are the easier the road to success will be, plan out your ideas to their fullest before putting them into action

Learn from mistakes – you will make mistakes along the way but you can learn valuable lessons from these and move on

Confidence in yourself – you have to be self-confident and believe in yourself and your ideas, there is no room for doubt

Stay realistic – don't set yourself goals that you cannot realistically achieve in a set amount of time, by setting yourself unrealistic goals you are setting yourself up for failure again and again.

Remember: Be clear of what you want in life and what you can realistically do to make that possible. Once you know where your focus point in life is, you can go full steam ahead towards achieving what you want!

Good Luck!



Concluding Words

Thank you for taking your valuable time to read this eBook. These are the 7 steps that I have been constantly applying to overcome challenges and accomplish my goals in life. I hope you are encouraged and have enjoyed 7 Bold Steps to A Limitless Life.

Don't be a slave to your own self-fulfilling prophecy of a life of mediocrity and despondency. Start leveraging on the principles from 7 Bold Steps for a more successful life! Remember to TAKE ACTION. You need to implement and apply what you have learnt in order to see marked improvements in your life. Otherwise it will only be as good as "stored" knowledge inside your brains. =p

"The only person you are destined to become is the person you decide to be." ~ **Ralph Waldo Emerson**

Do drop me an email: 7BoldSteps@cherylchiang.com
Let me know how 7 Bold Steps has helped you. I would really love to hear your positive transformation story.



"The journey of a thousand miles begins with one step"
~ **Lao Tzu**

**Take A Bold Step
Forward Today!**

Keen to receive regular updates on inspirational sharing and practical tips to help you lead a richer and more fulfilled life? Sign up for [**Free Positive Resources Email Newsletter**](#) if you have not done so!

Cheers to Your Limitless Success,

Cheryl Chiang

Your Positive Life Coach,

<http://www.cherylchiang.com>

Resources

[Join our Facebook Community Today!](#)

It's absolutely **FREE!**

7 Bold Steps to A Limitless Life Facebook Community → [click here](#)

Connect with me on facebook for light-hearted and inspirational sharing. Don't forget to like the page!

Below are additional resources that are more focused on the specific areas you might want to work on. Feel free to explore them at your own pace!

Free Audio To Build Your Self-Confidence:

Eliminate anxiety & panic attacks and live the confident life.

Click here -> <http://cherylchiang.com/selfconfidence>

Secret Technique Of The Wealth Angle:

Discover the "Brain Elevation" technique to achieve success

effortlessly. Click here -> <http://cherylchiang.com/thoughts>

Manifesting Miracles:

Unlock the power of your "Super Brain" & manifest the life of your

dreams. Click here -> <http://cherylchiang.com/manifest>

Pure Reiki Healing Mastery:

Don't short-changed yourself. Possess the wholesome health now!

Click here -> <http://cherylchiang.com/healing>

Living Your Dreams:

Want to know how to turn your heart's desires into reality?

Click here -> <http://cherylchiang.com/dreams>