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**MASTERY IN
MOTIVATION**

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TABLE OF CONTENTS

Introduction: Motivation and Procrastination

Chapter 1: Why You Need to Get Motivated

Chapter 2: Kicking the Habit

Chapter 3: How to Recharge

Chapter 4: Change Your Motivation Style Change Your Life

Chapter 5: Action Steps to Greatness

Chapter 6: What Is Time Management

Chapter 7: Tips to Recapture Time

Chapter 8: Conquering Your Fear

Chapter 9: Positive Self Talk

Chapter 10: Set Your Goals In Motion

Chapter 11: More Meaning and Purpose

Chapter 12: The Heart of Self Improvement

Chapter 13: Your Mental and Physical Health

Chapter 14: Prosperity

CONCLUSION

More Books

INTRODUCTION

Motivation is literally the desire we have to do things.

It is the difference between waking up before dawn to get started on a particular project and lazing around the house all day watching TV.

It's the crucial element in setting and attaining goals.

Research shows you can influence your own levels of motivation, but far too often, we fail to do so. Staying motivated can be a real struggle.

When trying to maintain motivation, our drive is constantly assaulted by negative thoughts and anxieties about the future.

PROCRASTINATION

What is procrastination?

Procrastination is the practice of carrying out less urgent tasks in preference to more urgent ones, or doing more pleasurable things in place of less pleasurable ones, and thus putting off impending tasks to a later time.

In order for a behavior to be classified as procrastination: it must be counterproductive, needless, and delaying.

Chapter 1: Why Get Motivated And Stay Motivated

Why should you bother to spend your valuable time to learn how to get motivated and stay motivated?

Here's why.

Your quality of life will change dramatically when you take charge of how motivated you feel in any given moment.

Family and friends will respect you more and see you in a whole new light. And deadline frenzy will be a thing of the past.

There are several good reasons to learn the secrets to getting motivated and staying motivated.

What Learning How To Get Motivated And Stay Motivated Can Do For You

1. Earn the respect of your boss and colleagues. As a dependable and productive member of the team, people will appreciate you and seek your valuable advice on important matters.
2. Understand what motivates you and enjoy greater success. When you discover your unique motivation blueprint, getting ahead will never be a mystery again. You can fire up your motivation engine whenever you choose to.
3. Save money by getting things done on time. You will eliminate those late fees, fines and charges that procrastinators waste their hard earned money on.
4. Enjoy a more harmonious home life. Imagine hearing praise and gratitude for all the little things you get done around the house. You will enjoy a satisfying feeling of accomplishment at the end of each evening.
5. Feel in charge of you life. As you get more done with ease you will have order where you used to have chaos. You will know what you want and feel compelled to move ahead and get it.
6. Start new projects with enthusiasm and stay motivated over time. When you can see things through to completion you will have renewed confidence in your ability to succeed.
7. Stay motivated in the face of challenges and negative people. Setbacks and unsupportive colleagues or friends will make you even more determined when you know how to stay

motivated.

8. Avoid the criticism, endless nagging and moaning of those around you. When you easily and effortlessly get things done you give people little reason to criticize you. In fact they are likely to give you more freedom to do things your way.

9. Stop things getting any worse. When you know how to be highly motivated in a matter of seconds, you can turn around situations you have neglected in the past.

10. Develop leadership skills and positively affect those around you. Your drive and enthusiasm will touch everyone you deal with. People will turn to you for leadership and guidance.

11. Eliminate problems while they are small. You will deal with potential problems and concerns sooner rather than later. This habit alone will put you back in control.

12. Put an end to regrets. Become the kind of person who jumps on opportunities. And enjoy the excitement and passion you feel when you are giving 100%.

13. Move ahead quickly in your career. When you can calmly and efficiently get your work done, you position yourself for more responsibility and a higher salary.

14. Feel fantastic about yourself. As a motivated self-starter your self-esteem will soar. You will accomplish much more, have greater success and live a full life.

Motivation is an essential life skill and you can discover how to be motivated and stay motivated.

Although some lucky people seem to be born highly motivated, if you are of at least average intelligence you can learn how to be motivated. No matter how unmotivated you have been up to now.

The secret to being motivated is to discover the motivation blueprint that is right for you.

Chapter 2: Kicking the Habit

A survey (by the University of Chicago) suggested that those who relish challenge are more likely to live up to 10 years longer than those who spend their lives inhibited by timidity.

Trying to realize our ambitions, even if we don't always meet them, is preferable to not having the courage or motivation to take the risk. So not making any resolutions because we fear that we'll break them is having a defeatist attitude, as we allow procrastination to become an insidious habit which stops us from leading more fulfilling lives.

1. Personal values development.

Take the time to find out what you really want in life, what your personal values are.

Do you want more time, more money, better health, greater self esteem and confidence, more

fulfilling relationships, a different career, set up a business?

When we procrastinate it's often because what we are planning to do is not really aligned with what we truly want.

We may be scared of our skills (or perceived lack of) or fear ridicule from others.

2. Make health and high energy levels a priority.

Without good health we are less likely to have the energy and dynamism needed to make positive changes in our lives and it's easier (and necessary if you're very ill) to procrastinate. So ensure that you have a nourishing diet, sleep well, exercise and meditate. Incidentally, it is thought that regular meditation helps delay the worst effects of the aging process.

3. Visualize your life without procrastination.

See and feel the benefits in your life if you didn't procrastinate. What could you do and achieve? Begin to act as if you're not a procrastinator.

Write down, draw, imagine your life as a film. Use affirmations to help you.

4. Banish the Gremlin.

That little voice which runs on auto in your head - that dismisses any idea that you might have. It says things like "I'm not in the mood" "I don't have time" "I can't do this". Stop running on auto, replace the "should've" "ought to" "have to" with "want to" "desire". You have a choice.

Acknowledge your choices and banish the Gremlin. Again, using affirmations can help you replace the Gremlin with more positive alternatives.

5. Over commitment.

Saying "yes" to everything - often leaves you feeling tired and without the energy to focus on what is most important to you. This leads to procrastination as projects and tasks are dropped. Identify what is most important to you and only focus on those areas which will make the biggest difference to your life. It will enhance your focus and motivation.

6. Set personal and professional goals.

It's hard to motivate yourself when you don't have a good idea of what you want to accomplish.

So when setting goals think about what you want to achieve in the short term and long term.

Techniques for doing so include the SMART strategy. S = specific M = measurable A= Action R = Realistic T = Time based. Use goal setting software to help you in goal planning and

setting.

7. Prioritize Your Goals.

Develop a plan or schedule to help you reach your goals. In doing so you will begin to identify whether some elements need to be included or enhanced or dropped completely. Also remember to be flexible, revisit your goals regularly and modify or drop if appropriate. Just because a goal is written down doesn't mean that it is set in stone!

8. Divide and conquer.

Once you've prioritized your goals, divide them into smaller chunks. Sometimes we procrastinate because a project seems really large that the scale of it overwhelms us and puts us into a temporary form of paralysis - you don't know where to start, so you don't start at all! Approach each project - especially large ones - on a step by step basis.

9. Reward yourself.

Once you start to complete tasks, reward yourself by giving yourself something that you want. So instead of seeing a film before you complete a task, see it afterwards and make it a reward for you.

10. Just get started.

No excuses. Don't wait until you're "in the mood". The mood never comes! It is a clever camouflage and a delaying tactic. Start with what is easiest, so that you experience immediate success, which will give you the fuel and motivation to upgrade and take on larger projects. Do any of the above and you'll be well on your way to Kicking the Procrastination Habit. And if you're procrastinating over doing any of the above :.), then remember that life is the biggest deadline of all!

Chapter 3: How to Recharge

Even the most mild-mannered of us have days when we want to spray paint over happy face buttons and strangle the next person who comes close to suggesting that there is always a silver lining.

Even those of us who are completely dedicated to doing WHATEVER it takes to reach our goals have days when all feels hopeless and it seems as if our ability to achieve these goals is rapidly spinning out of control.

While being on track and on target certainly feels better, these kinds of days are going to happen to each of us. The real trick is not to let those days turn into weeks or months or, even worse, to let those days deceive you into believing that your goals are unachievable.

1. Allow yourself to acknowledge your feelings

As much as I would like to tell you differently, ignoring how you are feeling only gets you into more trouble! The sooner that you learn to recognize that you are starting to get out of sync, the easier it is to pull out of a downward spiral. Continuing to push forward anyway, just means that you will be falling much faster and harder when the bottom drops out.

2. Take a Day Off

When you have 'lost ground' feeling bad or unmotivated, the last thing you think you have time for is to take a day off from activities that will lead you to your goal. BUT, how effective can you really be when you 'gut it out' day after day after day after day? How much more could you get done if you gave yourself a small break? Instead of pushing harder, consciously take a step back. I promise that it isn't the beginning of the end – it is only a pause.

Even if you literally can't take a full day off, consciously give yourself permission to step back from your goals. Allow yourself some breathing space.

3. Get it OUT

Acknowledging your feelings is one thing – but how does that really help? Once you have some breathing room, allow yourself to work on letting go.

Angry at someone or a situation? Write an angry letter that doesn't get mailed. Frustrated at yourself? Write it all out. Now read it as if you had written it to describe your best friend's behavior – how does that change your view?

Can't put words to it? Rent a movie that will make you belly laugh or sob the whole way through – that will release a lot of stuck energy.

4. Shoot for neutral

Once it's all out, allow your goal to be to come back to neutral. Sure, joy and optimism is where you eventually want to end up, but for now, allow yourself the gift of accepting neutral. After all, this is a long way from angry, sad, and frustrated ~ and much more attainable in this

moment.

5. Recommit to TODAY

Now that it's all out and you are in a better place, re-commit to whatever part of your goal that you can accomplish today. Long term planning has its place. But, for right now, focus on this moment and this moment only. Then celebrate as you meet each accomplishment.

The way to meet any goal is to create conscious choices and actions. This formula is the same for times when you aren't meeting your goals. Too many of us slip into beating ourselves up when we slip out of goal-achieving behaviors. This sets up unconscious resistance. The harder you push, the more resistance there is, and the farther you get from your goals ~ even though you feel like you are working twice as hard.

By making a conscious decision to put yourself through these steps the next time you feel like giving up, you will give yourself just the space you need to make a quantum leap ahead towards meeting your goals – and you won't have to re-invest in new happy face buttons or mend relationships either!

Chapter 4: Change Your Motivation Style

If you are not as productive as you'd like or tend to procrastinate, you can become motivated by changing your personal style. The trick lies in making the activities you put off more interesting, easier, and less unpleasant.

One way to make a job easier is to break it into smaller jobs. If your task is to file your income tax return, you may view it as time consuming and tedious.

But if you break it into smaller categories such as gather records, download tax software, and prepare a rough draft, the tasks don't seem as difficult and you are likely to complete them in considerably less time.

Some other ways to make those undesirable jobs seem more bearable are to prioritize, use self-discipline, and reward yourself for small accomplishments...

Try to do the least desirable tasks early in the day so you'll look forward to having the rest of the day to concentrate on more pleasant jobs.

Keep in mind that self-discipline is something you do for yourself, not to punish yourself. Make a schedule and stick to it. Don't forget to reward yourself for each step you take in overcoming procrastination.

Positive reinforcement goes a long way in changing negative behaviors.

Here are a few more suggestions as to how you can get motivated and quit procrastinating...

1. Tasks will seem less daunting if you break them into several steps over a few days or weeks. Don't expect yourself to do everything all at once.

2. Don't worry about doing the job perfectly. Once you quit procrastinating, you'll have more time to go back and perfect each particular task. Allowing yourself adequate time to finish a

task will give you more time for corrections later.

3. Find a supportive co-worker or friend to help motivate you to get moving.
4. Don't schedule important tasks at a time of day when your energy is low.
5. Reward yourself for reaching critical points in your least favorite jobs. Having something to look forward to is a great motivator.
6. Put the most difficult tasks at the top of your list and work from there.
7. All times of day are not equal. If you are a morning person, then tackle the most difficult tasks when you are at your best earlier in the day.

Reserve your most demanding activities for the time when your energy is at its highest. Save the small jobs that require little thought for the time of day when you are at your lowest productivity level.

Accomplish your tasks efficiently and you will see an improvement in your time management and motivational skills.

8. Start yourself down the road to success by setting clear, attainable goals. Break tasks into smaller pieces so they will seem less difficult. Get organized and prioritize your activities from most important to least important.

Eliminating the harder tasks will leave you feeling good about your work and motivate you to continue.

9. Keep focused on the end result instead of concentrating on how hard it will be to break your old habits. Having a light at the end of the tunnel will make your efforts seem worthwhile and the reward waiting for you will keep you motivated to achieve your goals.

Procrastination is unproductive and can even be harmful to your well being if allowed to get out of control. Stop making excuses, organize your thoughts and tasks, and be on your way to get your life under control and get motivated!

Chapter 5: Action Steps to Greatness

1. Positive Affirmations

Our subconscious mind is a wonderful tool for success or failure. It will do what we tell it to do. It all depends on what thoughts we feed it. So why not feed your inner mind with only positive thoughts.

“Today, I will win because I have faith, courage and enthusiasm”

“I see failure only as a signpost on my road to success.”

“When I feel stress, I will relax and release my stress before I take on my next task.”

“I always write down my priorities, thinking of my responsibilities. I may not get

everything done, but I will do the most productive thing possible at every given moment.”

“I am a winner, I work for a winning organization, and because of my contribution and cooperation we will keep on winning.”

“Today, I will see opportunity in every challenge offered to me.”

2. Positive Language

Recent research has come out that 75% of daily conversation is negative. Whether it is the words we use or the body language, we need to communicate in a positive manner all the time.

The following are some examples of how you can turn negative words into positive communication:

Instead of saying “problem,” call it “opportunity.”

Instead of an action being a “failure,” describe it as a “learning experience.”

Instead of “I have to,” say “I choose to.” This gives control for your actions back to you.

Instead of saying, “There’s nothing I can do,” say, “Let’s look at our alternatives.”

Instead of saying, “That’s just the way I am,” say, “I choose a different approach.”

Instead of saying, “He makes me so mad,” say, “I control my own feelings.”

If you notice, by using the positive response, you have control over your actions and life.

3. Exercise

A Gallup survey found the following among men and women who have taken up exercise recently:

66 percent report a more relaxed life

62 percent a new surge of energy

55 percent less stress

51 percent better looks

46 percent more confidence

45 percent better love life

44 percent greater job satisfaction

37 percent more creative on their jobs

These are great motivators to exercise! Next time you feel demotivated, give your body a workout. Recent research reports that as little as fifteen minutes three times a week has profound effects.

Get moving.

Get motivated.

4. Take Risks

We all live our lives in comfort zones, avoiding risky situations, avoiding the potential to fail. It's real safe for us. But in order to get ahead of your competition and master the ongoing change in your life, you must go out of your comfort zone. Start one step at a time.

Try that little new thing, that different approach. It could be as simple as taking different routes to and from work. Once in a while I like to "take the road less traveled" to stir up my creative juices. Then, keep stepping out of your zone.

It may seem uncomfortable at first. But the more you do it, the more it will seem natural and you will see an increase in your creative juices and opportunities you never thought about before.

5. Positive Reading

Read about the lives of successful people. Make sure you read only those people that embrace the timeless values that make them truly successful through the ages. Not the "success today, scandal tomorrow" success stories that we are experiencing today.

People like Herb Kelleher of Southwest Airlines, Fred Smith of Federal Express, Mary Kay Ash of Mary Kay, Benjamin Franklin, Abraham Lincoln, Mahatma Gandhi, and Dr. Martin Luther King, Jr. are good examples. These are people who overcame enormous challenges, created real value for others, or changed other people's lives for the better.

6. Positive Visualizations

Condition yourself to paint your vision for success. One of the best ways to do this is the following:

Go to a quiet place in your home or elsewhere. Turn off all radios, televisions, etc.

Find a comfortable chair and get into a relaxed state of mind.

Start thinking about one goal you want to accomplish. Remember, visualize as if you are already accomplishing this goal.

Visualize taking all the necessary steps to successfully complete these goals. The better your visualization, where you can actually see, feel, hear, and touch your vision, the more real it is to you.

Visualize any challenges to your successful completion of this goal and how you will eliminate these challenges.

Visualize how good it feels to complete this goal. Visualize what benefits it will bring to you, your family, friends, co-workers, etc. Enjoy the moment!

7. Think Big

See the big picture in everything we do. So much of our time is wasted dealing with the

unimportant things in our lives (what that person said or did, the driver who cut us off this morning, and activities which do not add value to our lives, etc.) that we forget about the big picture.

We were put on this earth to make a difference. We make a difference for our families, our communities, our organizations, and for ourselves. All of our actions must be put into action with this concept in mind. Think a little bigger today than yesterday, and you'll create a better future tomorrow. Thinking big leads to great actions. Thinking small leads to small results. So Think BIG!

8. Set Goals

The fastest way to fail in life is to not set clear goals.

Your goals must incorporate the SMART techniques or else it's just a "conversation in the park."

S for specific

M for measurable

A for attainable

R for realistic

T for time-based

For example, you might have a goal of achieving \$2 million for retirement in twenty years. After doing your research, a SMART goal would be the following:

"I will acquire \$2 million dollars for retirement by 2024. I will do this by contributing \$20K, or \$1667 per month, to my various retirement funds each year.

Of the \$20k each year, \$2k will go to my IRA, and \$18K will go into my organization's retirement program."

Remember the most detail you can add, the more realistic your goal becomes.

9. Positive Appearance

Super achievers are very careful about their appearance and their movements.

They know that looking good translates into feeling good. Billy Crystal, of Saturday Night Live and movie fame, once played a character that was known for saying, "It is better to look good than to feel good." What he was really implying was the "fake it until you make it" concept. In other words, if we are feeling down, then think positively and your mind will tell your body to follow suit and act positively.

Also always dress the part of an achiever.

Model the dress, actions, and behaviors of someone who is successful and embraces the long term values of successful people. This will also tell your mind that I am an achiever.

Do not let that be the deciding factor on being motivated. You can easily distinguish those who are motivated from those who are not motivated just by looking at their appearance and their movements. The motivated move forward, onward and upward with confidence.

10. Helping Others

Develop an obsession to help others. Share your special talents without expecting a reward, payment, or commendation. And above all else, keep your good deed a secret.

You know what, if you apply the helping techniques to others, it will automatically come back to you tenfold in a number of ways.

First, the enjoyment of knowing that a special talent you had made someone's life better. Second, because you didn't seek it, word will spread about you and your deeds.

This will be translated into unexpected riches and opportunities. Third, you will gain a new level of confidence in knowing that you can make a difference. Super achievers find motivation and meaning by helping others.

Chapter 6: What Is Time Management

When you get right down to it, time management is really about managing your actions. We all want to use the process of time management to allow us to perform more actions in the day, getting everything done that needs to be done and giving us time to do the things we enjoy doing. But time management isn't a magical cure for getting the actions done that you need to do.

It's simply a tool. A very powerful tool when used correctly, but still just a tool.

For example, you might learn all there is to know about time management - read countless books, listen to CDs, and maybe even attend a few training courses or seminars.

But unless you take action to put what you have learned into practice, it will be time and money wasted. And wasting time, as we both know, is one of the worst things you can do.

On the other hand, perhaps you do decide to take some action, and start to do some of the things you have learned. But only half-heartedly.

Maybe you create a to do list at the start of the day, but then never refer to it. Or you organize all your existing files, but just throw any new papers into a single pile. Or you do a few of the exercises you have learned, but never do anything with the results you come up with.

But perhaps the worst thing that can happen when using the tools time management offers is to follow the actions you have learned, refer to the information you write down, but then simply not get anything done.

In the case of a to do list, perhaps you draw the list up for the day, then just procrastinate on tackling even the first task. You may not even do it consciously - looking back on the day, things just always seemed to "come up" (although if you are following good time management advice, that excuse shouldn't apply any more!)

If this is happening, it is possible that the issue isn't time management, but more an issue of motivation.

If the tasks are part of your job, perhaps the work no longer interests you and you need to find another area to work in. If the tasks are for yourself and are related to your personal goals, perhaps the goals you have set for yourself aren't the correct goals for you? You may have written those goals down because you thought you should, but it's not really what you want.

Of course it may just be that you didn't realize you were procrastinating on doing the actions you needed to do, and that realization spurs you on to get everything done!

Ultimately, time management comes down to taking action and applying the methods you have learned to plan your activities, then taking action to do those activities in the most efficient way possible. Everyone can do it - even you!



Chapter 7: Tips to Recapture Time

Time management is a universal concern and taking the necessary steps to conquer the issue is often avoided. But since the only way to eat an elephant is one bite at a time, begin today to win time back into your service - it's been your enemy long enough!

1. Keep a running To Do list.

This yields immediate results. Use your list to continually reassess your changing priorities, to enable you to remain fluid in the face of a day that seems to morph before your very eyes! The idea is to empty your mind of the daily details and free it for the more valuable creative opportunities.

If you use your computer, create a template with all the elements valuable to you and a format

easy to read and update. Load it daily or build continually on the same list, refreshing as you go.

On the go? Print your list and take it along, making notations for transfer later. Keep supporting materials attached, copies letters, estimates, invoices, and phone numbers, everything necessary to dispatch the items on your list. Since you won't need 15 minutes to locate supporting paperwork, you can cross an item from your list, even if you only have a few minutes between appointments.

2. Use an organizer or palm pilot - make it really work for you.

If you use a daily planner, make your entries in pencil and be sure that each date has plenty of room for those unscheduled "squeeze-in" activities you wish to complete. Update names and addresses each time you update your address book in your email program.

Consider working with a zippered planner and include copies of supporting paperwork for each upcoming appointment, phone call, etc.

You may find the best of both worlds works for you, and a hand held organizer which syncs with your computer is the perfect tool for you. Whatever you use, make sure it's comfortable for you - after all, it will only work if you'll work it.

3. Handle incoming mail immediately.

Keep a wastebasket near your front door or inbox and sort mail as it arrives - never let it pile up. Be ruthless! If you put it aside to read later, make sure "later" is an actual item on your schedule, "time to review today's mail," and then stick to it. If it's not, remember manana never comes. You may be rushed at the moment, but check your LATER stack and if it's an inch high or more, there is a pattern in the making and chances are you won't get to it until you are doing a major muck-out.

4. Use voicemail and email freely as appropriate.

These two valuable technologies have developed somewhat of a reputation as inferior communication tools. No technology is all bad or all good - all things in moderation. Learn how to use electronic communication wisely and appropriately and value it for the opportunity it affords you to clearly state your issue uninterrupted and with no time wasted. These tools are most effective when used to enhance, not to replace, personal contact.

The same temptation we fight with incoming mail presents itself with both voicemail and email. Deal with incoming messages immediately, only filing emails when you have read them and know you will need to refer to them in future.

Transcribe voicemail messages for future use and then delete them. If you haven't time to listen right away, make sure you schedule a time.

5. Use travel time as personal development and study time.

Employing motivational tapes and audio books, make this time a personal enrichment time that you can look forward to each day. If you don't already have a backlog of tapes and CD's you never seem to get to, try your local library for starters. Large bookstore chains devote

entire sections to audio books - the hardest part is choosing among them!

If personal development is not a key issue, you might consider a small tape recorder to document squibbets, brilliant thoughts, notes, or additions to your To Do list.

Don't try to juggle too much if you're the driver though - save your serious dictation for stop lights, freight trains and gridlock. Business letters and reports are best kept for a time when you can concentrate fully on the project.

6. Schedule appointments early in the day.

This is a great time manager and, allowing for a bit of initial resistance, people will become accustomed to your scheduling idiosyncrasies. Leave your afternoon for follow-up conversations, correspondence, etc. Evenings are free and carryover is minimized.

It's worth hitting the ground running each day if you know the rewards are real and there will actually be an end to your day!

7. Make a working file for every project & file everything in it - immediately.

If it's a new project, make a new file the first time it generates paper - it takes seconds to place an item where it belongs and most people work smarter in an uncluttered atmosphere. Keep your current projects handy in a desktop file; you'll be more likely to keep up with the filing when it's close at hand.

Consider an old fashioned tickler file, 31 files labeled with the days of the month.

File a copy of a dated action item along with copies of supporting documents in a desktop file or a tub drawer and check it first thing each morning.

Start today!

Each tip can be implemented with minimal preparation, but the reward of gaining a sense of control over the day puts you back in the driver's seat, actually spending time (i.e., making conscious decisions regarding its allocation), rather than watching it trickle through your fingers.

With the time you'll save - - start planning your vacation.

See you on the beach!

Chapter 8: Conquering Your Fear

When an opportunity arises to change your life for the better, your fear will generate excuses to spoil it for you. Each excuse is a single piece in the losers' jigsaw. The end picture is an unhappy picture of you. Here's how you can build a happier one.

Let's say you've seen someone you really fancy. You can't take your eyes off them and you want to get it on with them. As soon as you think about approaching them, fear starts the jigsaw puzzle:

1. Fear's first piece is picked: "Yes, but they wouldn't fancy someone like me. I'm too

fat/thin/tall/short/young/old.” This is predicting a negative outcome by generating a poor self-image. Accept it and you won’t make your approach.

Instead, believe you’re a catch. And you don’t know how someone will react, you might click big time. There’s only one way to find out!

2. Fear selects another piece and picks on you again. “I’m not very good at starting conversations. I’ll bore them and embarrass myself.” Give into this one and well, you’ll have bored them for sure because you didn’t even say “Hello”. How boring is that?

3. The losers' jigsaw continues: “They might react in a nasty way and embarrass me. I don’t want to be rejected in a nasty way.” This is another negative prediction and as with all of these excuses, it has little to support it. It’s rare that you’ll get a nasty reaction to an advance.

Rejection is part of life and you deal with it by realizing that some people want what you’ve got but some people don’t. And if you do get a nasty reaction, it’s told you a lot about them and you’ve just had a lucky escape.

4. Time for another piece: “I’m not in the right mood tonight. I’ll come in here next week and I’ll make my move then.” This is a beauty! Why take action now? You’ll be much better next time and you’ll have a better chance. Why rush? Of course, fear knows delay will keep your life as it is and you won’t be exposed to risk. Why delay the chance to connect with someone who you could share great times with? They might not be around next time – and fear knows it.

5. Undaunted, fear continues the game. “I’m not sure I want to meet someone. Things are going fine so why change?” How cute is this? Fear is determined to keep you safe and is trying to convince you that a change for the better will make things worse! If you want a better life, you have to do something to get it. This is how fear will stop you. An opportunity to get more happiness is in front of you. Don’t let fear make you turn your back on it.

Why let fear build a losers' jigsaw for you when you can conquer it by seizing the moment and taking action!

Chapter 9: Positive Self Talk

Let me tell you a quick story. When I was working in the Beer industry, I was intrigued by our top ten successful Bar and Hotel owning customers. The majority of them, to put it tactfully, didn't seem to be particularly sophisticated business people. In other words, they didn't seem to have had any kind of business training or acquired any qualifications.

I was discussing with my boss one day, how these people had become so successful and he said - "They don't know they

can't do it. You and I, Alan, see the pitfalls, we know about business and we see all the ways we could fail. These people only see how they'll succeed.

As you'll gather, this was a pretty powerful message for me - these successful business owners were talking to themselves in a much more positive way than less successful people.

Your level of success in terms of your happiness, emotional well being and anything else you desire is a direct result of how you talk to yourself. The most important relationship you'll ever have is the one you have with yourself.

Listen to the self-talk that goes on in your head and ask yourself - "Is what I'm saying allowing me to be confident, on top and going for it?" If so - great!

"Or is it holding me back and stopping me achieve my goals?"

If this is the case - STOP IT, change the program!

By talking to yourself in a positive manner, you'll start to feel physically better. Words have an enormous power to create change in the chemistry of your body.

Your heart rate, blood pressure, muscles, nerves and breathing will all react to the words you say to yourself.

Take a moment to say some words to yourself such as -

"Holidays, warm sunshine, sandy beaches, swimming, chilled beer, delicious food. Are you starting to get good feelings?

I hope you are. Maybe words like home, family, children or Christmas give you some good feelings. Or how about the word "sex?" I bet that could change the chemistry of your body.

So think about the things you say to yourself and make every statement in the present tense.

Don't say, for example - "I'm going to make a success of this business" or "I'm going to get organized," or "I'm going to be much more confident."

Say - "I am totally in control of my life. I am totally confident and positive. I'm achieving my goals. I have determination and drive."

What you're actually doing here is re-programming your subconscious. If you talk to yourself in a positive way, that's what your subconscious will focus on.

Top sports people know all this stuff; they know that they need to talk to themselves in a positive way to be successful. Research has proved that the success of the world's top golfers is determined by 20 per cent physical ability and 80 per cent mental ability.

In the day-to-day tasks that we face in our life, we should be no different from sports people.

If you talk to yourself in a negative way - that's what your subconscious will focus on. If you think illness, you'll become ill.

If you think doom and gloom - that's what you'll get. But if you think - health happiness and success - you're already there.

Let me finish on another short story. In the city where I live, parking a car can be difficult.

Say for example I need to visit a bookstore and I decide to take my car.

I say to myself - "I'm going to park my car outside the bookstore."

If I have someone with me they'll inevitably say - "You're nuts Alan, you'll never get parked there, far better to park several blocks away in a quieter area." And guess what - most of the time I park outside the bookstore.

It doesn't happen all the time but talking to yourself in a positive way is much more likely to get you the results you want.

Put this to the test right away; for the next 7 days listen to what you say to yourself and if it's negative, change it to something more positive and you'll start to feel better, look better and have much more success.

Chapter 10: Set Your Goals In Motion

1. Stop seeking approval from people.

You don't need anyone's permission to fulfill your dream. Trust yourself and give yourself permission to succeed. Having support from people whose opinion you value is a wonderful thing but it should not be the criterion for whether you begin acting on fulfilling your goals or not

If you really desire to turn your idea into reality, constantly floating it around and seeking the approval of people will waste your time and kill your dream. What will happen to your idea if you don't get the approval of those whose permission you so desperately need? Nothing!

2. Don't wait for perfection.

Waiting for a time when everything is perfect and in place will cause you to lose your enthusiasm and abandon your goal. Conditions may never be as perfect as you desire. You may never have all the money, time, or knowledge you desire to begin working on your goals.

You must take risks, learn and improve as you go along and then watch as everything begins to fall in place. If you have to wait for the perfect time to begin working on your goals...you will be waiting a long time!

3. Create time for the goal.

Many people have dreams, ideas or goals, which remain unfulfilled because they are too busy doing everything else but work on the goal! If you have a goal to accomplish, you must be ready to invest your time, and resources to ensure that it succeeds.

Making excuses about lacking the time to work on goals that are important to you is a procrastination tactic, which will kill your dream before it has a chance to see the light of day. There is always time to work on what we love and consider important. Create that time and see your dreams begin to unfold!

4. Decide once and for all!

The process of goal accomplishment, like most things in life begins with a decision. You decide what you want to achieve and then you plan how you intend to achieve it.

If accomplishing your goal is important to you, your inability to make crucial decisions about

what you should do, how you should do it and when you should do it, will waste your time and choke your dream. Make up your mind and stop second-guessing yourself. When your mind is made up...nothing can stop you from making progress with fulfilling your goals.

5. Be bold and take the initiative.

Be bold! You are the one in charge of turning your dreams to reality. You need to be proactive and actively involved in the process of working on your goals to ensure you achieve them.

Just because you have shared your ideas with others does not necessarily mean that you are no longer responsible for turning them to reality. Don't sit around waiting for others to make suggestions and guide your idea to reality. Don't leave your dream entirely in the hands of others. Nobody cares about your dream like you do.

6. Invest in your dream.

No idea is self-funding. Don't be deceived into thinking that people will invest or finance your idea just because it is brilliant. If you are lucky, someone may invest in it, but if you are not, you will have to invest your time, energy and finances towards activities that will fortify and fulfill your dream.

You may have to invest in the acquisition of knowledge or expertise that will help you achieve your goals. It would be a good idea to keep some money stashed away to finance your goal.

7. Do one thing at a time.

Commit yourself only to projects and activities which are connected to your main goal.

Whatever you do should directly or indirectly add up to a move toward your main goal. Failure to do this will confuse, overwhelm, sidetrack, and drain your energy.

To get started on achieving your goals, you need to plan for it and make it a priority. If you keep crowding and cluttering your life with what does not matter, you may never, ever accomplish your goals.

Remember that you can't do all things, but you can do one thing!



Whether you are trying to revamp your life or complete a simple term paper, goal setting is a critical element in helping you succeed at whatever task you decide to accomplish!

How To Set Goals - 6 Simple Steps

1. Decide What You Want - This is the easy part !
2. Define What You Want - Go into detail, be clear and specific.
3. Write It Down - This is one of the most important steps to reaching your goal. The sheer fact that your goal is written down, puts you in the top 5% that succeed. Think of it this way " How can you hit a target you can't see ?"
4. Put A Date On It - Determine when you want the goal to be completed.
5. Set A Plan of Action - Review your goal, list what needs to be done to complete the task, and set a realistic plan for it's achievement. Break each action down into step-by-step, doable increments.
6. TAKE ACTION - Taking action now will be the determining factor for the outcome of your goal. Applaud yourself for every effort made towards it completion and decide you will succeed.

By making the simple decision to set a goal and following these steps, you can experience a renewed quality of life....today!

Chapter 11: More Meaning and Purpose

Life seems to speed by us these days. To keep up with our frantic-paced life, our ever-changing technological society has given us radical tools to work, plan and supposedly become more efficient. Computers, cell phones, Palm Pilots and pagers are just a few examples of gadgets that keep us connected, sometimes 24/7. Information whizzes by us at a

mind-numbing rate from Internet news sites, work computer systems, E-mail at work, E-mail at home, not to mention pagers, to do lists and pop up reminders. All in the name of efficiency.

Work demands that we do more in less time and the global village keeps us all connected with instant news. More and more of us are reeling from information overload, feeling exhausted and possibly headed for burn out.

So what can we do to slow down the onslaught on our time and get back to what really matters? Do we continue to plug in to our to do lists on our Palm Pilot and cram as much into each day as possible?

Is there any meaning and purpose to our lives? Are we living according to our core values? Have we even the time as a society to reflect on these incredibly important questions?

Meaning and purpose – Who am I?

Finding any type of meaning and purpose requires us to step back from the daily pressures of life and find out what is truly important. It means to detach yourself from your belongings and look a little deeper than the house, car, paycheck or job that you own. Introspection isn't an easy process.

This is the beginning of a spiritual journey, the first key to lasting change. Without taking the time to reflect, we may one day wake up from our busy lives and realize we are living a hollow life. Very simply, ask yourself who you are.

Do it now: "Who am I?"

Perhaps you are a father, an adventurer, an entrepreneur, or a musician. Perhaps you are also a philosopher, athlete, programmer, gardener or writer. You may also feel compassion, love, ambition, or any other deep-rooted emotion. Take a few minutes and in one simple sentence describe who you are. Describing who you are is the first step towards finding meaning and purpose. Who you are will also certainly help answer the question of "why am I here."

Meaning and Purpose – Values.

Now that you know who you are, how do you live up to that statement? Knowing your values is the next step to creating a life filled with meaning and purpose. Knowing and living by your values is all about retaining your personal power.

Your values reflect the true you and every time you don't live by them, or someone takes them away, your personal power diminishes. Sounds like something Superman has doesn't it? Personal power.

Say, for example, you have a value called control. Control to you means leaving the office at a reasonable hour to see your family. All of a sudden your new boss wants you to stay late every night.

By easily giving in to his demands you have now lost some of your personal power. Your values and personal power are very intertwined. Do you spend your time living according to your values? Do you know your values? Do you value freedom, beauty, appreciation, and compassion? Interesting question, isn't it? And your values will certainly change as you grow.

Being a bachelor as opposed to a family man might bring two different sets of values.

Meaning and Purpose – Goals.

OK, so you have your who am I statement, and your core values written out. How do we live up to these, and continue to grow as a human being? With goal setting, of course. Goal setting without knowing who you are, and your values, is like shooting blindly in the dark. There is no target, no direction, just random goals based on the flavor of the month. By knowing who you are and your core values, your goals are always in tune with the true you and a life filled with meaning and purpose.

So, maybe in your who am I statement you have described yourself as a father and an outdoors person with one of your core values being beauty. Maybe a weekly hike in the woods with the family would be a goal. Now you have truly opened the door to what is truly meaningful to you. Having taken the time to reconnect with the true you through these exercises, isn't goal setting that much easier?

In our North American schools we concentrate almost entirely on academics. But being such complex creatures with an infinite amount of choices, why don't we spend more time educating ourselves on the three questions that really matter?

Who am I?

What are my core values?

What are my goals?

As you are aware, there are two sides to everything; good and bad, positive and negative, yin and yang, action and inaction, force and allow, rigid and flexible. In all of life there is a balance between the two polarities, sides or aspects that must be mediated in your pursuit of happiness and a truly harmonious in life.

In your goal setting activities this balance must be considered or you may find yourself severely restricting what is possible for you.

Remember that as you are envisioning and deciding on a goal, that visualization is based on your present awareness and knowledge. What about all the possibilities that you are not yet aware of, do you want to limit yourself from something better than what you can see right now?

No matter how you believe about how the overall power behind the universe participates in your life, I think you will admit that frequently things do seem to happen and opportunities arise that you were not originally aware of when you start taking action. You need to have an open mind about these possibilities to readily recognize them when they arise.

For example, let's say you take your car in to get repaired because you have discovered oil leaking from the cylinder head gasket. Now stopping the leak from your car engine is your goal, so you tell the mechanic to change the head gasket in order to stop the leaking. Then after the mechanic removes the cylinder head he discovers that it is warped and that is the real reason why the gasket was leaking.

This is a previously unknown opportunity presented for you to choose an ultimately better course of action than what you had originally planned. Repairing or replacing the head will lead to a better lasting result than just replacing the gasket. This is a simple example, I'm sure you have some of your own, meeting someone who has a fresh idea, and 'accidentally' stumbling upon something unexpected.

That example can magnify two aspects about goals that are important. First, you must take action first in order to find the best outcome. You don't discover gold without somehow looking for it. And second, that you must be open to the new possibilities that come up as you proceed with the goal.

Isn't this kind of openness to whatever possibility may arise exactly how 'science' looks at things? Scientists begin to look at things with the knowledge they presently have all while being open and receptive of new possibilities. Actually they seek the unknown.

You have been correctly told to have a clearly defined goal, with a powerful compelling emotionally backed picture. This gives you something appealing to act on plus a definite request to the universe of what you want.

Opportunities for something better may come up, and you must be ready willing and receptive to them while you are proceeding with determination towards your vividly pictured goal.

The key is balancing between a clearly defined vision and allowing yourself to be open to receiving something different which may be beneficial for you.

Sometimes as we are so strictly focused to the point of having tunnel vision, we actually block what good may come our way from the universe. If you think that you must make everything happen yourself, you are potentially blocking yourself from the free flow of universal energy and opportunity .

The challenge is to be both definite in what you want while at the same time be open to possibilities you may not be aware of, that are an even more appropriate outcome than what you had envisioned.

You can't just sit back and wait for wonderful things to happen, you still must put yourself in the position for luck, good fortune or opportunity. You must take action, moving towards your envisioned goal with what you currently know. If you stay inactive in your present place the new opportunities will not be visible, and they won't be until your proceed in their direction with your known goals.

You can enhance your likelihood of being available for new opportunities when you elicit your power of positive thinking and turn your goal into a positive affirmation. State clearly what you want with your goal as a positive statement about something that already exists. Then add the words, "or something better" at the end of your affirmation.

I know that positive thinking and affirmations alone will not 'make' your goals or your big dream come about, but nothing is likely with out them! These actions have an effect on your attitude and perception, which support your goal getting efforts and recognition of unique opportunities.

Another important factor to successful goal realization is having an overall purpose, reason --

a powerful why behind your goals.

When the goal fits into a bigger picture your motivation will be intense and you will be more likely to see those possible variations that fit into that picture.

Having a strong foundation of who you are and what you are doing here will add self-confidence and motivation to your daily goal activities. You will also be more open to acting on possible alterations of your initial goal.

Balance your definiteness of purpose with an open acceptance of unknown possibilities and you will see your goals expand in support of your purpose.

Chapter 12: The Heart of Self Improvement

Pain may sometimes be the reason why people change. Getting flunked 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 negativeness 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 on 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. Make motivation as your steering wheel.

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 loose 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 to get the best of you. Stay out of toxic people – the kind of friends who hates to hear about your 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. Now isn't that easy?

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. People should learn the horse attitude and horse sense. They 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 repertoire and ways on how can we recover from our mistakes.

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 before others will get on their feet and try to push us around. Remember, it wasn't raining 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!!!

Chapter 13: Your Mental and Physical Health

Many studies have been done to research the effects of motivation and mental health. As the implications of helping those with negative self-esteem, depression and anxiety are immense this is certainly an area of research that deserves a great deal of attention.

Psychology Online reports on a study investigating the differences between INTERNAL and

EXTERNAL MOTIVATION. The report states that "Although our society is largely extrinsically-motivated by external rewards such as money, fame and power, research has indicated those who are intrinsically-motivated by inner desires for creativity, fulfillment and inner satisfaction are psychologically healthier and happier."

How can this help you?

The study of health psychology seeks to understand how our ability to cope with stress can help us to prevent illness and promote health. Some of these coping mechanisms are naturally inborn but may be taught to those who lack them. Motivation is one of the tools that researchers are trying to use as a combatant of negative stress reactions.

Motivation is something that we use every day. It's what enables us to survive - to get food because we're hungry, to go to work to pay the bills or to educate ourselves in order to pursue a higher goal in life.

How we respond to life's demands can affect our overall health. How are you classified?

The same report on Psychology Online identified those who respond to life with negativity or anxiety as most likely to deal with the physical affects of anger, guilt, nervousness, frustration and fear. These emotions can cause hypertension and high blood pressure which can lead to heart attack or stroke. Other complications include ulcers, arthritis, asthma and kidney disease.

Some therapists suggest that by using positive self-talk and trying to restructure the WAY we look at events can offset the physical and mental effects of dealing with negative or stressful events in life.

Interestingly, people who tend to focus on themselves as the controller of their fate - in fact 'self-motivated' - are more likely to feel a sense of control when stressors affect them. Instead of blaming something or someone else they have the motivation to deal with a problem and look for a reasonable solution. This positive behavior helps them to achieve goals and find personal contentment.

Therapists try to teach patients how to emulate this positive reaction to stress and use their motivation as a source of empowerment. Learning to manage stress and using motivation to set goals, work through a problem or fix it can in turn promote better mental and physical health.

Chapter 14: Prosperity

To create true, lasting prosperity, almost any guru can tell you that you must align your physical, mental and emotional states and actions. This all sounds very logical, but when it comes right down to it, most of us are not quite certain how to proceed. We know we mentally worry about money and all the other "nitty-gritty" of life, but we don't know how to stop worrying. We know that we are not emotionally well-equipped to handle the financial ups and downs of life, but we don't have a clue how to change the situation. Mostly, we just know how to work harder and faster.

In attempt to become more prosperous, most of us have taken on more jobs or worked longer hours. But is that the best way to go about things? The results we've gotten would indicate that the answer is "no." So how can we achieve and attain lasting prosperity? We must evolve in every area of life – mental, emotional and physical. Here are three steps to get you started:

MENTAL: Write down what you want. Most of us are so busy looking at what we don't want – extra bills, car repairs, unexpected fees – that we don't even remember what we want. Take a little time for yourself and figure out what you want, and then write it down. If you don't write it down, it doesn't count.

Writing your desires on paper commits them to the physical world and makes them more real. Post your desires where you can see them – all the time!

EMOTIONAL: The way we feel about our lives has a huge impact on our prosperity. Getting our emotions in line with our desires can be the key difference between total success and utter failure. Practice feeling good. Practice maximizing your moments of feeling good. Practice remembering good times to bring forth good feelings. Emotions, like everything else, take practice. One spiritual teacher tells us that 17 seconds of feeling good is equivalent to 2,000 hours of physical effort! That's a powerful 17 seconds!

PHYSICAL: Rather than working harder, think about how you can leverage the resources that are already in your environment to create prosperity. For instance, if you have a product or service to sell, rather than going to the trouble of putting up your own website and investing a lot of money in overhead, you might see if you can go into partnership with people who already have websites. Archimedes once said, "Give me a lever long enough and a place to stand, and I will move the earth." If you don't want to wear yourself out, focus on leverage.

Remember that true and lasting prosperity is about alignment on your mental, emotional and physical states. Attend to all three and prosperity will be yours.

Most of all, though, have fun with the process. If you have no peace and no joy, you will have no prosperity!

There is no reason why your home office should only be characterized by books, papers and gadgets. Taking the time to personalize your work space can have immense benefits for your state of mind. In particular, surrounding yourself with motivational art can fuel productivity and inspire you to achieve more. Decorating your home office walls with the beauty of art may transform your mood, and printed words of inspiration may transform your business!

You may not be aware of it, but there is an enormous array of motivational art available. So, how do you find the perfect piece that complements your work space? Start by thinking about what you would like your office to say about you.

For example, if you are the type of person who proudly maintains an organized and highly efficient office, you may want to choose a piece of motivational art that supports your belief in discipline or excellence. Motivational art prints come in a variety of designs, but each has a unique message. Choose a message that says a lot about who you are and what you believe in.

When John Taylor quit his job after 15 years of service, he was just a little apprehensive to say the least. He had enjoyed his role as account manager for a large advertising firm, and had acquired a great deal of knowledge and experience.

Making the decision to leave his job was not an easy one, but John instinctively knew it was time to pursue his life long dream of starting his own small marketing firm.

When John said his farewells, he received many good wishes and wonderful presents, but one gift stood out from the rest. It was a beautiful poster of a triumphant mountain climber standing atop a majestic mountain, and below were the words, "He who is not courageous enough to take risks will accomplish nothing in life". For John, the words rang true and soon the poster became the focal point of his new home office.

During that first rocky year, whenever John felt unsure of his decision to leave a life of stability, he looked up to that poster and reminded himself of the necessity of having courage in life.

If you are just moving into your new home office space, or if it is high time that you redecorate your existing one, consider the addition of motivational posters.

The variety of posters available guarantees that you will find one that speaks to you. Embellish your office with a stunning image and change your mentality with words of inspiration.

CONCLUSION

If you trust in something, are passionate about it and may see the end result so clearly that you may taste it, you feel certain that it's inevitable. You're no longer questioning if, but when. And this is powerful.

With this certainty you are able to quit stressing over what might or might not occur in the future because there's merely no wondering you're going to accomplish it and that's final. Accomplishment merely becomes a matter of doing X to accomplish Y.

This might seem like a cold way to approach life, however when the outcome Y is understood, every moment X may be fully appreciated as they aren't bombarded by self-distrust or doubt. You may live in the present because your future becomes a predetermined (but still open to a spontaneous) mass of wonder.

Set a direction for your life and love the ride!

Sign up for my email list and get [Goal Setters' Sanctuary](#) for free!

Learn the importance of goals and how they can change your life!

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