

E. Sharpen my mind in these ways: (suggestions)

1. Invest two hours each week in reading professional magazines in my field.
2. Read one self-help book.
3. Make four new friends.
4. Spend 30 minutes daily in quiet, undisturbed thinking.

Next time you see a particularly well-poised, well-groomed, clear-thinking, effective person, remind yourself that he wasn't born that way. Lots of conscious effort, invested day by day, made the person what he is. Building new positive habits and destroying old negative habits is a day-by-day process.

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Often, when I discuss setting goals, someone comments along these lines, "I see that working toward a purpose is important, but so often things happen that upset my plans."

It's true that many factors outside your control do affect your destination. There may be serious illness or death in your family, the job you're gunning for may be dissolved, you may meet with an accident.

So here is a point we must fix firmly in mind: *prepare to take detours in stride*. If you are driving down a road and you come to a "road closed" situation, you wouldn't camp there, nor would you go back home. The road closed simply means you can't go where you want to go on this road. You'd simply find another road to take you where you want to go.

Observe what military leaders do. When they develop a master plan to take an objective, they also map out alternative plans. If something unforeseen happens that rules out plan A, they switch to plan B. You rest easy in an airplane even though