

To the minister each sermon, to the professor each lecture, to the scientist each experiment, to the business executive each conference is an opportunity to take one step forward toward the large goal.

Sometimes it appears that someone achieves success all at once. But if you check the past histories of people who seemed to arrive at the top suddenly, you'll discover a lot of solid groundwork was previously laid. And those "successful" people who lose fame as fast as they found it simply were phonies who had not built a solid foundation.

Just as a beautiful building is created from pieces of stone, each of which in itself appears insignificant, in like manner the successful life is constructed.

Do this: Start marching toward your ultimate goal by making the next task you perform, regardless of how unimportant it may seem, a step in the right direction. Commit this question to memory and use it to evaluate everything you do: *"Will this help take me where I want to go?"* If the answer is no, back off; if yes, press ahead.

It's clear. We do not make one big jump to success. We get there one step at a time. An excellent plan is to set monthly quotas for accomplishment.

Examine yourself. Decide what specific things you should do to make yourself more effective. Use the form below as a guide. Under each of the major headings make notes of the things you will do in the next thirty days. Then, when the thirty-day period is up, check your progress and build a new thirty-day goal. Always keep working on the "little" things to get you in shape for the big things.