

DON'T GET

— *stuck in life* —

Proven Strategies to Crush Bad
Habits, and Create Powerful
New Ones!



Don't dwell... Excel in Life!

Jacka Aie Roer

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A word from the Author

Six years ago, I never thought that I would be where I am today, but here I am. I have always been a multi-tasker, and this has really helped me to excel in school and work.

However, as life progressed, my workload increased, and I found myself struggling with the challenges that came with maintaining a steady pace of productivity.

In school, we were taught that if we wanted to be successful, we needed to stay ahead of the game.

To stay ahead, I found myself in front of my computer working on schoolwork late into the night.

After school ended, I took on a full-time job and found myself juggling my time between work and schoolwork; desperately trying to keep up with all the tasks at hand.

I continuously felt overwhelmed because it seemed as though there wasn't enough time in the day for me to do everything that needed to be done.

I am sure that many of you have experienced this feeling before because if you haven't experienced it firsthand yet, you will before long.

Today, where we're expected to do more in less time, we feel the pressure to keep up and get it all done.

This is where the concept of multi-tasking comes into play.

We feel that if we're able to get everything done, then we're ahead of the game. And this is very true; however, being ahead can be a double-edged sword.

We are more successful in what we do but at what cost?

It may come as a surprise that as a "successful" person who is "ahead" of the game, it came with its own set of problems that I did not foresee when I started my journey down this path. In this book.

I will share with you my personal observations of what I have learned over the years in regard to being successful.

To me, being successful is not about materialistic items or power.

It's more about being able to live a life that is free of stress, anxiety, and being able to enjoy time with family and friends.

This book is not a quick-fix guide, and it's not a "set in stone" type of book.

It's simply me sharing with you my journey, the lessons I've learned, and the things that I do to keep myself on task so I can be successful.

This book will teach you ways to increase your productivity without sacrificing your health, as well as provide ways to help you stay focused on what matters most in life.

***Don't get stuck in life* is the book I wish I had when I started my journey.**

This is a book that I hope you find useful and helpful in your daily routine, wherever it might take you.

Are you ready to take your life by the horns and take control? I hope so because this journey of yours never ends.

Cheers!

A handwritten signature in black ink that reads "Jacka Aie Roer". The script is fluid and cursive, with the first letters of each word being capitalized and prominent.

About the Author

Jacka Aie Roer is a student of life who believes that there is always a way to do things better, faster, and more efficiently.

He is an advocate of the '80/20 rule' philosophy, he believes that life revolves around doing the right things 80% of the time and having a plan to make sure that we reach our goals 20% of the time.

This has helped him achieve his dream of becoming a successful blogger, entrepreneur, and author.

Roer's belief in the power of positive thinking stems from his own experiences with negative thinking.

Although Roer has come a long way to get where he is today, he has learned that his journey is far from over.

He believes that there are always new opportunities to be seized and that we should take advantage of every opportunity that is thrown our way.

In his spare time, Roer enjoys hanging out with friends, drawing, and letting his imagination run wild by writing about the things he dreams about or would like to do in the future.

How to use this book

Don't get stuck in life isn't meant to be read in one sitting. It's a book that you can pick up and read parts of at a time to take advantage of its contents.

This book is divided into sections with subsections in each section.

Each subsection is an individual topic that may be read individually or linked to the main topic to get the most out of this book.

The techniques that you will learn in this book can be applied to school, work, or even when you are trying to accomplish a task that needs to be done.

These techniques are very useful and will keep you on task and focused on what you need to do.

Knowledge is only entertainment until it's out to use. Think about it. All the knowledge in the world is useless until you put it to use.

The book focuses on the importance of getting things done before you get burned out.

This book focuses on easy techniques that take advantage of this natural tendency that humans tend to procrastinate and stay caught up in something that never ends.

It will teach you how to stay focused and get things done without feeling overwhelmed.

There is no magic pill for the problems that we face, but by implementing the principles that are taught in this book.

Staying disciplined, you will be able to increase your productivity time and time again.

This is a book that I wish I had when I was younger because so many of us get burned out and become frustrated with our skills.

By using this book, you will be able to stay focused on what matters most in life, which is the relationships that you have with family and friends over the materialistic stuff.

Getting caught up in these materialistic things is a quick way to give yourself an ulcer or make yourself miserable.

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Introduction

Success isn't a straight, upwards graph. No. There will be times when you may stumble and fall.

There will be times when you seem to go backwards.

But the key is to never let yourself stay there, no matter how tempting it might be. It's perfectly normal to feel down after a setback, but that doesn't mean you need to dwell there for long.

Some of us seem to linger in the darkness of a fall and just can't seem to find the light.

It's not that we're weaker; it's just that we don't know how to bounce back and move on.

How we bounce back will define how successful we are and whether we really want something.

The key is to get up as quickly as possible, dust yourself off, and keep going.

It's important to remember that if you're still standing after a fall, it's not because you're lucky or the fall didn't matter — no, it's because you're strong enough to get back up once more. Success never comes without its challenges.

The real test of success is how well you bounce back from failure. A setback doesn't mean anything; it's a common part of life.

However, how well you deal with your obstacles will determine whether or not they become stumbling blocks — things that trip you up and keep holding you down.

Instead of dwelling on your obstacles, you need to embrace them and seize the opportunity they bring.

Failure is not a sign of weakness, so don't allow it to hold you back any longer.

Instead, see it as way to improve yourself.

Learn from your mistakes and keep pushing forward.

In this book, we'll see how to bounce back after a setback and how to be successful in life.

We'll see how we can learn new things from our failures and set goals that will lead us to our dreams.

We'll also see how to face fear and move beyond it, improving ourselves as we go.



CHAPTER 1: WHY BAD THINGS HAPPEN TO GOOD PEOPLE

A different view of failure

Failure isn't the opposite of success. They're two sides of the same coin.

Like Ying and Yang, neither is good or bad — they're just different sides of the same thing.

Or, to put it in better words, they're two different halves of the same whole.

They exist only because they complement each other, and neither can exist without the other.

Just like an orange wouldn't be as sweet without its bitter rind and an apple wouldn't be as juicy without its skin.

We wouldn't be who we are and where we are if we hadn't experienced some failures along the way.

Failure comes in all shapes and sizes. It could be anything from failing in school to losing your job due to a reduction in staff, from losing money on a business deal to having your romance go south on you.

If Thomas Edison hadn't made a thousand light bulbs that failed, would he have learned that sometimes, failure is the best way to reach success?

If Abraham Lincoln hadn't been shot at and failed as a lawyer, would he have been able to become one of the most important figures in American history?

In this chapter, we'll be looking at some of the lessons we can draw from failure.

These lessons will help get you through it and make sure that your life isn't going to take a turn for the worse because of one single mistake.

And remember, having lost does not mean losing everything. Would a smooth sea make me a skilled captain? No.

A prosperous ship does not always make a wise captain. There are some things you can only learn through failure.

1. Failure teaches us that success isn't a guarantee.

This is one harsh reality that failure forces us to face. We learn that just because we are good at something, it doesn't mean that we're always going to be successful at it.

This can be applied to everything from business ventures, not being able to get a project off the ground despite our best efforts, such as finding out that good grades in an exam, it was just not what we needed to succeed.

Failure teaches us the lesson of working hard for success. It teaches us that if you want something badly enough, you've got to work for it.

If you don't put your all into something, at the end of the day, you simply won't see the results that you want and deserve.

Failure teaches us that success is a combination of effort, opportunity, talent, and luck.

If you want to succeed, you'll have to work hard and put in the effort, but you'll need an open mind and the right opportunities to do so.

2. Failure teaches you how to move on

The key thing about failure is that it forces us to take a step back and re-evaluate our situation.

We learn that when we go through a rough patch, the best thing we can do is learn from it and go back on our feet stronger than before.

So how do you get yourself out of a slump?

Through failure, we learn one painful but crucial lesson - when plan A doesn't work, it's time to try plan B.

You should never give up when things are going south.

If you fail at something, it's only a matter of time before you find your way again.

So, while things may look bleak, you shouldn't start doubting yourself or getting lost in the darkness.

Instead, you need to look at your situation calmly and prepare yourself for the next obstacle that will come your way so that when it comes, you'll be ready to face it and overcome it.

Just like a mason uses a plumb line to ensure that a wall is going straight up, you too, need to keep yourself in check so that you can make sure that you don't digress from your goals.

Remember, failure shouldn't be your stopping point; it should be your steppingstone.

3. Failure is a huge motivator

It can be a source of motivation - when you choose to see it as one. Just like failure is inevitable in life, so too is success.

If you want to overcome failure, all you must do is keep doing what you're doing and not give up.

Remember that if you can see things through the eyes of someone who's gone through it, and understand that failure won't last forever, if you can accept the fact that with every success comes a chance for failure.

Then the next time failure comes knocking on your door with its two raggedy hands, it won't be as scary as before.

You'll know how to look at it without letting it get to you.

4. Through failure, we can know what works (and what doesn't)

Through failure, we can gain valuable knowledge about what works and what doesn't.

We'll be able to know whether we want to continue with something until it works or give up as soon as it fails.

We'll be able to recognize when a particular situation is worth persevering through or when we should cut our losses.

Replicating success is easier when you know the steps involved in replicating it. Only through failure can you know what's wrong and what's right.

Just like we only learn by making mistakes, so do other people learn by seeing your mistakes and not repeating them.

5. Creativity emerges from failure

When you're going through failure, your creativity is bound to take a beating. This is why you feel like all you want to do is bury your head in the sand, eat chocolate and listen to sad music. ‘

But the truth is, by not trying to look at things in a different way, by not using your imagination to find another solution or a way around the problem, you're giving up on succeeding, and that's not fair to yourself.

After all, when would there be a time for creativity if everything went our way? When would we ever have to come up with creative solutions if everything always went according to plan?

We tend to try new things when we feel like everyone else is doing the same thing and when we're not sure how to go about it.

That's why failure is so important because it helps us innovate.

The more you fail, the more likely you are to succeed in the future. There's a reason why people have that saying,

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"When you fail, don't quit; try again until you succeed."

After all, failure will probably be short-lived.

Rising up after a setback

In the movies, we know that someone is going to have a bad day when a car splashes them with water, and the camera zooms in on their disgruntled face.

In real life, failure isn't as dramatic.

It could be as small as getting a parking ticket. But it might also be as big as getting a divorce or not achieving a particular goal.

I'm talking about the times in our lives when things don't go according to plan, we feel like giving up because things aren't working out the way we want them to.

We could be going through one of these situations right now, and if so, you're not alone.

I've been through something similar many times before and I know that there are many others around who are suffering from it too.

But I'm very sure of one thing. There's always a reason to start your day afresh.

There's always a reason to keep trying until you get there.

There's always a reason to remain positive and to be hopeful.

In this section, we'll see a few quick "fixes" to a rough day. These ways will instantly make you feel better.

1. Getting off the couch and going for a wander

Staying off the couch can help put things in perspective and make you realize how small your problems are when compared to some of the big ones that other people might be going through.

Just think about how many things in your life are out of your control or made up by chance.

I believe that we tend to get disheartened and down around times like these because we forget how big the world is and how no one can hurt us unless we let them.

But this is only an illusion, a trick of our minds.

There's something about nature that can help us understand that things aren't as bad as we may think.

It's true, it can be difficult to think positively when something hasn't gone according to plan, but it doesn't mean that you should stop trying.

Get off the couch, go for a walk and see how big this world is. You'll come back feeling refreshed and ready to tackle your problems head-on.

While the other person might be able to put you down temporarily, they will never be able to do so permanently unless you allow them to.

As you breathe in fresh air, you'll realize that in the grand scheme of things, your problems are not that big. You'll feel empowered to go out and face your problems as they surface.

Don't be afraid to walk away from a situation where you're not getting what you want if that's what you need to do to move forward.

2. Reminding yourself of your values

A lot of people feel like they've lost their way and don't know who they are anymore once things start going wrong when things start falling apart and no one is seeing them through the right eyes anymore.

The truth is that this is probably the best time for us to remember who we are, and where we're heading in life so that we can keep ourselves on track.

Positive self-talk can play a big part in making us feel better.

I remember a time when I felt depressed and had to overcome the urge to binge eat to try and take my mind off things.

But now I know that there are certain things that are not okay for me to do, no matter how much I might want to.

I knew this even before depression came knocking at my door, but it helped me prepare for the worst by being honest with myself about what

I was good at, what made me happy and what my values were as an individual.

It helped me stay focused on these things so that I wouldn't be tempted by the wrong people or by losing sight of my own goals in life.

Affirmations can play a big part in helping us rediscover ourselves as well. A lot of my friends have tried self-hypnosis CDs before, and they've found them to be very helpful.

It's all about getting back to the roots of our existence, where everything was okay, and we were at peace with who we were.

We just had to make some sacrifices to get back there.

Affirmations are an easy way of getting back to that place, where we're feeling good about ourselves and what we're doing.

They can help us keep our lives in check and give us strength and clarity that we might not have otherwise had.

I think it's important to remember our true selves, the part of us that still hasn't changed despite all the changes that we've gone through in life.

Think of all the ways that you've changed as a person and all the things that have happened in your life since then.

It should be easy to talk yourself through this if you take the time to connect with that part of you.

Remember who you used to be and how much things have changed since then.

The more honest we are about this, the more we will be able to adjust ourselves to the changes that have taken place in our lives.

Once we do this, we will feel like there's a lot less pressure on us to conform to someone else's standards of success or failure.

What little things are you proud of? Gratitude is a great thing to have in our lives because it helps us to appreciate everything that we have and what we've given to this world.

Make it a point to be more thankful than you were before. There are so many people who are ungrateful for what they have, but you can't let that continue.

You might feel like you don't have much, might feel like you're in the bottom-couple of people or whatever, but take it from me, being grateful is the best way of being happy with where you're at and how things have turned out for you so far.

When we take the time to appreciate what we have right now, it's easier to appreciate what we gain in the future as well.

We tend to take things for granted when they are within our reach, but once they're gone, we realize just how much they meant to us.

Think of some of the little things that you're grateful for, no matter how small. It could be something as simple as sleeping in a warm bed every night or something else on that level.

It shouldn't really matter because you're still able to sleep every night, and you'll always have a bed to come back to after your hard days at work.

3. Listen to an upbeat song

Music can be a powerful thing. It can make us feel good, or it can make us feel terrible.

The biggest secret is to listen to upbeat music that makes you feel happy and joyous as opposed to sad and grumpy.

Sometimes we're just not in the mood for a sad song now, especially when things aren't going right for us, but having upbeat music on in the background is still a great way of boosting our spirits up and getting ourselves ready to take on this world again.

Whenever you're facing a challenge, you can listen to upbeat music. It will make you feel more confident about your abilities, and it will help you remember everything that's good about life.

You'll begin to see the positives in your situation, and this will give you a new perspective on things.

If you're facing a hard time, like when someone has been rude or harsh towards you, or if you're facing any kind of challenge in life, then it's best to be prepared for the worst.

Positive self-talk is still important, but the right kind of music can also make all the difference in the world because it helps us overcome our resistance and open a new perspective on things so that we can conquer our problems once and for all.

4. Sleep

Sleeping is an instant mood lifter. Well, this is true for me, at least.

I tend to sleep a lot when things aren't going well in my life,

I don't know why but it just makes me feel better, and I'm able to approach everything again with a fresh mind and renewed resolve.

Sometimes you might be facing things that are beyond your control, but that doesn't mean that you should give up right away.

Get some rest because sometimes all we need is a good night's sleep to recharge our batteries.

There's nothing wrong with having a bit of self-pity occasionally, but it's not healthy if we get lost in it for too long.

Sleeping forces the brain to switch off. Instead of paying attention to everything that's happening in our lives, our brains are forced to switch off and let go of a portion of what our minds need to do while we sleep.

When we're sleeping, we're not worrying about the things that are stressing us out so much, and it's a great way for us to relax.

Our brains can even repair themselves during sleep. If you have a lot on your mind, get some rest and try not to think about anything too hard or too long.

A quick nap or a long night's sleep can make all the difference in the way that you feel. It's a great way to calm your nerves, and it's also great for clearing your head, so that you're ready to face things again.

You'll be able to see everything on a new level and you'll be ready to tackle whatever problems or challenges that are plaguing you.

Sleep is one of life's greatest gifts.

5. Welcome change

Change is something that we don't always appreciate at first, but eventually, Enjoy it because it forces us out of our comfort zones and makes us more aware of our surroundings and those around us.

Familiarity breeds contempt, and sometimes we can lose our true selves as people when we get too comfortable in our own little worlds.

There are very few times in life that we get the opportunity to experience something new and exciting, so it's best to embrace these opportunities when they occur.

Some of us like change while others are afraid of it, but that doesn't mean that one is better than the other.

It's up to us how we deal with it and what we choose to do with the change.

We'll always have a choice, so why not make the best one?

Look at what you're currently doing and think about how you would do things differently if you had the chance.

Overcoming demotivation

Whenever we have a problem, the tendency is often to just turn away and refuse to even face it.

This stems from a feeling of being overwhelmed by everything that's going on in our lives, but we can't always choose what's happening.

We have no control over whether or not people leave our lives or whether we have to work so hard and long at work just because someone tells us to do so.

The world does not revolve around you, and you don't get everything you want in life.

We tend to be demotivated when we fail to get what we want in life. This often results in people not doing anything at all and just moping around, waiting for the world to change.

If you've lost the passion or fire inside of you and you're no longer motivated, how do you go about getting it back?

Motivation is fickle.

It waxes and wanes depending on what we're doing with our lives and how we're feeling. What can help you overcome demotivation is to find something that's important to you and focus in on that.

We can be motivated to get something done because it's for a good cause or because it's for someone else.

In the long run, this kind of motivation does not last very long.

We must be willing to put up with any kind of pain or discomfort that comes with getting things done ourselves.

It does not matter how daunting the task may be if you don't do it, nothing will ever change in your life or theirs.

In this section, we'll see ways to keep moving on even after we're demotivated by obstacles.

1. You need willpower. Not motivation

2.

This mindset shift is key to overcoming our lack of motivation, and it's one of the most important things you can do for yourself.

When we're lacking in motivation, it's because we don't really want to do what needs to be done, and so it gets in the way of our achieving our goals.

However, if we were to simply tell ourselves that we can do anything no matter how hard or long it takes, then this mindset shift alone will give you enough willpower to persevere.

By working hard and showing yourself that you can get things done no matter what happens, you can change the way you feel about yourself.

Some people work best under pressure because they like a challenge. Others don't like to work under pressure at all and would rather not do anything at all.

No one's right or wrong about working under pressure or not, but if we find it difficult to do anything without a deadline, then we're probably better off finding something else to do instead of being demotivated by the lack of motivation.

The difference between motivation and willpower is that motivation comes and goes while willpower is constant.

You must have the willpower and determination to see things through if you ever want to reach your goals in life.

2. Develop habits that encourage you to work hard

To get something accomplished, we have to be able to repeat the process over and over again.

We don't have to come up with something new every time we do something. All it takes is a little bit of time and practice before we're able to do what needs doing, without having to think about it.

There should always be a reason why you're working hard on something or why you're putting yourself out there.

Healthy habits are a great way to keep us motivated, but what about those unhealthy habits that we have?

They might be good for us at first because they keep us busy and out of trouble, but over time they tend to hold us back from growing and achieving our goals.

If you're looking for motivation and inspiration, keep tabs on other people who are doing the same thing as you.

Those who only look up to successful people often come to see success as something that's impossible for them because they face challenges along the way.

Those who are more realistic about their goals in life will see obstacles as challenges rather than roadblocks.

They will figure out ways around their challenges if they really want what they're working hard towards.

3. Surrounding yourself with people who are hard workers.

Hard work is contagious, just like a good attitude is contagious. It's not good to get too used to taking things easy because as it becomes a habit, you'll find that you no longer have the motivation to work hard.

We can always change our habits by increasing the amount of time and effort we're willing to put in.

When it comes to making positive changes in life, if you have the most important thing that gives your life some meaning, then everything else will follow.

This factor is often going overlooked when people are more concerned about what they should do with their lives and about finding success in their careers and relationships.

Don't look down on hard work or ignore those who are doing things differently from you if this interests you.

3. Don't think in terms of the end game.

When you're working hard towards something that means a lot to you, it's tempting to think, "if I just keep pushing myself and doing what I'm doing, then things will turn out for the better."

In reality, this is often not the case.

Many people fall into this trap and are disappointed when they don't get what they want. There's also a good chance that life will go on in its own way regardless of anything that we do.

This can make us feel powerless because we feel as though we have no control over our circumstances or any part of our future.

The fact is that we can't know what's going to happen in our lives because we don't have any kind of control over it.

All we can do is make the best out of what's going on today and move forward one step at a time.

The best way to overcome this way of thinking is by being more realistic rather than idealistic.



CHAPTER 2: GET TO KNOW YOURSELF

Is your health in check? Are your finances in order? What do you do for fun?

Whether you're working in the corporate world or if you're just a student, the truth is that we all have aspects of our life that we're not very proud of.

Sometimes people find themselves living in their own little worlds, going through the motions, and not really caring about what's going on outside of it.

If we take the time to figure out why this feels uncomfortable and see how it relates to us, then we'll be able to come up with a solution.

Before we create a plan that will help us get back on track, it's important to spend some time taking stock of where we are in life.

This exercise will help you achieve just that.

Where are you?

This is an exercise on soul searching. You will be answering all of the questions honestly.

1. What is your current situation in life?
2. How do you feel about that situation?
3. How do you think others feel about it?
4. Are there things that you would like to change about the way you're living?
5. Would achieving those changes require making a lot of sacrifices?
6. What would be the best way to achieve those changes?
7. Do these changes need to involve other people in any way? If so, who are they, and how will they fit into your plan of action?

Think through these questions as thoroughly as you can. Take some time to think about all of them and come up with some answers to each of them.

Don't worry if your answers aren't perfect or if they're not even complete.

The point is to help you find a direction that will work for you rather than making things happen by your own strength.

You should be able to answer these questions with relative ease because I'm sure that the answers are, buried deep within you somewhere.

As long as you take the time to listen to what's in your heart and use your intuition, then you can connect with yourself on a deeper level than ever before.

The goal of this exercise is to help you take stock of where you are in life—financially, emotionally, physically, and mentally.

The best way to do this is to make a list of everything that you're currently doing—your job, your family, etc.

You may also want to include hobbies or other things that bring you a sense of joy—anything that makes you feel good.

This exercise will help you to stop wasting time on things that aren't good for you and to make sure that you're putting your best efforts into the things that matter most.

Once you've made your list, start crossing out the items on it one by one.

Be realistic about where you stand in life, and don't be too harsh with yourself if there are some things that still need some work.

If there's something that brings you a lot of joy, then keep it! The goal is not to deny yourself any kind of pleasure.

The goal is to make sure that all these things are working together towards a common goal—moving forward towards something better.

A glimpse of the future

Where do you want to be in the next five years?

What kind of job would you like to have?

What kind of place in life would you like to live in?

Who do you want to be—who do you want to be with?

This is a long-term exercise that can't be rushed. You may not get all the answers you're looking for right away, but don't be discouraged.

It can take some time for your mind and heart to become clear, allow new ideas to start flowing into your mind.

Describe your 'ideal' day /experience in a few sentences. If you want to do something fun, describe it—what's the music like, what are the people like, where are you?

I'd recommend spending some time thinking up these things and coming up with a plan of action that can help you get there.

It's not easy to make big changes in your life, but you can start by making small changes and working them into the right place.

The results of these steps will eventually help to influence your perspective on life, so you may be able to see new possibilities come into play.

You will realize that you have more options than you thought you did before, and this will bring a sense of hope into your life.

It can be difficult to find purpose when everything seems like it's going so wrong, but, believe in our abilities and honor the power within ourselves, then we can find the motivation that we need to continue towards our goals.

A word of caution: the opposite is also true—if you don't believe in yourself, then nothing will ever change, and sooner or later, you will give up.

The important thing to remember is that only you know how far you're willing to go in order to achieve your dreams or what kind of sacrifices you're willing to make.

To help you map out a clearer picture of your future. I want you to envision where you will be in 5 year's time in each of these aspects:

1. Your social life

Maybe you don't have many friends; maybe you're always in a relationship; maybe you're always single—whatever your current situation, take some time to think about what your ideal situation would be like.

Maybe you want to be more of a "people person." You can use this exercise as an opportunity to really get in touch with who you are and then make a change if necessary.

Who do you want to be hanging out with in five year's time?

Where are they? What are they doing?

If you're in a relationship, then this next exercise will be very helpful. Think about what it is that you want from your partner, and don't worry if it seems a little naïve or if you feel like your partner doesn't quite understand your vision of the future.

You may need to think about this a bit more before you start changing things, but this can be one way to bring the person closer to where you want them to be.

Think about the ideal day with each of your significant others.

Write down everything that happens, even if it's just throw-away material—don't get hung up on making perfect sentences and write down exactly what happens every single day.

Perhaps you want to build more meaningful connections with people.

Maybe you want to make more friends. If you want to accomplish something in five years, then think about the steps that you need to take and start putting your plan into action now.

You'll be surprised at how many people will be willing to help you out—if you give them a nudge in the right direction, then they'll gladly follow.

Be honest with yourself.

You'll probably figure out whether this is something that will be good for your life and if it's worth pursuing or not, but at least you won't have any regrets when you look back on it all later on down the road.

2. Your career

Financial freedom is important, and the things that you do will have a direct effect on the amount of money that you have, so it is important to start thinking about your career now.

What are you going to be doing in five years?

What kind of job do you want to have?

Think about what sort of work you'd like to be doing / what kind of work would be best for your personality.

Perhaps it's a little overwhelming, but don't give up—keep an eye out for opportunities or anything that you're interested in.

You can also look for mentors during this time—even if they're not specifically related to your career, they can still teach you something that is important and healthy for yourself.

Maybe you're trying to rise up the corporate ladder, or you're trying to reach a certain level of success—there are people who have already been where you want to go, so why not let them help you out?

If you're uncertain about what sort of work to pursue, then it's best to do some research and look through some career sites such as monster or collegestats.com.

By reading up on and researching different careers, you'll have a better handle on which one is right for your personality, and it will also help you narrow down the options.

You will probably have a lot of ideas bouncing around your head due to all the self-awareness exercises that you've done so far.

Take all these ideas and put them into your plan of action, so keep all of your notes in one place where you can easily track progress and easily reference what you're doing.

There are three main types of people who will help you on your journey.

— Your family. This can be difficult because it may involve a certain level of compromise or accommodations.

But if you know that you're going to be doing something big with your life in the next 5 years, then you need to start talking to them about it.

If they are your biggest fans, they are going to help you out.

However, if they aren't quite as supportive, then it's best that you change their minds rather than trying to convince them.

There's no point in getting into an argument with them—instead, try and get them involved in your endeavors.

— Your friends. If you have good friends, then you're lucky because you'll have an automatic support system. It's important to remember that the closer people are to you, the more they will resent any changes that are made within your life

Try not to end up in arguments, but if things get heated, just walk away before anything escalates.

— Your quiet voice. When it comes to your career, don't listen to anyone who isn't going to be there when things get tough or when you need some motivation.

This is especially true during difficult times when you feel like giving up.

3. Your health

Is your weight in check? You don't want to be so skinny that you're skeletal, but you also don't want to be so fat that you're unhealthy.

It's a balance—giving your body the correct nutrients and vitamins will help keep it healthy and make sure that it has momentum into the future.

When you're in better shape, then your confidence will skyrocket as well.

Do you give yourself enough sleep? You need 7 hours every night—that doesn't include naps which are important too!

Sleep is incredibly important because it can help to give your body all of the energy that it needs to function properly.

Think about how important sleep is and how well you function without enough of it.

Are you exercising? Maybe you don't have a gym membership, or maybe you don't have the time—but that's no excuse not to exercise.

If you're at home, then do pushups and stretches. If you go out to the park, then take a run or jog around the block a couple of times.

Take care of your body and make sure that it's in top shape. If it isn't, then your mental health will suffer as a result.

What stops you from achieving your goals?

Now that you've seen where you are and where you want to be, it's time to find out what's going to get in your way.

This is something that you need to be aware of, and you should identify/answer these questions as soon as possible.

For example, if you're trying to lose weight, then you may not know exactly how much fat and calories your body needs.

This is a great question that you should ask yourself because it will allow you to figure out a plan of attack. Set realistic goals so that your expectations aren't too high or too low.

In this section, we'll look at the most common reasons why people fail to meet their goals and maybe you'll be able to avoid making the same mistakes that they did.

1. They're not mentally prepared for the changes it will take to get there.

Making and committing to lifestyle changes isn't easy, but it's something that you need to do. The more prepared you are for the changes that are needed and the happier you are in the process, then it's going to be easier for you to make progress.

Change is inevitable, so don't worry about not making any progress for a couple of weeks—just accept that this is all part of your journey and get yourself ready for what's to come.

Do you think about how great everything will be in the future? If you do this consistently, then you're more likely to ensure that you're making changes that are beneficial to yourself.

Can you laugh at yourself? Laughing is a great way of coping with stress and having a positive attitude as well.

Do some of your own comedy routines regularly so that it's easier for you to forget about where you used to be.

Are there things that make you sad? If there are certain things in life that remind you of the past or are sad reminders about what could have happened, then maybe it's time for those things to go.

2. They don't understand the why behind their specific goals

Maybe your goal is to lose weight so that you'll have more energy and more confidence in yourself, or maybe your goal is simply, to increase your self-esteem or to look a certain way.

Knowing your "why" will give you the strength to work out on those slow days when you start to lose motivation and you feel like you can't do it.

Maybe you may have your "why", but you don't understand the why behind it. You may be trying to improve your health and fitness, but you may not be aware of what you can or cannot do when it comes to supporting them.

Can you look at the positive side of things? Are there things that are keeping you in a negative mindset?

If there are any negative influences in your life, then listen to your brain and remove them so that you can accomplish what you're trying to achieve.

Are there friends and family who aren't supportive? When people don't understand the why behind your goals, then it can be hard for them to support you.

They may not believe it, or they might have questions about it, but if they aren't supportive, then maybe it's time for them to go.

3. They don't set goals that they can achieve

Goals should be realistic. A realistic goal is one that you can reasonably achieve.

The reason why setting unrealistic goals is such a problem is because you'll easily become discouraged, so when this happens to you, then you're more likely to give up.

However, if you do set a realistic goal and make sure that it's something that you can achieve, then hopefully, the process of achieving your goal will be easier.

Unrealistic goals are demotivating, and you may end up giving up early. When you're thinking about your goals, and whether they're realistic or not, consider the following:

Can you do it within a certain timeframe? If something can be done within a certain time frame, then it gives you extra motivation because you'll feel like you have more time to make changes.

Can you do it by yourself? You shouldn't always need to depend on other people for help.

Sometimes therefore we end up failing—because we need someone else's help to get us motivated, but we don't want to ask them for help, then they might think that we're weak.

4. Lack of persistence

If it was easy, then everyone would do it. It's very easy to give up and throw in the towel, but if you can stay motivated, then you'll soon realize that it's easier than you thought.

Motivation will disappear at some point—this is inevitable, but if you're persistent, then things will work out in the end.

If you're going through a tough time, then don't give up! You must know that it's easy to fail, but if you try hard enough, then everything should work out fine.

An honest question: do you know that you'll fail more times than you'll win? Failure is part of the learning process, and you'll have to learn from your mistakes so that you can avoid making the same mistakes again.

The only way that you're going to learn is if you try out a lot of things, discover what works and why it's working, then get rid of what doesn't work and move on to planning the next step.

5. They don't plan their day, so they don't know when they need to train or rest

Planning is a very important part of setting goals because when there is an opportunity to make progress then it's important to take it. Taking a rest prevents burning out.

Burning out is a very common problem that lots of people have, so with proper planning and a disciplined approach to your training, you'll be able to prevent this from happening.

For example, why is planned rest so important? The point about planned rest is that if you stop for every little thing, then you're going to burn out and lose motivation.

If you're planning your rest days, then it's much easier for you to make progress in the long run.

Find out what's causing the fatigue in the first place.

A tactical break can be useful to refresh your mind and body.

By keeping a log, you're able to see how your progress is coming along, and you can look back at a time in the past when you struggled so that you know what it's like to go through the process of setting goals and making progress.

Why do you procrastinate?

"I'll start doing that on Monday." How many times has this elusive statement been uttered by you? You always want to start doing your goals on Monday, but you never do. Procrastination is a problem that a lot of people face.

Those who procrastinate often don't have a discipline issue. They're just afraid of failure, so they put things off because they don't know how to handle them.

Solving that issue can go a long way toward helping you with your goals.

If you have a discipline issue, then you'll never be able to stick to the things that need doing, so the first thing that needs to happen is for you to discover what is causing your procrastination.

Let's start with finding out why we procrastinate, even when we already know that it's wrong for us to do so.

The first reason why you might procrastinate might be because you don't think that there's a point to doing things.

You may be convinced that nothing is going to change, and while this isn't always true, the fact is that some days will turn out to be a waste of time.

We may believe that the juice won't be worth the squeeze, and this may, in turn, cause us to procrastinate.

If it's a lack of motivation, then you might want to try writing out a list of benefits that come with achieving your goals.

If you don't know what your goals are, then you need to think long and hard about what they should be.

You also need to make sure that they're specific and something that you can achieve.

Even if it's a single step forward is better than standing still.

You might be procrastinating if you're too scared to start a new venture. If you're not sure if you can achieve your goals, then it's much more likely that they'll fail.

Fear is the worst thing that could happen to you, so take this opportunity and make the most of it. Don't let fear hold you back from making progress in your life.

A lot of people can be afraid of failure because of all the negative stuff that has been said about it over the years, but in reality, failure happens to everyone at some point.

It doesn't mean that your life is about to come crashing down around your head forever afterward—it will just mean that things might feel like they've changed for a bit.

We forget that we can be successful if we put our minds to it.

If you're having trouble with procrastination because you're afraid of change, then you should try to make changes that are small enough for you to handle.

Trying out a new recipe might not seem like much, but it can teach you what changes you need to make to become a better person and eventually develop into the kind of person that others aspire to be like.

The only way that we can overcome this issue is through reflection and self-awareness, so if you're already having trouble procrastinating on important things, then look at what's going on inside your head.

The way that you describe procrastination is that you often put things off because you have a lot of other stuff that needs doing at the same time—and it's true.

So, if you're looking for ways of making things easier on yourself then try putting other tasks aside for a little while and work on what takes up most of your time.

With a few changes, you might find that your time management skills improve drastically.

Distractions — like the cell phone, the internet, or television - are a big problem for many of us who are struggling to stick to our goals.

These things can be against the purpose that you have set out to do, so if you want to stick with a task that needs more discipline, then try getting rid of distractions in your life.

Don't think that it's something that's easy to do because it isn't, and in fact, it will take a lot of dedication and hard work on your part, but if you're determined enough, then you can do anything.

1. We procrastinate when we're about to embark on a difficult task

Procrastination is the mind's way of telling us that we have a mountain to climb.

There are several reasons why we avoid going ahead with the things that need doing, and it may be because we don't know how to do them or because they're hard for us to start.

Our fear of failure can stop us from starting anything new, but we need to be brave enough to look at what we need to do and figure out how we can get on with it.

It's easy to put things off if you don't know why you should start them, but once you know what needs doing, then you can move forward and start.

When you're about to embark on a task that is difficult for you, then the trick is not to sit there and think about it, because that's a surefire way of procrastinating.

You may think that the task will seem easier when it's been done, but if it doesn't, then your mind will think that this task is hard.

2. We procrastinate when we don't have all the information that we need to proceed with a task

Have you ever been in a situation where you don't know how to proceed with a task that needs doing?

You need all the information that you can get, and if you don't have it, then you might as well give up because things are going to get harder.

You need to keep meeting with people and asking them questions so that you can find out how exactly things work.

When you find the right source of information, then it'll be much easier for you to proceed with what needs doing.

This mostly happens when we're about to venture into something new—like starting a business, or trying to get fit, or starting a new diet, or learning a skill.

The first thing that you should do is to find out as much information about your task as you possibly can.

If there are people who can help you, then you should ask them for assistance because there's nothing more frustrating than not knowing what we need to do.

3. We procrastinate when we're afraid of failing

Failure happens to everyone at some point, and it doesn't mean that your life is about to come crashing down around your head forever afterward—it will just mean that things might feel like they've changed for a bit.

We forget that we can be successful if we put our minds to it. Sometimes, you may get caught up in this, but don't let it stop you from moving forward and putting in the effort to succeed.

The only way that we can overcome this issue is through reflection and self-awareness, so if you're already having trouble procrastinating on important things, then look at what's going on inside your head.

You might be procrastinating if you're too scared to start a new venture.

Exercise: What are your obstacles?

As we conclude this chapter, I have a brainstorming exercise that will help you discover the obstacles that may have been hindering you from your financial, social, relationship and health goals.

The goal of this exercise is to think through your obstacles and tackle them one by one. I recommend that you jot down the questions and answer them as you think of each one individually.

You can write these answers down on a piece of paper.

Question 1: Think of a time when you were successfully able to get past an obstacle.

What did you learn from the experience? _____

Question 2: What is one thing that you can do to overcome an obstacle? _____

Question 3: What questions do you have about the obstacles that are standing in your way of achieving the goals that you desire? _____

Write them down and try to find out as much information as possible.

If there are obstacles that prevent you from moving forward, then take time to discover ways around them and move forward.

The sooner that you can determine what needs doing, the sooner that you'll be able to conquer any problems or issues in your life and move forward towards success.

Question 4: How do you normally react after you have had a setback? _____

Question 5: What does "Failure" or "Regret" mean to you?

Question 6: How do you feel when you think about the obstacles in your life? _____

You can do this exercise as many times as you need to for it to stick and become a part of your life.

You will have to fight against the things that hold you back from progress, but by overcoming these obstacles and working hard, you'll be able to overcome almost anything that stands in the way of your goals and dreams.

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CHAPTER 3: HABITS THAT BUILD EMPIRES

We do many things "without even thinking about it." Take driving, for example. We get in the car and we drive it to work or school.

We do this as if this is a natural occurrence. When we are about to engage in a particular task, our brain does not produce any kind of thoughts about how to go about with it.

We simply engage in it.

We do the same things when we are pursuing our goals, except that there are certain steps that we can follow or certain habits that we can develop which will make things much easier for us.

Habits are like an invisible force that drives us to get things done.

We cannot really see it, but it's there.

It's a force that is always guiding us towards our goals, helping us to deal with problems, and always reminding us of the commitments that we have made to ourselves.

Steps towards success are often very gradual and only experienced when we start developing the habits that surround the process of meeting our goals.

What's a habit?

How do we know that something is a habit? A habit is basically a pattern of behavior that we have engaged in so often that it's become instinctive in our behavioral response to certain stimuli.

This includes everything from what you eat for breakfast to the way you brush your teeth. These habits don't require us to think about them before we do them.

They simply occur as part of our normal routine. Habits are things that we repeat again and again until they become part of our lives.

They're things like brushing your teeth, taking a shower, getting dressed, checking the mail, and eating meals at specific times during the day.

The role that they play

Wouldn't it be annoying if we had to think about what we were doing every single time that we did it? Fortunately, we don't have to because our brain has taken care of the bulk of this for us.

Your brain can set up habits that will make your life much more convenient because it frees up energy and resources in order to deal with more important things like the development of skills and knowledge that can help you further your goals.

What's more, is the fact that when we start developing new habits, it gives us a sense of comfort and satisfaction. It's "invisible," but very powerful.

The subconscious mind is constantly monitoring your actions for clues about whether you are doing things correctly.

So habits serve as a type of internal guidance system to carry out the activities that were intended for you by the universe, and if it becomes difficult for you to find the time or energy to do them,

Chances are that there is something wrong with the habits which you have in place, and they need some attention.

Habits are crucial to achieving goals. This is how they help us to improve our quality of life, they help us to rock up to places on time, they give us a sense of stability and security, and they are ultimately even a type of therapy for the mind itself.

They contribute to success by:

1. Reminding us of the things that truly matter

A habit of gratitude for the little things in life will remind you to appreciate the good things that happen in your life.

It's one of the best ways to achieve happiness as it sets up a positive cycle that ensures that you focus more on what you have rather than what you don't have.

2. Helping us to lead a healthy lifestyle

When we engage in a habit like cleaning our teeth right after dinner, then chances are that we're going to develop another habit by engaging in something beneficial like going to bed early, sleeping well, and eating healthy foods.

These habits will contribute to a better balance of the mind and body, which equates to a healthier lifestyle.

3. Help us to be more productive

Habits are helpful in that they help us to spend less time involved in tasks that don't really serve any purpose or value because they are not contributing to our goal in any way.

This can free up time for other things that are important, like studying for exams, completing assignments, writing papers etc.

4. Give us a sense of accomplishment

When we develop the habit of exercising at least twice a week, we start developing a strong psychological attachment to it.

We feel good when we go to the gym, when we eat healthy foods and when we get a solid night's sleep.

We develop an internal pride of accomplishment that pushes us to continue doing these things.

5. Make us more efficient

The time that you spend on habits like studying and working out will be used in more productive ways, it reduces the amount of decision fatigue that you have to deal with on a daily basis.

You have less choice fatigue because your mind is not having to make as many decisions throughout the course of your day.

The decision has already been made for you, so this makes it easier for you to get things done without much effort.

Habits build on each other

Good habits build on each other, and they cause you to develop specific skills and experiences. When we exercise, we think better, sleep better, and have more energy.

We also have a sense of discipline that helps us to work harder during the day.

Good habits lead to more good habits.

Bad habits do the opposite. They build on each other, and they lead us towards making more bad decisions which can ultimately hurt our quality of life in different ways.

Staying up late, taking to drugs or alcohol, eating bad foods, not sleeping well, and being caught up in negative emotions are just a few examples of what can happen when bad habits are allowed to develop.

So, how do we find the time to spend on developing new habits? Easy! Just make some time for yourself each day by scheduling your new commitments and allowing yourself the freedom of choice.

Find little chunks of time that you can dedicate to things like exercise and sleep. Try not to over-commit yourself because it's going to be extremely difficult to stick with all your commitments if you're under pressure.

Anatomy of a habit

Each habit has three stages: the cue, the routine, and the result.

CUE is the trigger that kick-starts the routine. When you feel a craving for a cigarette, that's the cue to take out your lighter and have a smoke.

After eating a meal, your body tells you it's time for dessert, that's the cue to get up from your table and go fetch yourself some sweet treats from the fridge.

When you instinctively walk up to a vending machine and place your money in, that's the cue for yourself to get your candy bar or soda.

ROUTINE is the way you do something all the time. For instance, a habit of brushing your teeth might look like:

- get up at a certain time of day every day to go brush;
- touch your tongue after each stroke to check if you've missed any places;
- rinse and spit after each mouthful of water;
- fold your toothbrush back into its case after every use and put it away in a place far from where you keep other personal belongings.

RESULT is the reward that follows the habit once it has been formed into a routine. This can be anything from feeling proud of yourself because you've done something right to getting a high from the physical act of smoking or eating certain foods.

How to replace a bad habit with a healthy one

The golden rule is to observe the CUE. When you're about to engage in a bad habit, try to find a different way to replace it that is healthier for your body.

Argue with yourself. Challenge your original motive for starting the bad behavior.

When you start to feel a craving, ask yourself if this is really what you want to be doing right now or if there's another option that would make you feel better.

Consider other options like playing video games, listening to music, or even taking up yoga instead of smoking.

Take some time out of your schedule and use it to practice the healthier alternative and see how you feel when the craving passes.

The CUE is a visual reminder for yourself to take the healthy route. This puts you in a state of mind to make good decisions instead of bad ones.

How often should you change the routine?

When you feel a craving and start considering the unhealthy alternative, try taking 25 to 40% of your time each day and up the intensity level that much if needed.

After a few weeks, you'll start to function better without the bad habit, and then it's time to change the routine again to go back to the initial level of intensity that got you there in the first place.

Cue replacement works best when it's automatic and instinctive, so don't rely on willpower alone to stop yourself from engaging in bad habits.

That won't work for long before your cravings come back ten times worse than before because of your lack of preparation. The most common cues to undesirable behaviors are emotions like anger and boredom.

How to make it easier to replace a bad habit

Some cravings cannot be stopped. The only thing you can do is learn how to cope with them. When you feel the urge for a cigarette, try taking a deeper breath in and out through your nose.

This will help your body relax and get some fresh air into your lungs.

It will also give you the time you need to let the craving pass without having to engage in bad habits that are unhealthy for your body and mind.

If you're feeling really down or angry, try doing some exercise instead of going out drinking or eating bad foods or watching mindless TV programs.

If you're feeling really sad, frustrated or just plain bored, try doing some breathing exercises or yoga to help you get through the low moments.

Whatever your bad habit is, find an alternative that works for you and then make it into a routine. You'll be surprised by how well it will work for you in the long run.

Doing this takes practice and patience but once you're able to break free from bad habits. completely.

Start forming new healthy ones like exercising regularly and eating better, your quality of life will improve dramatically, and you won't regret it!

Essential habits for success

Irrespective of whatever goals you may be targeting, the habits we'll discuss below will empower you to reach them in a much shorter amount of time.

1. Get enough sleep

Many studies have shown that people who do not get enough sleep tend to be irritable, anxious, and distracted. A

This is essential for the consolidation of memories and retention of information which are vital for getting good grades in college or at work.

REM sleep has also been linked to the release of neurochemicals that boost mood while increasing alertness and cognitive function.

That's why you should make it a habit to schedule your sleep time even if you do not feel tired.

2. Exercise daily

A lot of people complain about their lack of endurance, energy, focus and motivation without realizing the most likely culprit—lack of exercise.

You do not have to be a hardcore athlete for this to work for you. Even a simple 20-minute walk outside every day will help you improve your confidence, relieve stress, release endorphins in your brain and help you increase flexibility and strength.

Which will prove to come in handy when climbing stairs or doing more physically demanding things like running or biking.

3. Eat breakfast every morning

Breakfast is the most important meal of the day. It provides your body with everything it needs to function properly in the morning while also jumpstarting your metabolism.

Eating breakfast will also help you avoid mindless snacking throughout the day, which could ruin your diet and weight loss goals.

Ideally, make sure you eat a balanced breakfast consisting of at least 5-6 small meals throughout the day to boost your energy levels.

Preferably, eat nutrient-rich original whole foods instead of high-carb junk food because this will boost your mood and stave off cravings for unhealthy junk foods much better than sugary candy or processed cereal bars.

4. Meditate every morning

Meditation has been shown to improve focus, concentration, self-awareness, and learning. There are many techniques that you can use to meditate, but personally, I prefer the simple technique of focusing on your breath.

Sit comfortably with your legs crossed and take a few deep breaths in and out. Think about the air going into your lungs from the outside, traveling down into your stomach and then back out again.

You can also download meditation apps to get started if you don't feel like doing it manually.

5. Do something creative everyday

Doing anything creative every day is a terrific way to boost your creativity, sharpen your focus and enhance your mood.

By freeing your mind, you'll also become more productive in everything that you do.

Make sure to choose something that makes you happy because the last thing you want is to get bored by doing things you don't like.

6. Be grateful every day

Being grateful can boost your self-esteem and make you feel happier because it will allow you to appreciate what you have while also putting a smile on your face when things around you aren't going so well.

Research has shown that people who are grateful are happier and healthier than those who aren't in both mental and physical health.

Appreciating what you have will also help make you more content with your life rather than wishing things were different.

7. Practice compassion every day

Practicing compassion is one of the most effective ways to build yourself up and remind yourself of how strong and capable you are even when things aren't going so well for you.

Being compassionate also helps you connect with others in a more profound way, give back to the world and remember that we're all in this together.

If this sounds too difficult to be practiced on a daily basis, make it into a game by watching news headlines every day before going to bed and picking out at least one good thing that happened that day.

Habits, Routines and Rituals working together

We've seen that a habit is defined as "a settled or regular tendency of behavior or attitude."

A routine is "a series of actions or operations following a definite pattern in procedure."

And a ritual is "a prescribed formal procedure to be followed in daily living."

So, which one of these three can help you the most?

The answer is: all three.

To really get the most out of your new healthy habits, establish routines and rituals that support them, so you don't break them.

A good example would be combining a morning meditation routine with an evening meditation ritual, so you're able to carry on with your daily meditation practice for longer periods at a time.

Here's an example of how you can combine all three for a morning routine that is healthy, simple, and easy to follow:

5.19 am: Wake up and have a glass of water with lemon.

6.30 am: Eat a healthy breakfast consisting of whole grains, protein and vegetables.

7.00 am: Set alarm for 15 minutes ahead (so your mind is still groggy). Meditate while focusing on your breath until the alarm goes off again 10-15 minutes later.

9:00 am: Exercise (run or walk depending on your preference).

10:00 am: Eat breakfast.

11:00 am: Write down tasks for the day.

2:00 pm: Take a 10-15 minute break.

4:30 pm: Take another 10-15 minute break.

6:00 pm:

Get ready for bed by washing and tidying up your room and getting ready for the next day ahead of time.

So you have time to empty your mind and relax before going to sleep or showering (if necessary).

7.30 pm: Get into bed (if you're a bit late, it's okay because you already had a good 15 minutes of meditation in the morning).

The secret to mastering your habits, routines and rituals is to make them as simple and easy to follow as possible.

If you can master this, you'll be able to stick to them for a long time and reap all of the rewards that come from living a healthy lifestyle.

Conclusion

Mastering yourself isn't going to be easy. But if you apply these principles in your life, you'll definitely make progress towards doing that.

Remember: it's not about becoming perfect. Just make progress and enjoy the hell out of it!

Achieving your goals doesn't happen from one moment to the next but it is an ongoing process that takes time and patience.



CHAPTER 4: GOALS

Fueling your passion

Why do you want to become healthy? What is the purpose of your journey?

Maybe you want to look better for the opposite sex, feel more attractive, get rid of joint pain or improve your overall health.

What about being able to run for longer, lift heavier weights, reduce body fat, and gain muscle mass?

Why do you want to attain financial independence? Or to be able to make a bigger impact on the world?

Or even to travel the world and experience different cultures for extended periods of time?

Do your goals have anything to do with any religious or spiritual belief that you have? If so, how does that help you attain them?

What are your values and beliefs as a person?

Think about why you want these things.

You might need to remind yourself of why you want them or explore what it is about these things that turn you on.

If they're not clear, try writing them down as a way of making them more tangible, so it becomes easier for you to think about and communicate with other people who are also interested in helping you achieve your goals.

An exercise on finding your why

The goal of this exercise is to remind you of why you want to achieve certain things in your life. Pick something that's important to you and ask yourself the following questions:

1. What do I want to achieve?
2. Why am I doing it?
3. How will I know when "we" have achieved this goal?
4. How will it benefit me and others?
5. What is my motivation behind achieving this goal? Do I derive satisfaction by succeeding or failing or both?

If so, how much satisfaction do I get out of succeeding, and how much satisfaction do I get out of failing (if any)?

6. What is it about this goal that makes me so excited and happy that I can't wait to achieve it?

These questions will help you uncover some of the hidden motivations and objectives behind your goals.

Asking yourself why questions to find out the real reason behind why you're doing them will help you determine if they are aligned with your values and life goals in general.

How do your actions reflect who you are as a person?

When we talk about success, we're usually referring to something materialistic and often monetary – buying a bigger house, having more money in the bank, or owning more cars.

However, with regards to health and wellness, there's so much more to consider when striving for success than just physical appearance or financial compensation.

Of setting goals

After you've found your "Why," you need to set goals that will help you achieve what you want. A goal is a map that guides you in the direction that leads you towards the thing you've set out to achieve.

Knowing the direction, you want to travel in is half the job. Once you have a map of where you want to travel, it's time to start traveling toward your destination. A map acts as a compass guiding you in the right direction to follow.

It will take you a while before you put some goals on paper, and that's fine. You'll probably change your mind as time goes on.

Goals that are written when you're not fully committed to improving your life can only bring frustration and demotivation as time progresses.

If you feel like your goals are being tested, then re-evaluate why they're important to you and ask yourself if they really mean anything to you at all.

If the answer is "yes," then it should be easy for you to make a commitment to them again.

How setting goals leads to achieving them

There's a link between the two. When you set a goal and make a commitment to it, you are ensuring that you are focusing on what you need to do and that you're doing it in the right way.

You may have heard of the saying "You can't be focused if your goals aren't clear," and this is exactly what is meant by it. If your goals are not clear, then there is a greater chance that they will not be achieved.

Setting goals also involves setting small and attainable objectives that will help you a lot in achieving your "why," the reason why you want to improve yourself or even for financial reasons.

The easiest way to do this is to break them down into smaller goals.

There are lots of reasons why you should break down your goals into smaller, less intimidating objectives.

You will find it easier to attain because smaller achievements give you the sense that you're getting somewhere.

There will be a sense of progress, and this can provide the motivation for you to keep going.

The best news of all is that once you've achieved one or two small goals, you will be confident enough to start on the next big goal because your confidence level has increased.

The excitement of achieving small goals can also serve as a motivator to keep going.

The desire to achieve and the happiness you feel when you have achieved it will motivate you to take the next step towards your goals. All these things combined combine to help you achieve what you want.

Achieving your goals step by step

Maybe setting small, attainable, and measurable goals has been enough for you in the past, but what happens when nothing seems to be happening, or all your efforts are going down the drain?

Like most people, I've been there myself, and this is why I think it's important to look deeper into why we're pursuing our goals in the first place.

Are we really sure that our goals are important enough to us? Are we holding on to them for the wrong reasons?

Are we truly committed to achieving them, or are we seeing it as something that's not worth the time and effort?

If our goals are important to us, we should be willing to do whatever it takes to achieve them, even if it means giving up some of the things in life that seem so important.

The only reason why people go on diets is that they want to lose weight.

If they don't want it badly enough, they will find a way of satisfying their cravings and taking a break from their diet.

Setting SMART goals

You will need to break down your goals and objectives into SMART goals. A SMART goal is something that's Specific, Measurable, Attainable, Realistic and Time-boxed.

SMART goals can be summed up as something that is:

1. Small and measurable

They are small and very easy for me to measure. If I can accomplish a task in an hour or two, then I know that it's not much of a problem, especially if it's something that is worth doing.

If I do break down my goals into smaller, less worrisome objectives, then I will have more motivation to get started on them.

Also, if they are too large, then they can seem daunting, which can be off-putting and demotivating.

2. Achievable

When goals are set in the right way, they are achievable. They should be challenging at the same time but doable at the same time.

It's important to keep in mind that we are humans and not machines. We will always be limited by our physical and mental make-up.

3. Realistic

Being realistic means that we should be able to achieve what we aim for with a reasonable amount of effort.

We are not going to attain perfection overnight.

There will always be some things that need extra care and attention but taking on a task and making it happen will motivate you to do more.

4. Time-bound

The benefits of setting goals can only come after you achieve them. Once the goal is achieved, there is no need to worry about it anymore because it will serve as a reminder of how far you have come to get where you are now.

The satisfaction it brings when you've achieved something will motivate you to do better next time around, which is why setting goals should be time-bound as well.

If goals are not time-boxed, then they will probably never be achieved because you'll feel like you don't have enough time or energy to really pursue them properly.

This is why it's wise to divide long goals into shorter ones, so the different parts can be completed in a timely manner without us getting overwhelmed or forgetting about them altogether.

Reassessing your goals

How often should you reassess your goals? There is no time frame for setting goals, but I would suggest doing it at least once a week.

Reconfirming them can help you stay on track and remind you of what you want out of life.

If you could see yourself achieving it in a certain amount of time, does it still seem worth the effort?

If not, then maybe your mindset has changed, and that's okay. It just means that new goals need to be set.

However, if your goal still holds value to you, even if it takes longer than expected, then maybe you need to rework on something else that could help speed up the process.

Here's why you should be reassessing your goals often

— It's a self-correction mechanism

Wouldn't it be great if you could spot that you're not moving in the right direction before it's too late?

If you don't take the time to reassess your goals, then you will be at risk of going off track and falling by the wayside.

A goal that has become irrelevant can be changed, so it's relevant again.

If you're struggling to find a goal in life, maybe you have felt unsure of which direction you should take.

If that's the case, then evaluating what you want out of life can bring clarity and focus.

— It will help you set better goals

Reassessing your goals is a good way to keep things fresh in your mind.

During this process, any new thoughts that come to mind need to be written down.

Reassessing your goals will make you look at them with a more critical eye, and it will provide the opportunity for you to either change or add more goals based on what you have learned through your reassessment.

It's easy to get caught up in things and forget about the importance of reassessing your goals.

However, I don't think that you should start when it's too late, so it's better to do this sooner rather than later.

Reassessing your goals will not only help you build confidence and self-esteem but also make you feel good about yourself as a person.

Reassessing your goals will be as good as writing down what matters most to you in life. You will have the opportunity to make changes to your goals or add new ones based on what you now know is important to you.

— It's a way of reminding yourself

Goals are made to remind us of what we want out of life. In the busy and often confusing hustle and bustle of modern-day living, it can be easy for us to lose sight of what we need to do in order to achieve our goals.

Having a reminder in the form of a written goal or vision statement can help us keep focused on what needs to be done even when we're not looking.

By keeping our goals in sight, it's easier for us to stay motivated even when we're struggling with something.

It's easy to lose the drive and inspiration we once had, but the reminder of what is important will help us keep going.

— It can boost your confidence

Goals are hard work. If they weren't, then everyone would have already achieved what they wanted out of life.

If you have been setting goals that are time-bound and small enough to be achievable, then you should now be feeling positive about yourself because you have finished at least one goal successfully.

The first goal that you accomplish will boost your confidence and make you feel good about what you're capable of.

You will have the opportunity to build on that by reassessing your goals, which will provide you with a clearer picture of what you want and how to get there.

Achieving goals give us opportunities not only to succeed but also to help others succeed as well. They create possibilities for us and can make us believe that anything is possible.

When you have your goals in view, you will have the opportunity to be more kind, generous, and helpful.

Your goal should be something that inspires you and make you proud of yourself.

Keeping your eyes on the prize

You will face many obstacles on your journey to achieving your goals, so think of these as opportunities to help you to achieve what you want.

There will always be tough days when you feel like giving up, but it's always a good idea to keep going no matter what obstacles get in your way.

If you don't have the strength or the motivation, then maybe your goals are not focused on the right thing.

Your goals should be inspiring and motivating because that is how people who work towards them will feel about their work.

Their effort will be rewarded by others, and there is nothing more rewarding than that feeling! It's important for us to set small but achievable goals as well as big and ambitious ones.

How can we remind ourselves to stick to the plan even when things get tough?

These tips should help you if you are worried about how to reach your goals.

— Stay positive.

Try and find the good in everything that happens to you. If it's not a bad thing, then make it a good thing! Let's say that you've been hitting the gym religiously for three weeks, but the scale doesn't show any results.

One day your friend suggests going to the cinema instead of to the gym and you feel like giving up. Before you head out that door, stop and think about how much of a difference going to the gym for three weeks has made for you.

If you haven't noticed it yet, then how will it look in a month or six months? It's so easy to just let yourself down with negative thoughts.

Always remember your goal and make sure you are motivated to achieve it. Ask yourself, "why?" If you're doing something for a reward or because you're doing it for somebody else, then maybe that reason is not the sole reason for why you do it.

How about if it was because you wanted to do something?

That's more like the reasons we should look for when setting goals for ourselves!

Once we've got a good idea of what kind of rewards we hope to achieve from our goals, then set those as rewards.

Positivity is important when we set goals because it helps us to stay motivated and reach them.

No matter what, you will have bumps in the road along the way.

Instead of feeling like a failure, try and take this as an opportunity to learn something new about yourself or how to improve yourself in some way.

Everyone goes through setbacks and sometimes, it can be fun to leave things behind for a while and go down a different path.

But as long as you are working towards your goals, you should always keep going, even if there are times when things look like they're getting you down or confusing you.

You never know what you're capable of until you start asking yourself, "why?" and "how?"

— Be thankful—even for little things.

Look at all the things that have gone for the better in your life recently and be thankful for them.

Having a nicer house, getting a good job or finding someone to be with for life.

When you are thankful for everything that has happened in your life, then you will be more motivated to complete the tasks in your life.

You will feel like you deserve all this because you have gone through so much hard work and effort to get where you are today.

Being thankful is an attitude that should be spread around by everyone.

People have got it so wrong by only focusing on the bad things they've seen or what they've lost in their lives—when only it's a part-time job and not a million-dollar investment!

The more grateful we are for everything we have, then the happier we become.

Even when things don't go the way we want them to, there's always something in life that can be a reminder of how many blessings we have right in front of us.

Gratitude and positivity will help you achieve your goals because it makes you feel amazing!

— Find someone who is more passionate about what they do and look up to them as a role model.

Realize what makes them different from others, keep this information close to your heart and remember it when you are feeling down or overpowered by circumstances.

Take that passion you have for working out, for example; share it with others and encourage them to do the same.

When you have a good friend or a colleague who is motivated in your chosen field, it can be inspiring to hear what they say or do.

You will be able to use their words as motivation, and you can give them advice when they need it too.

There's nothing wrong with being inspired by someone else, and if that person is interested in what you are doing, then that's an even better thing!

Remember, real happiness does not come from getting what you want all of the time. It comes from doing your best and being happy for those who do their best too.

— A support system

Even if you feel like giving up on your goal, there is always someone else who will be there to encourage you.

Friends and family can be a great source of motivation for us, but sometimes we only think of them when we have achieved something or when things have fallen apart.

They are often busy with their own lives, and it can be hard to keep in contact with each other, so it's important to remind each other of what they are all working towards together.

Always tell each other that you love them, and this action will help to bond you more closely together in the end.

Something I have learned from personal experiences is that we all need someone who will give us a pat on the back and say, "well done."

It doesn't matter if it's for something we think is "easy," because sometimes even the easier things are harder to achieve.

When you have people in your life that believe in you, it will make all the difference in how much you succeed.

The people closest to us are often our greatest motivators because they know how hard we're trying, and they know how much we want to achieve this goal—even if it takes years.

— Learn from mistakes

There are no two ways about it—you will make mistakes when you start up a new fitness lifestyle.

This is normal, and you can learn from those mistakes to become a stronger person and more motivated and confident in the long term.

When we have an idea of what has happened before and know what to do next time, we can then move onto bigger or more successful tasks because when we will be better prepared or know exactly what to do.

— Relieve stress and anxiety by planning.

Think about what your goals are, write them down and keep them somewhere safe to look back on at any time.

Then when you feel stressed or anxious about reaching your goals, imagine how proud you will be if you achieve these things.

Look back on all the advice you've got so far and use it to help make your plans in order to accomplish your goals as quickly as possible.

It may take time, but with a bit of effort, you can do anything!

Always remember that the worst thing that could happen is that it won't work out.



CHAPTER 5: PRODUCTIVITY

Being "busy" and being "productive" do not always go together.

Most people think that more is better when it comes to busyness and being productive, but this is not necessarily the case.

In today's world, we are always looking for an instant way out of problems, and sometimes this can lead to procrastination, or worse—things going wrong.

Instant gratification is not something we should strive for in life because there is no acknowledgment of what hard work it takes to achieve that which we really want.

If you do not try, then you will never know if your current plan is working or not. You're never going to get any feedback on it unless you follow through and do it.

If a plan isn't working, then why be so set on doing it? This kind of "try hard but give up" attitude will only lead you to worse results than when you first started out.

The point of prioritizing productivity and having an organized schedule is so that when you do get a chance to relax, everything is ready and waiting for you to act.

Productivity isn't about clocking as many hours as you can. It's about having a work schedule that you manage and stick to.

You want to be organized so that everything you need is ready for when you get home from work or classes after a busy day at school or university.

Being productive can be achieved with anything, but the more people try to make it happen, both at work and in their personal life, the more productive everyone can be.

Having a clean desk in your room will help you to be more organized because it means that everything won't be cluttered up with stuff that hasn't been put away neatly.

In this chapter, we'll look at ways to be more productive and efficient at work and at home.

But before we get to that, let's see what differentiates being busy from being productive.

— When you're productive, you're focused on the things that really matter

Productivity is what happens when you're focused on achieving something.

When you're busy, you might be doing a lot of stuff, but there will be a lack of motivation for it.

When you put off tasks or don't complete them, then the motivation is lost, and you will likely be left wondering why you thought the job was so important in the first place.

That's not how it's supposed to work, though—if you have a goal in mind, then it needs to stay at the forefront of your mind until it's accomplished (or at least almost accomplished!).

— When you're busy, you still get distracted by other things

Being busy has become a badge of honor in today's society. But it could be that you're doing so much that you're not getting things done well.

— When you're productive, you can focus for longer and get more done

This is because you are being productive and focused on one specific thing to the point where nothing else matters.

There are subtle differences between being focused and being productive, but the end goal is always the same: get stuff done!

And if priorities aren't set correctly, then nothing will get done, we need to be effective at prioritizing our tasks and not wasting time on unnecessary ones, which will only put us behind schedule.

Waking the work horse in you

I'm sure you've ever had a burst of productivity where you were smashing targets, getting stuff done, and then they suddenly disappear.

We all deal with periods where we have to do the work that nobody wants to do.

When dealing with tasks that are not very fun or rewarding, one way to help is by thinking about the outcome or result of it all.

If you know that a task or project is going to give you greater rewards in due course, then this will make you more productive overall.

In this section, we'll be looking at a few things you can do to get back on track on those slow days when you just don't feel like getting stuff done.

– Start small, but aim big

It's easy to get focused on the big goals, which will take far longer than you'd like to achieve, but small wins are what keep us going day by day, and this is what we need to be focusing our efforts on.

You don't have to beat yourself up if you don't manage to do all of your tasks or finish everything that has been set out for you.

Keep doing it! Even if the result is incomplete, it will still help you realize that you are doing something productive (and big wins will always happen later on).

Start with the 'easy' tasks /pieces of work that you have to do today and gradually work your way up.

Remember, you don't have to do everything on the list, but take what you can do, delay the rest, and keep at it.

Breaking down huge tasks into smaller chunks can be a lot easier to overcome than trying to tackle them all at once.

Big goals are something to aim for, but in reality, these things take a lot of time and usually don't end up being completed on time.

This is why it's better not to aim for huge goals or half-finished projects.

Instead, break these down into smaller, more manageable pieces- for example, start off by only completing two or three of the seven sections of your assignment.

If you don't complete them all, now then you will have to do them later once you've finished the assignment, but this means that you still get something out of it now.

Let's say that you want to start reading a book, but you haven't got it yet.

You could just start by reading Chapter 1 and then stop when you've finished it.

You can see that you are getting something out of it because the next time you sit down to read the entire book, you will be able to read more advanced material without having struggled through the first chapter.

If this is too much work, then do what I do:

I read a chapter here and there when I have time for it or whenever I need to refresh my memory about certain aspects of something that interests me.

If you want to start a business, for example, you could break down this goal of starting a business into:

1. Developing a business plan.
2. Researching or advertising your business idea.
3. Identifying the right kind of business to start (something that you've always wanted to do).
4. Scoping out finances, working out the best way to go about it and creating a basic marketing plan;
5. Explaining your product or service in detail and then promoting it via social media and other promotional channels (e-mail lists, making calls etc.);
6. Enlisting a team/partners to help you with this project/agency.
7. Building your initial client base (by creating a website and setting up exclusive marketing pages that you can use).
8. Adjust the marketing of your business to suit different audiences and social media channels;

9. Providing customer services and gaining feedback in order for you to improve the product or service (for example, giving a presentation before an audience or watching customers use it in an actual environment).

10. Working with a graphic designer /social media specialist/market research expert to create visuals to support your message throughout all ten points on the list above;

11. Develop a communication strategy that you can use to keep in contact with your clients, staff, and suppliers as well as others who could be helpful (other entrepreneurs, people you meet on social media).

– Keep a productive mindset

When you're feeling tired or busy and put off doing things in your free time, this leads to a sort of mind-paralysis where nothing gets done because there's too much going on in your head.

In order to combat this, you need to trick your brain into thinking that you're doing something productive even when you're not.

If I have some spare time before bed, but really don't feel like working on a project or task that I need to do.

I usually use it as an opportunity to 'plan' or describe what I will be doing the next day.

This is great because even though you're not doing anything productive right now, your mind feels like it is.

It's basically telling yourself that you are going to get started on something the next day.

This hack will work wonders if you work in a job that requires you to do a lot of these things.

For example, I am constantly 'planning' my days and always need something to move on to once the tasks I have been assigned are complete.

Try and make sure that when you're feeling tired, you spend some time thinking about the things ahead of you and what your goals are for the upcoming week/month/year.

You can do this by writing them down, arranging them in order or just having them around as an idea of what you'll be doing throughout the rest of the day.

In addition to this, you can practice (and apply if you want) the 'someday' principle.

I use this all the time.

For example, if there's a task that I really don't feel like doing right now (even though I know that I will feel really good once I've done it), then I tell myself that I'll do it 'someday'.

This spurs me on because every time I think about how much more productive/successful/happy my life would be if only do X or Y, then this gets me to make a start on them.

– Prioritize the to do's

Once you've broken down the big goals into smaller, more manageable pieces and are actually doing them, then you need to start prioritizing what needs doing next.

This is where your brain will automatically come up with a list of things that need to be done, and this list will vary

depending on the amount of time you have available and what's important to you.

This is where your own personal goals will take over because if all the tasks are just pushed through, then there won't be time for anything else.

This is why it's important to break everything down before you start.

For instance, choose between doing tasks that build on your long-term interests (learning a new language, taking meditation classes or reading business books) or things that help you with developing the short-term goals that are the most important to you.

It's up to you.

However, it doesn't matter if your tasks fit into either of these categories as long as they are still important and need doing.

If you've decided what needs doing next, then do it, but if not, then do whatever seems most interesting at that moment in time.

Having a to-do list is a great way to force yourself to prioritize the things that are the most important.

You find yourself working on things in order of importance, and this is what will make you successful.

– Talk yourself into it

If you've never been motivated by short-term goals, then perhaps you have always been motivated by something that's more than just your own gain (i.e., pursuing your dreams or learning more about the world).

Even if this is the case, then you need to find a way to talk yourself into these things and make them seem more important.

The reason behind this is that everyone needs some sort of reward for doing the work.

This can be social (gaining popularity), financial (earning money for your family/business) or just a little pat on the back from yourself (feeling good about what you've achieved).

If there's no reward, then nothing will get done.

This doesn't mean that you should force yourself to work on something just because it gives you a reward, but instead, look for the things that really give you rewards in order to get motivated.

The pareto principle: Doing the things that actually matter

In 1896, Vilfredo Pareto noticed a very interesting thing about people and their finances.

He noticed that 80% of the land in Italy was owned by 20% of the population.

With research, he found out that this pattern actually held true for many things: 80% of the fish in the sea were caught by 20% of fishermen, and 80% of Sicily's exports went to 20% of its market.

In fact, this pattern is so common that it's now known as 'The Pareto principle' and explains why 80/20 breakdowns are so common:

1. 20% of people will use 80% of your services or products
2. 20% accuracy is enough to solve most problems
3. 20% of your time will give you 80% of the results
4. 20% of your actions will generate 80% of the desired outcome

The important thing that you can take from this is that in order to make progress, then you have to identify which 20% is actually important and focus on that.

This way, you can use the other 80% for anything else that's not important, and this will free up a lot of time for you to work on building/improving your business.

In this section, we'll talk of ways to focus on the 20% of the actions bringing in the biggest rewards (because this is what you should be doing).

Start by picking your battles. Decide what's important and concentrate on that.

There will always be other things that can be worked on, but what's most important?

Is it the products that you're selling, or is it the way they are being sold?

Is it the rate at which you're selling your products or is it the quality?

Is it marketing your website, or is it hiring a new salesperson?

If you want to obtain financial independence, should you first focus on getting out of debt? Is diversifying the investments the best way to go about it? Is it better to get a second job?

This will depend on your goals but starting to work out what you should be doing first is the first step.

Take a look at your priorities, wiggle down and decide which 20% of tasks are important ones that need to be done. Once you've figured this out, then all the other tasks can be done in any way that feels necessary.

This way, you'll start working on the important things and leave the rest for now.

Focusing only on what's most important will take time but it will also help you eliminate all distractions and make progress in achieving your goals.

Once you know what to focus on, then prioritize these actions and make them happen. Block out time in your diary, sit down with a pen and paper and come up with an action list of things to do.

This way, you'll kick-start the progress and will stop procrastinating by doing the things that don't really matter.

Review your goals regularly.

Perhaps you've been working on your goals for a few months or years, and things are not going as well as planned.

This is okay because everyone needs some time to get used to working towards their goals, but it's important to review them on a regular basis.

The goal might still be valid, but it could also be that you aren't working on the right things.

As you review your goals, you may notice interesting trends. Are you spending too much time working on your website for example?

Is it time to get into another business? These are all valid questions and should be answered with future work plans.

When you review your goals and intentions, you may want to leave out some things that seem unnecessary.

The thing is, if all the important elements are left out in favor of other unrelated tasks, then they will be very difficult to achieve.

You may want to look at what's really important and not just the things that appeal to your ego.

You don't have to do everything on your list but instead pick the 20% that you need to do and then use these critical tasks as the focus for now.

Setting and keeping goals

In the previous chapter, we looked at SMART goals and how they should be set.

Before any goal can be achieved, it's important to start by setting and writing them down.

Without a way to measure your progress and measure the things that you need to do, then it will be very difficult to track your progress.

The secret is that when you write down what you want in life, it makes them more personal.

When you write things down as a goal, it can feel as if these things belong to someone else, but when you write them down as your own choices, it becomes much more real and meaningful.

It's also important that goals are written out regularly so that you don't forget about them or put off working on them.

If you only write down your goals once, that's it—then it will be very easy to leave them for another day.

If you write them down every week, then it becomes more like a ritual and will help you to concentrate on what's most important.

You'll also have an easier time setting goals when they are written out in front of you.

It's harder to change things in your mind than they are on paper so if you really want something to happen, then put it in writing and review these goals regularly.

Sticky notes are a good way to remind yourself of goals.

You can post sticky notes to your computer so that you can see them every time you're working, and then you'll be more likely to work on the things that matter most.

One of the best ways to measure progress is to review your goals, write them down and measure how much progress has been made towards that goal.

This way, you'll be able to see what actions are bringing in the results and which ones aren't working so well.

It's important not to give up but instead pick out the goals that are working well and double down on those.

Journaling your days

There are many ways to track your life, and one of the most popular is writing a journal.

By writing down your daily events, you'll see how your days have been going.

This can help you see what works for you and what doesn't, but it also forces you to capture the day in a particular way.

The best time to write about the day is after it's been over so that you can have a clear mind, but, when possible, it's better to do this at night before going to sleep.

This way, when your journaling session is over, you'll feel more relaxed, energized and will be able to get an early night which leads to better rest and more energy the next day.

When you revisit your journal, you'll notice some interesting trends in your life and may identify mistakes that are being made. It's important to review these mistakes and try to correct them as best as you can.

It's also important to journal in the morning because this will set you up for the day.

When you get into the habit of writing your thoughts before going to bed, then it will be easier to wake up in the morning and feel more motivated to undertake your daily tasks.

Taking responsibility for your situation

When things aren't going as we hoped, it's common to blame others or those around us.

We may blame our boss, our partner or friends, but ultimately, it's down to us to change our situation and make things work.

Taking responsibility for what happens in your life is important because it means that you'll be able to see the things that you could change.

Without taking responsibility, then we are destined to feel frustrated and will end up blaming others for our own problems.

It's easy to blame someone else for an event, a problem, or an unfortunate situation, but we can only take action when we understand why these things happen and how they happened in the first place.

When you take responsibility for your life, then it means that you have control over everything that's happening around you.

You can take control of your destiny, you can take control of your relationships, and you can take control of the little things in life.

It also means that you'll see things in a different way and will be able to make better decisions on a day-to-day basis.

When we blame others or ourselves for our own situation, then it's very difficult to change things.

If we know that something is broken but don't fix it, then it's easy to get frustrated at the situation, but when we

understand what might be wrong with our relationship or something else and then address those issues, then you'll notice that progress is made much more quickly.

When we blame other people, events, or occurrences, we're giving them power over us, and this is why we can feel so frustrated with the way that life works.

Instead of blaming other people, you should instead focus on learning how to fix something or change your situation.

In the end, you'll have more power over your life and will be able to control what happens in a better way.

Taking control of your situation also means that you don't need to blame others because they are part of the situation as well but instead see them as a person who has their own set of problems and issues.

When we understand the person, they are, and why they do the things they do, it's much easier to feel at peace with the world around us.

Boosting productivity

There will be slow days when you feel unmotivated, but by learning how to boost productivity, you'll be able to get more done in less time.

When we do better work in less time, then we'll have more time for other things and will naturally feel motivated to keep going.

These tips can help you to boost productivity, and they can make your day more interesting.

— Note it down!

It's important to create a note-taking system so that you have a place to write down ideas that you want to come back to later.

This way, you'll be more likely to spend time on the things that are most important, find shortcuts for writing down more information without having to spend too much time doing it.

Writing down ideas can also help you to structure your thoughts and to let things breathe so that your ideas are still fresh when you revisit them.

When it comes to note-taking, one of the best ways to make writing down ideas easier is to use a micro-notebook.

This way, you'll have a place for quick notes and jottings on the go because it's more portable than detailed worksheets.

When we review our goals and our life in general, then we'll be able to see what is important and what isn't.

This will allow us to take controlled action in the moment so that we can stop ourselves from wasting time on things that don't matter.

— Stop multi-tasking

Instead of multi-tasking, it's important to think about what you're doing and commit yourself to one task at a time. This way, you'll be more focused on the task at hand and will feel motivated to finish it.

When you're focusing on one thing without being distracted by other things, then you'll feel more energized, this is because when you focus on something, your mind flows with the flow, and will be more efficient.

— Try the Pomodoro Technique

One of the best ways to make sure that you're focusing on one thing at a time and not multi-tasking is to use the Pomodoro Technique.

This is a method that involves setting yourself a timer for 25 minutes and then doing only focused work until the 25 minutes are up.

When you're working for 25 minutes, then it's easier to forget about everything else and feel more motivated.

This will work if you have a lot to do or if you have something smaller and more manageable on your list of things to do.

— Remove distractions

While it may be hard to remove distractions, it's often easier than trying not to be distracted.

When you take a break from distractions, then it's much easier to get back into your work without getting distracted by something else.

This way, you'll be able to focus on one thing at a time, and this is why turning off the TV and the phone can be a good idea when you're focusing on work—keep your head in the right place.

When it comes to motivation, it's important to get your thoughts in the right place.

There will be times when you feel unmotivated, but these moments don't have to last forever.

Some people think that they're not good enough, others say that there isn't a point because something is already broken, and others are so focused on what they're doing that they don't notice their inner thoughts.

Instead of feeling bad about yourself or beating yourself up for your mistakes, it's much better to focus on what you can do next time instead.

In the next section, we'll be looking at how you can eliminate distractions at the workplace, how to simplify your life and how to make progress towards your goals.

Eliminating distractions

Social media, email, phones, and other distractions can be a problem when you're trying to focus on everything at once.

However, there are many things that you can do to cut down on these distractions and make it easier for you to succeed. Of course, not all distractions are bad and a distraction can be a great motivator.

However, they can also be a huge time sink or make it harder to act on things.

When you find yourself constantly looking at things that you know you don't need to see, then you're likely to find yourself frustrated because nothing is getting done.

I've found a few ways that I can avoid distractions—most of these involve removing these distractions from my life and focusing on the things that are most important.

Exercise: Procrastination free for a week

The goal of this exercise is to quit procrastination cold turkey. You will learn to think differently about your time and what is important to you.

You will gain an understanding of how to focus on the most important things in life, knowing that doing so will be rewarding.

Step 1: Think of all the things you've missed out on for the last week due to procrastination.

Think of the advantages you could have had by doing these things but missed out on.

Step 2: If you want to change, imagine that you did all these things today.

Imagine yourself in a brighter, more positive future where none of those missed opportunities are staring back at you like an anchor to your time.

Step 3: Make a promise that for the next week, you will not procrastinate. If you do, you must make a promise to yourself that the next day that you won't procrastinate again.

Step 4: Before each day's end, ask yourself, "Did I procrastinate, and if so, how much?"

If so, make sure to deal with any negative emotions or mistakes that your procrastination may have caused (I usually write a letter or call someone afterward whom I feel angry at.).

Step 5: Set strict limits on what is an acceptable amount of time to spend doing each task.



CHAPTER 6: TOOLS FOR A HAPPY LIFE

There's no guaranteed way to lead a happy life.

You could spend an hour every day in the outdoors, get your finances in check, have a crazy social life, spend time with the people you love but have no idea how to enjoy what you have.

The truth is that we're all different, and everyone will have different opinions on how they lead their lives. But this doesn't mean that there aren't any tools that you could use to live a happier life.

In this chapter, we're going to look at some of these tools that you can use to help yourself without spending lifetimes looking for yourself.

Positive thinking

The first step to living a happier life is to change your thinking and look at the world in a different way.

How you think will influence how you feel, and if you believe negative thoughts, then it will be much harder for you to succeed.

Instead of thinking of the worst, think of what the best could be.

Look at the world around you and see only the good parts and try not to focus on anything that could be upsetting or damaging.

Seeing the good in others means that you'll be more motivated to get to know them while also giving you a good feeling when you see them again.

Avoid negative words and even people who have a negative influence on your life.

If you need to avoid someone, then find other ways to communicate with them instead of avoiding them entirely.

When it comes to positive thinking, people often focus on what they believe they can't do while ignoring what they can do.

People tend to focus on their weaknesses and forget about the strengths that they have, but if you take the time to see both, then it'll make it easier for you to reach your goals.

Do you remember when we said that gratitude is an important thing to learn?

Appreciating what you have will allow you to look at what you've already achieved and how good your life already is.

To view things in a different light, try to find the positives in things that are usually not positive.

For example, you may be angry that your neighbor was nice to you, and then you had an argument with them.

What if they weren't really mean or as rude as you thought?

What if they smiled and greeted you?

Think about how nice it would be to say "hi" when someone is walking past or how good it'd be for them to stop and say hello to a neighbor or tell their children about a nice person.

These small acts of kindness snowball into something big, and it's these acts of kindness that can change your perspective on the world.

We view the world in black and white, whether that's a good or bad thing, but if you can see the gray areas, then you'll find that there are more reasons for happiness.

Positive thinking isn't just something book authors tell you to do, it's something everyone should be doing.

People don't realize the importance of positive thinking because they're too busy thinking about what they can't do.

Positive thinking is what allows someone to be an effective person on a daily basis and this is why I recommend it to everyone.

By focusing on the positives in life and accepting what we have as good things, we'll be able to start appreciating them.

Self-motivation

What differentiates a positive thinker from a negative one?

Positive thinkers don't rely on others to motivate them, while negative thinkers are easy to influence by others.

Positive thinking is all about being confident in yourself so that you can reach your goals, and it's important that you take the initiative and do things on your own.

This is what self-motivation means: taking control of your life instead of waiting for someone else to do it for you.

Your motivation comes down to making a difference in the world, and the better you feel about yourself, the more motivated you'll be to make a change.

We've all had bursts of productivity where we've worked on something for hours, and it feels like we've improved it a lot.

Without hard work, these improvements in productivity may never have happened, but if you're motivated, then you'll be more likely to stay focused.

If someone is trying to influence your self-motivation, there's no need for you to listen or give in.

Don't let them persuade you into changing your mind or just being persuaded by them.

Your goal is to improve your skills so that you can make yourself better and know that there's no time limit on improving yourself or achieving what's important.

When it comes down to it, if you work hard enough then great things will come from it.

Intrinsic motivation is when you're motivated because you want to achieve something that's important to you.

It's someone who has a positive attitude and wants to do things for the right reasons, so they feel good about themselves.

Intrinsic motivation is important because it'll be hard for anyone to motivate us if we don't have any desire or interest in what we're doing.

Intrinsic motivation's cool because it's something that anyone can have but it doesn't mean that you should rely on it too much or change your beliefs or values just because someone else told you it was a good thing to do.

To improve your self-motivation, begin to believe in yourself.

You have an important role to play in the world around you, and it's a good idea to take charge of it.

By being motivated, you'll be able to do things that you normally wouldn't be able to do, and this will give you more confidence.

One thing I've found works is to have a specific goal or goal that you're working towards.

Your motivations are what help you to stay focused on this goal until it's reached and when it is, you'll feel good about yourself because you'll have accomplished your goal.

You can also find motivation from other people who are doing something worthwhile with their life.

Learning about the struggles other people have gone through and how they overcame them can be great for your own self-motivation.

You can then use these as an example of someone who's motivated in the right way and do something similar with your own life.

Enjoying The Journey

The fun part of positive thinking is that when we want something, we want it now.

This puts your mind on overdrive and makes it hard for you to think about anything else but your goal. It's important to enjoy the journey.

Otherwise, you'll miss out on opportunities instead of working towards something that's worthwhile for you.

It can be hard to enjoy the journey, especially if it seems like what you want might not happen or that it took too long to get there.

The truth is that nothing good comes easy, and I believe that if people want to do something worthwhile, then they need to prepare themselves for a challenge ahead of them.

With this in mind, I recommend using those challenges and obstacles as motivation instead of having an excuse not to work towards your goals.

When it comes down to it, every challenge you get will just make you work harder and leave you a better person in the future.

You should have good days when you feel motivated to work even harder and bad days when things just don't seem to be going your way.

We shouldn't let the latter days dictate our moods or prevent us from being productive.

It's best to take these challenges as motivation because they're the things that will change your life for the better.

The better we feel about ourselves, the more we like our lives and that can only be a good thing.

Mindfulness

Our thoughts are like everything else in the world: they're temporary. Our minds and thoughts are constantly changing, and it's important for us to realize this.

The problem is that we're not conscious of it until something happens, and then we suddenly realize that our thoughts are different from what they were.

When we think about our lives, there's a lot to consider: our childhood, our relationships, our achievements, goals, and ambitions.

Wouldn't it be a better idea to think about these things consciously rather than waiting until something happens? That way, you'll have time to reflect on what you've achieved instead of regretting things that you could've done differently or changed.

Mindfulness is the act of observing yourself and your surroundings.

When you're mindful, you can be aware of what you're doing at any given moment and that it's all a continuous process without having to think about it.

Your mind naturally becomes still, and this helps you become calm and think logically.

Mindfulness helps us to remember the things that are important, be aware of our environment and ultimately feel more calm, relaxed, confident, and happy.

Obviously, we can't all be mindful at all times, but there are certain actions we can take that will help us become more mindful.

For example: don't get angry, don't be upset and don't worry.

In addition, when you're driving or walking, try to let your mind relax and just be aware of the surroundings without giving much thought to anything.

When you become more mindful, you'll feel calmer.

This is because your mind won't be on overdrive, and it'll have time to think instead of being inundated with thoughts of the past or the future.

Your mind is free to wander, and you can then have time to think about things that matter rather than thinking about unimportant things.

Mindfulness helps us to reflect on our lives. When we revisit past memories without reacting to them, we learn from them to create a more positive future.

When you become mindful, you can take advantage of situations that can help you reflect on your life and become more aware of what's important.

Being mindful makes us more positive people because we're not worried about things that may never come to fruition.

We're also conscious that we'll have to deal with the repercussions of our actions, so we work on preventing them from occurring in the first place.

Mindfulness is beneficial when it comes to learning new things and being successful in learning new skills or improving old ones, whether they're academic or personal.

You're more likely to learn things better because you can think about them calmly and clearly.

By being mindful, it's easier for us to make smarter decisions.

We're more aware of our surroundings, so we can avoid situations that may lead to regret.

When we think more clearly and are more conscious of what's happening, we'll make better decisions that will benefit us in the long run.

Mindfulness is like a muscle and the more we use it, the stronger it becomes.

The simple act of being mindful helps you to become a happier person because you'll feel calmer, less stressed out and happier.

Mindful meditation

Meditation is therapeutic. When you meditate, you're your thoughts.

This is because when you open up your mind to new things, you can start to forget about the negative thoughts that have been plaguing your mind for so long.

When we're meditating, we're no longer thinking about the things that matter to us; we're so consumed with our own thoughts and feelings that it's like everything else just disappears.

When our minds are free of negative emotions like anger or stress, we'll feel more relaxed and happier.

That way, we won't always be worrying about things in our lives that are unimportant when there's a lot to do and see out there in the world.

The greatest benefit of meditation is that it helps us to be calm and focus on the things that matter.

When we're peaceful, it's easier for us to think clearly and make the right decisions.

That way, we'll get more done and feel better about everything in our lives.

When you meditate, you'll become more independent because there's less conflict in your mind and more time for thinking positive thoughts about others.

Being mindful helps us to feel more confident in our own opinions.

When we're not worrying about what others may think of us, we'll have time to think about who we are rather than what other people think of us.

Visualization

The final tool we'll need on our journey to being successful is one that reminds us of our goals and aspirations.

We can be mindful of things by imagining how it may look.

If you're making a big decision about where to live, visualize yourself in the place you're choosing.

Imagine being there and how it feels to live there.

This is a powerful tool because it helps us to realize what we want in life and helps us see a future that we can control instead of one that's controlled by others.

When you feel like you've got a handle on your life, it's easier for you to make positive decisions about where your life is headed.

Visualization is the act of imagining how something will look like or will be, which helps us to make better decisions.

We can visualize what it would feel like to do a certain task, to get a promotion, buy a home or even make an investment.

When we're visualizing, we aren't stuck in our daily routine and are able to see things much wider than the present moment.

When we visualize things that matter to us, it's easier for us to see the world from our perspective and take control of our lives by making positive decisions that will benefit us in the long run.

An exercise on visualization

The goal of this exercise is to visualize your ideal self

Step 1: Close your eyes and think of where you'll be five years from now.

Where are you?

Who are you with?

What are you wearing?

Imagine yourself in this place.

Step 2: You're 5 years older and maybe you've moved to a new place.

What are you doing?

Is your job the same or different?

What about your relationships?

How is your family?

Is it the same or different than now?

Where are you living, where do you live and who do you live with?

What are they wearing and what car are they driving?

Step 3: What kind of job would you like to have five years from now and what industry would that be in?

How much money do you want to make, in total and per year?

What type of car would you like to have and where do you want to live?

How old are you?

What kind of house do you have now and what shape is it in?

Step 4: Picture yourself being successful.

Who are your clients and how is your business going?

How old are you, what name do others call you, how many people do they call you by your name?

What industry are other successful people in. How many awards or achievements do they have?

Step 5: Imagine living with a friend, family member or significant other.

Visualize their characteristics like their strengths, weaknesses, how they look and what they say. Imagine the way that person behaves around other people.

Step 6: Look at your life and imagine that everything is as you want it to be.

If you could say one thing to someone who may not currently be aware of your success, what would you say?

By doing this exercise, we're putting ourselves in a position to achieve the things we want in our lives.

By visualizing how we want our lives to go, how others perceive us and even how others treat us, we'll know when those things are achieved.

When we've got a handle on what's important to us, it's easier for us to make positive decisions that will benefit us in the long run.



CHAPTER 7: MANAGING TIME

We all have the same 24 hours.

There are those of us who can barely get things done, and on the other side of the table—those who find time to exercise, they go out with friends, they go out to movies, they go out to eat.

And then there are some who manage to get their work done while finding the time for all of this and then some more.

The secret of success is not a combination of things that you do once in a while but rather making healthy habits a part of your daily routine.

You may have heard it said that if you want something that you've never had, you must do something you've never done.

The same applies if you want something that most people dream about.

You need to know how super-efficient people make it happen.

Time management is not just about lists and items to do. It is about changing a mindset; it is about doing things intentionally, with purpose.

Managing time and getting things done can actually be a kind of meditation that relaxes you, refocuses your thoughts and totally ignites your creativity.

No matter your position in life, there are specific ways to manage your time effectively.

You must learn to say no to incoming tasks and requests.

You must keep an eye on the long-term goals and objectives.

You must set aside regular time for yourself so that you don't burn out from too much activity.

And most importantly, you must ensure that all these activities were taken with purpose and meaning for you.

A Master Time Manager

First, we must learn how to say no to the things that don't really matter.

Do you need to binge watch TV shows every night? Sure, Netflix provides an unlimited dose of content, but do you really need it?

Is there some other way to get your entertainment?

Have you done some research on how to find other kinds of content that can be just as entertaining and maybe even more inspiring?

It is important for us to ask ourselves a lot of questions.

Learning how to say no, can save a lot of time in your busy day and helps you live life with greater ease and purpose.

Aside from saying no to unnecessary things, there are important items that we must get done.

We must have the right attitude.

Sometimes the right attitude is what will give us the energy needed to stay motivated and move forward in our lives, whether it is at work or school, or another aspect of life.

What are some of the time-wasting things that you should be saying no to?

— Mindless entertainment

Relaxing on the couch and watching TV shows. The internet can give you so much other content that you don't really need that much TV at all.

I'm not saying to cut your TV out completely, but we should be aware of what our needs are, and then we can make an informed choice about what we watch.

Taking unnecessary trips, going out to eat or even just having a midday meal at home with the intention of relaxing—this will go against your purpose for taking a break.

You have many other ways in which you can relax, so don't use the time for rest as a way to relax from work or school/college work.

Most people need a good, long break from work or school after exams/midterms/final exams.

— Mindlessly browsing the internet

So much content is available on the web, but do you really need to read everything that comes up?

We can direct our eyes to what matters, just like opening up your email in your inbox and leaving all the spam for another time.

Efficient time managers are constantly learning and working while they are doing other things.

This may sound strange at first, but it is possible if we will it so.

For example, you can listen to a podcast while you are getting ready in the morning or even before you go to bed.

I've tried listening to podcasts in the morning, and this makes for an excellent way to get inspired for your day and for the benefit of your productivity.

Or you can read a book on Kindle or phone on your commute to work or school.

There are many ways in which we can use our time as managers effectively as long as we know what works best for us and we plan accordingly.

— Multitasking

Multitasking has been proven to lower productivity. When our mind has to switch from one task to another quickly, it is difficult for it to keep up with everything.

When people multitask, they often feel like they are not being productive or effective, and this will not push them forward like they need to be!

I know this may be hard at first but try using fewer time wasters and when you find that you have more free time in your hands, then start working on your tasks.

This will make you feel more productive and confident about your work.

— Using the snooze button on your alarm

If you use the snooze button every morning, then you are wasting a lot of time.

One minute may not seem like that much but add it up over a week and it's almost an hour, and a half!

So don't use the snooze feature in your alarm, and if you must, reduce your number of snoozes from 5 to 2 or even 1.

Snoozing the alarm teaches your subconscious that it's OK to break commitments.

You internalize the message you give yourself, and that is the message you will spread to others.

So, tell yourself, "I will not hit that snooze!"

If you are having a hard time breaking the habit of snoozing, then come up with a friendly mantra.

For example, tell yourself in your head that if you hit the alarm again, then you will have to skip coffee or a snack.

Planning your hours to get the most of your productive time

We all have that time of the day when we're super productive, when distractions don't really affect us, when we're motivated and energized to create something great.

But how do we plan that time?

How do we get the most out of it?

It's simple. You do the most important things at this time.

Let's say that you need to write a report and you have a deadline in the morning.

Then you'll get all the projects that require your attention and move them to "the important tasks" list.

Takes some time at first, but once you've done it, you'll notice how much of your time is left for "the important tasks."

When it comes to creative work, it's also important to have that special time of the day.

Morning people are most productive in the morning, that's a fact. Others are more productive at night or during the evening.

And they do their best after their energy has been restored.

The key here is to plan your time to get the most out of it.

For example, if you know you're a night person, and you have an important task that requires creativity and concentration at 8 pm, then do all the other menial tasks until then and reserve your creative hours for 8 pm.

And if you're like me, a morning person, and you have to do some menial tasks in the morning (for example, doing the laundry), then reserve a block of time for that and get all the big tasks done quickly.

Now that it's done, you can take a nap or go play tennis or whatever you do in your spare time.

You know the routine by now.

Get a calendar that has a month and week view

Projects should be broken down into smaller tasks.

By breaking a project down into smaller, more manageable tasks, you get a better insight into the project and how long it is going to take.

This helps a lot when you are dealing with really large projects (the bigger the project, the harder it is to get an overview).

When it comes to tasks, I break them down even further into subtasks, this makes the task of completing each task a little easier when working on a small piece of the overall project.

These are grouped into daily, weekly, and monthly tasks. I'm most productive when I can view my tasks on a week-by-week basis.

Some people prefer a monthly calendar, but if you are like me and are always setting deadlines and having to rush towards the end of the month then a weekly view is probably best.

A weekly view will allow you to have a better overview of what needs to be done in order for you to finish your project on time.

There are many productivity apps to help you stay focused on work. Get one that lets you view tasks for the week and for the month.

The Pomodoro Method

The Pomodoro method is a simple time management technique that will help you get the most out of your working time.

This method has been proven to boost productivity and help you stay focused on your tasks.

This method is perfect for busy people who want to make the most out of their day.

The Pomodoro timer will help you stay focused on the task at hand, and when you feel like you could do more on a certain task, or have too much work, then just set another timer for 25 minutes and get back to work!

The main idea behind this method is that it breaks down your focus into 25 minutes increments.

Set the timer for 25 minutes and work on your task until it goes off. At this time, you will take a short break for 5–10 minutes.

Then set the timer again for another 25 minutes and keep working. This will help you focus on your work and get the most out of your time.

The Pomodoro method is a great way to get in the habit of working a little at a time, instead of trying to buckle down and work continuously for hours on end.



CHAPTER 8: FALLING IN LOVE WITH ACHIEVEMENT

Is there a way to stay dedicated on the path to your goals? Surely, there must be one.

Successful people of our time, like Cristiano Ronaldo and those before us, like Thomas Edison, and Abraham Lincoln, have gone through all sorts of difficulties to earn the titles we now share.

How can you stay dedicated on the path to your goals?

There is one word that defines dedication, and that word is "Love."

If you are truly in love with achieving your goals, then you will find yourself motivated to get up in the morning and start working on them.

Many people fall in love with an idea or achievement without thinking it over properly.

That's why they wake up one day realizing how much work they still have left and how long it will take before they see success.

But by this time, they no longer love achieving it, so the motivation is weak, and their drive goes down the drain leaving an awful feeling of disappointment.

This chapter will give you tips on how to love achieving your goals and stay dedicated. Let's start with your vision board.

How to Make a Vision Board

This is a simple exercise that will help you stay inspired and motivated.

It's a very simple exercise where you imagine what your life and the world would be like if you achieved your goal.

Then make a vision board where you put images of yourself, in the present and in the future, enjoying your success with all its beauty.

You might also remember how you felt when you achieved something important, but as time passes, it gets harder to recall those moments and feelings.

When it comes to achieving goals, there is always the possibility that they won't work out as planned or that other things will get in their way.

Step 1: Get a big poster board and some color markers.

Step 2: Gather pictures of all the things you will have if you achieve your goal, pictures of your family, friends and even pets.

Put your name on the board and write, "My Vision" or something meaningful to you in big letters at the top.

Take your time with this step because everything that is going to happen after is directly proportional to how much effort you put here.

Take a moment and imagine what life would be like if you achieved your goal, every detail matters here.

Imagine yourself in that future situation as vividly as possible.

Step 3: Get your goal written down. It can be a word, but it has to be one that you really believe in.

Write it in big letters at the top of your board and fill up the rest of the board with pictures of yourself working towards that goal.

Step 4: Put as many pictures on this board as you can. This will help you visualize and remember how much work you need to do and how far away from success you actually are.

When everything is done or when you get bored with looking at it, put it away for now.

This vision board will help you achieve your goals in three ways.

First, it will remind you of all the effort you have gone through and keep the fire burning inside of you.

Second, it will remind you of the beauty you will see when you finally do achieve your goal and lastly, it will help you visualize what it's going to be like when you achieve your goal.

Making a List of Things you want to Accomplish in Life

There must be certain things you would like to accomplish in your life, whether they are personal or professional.

You will love achieving them, and that's why by having a list of them, you will be motivated to work hard every day.

Don't worry about the order of your list or if you need to revise it after the first attempt.

As long as you have a list of achievements for yourself, you will always have something to look forward to; striving for something is an amazing experience that is worth living for.

To make this list, you'll need to spend some time thinking about what you do want to achieve and what you don't.

The things that motivate you the most are the ones you will have more fun achieving.

Your list should include things like getting a good education, boosting your career, having a good marriage or relationship with your family, being fit and healthy and many other things.

If you don't have many plans for yourself at this time, then make a list of all the positive changes in your life that are going to happen as a result of achieving your goal.

The more detailed this list is, the more effective it will work.

You may even start working on some of these things before even having achieved your ultimate goal because they are important to you and will help you build towards it.

Let's say that your ultimate goal is to get a good education and by that, you mean enrolling in college, study a subject of your choice, finish your degree, and get a good job.

This will take a lot of hard work, but as long as you set some intermediate goals, you will always have something to look forward to.

Some intermediate goals could be taking classes towards your major, getting to know people in different departments of the school, finding internships or part-time jobs that will help you pay for college.

Make sure all the items on your list are attainable and realistic. It's okay if some of them are, at first, just for fun.

Now, let's say that your goal is to achieve financial independence. You're in your mid-30s, you have a good career, and the first years are going well for you.

. What would you like to accomplish to get to that place of financial independence? Do you want a stable paycheck or better health?

What about traveling around the world for a year? Or do what your parents did when they were your age and settle down in one place where you can build something from nothing.

You don't have to make huge changes but making some small improvements will keep the fire burning.

The more detailed this list is, the greater chances you will have of reaching your goal.

Get a piece of paper and start writing down at least 10 things you want to accomplish in your life.

Regularly Revisiting your list

Your priorities will change depending on how far (or close) you are to achieving your goals.

If you're deep in debt and you need to make major changes in your life, you will likely have to change the things on your list accordingly.

Finding ways to cut costs will come before getting a good job or achieving financial independence.

Once you do achieve some of your goals, then you'll have to revisit your list again and take into consideration replacing the old items with new ones.

As you move forward through life and experience different situations, your priorities will change, so make sure you update your list from time to time.

Then prioritize it by writing down the most important things on top and the least important things at the bottom so that way you can work towards them in an efficient way.

The more often you review your list, the more likely it is to help you achieve all of those goals that are still in front of you but may seem hard to reach at times.

Revisiting your list is one of the most important tools that anyone can use to keep moving towards success, no matter what goals you may have for yourself.

Seeing the end game

At the end of the day, there will be just a few things that matter in your life, and they are the ones that you'll remember forever.

The number of things you can achieve in life is uncountable, but if you set them as your goals, you will soon realize how fast time passes.

How many of us have a bucket list and we know that there are too many things to do before we die?

Life has a way of surprising us with opportunities that weren't even on our radar just a few days ago.

The best moments come when we least expect them, and if we aren't ready for them, then chances are that these opportunities will pass us by.

Making change is exciting and you're going to feel good as you accomplish your goals.

You'll feel accomplished and like you're getting closer to where you want to be in life.

Your happiness will increase, your self-esteem will rise, and the way you look at things will change for the better.

Look at the big picture, and where all of those small changes started, it doesn't matter why or how many other people you know do it but if everyone did this all of our days would slowly become better.

As long as we can take pride in our accomplishments, small or large, we will remember what it was like when things were bad, and we will think back on them when they are good.

Remember to have fun while you're achieving your goals and do the things that bring you joy.

If you look at it this way, life will seem a lot less stressful, and it will be so much easier to make changes.



CHAPTER 9: THE POWER OF CONCENTRATION

Is there a way to calm an anxious, wandering mind?

Can a person achieve focus in the midst of distraction and chaos?

The answer is yes.

This can be done through both physical and mental focus.

Those who have mastered their minds have become more productive, enduring more pressure from those around them.

Concentration can be described as the ability to hold a thought in mind for a longer time.

People with increased concentration are able to process information with greater ease and remember much more of what they hear, read, and see than people who lack it.

We've already seen that keeping your mind occupied and focused to the point of concentration can help you achieve your goals and reach areas that you were never able to go to before.

Methods for attaining focus and concentration

There are a number of ways that you can train your mind to become stronger, more alert, and resistant to distraction.

These methods can be used individually or in combination with one another, depending on the nature of your problem.

Some people simply need a precise task force; others may require too much visualization, which will lead them to overthinking because they've brought their mind down into their body instead of up into their head.

The best way to gain concentration is by combining these techniques as needed in order for them to work properly.

1. Eliminating distractions

Surprisingly, the most common and damaging form of distractedness is something we seldom think of as a distraction: ourselves.

By constantly checking our phone, sending a message, watching our favorite show, or checking any screen of communication, we are creating an environment that will inevitably have us miss important clues that could point us towards the achievement of a goal.

It's no secret that distractions are bad for health, but they are often even worse for one's productivity and focus.

By eliminating all distractions from your work area, you will feel like you have more concentration on your work which will lead you to achieve greater things than before.

Eliminate all unnecessary items from your desk and the room in order to create more focus on the task at hand.

2. Be present in the moment

Have you ever felt that you were only halfway there in a task?

Have you ever felt like there was something that was just not quite right at the moment but couldn't put your finger on it?

You were either thinking about something else or not exactly thinking about it at all.

This happens because we spend so much time planning and worrying about the future that we are no longer present in the moment, don't miss important clues to achieving our long-term goals.

The way to overcome this is by taking an hour each day to practice being fully present in the moment with whatever you are doing, even if it is only for a few minutes.

You may feel like it's a waste of time but remember that concentration and focus takes time to develop.

If you practice this skill daily, the more easily you'll be able to be in the moment when it is time for you to do so.

3. Declutter your space and your mind

The physical environment is a major contributor to the way you feel about your mind.

The things you surround yourself with affect the way that your mind works and how well it works.

In order to promote mental focus, you must be able to keep everything out of sight or out of mind before you will succeed in whatever you're working on.

It's important that all distractions are eliminated from your space so that your mind can be free of useless thoughts and just work on achieving what it needs to do.

The stronger this area is, the easier it will be for you to keep focused on achieving your goal.

Is your workspace clean and uncluttered?

Do you feel comfortable in your surroundings?

Do you feel overwhelmed by the number of distractions around you?

If the answer to these questions is yes, it's time to clean up your work area so that you can be more productive.

4. Practice unplugging

The problem with our devices today is that they are always there, just out of sight or easy reach but still within range of grabbing.

It's not uncommon for people to spend their day checking Facebook over and over again, trying to stay in touch with everyone who has just been keeping up with them on Facebook instead of staying focused on whatever it was that they were supposed to be doing.

If you're the type of person who suffers from distractions this way, you might want to practice unplugging when it is possible to do so.

When you are in an area where there are no distractions, your mind can get focused and work on achieving your goals without trivialities getting in its way.

Make sure that you have everything that you need right there at hand to make sure that the distraction-free zone is as solid as possible.

5. Take regular breaks

One of the best ways to prevent distractions from taking over your life is to keep your energy levels up.

When you are in the middle of a productive task, you will feel much more alert and focused if you take regular breaks to recharge your batteries.

The best break is one that involves physical activity.

If your mind can be kept busy by physical activities like yoga, basketball or running, for example, you will keep your mind focused on achieving the small goals that are necessary for large things.

Taking regular breaks will help keep your mind focused on achieving your goals and working towards things that you need to achieve.

Find a way to keep your energy levels up all day long to prevent distractions from taking over and breaking your concentration.

6. Sleep

We need sleep to keep our bodies strong and our minds alert.

We spend about a third of our lives sleeping, so it is not surprising that we need to be able to sleep well at night for us to be rested and alert the next day.

If you are having trouble staying awake or falling asleep at night, it could be because you're constantly worrying about something that you can't control.

It's important to learn how to stop worrying and instead find yourself relaxing in bed with no distractions around you.

Worrying about your goals when you're supposed to be sleeping is a sure way to stop yourself from achieving them.

When you're sleeping, all you need to do is rest and recover from the day's activities so that your body can be ready for you to accomplish things the next day.

If you can't sleep because of the worries in your mind, try turning off all of the lights, bringing down the noise around you and just letting yourself relax before going to bed.

You'll find that it might take a few days for this trick to work, but once it does, it will become easier and easier as time goes on.

Habits that help us concentrate

In previous chapters, we saw how habits propel us forward with the things that we want to do.

We also saw how habits could hold us down and prevent us from achieving our goals as well.

The secret to developing the right habits is choosing the right ones and eliminating bad ones so that they don't get in your way.

We've already heard about how habits can be formed, but now let's look at some of the ways in which we can form healthy habits that help us focus on our goals without distracting us from them.

1. Make exercise a habit

Exercise and focus go hand in hand. The more physical exertion you exert, the more energy you expend and the less attention you can give to other activities.

If you want to increase your focus, try exercising regularly so that you can increase your stamina and avoid distractions from taking over your mind.

Simply by exercising daily, you will find that it will be easier to stay focused on your goals as well as help you to achieve them.

When we're physically drained, we tend to be more tired and more prone to making mistakes.

If you truly want to focus on your work, try taking a short break to exercise. As soon as your body is well-rested, go back to the task at hand so that you can remain focused.

Fighting fatigue is one of the most important tasks we need to undertake in order for us to stay focused on our work.

This means that we should always make sure that we get enough sleep and maintain a healthy diet.

Just as exercise will help you keep your mind occupied, so too will a balanced diet and adequate sleep hours.

2. Adopt self-care practices

Taking care of ourselves is an important part of being able to focus on what we want.

While it's true that you should take a break from your work every once in a while, to get rid of stress and remain refreshed, don't let yourself get so distracted by trying to enjoy yourself that you forget your goals.

Try to always schedule self-care time before you begin your work so that you can remain on track with your tasks without getting sidetracked.

Things like taking a bath or a hot shower will help you to relax. If you're feeling stressed out or tense, it might help to try some yoga.

You may also want to meditate and go through breathing exercises so that you can clear your mind of distractions.

It's important not to spend so much time caring for yourself that you stop working entirely but spending some time taking care of yourself is important if you want to maintain your focus when undertaking tasks such as studying for an exam or writing a research paper.

3. Keep a journal

Journaling is an old technique for remaining focused on what you want to do in life.

At its basic level, journaling is simply writing down everything that you think about every day.

For example, when we're thinking about being productive or being distracted, we can write it down and see if these thoughts turn into habits.

Even if you don't like the idea of keeping a journal, it's good to see the things that bother your mind so that you can stay away from them and find new methods to deal with them.

As long as you remember to write down what's on your mind every morning before starting anything else, it will be easy to stay focused on your goals.

If nothing else, writing things down can help you to organize your thoughts and take control of your actions by forcing yourself to prioritize tasks over other distractions.

Over time, you'll see how much progress you've made by reminding yourself of your goals and making sure that you're staying focused on them.

4. Maintain healthy relationships

As humans, we're social creatures, and for many of us, our relationships are our first priority, next to work and family commitments.

However, some people can become too committed to their relationships at the expense of their goals.

Living a well-rounded life that includes our personal and professional relationships is important, but it's often easy to get so involved in our relationships that we forget about our goals altogether.

It's natural for us to be tempted by the attractions of other people, and sometimes, these temptations can cause us to act against our goals.

If you want to remain focused on your goals and maintain healthy relationships, you need to make sure that you're able to keep up with your relationship.

If they're difficult or making you feel overwhelmed, try taking a break from them and spending time in solitude when needed.

When you're lethargic

Fatigue is the reason that we often feel off when performing tasks. While your mind can be affected by external factors such as stress, fatigue is physiological, and it's caused by a lack of energy.

There's a difference between feeling tired, being fatigued and feeling lethargic.

Lethargy is when we feel weak and have no energy. It's often the result of poor nutrition and a lack of sleep, but it can also be caused by depression.

Lethargy is considered to be a medical condition, and it can cause you to feel sad, fatigued or even paralyzed.

If you notice that you're feeling lethargic as a result of your work, make sure to take care of yourself before you continue your tasks.

Fatigue is when we feel exhausted, but our brain is still functioning, and we don't have any problems with our body.

If you're experiencing fatigue as a result of your work, immediately change the task that you're working on.

Don't try to push yourself too hard even if you're feeling depressed or stressed, as this will only increase your feelings of fatigue.

When you feel tired, try to identify the physical reasons that you feel tired so that you can take steps to restore your energy levels.

If you're feeling lethargic, it's a good idea to get enough sleep at night and make sure that you're eating healthy food with plenty of nutrients.

It's also a good idea to take some time for yourself every day so that you can let your mind rest from the stresses of everyday life.

When we're not performing tasks, we often assume that these tasks are harder than they actually are.

However, the truth is that most tasks can be completed with ease when we have sufficient energy.

While we feel lethargic, our minds can be strained by anxiety and depression.

When this happens, we often assume that the tasks are much harder than they actually are.

Try to take a break from what you're doing if you feel that it's not going well.

Sometimes it's a good idea to stop trying so hard when we're worn down.

Making mistakes is OK, and the important thing is to notice your mistakes and learn from them.

Don't push yourself too hard in order to make up for lost time or lost opportunities since this will only encourage you to procrastinate in the future as well.



CHAPTER 10: GETTING BACK ON TRACK

Your productivity train will derail. There will be days when you won't be motivated to go after your goals.

You will lose the momentum that you had while you were on your track. You will begin to doubt yourself.

You might even question if you can achieve what you have set out to do in life or whether you are meant for greatness.

Before giving up and just letting go of what you're currently doing, stop and think about the reasons why you fell off track in the first place, as this is key to getting back on track.

The more clearly you can see the negatives that may have caused a derailment and the more workable solutions that are available, the easier it will be for you to regain your momentum.

Understanding that relapse is part of success

Your wake-up call may be in the form of a setback.

It could be a period of time when you aren't getting the results you expected or, for some reason, are lacking motivation.

Whatever it is, it's important that you don't give up and let things slide.

You can get back on track by being aware of your trigger points and taking action against what caused your derailment.

This might include a setback, which will make you question why it had to happen and how you plan to recover from the setback, but not giving up because of this.

Timing is everything.

Don't expect to have a perfect time when things get hard. Stress can increase when you face a setback, but there are many things that you can do to mitigate the effect of this.

Be prepared for any unexpected problems and be aware of when they might happen.

In this way, you will be able to take preventative measures and ensure that you are in control the whole time.

When things calm down, look at what caused the derailment, what it would take to get back on track and how long it will take to get back in action again.

Once you have figured this out, then begin your preparations for getting back in action as soon as possible.

Learn to see the lesson in everything you experience.

When there is a setback, you can use it as a learning lesson to improve your mental processes and get back on track.

When things are going well, and you are feeling good, don't forget to reward yourself once in a while so that you don't get complacent, surprised or go into denial when life starts throwing curveballs at you.

Connecting with others

Reaching out to others who have had similar experiences will help you understand where they are coming from and see how the path that they've chosen can be used as an example of how to get back on track.

If you've experienced setbacks at the workplace, talk to colleagues who have been in a similar situation and ask them how they got back on track.

If you've experienced difficulties with relationships, talk to friends who have been through similar circumstances and see how they handled the experience.

If you don't know anyone who's been through anything like this, keep your eyes open for others who may be able to share advice that can help you regain your momentum faster.

Having a role model who has experienced setbacks and learned to get back on track can be highly effective when it comes to knowing what you have to do to get back into the game.

If this role model is someone whom you admire, then it will be easier for you to follow his example and figure out how to react in the same situation.

Having a role model who has a mindset that's similar to yours and knows how to use setbacks as stepping-stones towards greatness is of immense help.

If your role model is someone whom you respect, or if he or she has done something that you wish you could do, then following his example will be helpful.

Don't let your emotions lead the way

Your derailment might make you feel depressed or happy, but neither of these things is going to help you get back on track faster.

If you're feeling sad, angry or dissatisfied in a relationship, then don't immediately start blaming yourself.

Take a step back and take a look at the situation that caused your setback, as this will help you to figure out how to get back into action.

With this in mind, it's important that you don't get swept away by emotions.

Don't think that it will be okay just because the situation is difficult. There are people who are better at handling difficult times than others, and there's no shame in asking for help and information on how to get through what you're going through.

If you need emotional support, then make sure that you have someone who is willing to listen without judgment and help you through what's happening.

Dealing with setbacks in the right way

When you face a setback, take a step back and think about what caused it.

Use your role model to get back on track, as this will help you make sense of what is happening.

Once you understand the problem that you're facing, then figure out how to solve it.

This can be done by using your mind and/or acting against what caused the problem in the first place.

The more clearly you can see things, the easier it will be for you to hold on to hope.

By doing so, you will have a clearer idea of how to get things moving again and why setbacks are not your enemy.

You'll see that setbacks are a normal part of success and that they can be overcome, which will keep you going when things get rough.

You will come across many people who say that they succeeded because they never gave up and how they overcame every obstacle through sheer determination, but don't be fooled into thinking that this is the only way to succeed.

What's important is not to give up, but to know why you are giving up and what you can do to regain your momentum.

Don't expect to be perfect all the time. Accept your flaws and understand why these things happen and what you can do about them.

With this in mind, you will be able to learn from your mistakes and be aware of the situations which might cause your derailment.

You can overcome anything that life throws at you as long as you never give up and are willing to work hard to get back in action again.

Challenges are opportunities for learning and when they are presented to you, use them as stepping-stones towards a better future.

Don't let setbacks get the better of you—allow them to motivate you towards greatness.

Preventing a relapse

What you are going through is going to be tough, but if you don't keep trying to get back on track after your setbacks, then you're gambling with your future.

If you fail to realize that setbacks are normal and learn that they can be overcome, then in the future they will cause more problems than they would have otherwise.

If you miss an appointment or a meeting because of a setback, then make sure that you know how to get back into action.

Keep reminding yourself why it's important for you to do this and remind yourself of the benefits that this can give you.

If possible, make sure that someone who has experienced setbacks understands your situation so that she can help guide you into action again.

After you've gotten into a habit of productivity where you're smashing goals?

Are there things that you can do to keep it up?

There is one thing that you need to remember.

If you've made a commitment to your core values and have gotten into a habit of productivity, then you don't need the willpower to keep it up.

You just need to keep pushing yourself and follow through on your commitments.

Your motivation and productivity cannot be measured in a number or a statistic.

What matters is whether or not you push yourself towards greatness. Follow through on the commitments that you make, and eventually, people will see how great of an influence you've had on them.

This will attract opportunities to do what you love, and eventually, this will become a habit that you can't live without.

You are the only one who can ensure that this habit becomes a part of your life.

If you follow the steps listed above, then there's nothing to worry about. If you believe that your setbacks are not good for you, then this is probably true.

Reclaiming your confidence is more important than anything else and if that means taking two steps back before getting yourself back on track again, do it.

Taking responsibility when things go awry

Playing “the blame game” is something that almost everyone does at some point in their lives.

It's easy to blame others when things go wrong, and it can make you feel better about yourself.

If this is something that you do, then it's important that you take a step back and consider why this happened.

Maybe you pushed yourself too hard or maybe your role model did not give you adequate support or encouragement.

The whole purpose of setbacks is to make us reflect on what we did wrong and learn from our mistakes so that we can correct them in the future, which will keep us moving forward in life with more purpose towards greatness.

When we blame other people or situations, we give them power over us and once their power is over us, we can't do anything about it.

We can only deal with it if we take back control and learn to take responsibility for the things which happened.

If you know that your work is an important part of your life, then you need to understand that setbacks will always happen in your life.

There's no shame in having setbacks because almost everyone has them, but not everyone learns from them and does what it takes to overcome them.

Don't blame others or situations for everything going wrong in your life, take responsibility for everything that goes wrong and learn from all the mistakes you've made so that you can prevent a relapse next time.

Setting checks in place

Can we correct ourselves before we become hopeless?

When we are stagnant and not improving, then isn't it a good idea to make sure that we don't lose our momentum again?

If you believe that setbacks are part of your life, then you need to make sure that they don't happen again.

Having checks in place is important if you want to stay on track and continue moving towards your goals.

From the school setting to the workplace and everywhere, checklists are an important way of making sure that we are taking steps forward instead of backward.

In some cases, written checklists can be very beneficial in conducting a retrospective on what has been done so far and making sure that everyone is working hard towards a common goal.

Let's say that you're trying to achieve a certain goal and you want to make sure that you're doing it the right way.

Then having a checklist is the way to go.

It will help you avoid any mistakes, and if used properly, this is the best way of making sure that people are working toward each other in the right direction.

When you want to remain on track, then it's important that you do everything in your power to ensure that you're following through on all your commitments.

Whether it's your studies, work, or anything else which is important in your life, make sure that these things are checked off at a certain point because no one can be expected to have 100% discipline all the time.

Putting it all together

In this book, we've seen that there is an important difference between setbacks and failures. While setbacks are something that we experience from time to time, they don't have to lead to failure if we don't let them.

Setbacks are normal, and they can actually be a great learning opportunity for us as long as we know what to do with them.

If you're ever in a situation where things are not going as planned, then take a step back and get a clear perspective on what's happening so that you can figure out how to deal with it.

Even the most successful people in life have faced setbacks, and you will too, even though you may not think so right now.

You need to accept the fact that setbacks will happen in life, and they can be normal.

Just make sure that you are taking care of yourself when you face these situations so that you don't give up on everything.

Setbacks can be very scary sometimes, but they are not something we need to worry about if we are prepared.

There's no point in beating yourself up when things go wrong because it will only make things worse instead of better.

Reflect on what happened and learn from it so that you know what to do next time instead of giving up because nothing worked out in the past.

Do you think you've had enough setbacks in your life already, or are you still holding on to some of them?

Reflect on the things that have happened to you and consider how you can use these lessons to improve yourself in the near future.

Admitting that you've caused a setback or two is not something to be ashamed of because it's something that almost everyone goes through at some point in life.

It just depends on how we deal with these situations.

Don't let setbacks define who you are!

I hope you have gained some powerful knowledge from this Book I hope this enlightens YOU and Empowers YOU to be who you are.

God Bless You and have awesome day thanks for reading.

