

*The Wise Woman Mentoring Series*

# The New You!



Give yourself a Life Makeover  
on the inside and the outside!

## THE NEW YOU

Strategies and Recipes for a Complete Makeover:  
Be the New You

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## **Introduction**

Welcome to “THE NEW YOU”

In a world, where change is the only constant, we say, it's not survival of fittest but its survival of the reinvented!

Life is too short to succumb to mediocrity. Don't get stuck with circumstances that you don't want to be in.

Over the next 6 modules we are going to help you figure out what is it that you truly want from life. It's right there in your subconscious mind but you need to get it out, and make it a reality. That's what this e-course aims to achieve.

In today's session, we are going to analyze how you perceive success. This information will act like a pointer to tell you your position in life now in relation to where you want to be.

This interesting session can really open new doors for you.

So, grab a coffee, get a pen and get set for this week's session and kick start your mutation process!

## Understanding Yourself

In this fast track hectic life have you ever slowed down and wondered what am I doing here?

You seem to be always on the move, busy coping with the various demands of different situations in life or trying to stay ahead of them. If anyone asked you why, you would most probably say 'because I want to be a success in life'.

However what exactly success in life entails seems elusive.

You never know whether you would live again. Therefore, you might get only one chance to find out what your life is about. It would be so dismal if in our end moments, we still have a wish list open, and lots of regrets.

In this session we have some mind encroaching exercises to help you discover what your life is really about. Just a word of caution, do this with an open mind and things will fall right in place.

Let's start with what you perceive success in life to be.

### What is success?

**To freely bloom - that is my definition of success.**

Gerry Spence, *How to Argue and Win Every Time*

Different people perceive success differently at different points in their lives.

When you are younger you identify success with a high flying career and oodles of disposable income. On the flipside, as you grow older you are more susceptible to fall prey to the fallacy of success being the proportional to your social standing.

Here's something to ponder on before you state your definition of success.

### **Take the following two examples:**

Bill is a 30-year old married man who works in a store.

Every night he returns home from work at 5.15pm and is greeted by his loving wife at the door who gives him a kiss and a hug.

He plays games with his children and always tucks them in at bedtime and reads them a story.

They have a family holiday each year and are comfortable even though they sometimes go without to please the kids.

The family spends a lot of time together.

Jane is 28 years old and is single.

She works in the City and will be lucky to reach her apartment before 8 in the evening.

She rarely socialises due to her hectic workload and due to the fact that she is always too tired to go out.

She lives in an affluent area in Chelsea and drives a sports car. She could afford to go anywhere in the world on holiday but never does so in case she misses out on something happening at work.

Jane has few friends and sometimes is lonely “The money makes up for it though” she states.

The question now is: **Which one of the above is the most successful to you?**

Now that you have some food for thought, carry on penning down what success really means to you.

Write your definition of success in the space below or on a piece of paper.

Think hard and think clear. Make sure you are specific.

Do not carry on reading this until you have done so.



If you haven't filled in the above space do it now! What follows will make more sense.

Look closer and you will see that your definition of success has certain inherent factors, which have influenced you subconsciously to form it.

**Your definition of success is formed by:**

Your upbringing

Your beliefs

Your traits

Your attitude

Your priorities in life

Your peers and family

The Society

The crests and troughs you have been through in life

Can you make the connection? Sure you can!!

But are you sure this is the definition you want to stick with all your life. We are talking about reinvention about finding a new you. Go on and maybe you might want to make some changes in there.

### **Success without fulfilment is failure!**

We believe contentment is the soul of success. If you are at peace with the choices you have made through your life and are content with the way life has turned out you most definitely are successful than most people you know.

Success is not necessarily achieving every goal you set, but how enriched you came out striving to achieve it. Don't shun your mistakes; take them in your stride because these are nothing but valuable life lessons, which in hindsight look like golden words of advice thrown at you by life itself.

### **There is a myth that states that people are born winners or born losers.**

Nothing could be further from the truth.

There are techniques, methods and ways of behaving that will enable and help you to succeed. Certain latent attributes can determine whether you will succeed or not. These are not attributes you need to inculcate; we all have them and loads of it. All you need is a little clarity of thought and voila the revelations will rain in!

The foremost attribute is self motivation; if you are not self enthused you won't put your heart and soul in the cause and to achieve something you have gotta put all 100% of yours out there.

Secondly, having a flexible and pragmatic approach to situations will broaden your horizons. There are some things that are just beyond our realm. Without losing heart if you accept the fact and move on to better things in life, things would be so much simpler.

And lastly a tinge of faith and eternal hope is what will get you through all those snags and hitches that might want to keep you away from tasting sweet success.

If you feel life hasn't been too fair with you, don't lose hope it's never too late to make a stint in the marathon called life, just needs a little revving up, and you have come to the right place!

### **Know where you are going in life**

Consider a postage stamp; its usefulness consists in the ability to stick to one thing till it gets there. That's the catch sticking to your purpose in life.

How many times has it been that you joined the gym and never went back after the first week or the n number of times you have job hopped!!

All you need is clarity of thought and the world will be your oyster!

To get some clarity lets chalk down your personal vision and mission statements. These statements are essentially your road map to destination life!

Upfront this might come on as an unnecessary exercise, but as you do it you will realize that you are far to behind in your scheme of things. It will give you some direction and momentum to move forward.

Remember that everything in life has a purpose, live and learn and be clear about your perceptions about your future, because that's where you are going to spend the rest of your life!

### **What is your life all about?**

Do you let events happen to you rather than going out and making them happen?

The mission-vision exercise will make you see through you and give you hope. If you know where you are going in life, you will automatically feel good about yourself.

As you gain control of your life, you will feel confidence and happiness infused in your spirits.

Now since we are on the introspective note ask yourself the following question:

What do you really want to get out of life?

Seek the answer within yourself, in your changed perception of success and in your mission statement.

### **Soul Searching**

The catharsis that you indulge in after introspection is what instigates the soul searching process. Here we have devised a series of questions for you to ask yourself to speculate into the realms of your mind. Be honest with your soul searching and the answers you seek are sure to come:

1. When you were a child, did you have any perception of what you want to be when you grow up?
2. List out three people who have influenced your life the most and why?

3. If you could have another go at your career choice, and the compensation would be at your discretion, what would it be?
4. Which three achievements of your life are you most proud of and why?
5. What makes you heart smile?
6. What makes you blue?
7. Name three people you admire the most, and state what is it about them that makes you admire them so much?
8. Can you recall having indulged in any selfless acts like helping someone less fortunate than yourself? If yes, what was it? If no, why not?
9. What do you reckon as your greatest strengths?
10. Is there anything you can possibly do to enhance or increase your strengths?
11. Do you consider anything big enough for you to put your life on the line for? What is it and why?
12. If you could go back in time, would you want to change things? If yes, what and why so?
13. What are you most happy about in your life at present?
14. Is there anything you are unhappy about in your life at present?
15. What has been the most important learning of your life so far?
16. What is most important to you in your life?
17. Have you determined what is it that you really want from your life?

The whole point of getting you to think about the above questions was to really get you to think about what you really *really* want from life.

Answer the above questions honestly and see what comes out in the space below.



Writing a mission statement can be a very enriching experience and it is better to think it through and not rush through it. It's your very purpose of existence that you are laying down after all!

If possible you should try and get away from your routine environment. Go for a walk, or take a short break – your mission in life is far too important to be skimmed over.

When people lack a mission in life, they tend to just have materialistic goals and want “things”. Not that it is wrong. Material things can only serve as a means but confusing the means to be the end can create problems later on.

Here's an example.

Charles, a 55-year old bachelor, had till now thought he had lived a full life. He has properties across the globe, and lives life as he wants to.

But something happened when he became 55 years old. He discovered he had cancer, a brain tumour that will only give him 6 more months to live. Undergoing treatments, he was cut off from the web of activities and people he was previously involved in.

During this period he met some people who were also suffering from the same disease as he was. But his 'new' friends had other problems. They were actively making plans as to what they should do in the next six or seven months so that their family will miss them less.

It was thus suddenly one day that Charles realized he had nothing to leave to anyone. His passing away was not going to make a difference to anyone....

That was a really sad realization, but there was not much now that Charles could do.

You might not understand the full meaning of Charles's realization, however, the bottom lines are 'what difference has our life made... what will we be leaving behind for our family, society, world?'

If it was nothing much, then how do we say our life had been a success?

If you are going to end up with superficial goals, they might make you happy in the present but when you have achieved it all, you still might end up asking yourself "Is that all there is?"

We have time in our hands now, and we can make a difference.

There's another exercise to help you plan. How about penning down your obituary?

Yes, it might seem a little too early to write that, but penning down what you want the world to remember you by can really help you set a higher bar for yourself.

This is an ideal way to get you to think about what you want to do in your life time.

As you look back on your life, you may find that your goals and desires may have been a bit skewed. Hang on! This is how the revelations will come through and get your life in perspective for you.

Instances which you brush off as usual happenings in your life, might strike out and appear in a different light if you look at them this way. Make sure your priorities are in place.

For starters, answer these...

What do you want to be remembered for when you pass on?

What has your life been about?

Have you made any difference in others lives?





This is where we end our first module. Hope you did find some answers, and things are clear and in focus.

Go on and incorporate the changes. Never be afraid to try new things, remember, amateurs built the ark, professionals built the Titanic.

You owe it to yourself to get the most out of your life.

Carpe Diem!!! Seize the Day!!!

## Goal Setting Workshop

Congrats on completing the first session!

Hopefully it has been an enriching experience and has given you a sense of direction about where your life is going.

Many people who have gone through these soul searching exercises have experienced moments of catharsis and epiphany.

If you managed to get even bleakly close to that, we'd say the exercise has been fruitful to you.

If nothing else, it sure must have given way to a flurry of questions. Did you think that you needed to start work on some things and to stop certain things as well?

We seek answers to these questions with our goal setting exercise in this module.

### Assignment 1

Before we start with this session, have a quick glance over all that you put down in your last session and having reflected on what you put, answer the questions below:

What was that one learning point that came out of the exercise that struck you the most?

Have you considered starting doing something to attain the things you jotted down?

On the flipside, is there something you intend to stop doing or shun away from?

Is there anything you have been putting up with all this time, and think it is high time you did something about it?

How do you plan to tackle this situation?

With your current scenario and circumstances where do you think you are headed to?

Having completed Part 1 and answering these questions in sync with the output of session would give you more insight and some clarity in thought in context with where you are headed in life. Also, this would lay a foundation for this week's session.

Today, we have a goal setting workshop for you to work on here. Goal setting is a powerful tool for personal planning. It can help you choose your direction in life and guides you along your chosen path. It also helps get that required focused and solved approach which one would otherwise lack in the usual course of life.

Remember the thumb rule for goal setting, Think big, start small and act now!!

Ok, here comes the exercise!

## **Create Your Goals**

**If I had six hours to chop down a tree, I'd spend the first hour sharpening the axe.  
- Abraham Lincoln**

This quote by Abraham Lincoln sets the premise for our goal setting exercise, or rather our approach towards life itself. At the end of this session you will realize how important it is to sometimes just pause and think, go down memory lane and reflect over how did we reach where we are today, how did we become the person we are today, what are our values, beliefs, desires, aspirations; what is it that WE really want from life.

We are all goal seeking animals and the worst thing you can do is to mistake activity for accomplishment because then you wonder why you are not achieving anything in life and end up feeling incompetent and insecure.

So before we get down to laying down your goals for life, we want you to question yourself in every aspect possible. Leave no stone unturned, explore every nook and corner of your conscious and those deep dark realms of your mind. Take your time, as you don't want to end up with wishy-washy goals you probably won't even relate to a month later. Think long term and think clear!

Goals are something we co-create based on your relationship to reality. Take the SMART approach to set your goals, and by SMART we mean:

**S = Specific**  
**M = Measurable**  
**A = Achievable**  
**R = Relevant**  
**T = Time-bound**

Here's to give you a head start to the goal setting exercise; few questions that can lead to determine your goals:

**What you want to BE**  
**What you want to DO**  
**What you want to HAVE**  
**What you want to GIVE**  
**What you Don't want to BE, DO, HAVE and GIVE**

Did you get some clarity?

Then let's get on with the goal setting exercise.

**Goal Creation Exercise:**

To get a broad-balanced coverage of all important aspects of your life, consider the following areas:

Career  
Relationships  
Fun  
Achievements  
Money  
Possessions

Take 6 pieces of paper for the 6 areas above and under each heading brainstorm for 3 minutes and write down all of the things you would like to have, achieve and do in each area.

### **Shoot for the moon, even if you miss, you'll land amongst the stars**

So, don't worry about how big the goals seem, just get them down and don't think too much about them – just keep writing!

After you have completed the first part of the exercise you should have 6 pieces of paper full of everything that you would like to achieve for each area.

### **Goals are dreams with deadlines**

Next, write down timescales next to each of when you would like to realistically achieve them by.

The timescale categories are:

- Less than 1 year
- 1 – 3 years
- 3 years plus

So, let's recap where we are!

You should have got 6 lists of things that you want to achieve in the 6 areas of your life mentioned above and you have categorized each into when you would like to achieve them by.

Next, take up your LESS THAN 1 YEAR goals for each area and select the top 2 for each one.

So now you have got 12 goals that you can achieve within 1 year.

Before we start to write down an action plan (that's next week by the way) of how to achieve each goal you should put down the compelling and worthy reasons why achieving each goal is an absolute must for you.

Unless you have compelling reasons why you **MUST** make these goals happen then you will not have the motivation to achieve them.

Having goals that are "SHOULD" will not get you out of bed each day and keep you up late!

You've got to turn your "I SHOULD DO THIS" to "I MUST DO THIS"

What pleasure will it give you?

What will you be able to do?

What will you miss out on if you don't complete it?

Why is it so important to you?

Why is this a **MUST** rather than a **SHOULD**?

Consider these questions and pen it down here:

To recap then!

- Brainstorm what you want in each area of your life
- Put timescales next to each
- Select the less than 1 year goals
- Pick 2 goals from each of these
- Write down the compelling reasons why achieving each is a must in less than one year

This is where our session today ends. We hope it helped you in ways you did not expect it to.

Franklin D. Roosevelt once said .....

**The only limit to our realization of tomorrow will be our doubts of today**

You just have to be honest to yourself and approach things with an open mind and see how everything falls in place.

## Walk the Talk: Strategizing and Action

Welcome to part 3!

Let's have a quick recap of what we did last week.

So far you have had a look at what success means to you and you have written out what you want to be remembered for when you are long gone.

You should also have a list of goals and the compelling reasons WHY you want to achieve them.

Take out the list of goals and re-read the reasons.

Do you feel energized and motivated enough to give your heart and soul to achieve them?

If you don't, you either need to write down better reasons or scrap the goal altogether!

You will only achieve a goal when it becomes an absolute MUST for you to do so.

It is the REASONS behind achieving the goals and not the goals itself that will get you to take action.

Here are some examples of goals that you might include for yourself:

*Losing some weight*

*Running your own business*

*Gaining a better job or promotion*

*Owning a new car*

*Being more assertive*

*Having more time with your family and children*

*Earn more money*

*Learn to swim*

*etc*

To summarize we can define goal setting and achieving as:

Select GOALS that drive your very existence; develop specific and detailed action plans for each of your goals, as to how will you go about achieving them. Assign a deadline to each of your goals as every small step that you intend to take to reach your goal has to have a precise time frame, in order to make it work.

You must also have a reason why you want the goal or you wouldn't have the goal in the first place!

Let me give you an analogy here, say, compare goal setting with a long distance car journey.

Ignorance in context with your destination, and the lack of a map, could take you somewhere you did not intend to be in the first place.

Your approach to a long distance car journey would obviously start with a clear idea of your destination along with a map and a time frame within which to reach the destination.

Sounds familiar doesn't it?

Goal setting professes the same approach - only the car is you and the journey is your life.

Most of us wouldn't tread on even a short journey with some idea of where we are headed, and still most of us set forth on the long long journey called life with no sense of direction at all.

A lack of direction might give way to that initial flurry of adrenaline, with the kicks of exploring new places and meeting interesting people. But you can't be sure where you end, which is not a very compelling thought.

Those of us, who tread the mighty path with a clear sense of destination and direction, travel as the Romans did, in straight lines and with great efficiency!

Most of us have careers to think of, futures to secure, people to provide for and a thousand other things to do. We ought to have a clear sense of direction, or else we end up in a mumbo-jumbo of responsibilities without a vent to fulfil them.

We need maps! In fact we need a well turned out itinerary and to achieve this we need to set goals. And mind you, no wishy-washy goals. Vague ambiguous goals are worse than having no goals at all. Steer clear of generalisation.

If you were to ask anyone on the street to define what their goals in life were you would invariably get responses such as "I want to be rich", "I want to be happy" or "I want to be famous".

Don't mistake these for goals; these are mere generalizations, which wouldn't do you much good. Such generalizations can be desired by one and all, but the real deal lies when you set out a specific goal for yourself with clear deadlines and a plan of action.

After having identified your goal and explored the reasons for why it matters to you as much it does, the next obvious step is to define it in great detail to get the required focus and motivation to get it done.

If, for example, one of your goals is to buy a new car, you must define the exact model, the colour, the interior, the price and so on.

Make sure that you can picture it clearly in your mind and try and get away from those generalisations.

Consider another one of our analogies, one probably all of us can quite relate to. Go about setting your goals as you would read a love letter.

Everything counts in a love letter. You read it all ... between, above and below the lines and sometimes in the margins as well. You notice everything, the heart shaped dot on the “i” and comprehend what could the particular stamp mean. You’d even turn the pages, hoping to find something on the other side. You’d smell the envelope for that hint of fragrance and go over different connotations of the salutation.

Every detail matters, and that’s exactly the approach you need to take while setting up your goals.

## DO NOT GENERALISE KNOW EXACTLY WHAT YOU WANT.

Be specific and be precise.

GOAL = TO BUY A NEW CAR

MODEL - BMW 3 series sports convertible

COLOUR - Metallic Blue

INTERIOR - Beige leather

PRICE £25,450

EXTRAS - Air conditioning, CD player, Electric windows.....



Picture what the car looks like.

**Remember:** SPECIFICS and PRECISE

What color are the seats?

What is the number plate?

What make is the CD Player?

Has it got Electric Windows?

A sunroof?

Is that Electric?

Has it got alloy wheels?

### **How to Achieve Your Goal - Planning and Action**

When you have laid down what you want to achieve in detail, the next step is to actually plan and map out exactly how you are going to achieve it.

Remember, any goal can be achieved, but first it is a lot easier if it is broken down into a series of sub-goals. Each smaller goal will lead you, one day/week/month at a time, to your larger goal.

Work your way towards your ultimate goals by working your way through small sub goals.

Make sure you have deadlines for your short term goals too.

A quick note, if your goals address making a change of habit, researchers have found that it takes about 21 days to change a habit. You might want to keep this in mind while formulating your plan. Also, remember that a great deal of positive reinforcement goes into changing of a habit.

Let's take an example here.

Example: GOAL = To lose some weight

If you wanted to lose some weight we would have to make the goal specific.

So the goal would look like this - To lose 12 lb's in 8 weeks.

The next stage would be to break down the large goal into subgoals.

You could set yourself subgoals of losing 1.5 lb's per week for the 8 weeks.

Write down a table and post it on a wall, where it is visible. Suppose that you weigh 12 stone now and want to lose the 12 lb's - your chart would look something like this:

**GOAL : TO LOSE SOME WEIGHT**

**SPECIFICS: 12 lb's in 8 Weeks**

**WEIGHT AS AT xx/xx/01 = 12 Stone**

**TARGET WEIGHT AS AT xx/xx/01 = 11 Stone 2 lb's**

	<i>GOAL LOSS</i>	<i>WEIGHT</i>	<i>ACTUAL</i>
End of week 1	1.5 lb's	11st 12.5 lb's	
End of week 2	1.5 lb's	11st 11 lb's	
End of week 3	1.5 lb's	11st 9.5 lb's	
End of week 4	1.5 lb's	11st 8 lb's	
End of week 5	1.5 lb's	11st 6.5 lb's	
End of week 6	1.5 lb's	11st 5 lb's	
End of week 7	1.5 lb's	11st 3.5 lb's	
End of week 8	1.5 lb's	11st 2 lb's	

In addition to the above you would need to devise an exercise plan and a healthy diet to help you achieve your goal.

Brainstorm all of the actions that you need to do in order to achieve this goal and chunk them into activities of a similar nature.

For example:

Exercise – Which exercises? How often? Do I need new kit? How much?

Diet – What food? How often? How many calories? Shopping List?

Type of gym – Locations? Prices? Clients?

Being more specific like putting down what days you will exercise and which specific exercise routine you plan to follow and also the time frame as in how many days a week would you go, and so on.

Such specific information will give you clarity of thought and the much required push. Besides as you cross each hurdle, one day at a time, you feel like something substantial is happening and that you are getting somewhere near your goal.

Getting back to the example, create a table similar to the one made above for your sub goals - your exercise routine and diet - and stick to it.

The method used to illustrate the weight-loss example is sometimes referred as stair-stepping or chunking which means taking a big goal and breaking it down into smaller components.

We'd like to compare the stair-stepping method with eating a PIZZA!

Consider this –

If you tried to eat an entire pizza in one mouthful, you would choke. But by cutting it into smaller, bite-sized pieces it turns out to be tastier and digestible.

Someone once said

**Success by the inch is a synch; by the yard it is hard**

Break your goals down and they will become a lot easier for you to achieve.

By going about it this way you end up enjoying many small successes in the course of pursuing your final goal, boosting your confidence levels in the process. Besides if you concentrate on your subgoals, your main goal will take care of itself.

**GET THE TIMING RIGHT!**

It is said:

Much of the stress that people feel doesn't come from having too much to do. It comes from not finishing what they started

One of the most crucial factors that would assist you reach your goals is setting yourself deadlines to have each sub/major goal achieved.

An achiever does not have the word PROCRASTINATION in his/her vocabulary.

When we talk about goals you could put things off by *never choosing to do anything*.

You could also put things off by choosing to do something, *but then you never start it*.

Then you could put things off by starting something, *but then you don't continue it*.

And then you could continue something, *but then you don't finish it*.

Procrastination is a self destructive state of mind, where the person starts dishonouring the deadlines fixed and starts justifying it with excuses.

Procrastination is addictive and quite easy to fall prey to. People tend to start with putting things off until tomorrow then next week, until it turns into another tomorrow or another week.

Breakdown your goals; allot time and formulate deadlines. We call it the TIMETABLE TO SUCCESS.

Make sure your goals are not just achievable but realistic too.

A goal of passing a driving test after only 2 lessons is not quite feasible. However, the same goal after completing 20 lessons sounds more attainable and realistic.

The goal shouldn't exceed your ability, but on the other hand it should exploit it to the fullest. This will differentiate between your true potential and performance.

## Do Not Procrastinate Do Not Procrastinate

Procrastination can be fatal for your ulterior motive. It can have a snowball effect on your goals. One failure to meet a deadline can instigate procrastination and can snowball into delaying all your further goals.

It is vital that you don't do something tomorrow what you really could have done today. At every stage of your goal you must set yourself time limits and deadlines so that you don't put things off until tomorrow.

You may delay, but time will not

Procrastination can have some underlying reasons; it could mean there's uncertainty in your priorities, goals and objectives. Don't get tangled up in the procrastinating web, motivate yourself by dwelling on your successes, not your failures.

### **Success breeds Success**

Establishing modest, realistic goals will ensure that they are attained in time; this in turn builds up your confidence and helps you attain further goals.

Also, by setting goals, ones that are measurable and realistic to achieve, it's easier to make corrections to them should you go off target.

If any of you are managers, would-be managers or have people working for you, please bear this in mind.

If you set unattainable or make unrealistic demands on your workforce, you will only do more harm to their motivation, self-esteem and their confidence, resulting in a reduced productivity levels.

The same will happen to you as well if you ask too much of yourself. You don't want to end up giving in after putting in all that effort.

The most successful people in the world and the best managers are those who value their human capital. They identify their own abilities and potential, and also that of their employees. They then set up goals and targets in sync with their collective potential and aim at optimally utilizing them. However, they make sure that they exceed their abilities in a way that it enhances and adds value, rather than burning them out.

There is a fine dividing line between goals that are too easy to achieve and goals that are probably out of your reach.

You can only ascertain which ones are which by using your common sense, knowing your strengths and weaknesses, knowing your potential to develop and learn and also by trial and error.

Goals can be and should be specified for particular areas of your life.

Your career, your finances, your possessions, your ambitions etc - for every area of your life you should set yourself goals in order for you to achieve more rewarding, fulfilling and successful outcomes.

Here are some effective techniques and tips that would help you attain your goals successfully.

As the saying goes "An oral agreement isn't worth the paper it is written on"

Writing down your goal formalises it and you make a commitment to yourself. An oral goal is no good and doesn't have the required effect on your psyche.

Here's how it works:

### **Setting Goals**

An Example:

**What?**

Lose 10 lbs in weight

**Why?**

It will boost my confidence, enhance my self esteem and will make me more attractive

**How?**

Exercise, Diet, Allocating Time, Gym or home, etc

**Chunking**

Finding Gym, exercise routines, kit, frequency

**Nutrition**

Time Management and organisation

**Subgoals**

Lose 2 lbs per month

Buy 1 new item of clothing each month

Visit gym 4 times per week

Increase distance or resistance each time

**Timelines**

Major Goal attained within 5 months xx/xx/2002

X weight in 2 months yy/yy/2002

**Review**

What's going well? What are the results? Do I need to adjust?

Make sure that you write everything down; don't just commit it to memory. This gives the goal a sort of seriousness and gets you down to action immediately.

If you haven't already started to formulate your goals follow the exercises on the next couple of pages for some sense of direction.

Brainstorm and list out all the things you would need to accommodate your goals. Remember that brainstorming is all about getting all the ideas together in the first place. You can play Mr/Ms. Pragmatic later and figure out how direly you need the thing or not. This gives you quite some options and some food for thought.

Say, start with questions like:

What will you need?

Are you experienced enough?

Who can help?

What will you have to do?

Is there a cost?

Do you need any equipment?

Do you require any capital?

Now chunk and segregate all of these requirements into 3 or 4 core areas and then you can classify them as sub goals and allocate a time frame to each of them.

Besides revving up your confidence levels, you will notice how you have grown in the process.

You will see how you have outgrown your shallowness and superficialities, and how you can actually manage to see things beyond your restricted point of views.

All the revelations that came upon will definitely broaden your horizons, making you a more receptive and enthused being and putting you in the right frame of mind to achieve greater feats.

So what are you waiting for?

**GO FOR IT!**

## Overcoming Setbacks

You are all geared up...but something goes wrong one day and you are having second thoughts.

If it is true in your case, then you need to *just get rid of those second thoughts*.

Setbacks are inevitable.

Whilst trying to attain your goals there will be obstacles that will get in your way.

Both on the psychological as well as physiological level!

It's the psychic ones that need to be tended with utmost care, or it's very easy to falter.

Giving in is loser's fare!

Kidding, fibbing, fabricating, storytelling, rationalizing, lying; isn't that self-deception?

Those who do not make excuses are the true achievers!

Do you have the right attitude to succeed?

Explore and enhance your belief and value system in this module!

### **Refocusing after setbacks**

How many times have you tried something new and then a setback occurred and you just go back to square one?

Don't fret; you are not the only one!

Many of life's most difficult accomplishments are in fact some of the most worthwhile. The most striking accomplishments are, by definition, not common. If they were easy, it would no longer be noteworthy.

Setbacks and difficulties will keep coming your way. But it is how you deal with them that will define where you will end up.

There are two ways of facing difficulties.

You either change or alter the difficulty or you can alter yourself to be able to deal with it.

Deal with difficulties correctly and it will enhance your confidence, deal with them incorrectly and they can do some serious damage to your self worth.

Don't mistake missed deadlines, setbacks, unexpected challenges or changing priorities for failures. Feeling discouraged about your goal isn't failure either, you can always snap out of it.

You can fail only if you get stuck with a mind block that restricts you to see beyond the current scenario.

Don't fall prey to that condescending fear of failure. Deal with your setbacks by turning them around into a position of strength by asking yourself empowering questions.

There is an unwritten rule that says:

Ask your mind a stupid question and you will get a stupid answer!

If you ask yourself,

"Why does this always happen to me, I never have any luck?"

It is easy to work out what sort of answers you can get.

The subconscious doesn't understand a joke. It tends to take things literally; if you keep telling yourself something, your subconscious mind takes that as the order and takes actions accordingly.

Ask yourself a positive empowering question instead.

Say,

"What did I learn from this setback?"

Your mind will kick into solution mode and help.

Here's food for thought. When you feel stuck in a situation, ponder on this:

Acknowledge that it has happened. Don't hide from it. These things happen. So what?

What positive empowering questions can you ask yourself?

What is good about this situation?

How can I make the most of this situation?

What can I learn from it?

What are the facts about this problem?

How can we make it a successful outcome?

Acknowledge that setbacks occur to everyone and you are not being singled out.

View them as a challenge to overcome rather than an issue or problem.

Remember that setbacks are more a state of mind than anything else. The right attitude and a positive approach is the only way to counter them.

You can either keep going or start over if things are just not working out!

Get your belief system right for success!

Think about the negative dis-empowering thoughts that come to your mind when you are in a sticky situation.

Can you think of a new positive empowering question that can get lead you to the right answers?

Write these down now and make them a habit.

### **How to Develop Strong Inner Beliefs**

To develop stronger beliefs, the first thing you need to understand is what really motivates you...to need to have a clear idea of what is it that's so important to you that you don't mind going an extra mile for it.

Your goals and desires grow from your values and beliefs, and making it stronger is only bringing you nearer to that much cherished goal you are working so hard for.

Seek answers to those simple questions that arise in your mind to begin to clarify and develop a strong inner belief system.

Taking pride in oneself is important to developing stronger inner beliefs. It's that ability to accept ourselves the way we are that will suffuse in us a sense of pride in our own self.

- Stronger self confidence
- Healthy self esteem
- Greater life satisfaction
- Comfort with self and others

Strong inner beliefs can help you achieve this and much more!

The obvious question is how exactly does one go about developing this strong inner belief system?

Being true to your own conscious is the way to go about it. The world is full of fabricated expressions and you need to weed out all those "what others think" issues first.

When you believe in yourself and your actions demonstrate self confidence, the 'others', you were so worried about earlier, look at you differently.

Consider these questions:

## **1. Explore what you currently believe: about your work, your life, the people that surround you and most importantly yourself.**

Try a free-writing exercise.

Write each word (work, life, etc.) at the top of a page (one for each page) and then the free associate for each word.

Write down the first thing that comes to your mind. Put down all those conjured thoughts regarding each area on paper. Don't bother about being vague or even far fetched; just make sure you stick to that particular area.

Keep on writing until the page is full.

## **2. How much of what you believe is your own?**

Read out all that you have put down on the papers. Don't just read, try and read between the lines. Try and go into the realms of your mind and think why these lines ended up here.

Try and connect these beliefs to the incidents in life that might have instigated them. Identify messages that may have come from parents, friends, family, peers, teachers, etc.

This is how you will seek answers from the subconscious, which usually go unnoticed in your regular state of catharsis.

Can you identify any recurring themes?

Now, highlight the things you feel truly reflect who you are and what you believe.

## **3. How much of it is enabling versus disabling?**

When you look at the messages that came from others, are they enabling and empowering?

Or are they limiting?

Now, look at the ones that reflect your own inner belief system-are those empowering or limiting?

How do they make you feel?

This can give you an insight about how positively or otherwise does the world take you and importantly you take yourself.

## **4. What do you want to believe?**

Consider your true beliefs.

Do they really reflect how you want to feel about life, work, people, yourself?

Write each idea or thought down on the left hand side of a page, and on the right hand side, write how you'd like to feel/think about each instead.

Reprogram yourself by identifying these limiting thoughts as they pop into your head, and replacing them with the thoughts and ideas you identified on the right hand side instead.

If you continue this exercise, you'll find the old limiting thoughts creeping up less and less, and the new empowering thoughts will begin to take their place instead.

### **5. What messages about life, people, work, yourself did you get from family as you shaped your personality?**

Be prepared.

Messages from family members will keep on coming. Family members consider themselves as the self-proclaimed expert of your life.

If you choose to reprogram your views and beliefs, be prepared to stand up for them as your kith and kin usually are the first who oppose you on the same.

### **6. What's your response when you express your belief and someone disagrees?**

If you shared your new found transformed beliefs and view with others, how do you think they would react?

If they don't quite conform to your point of view, would it change how you perceive it or would you just brush them off and stick to your original plan?

Here's a hint: don't change your mind. It's ok that someone else believes differently from you- that's what makes the world go round after all.

Instead, simply state that you see life/work/people/etc. differently, and then repeat and conform your belief to yourself.

This will set forth a mutation process – a metamorphosis, making you comfortable in your own skin with your values and beliefs.

It might give you a sense of association and you will realize that you do have a very strong belief system.

You may not always enforce or communicate it, but it's there, alive in your spirit and your soul.

The essential part after having struck with revelations is to implement them, to have enough confidence in your ability to express your views and beliefs in a firm unwavering manner.

Criticism will come from all four sides. You need to take it in your stride and use it positively to make the required change. Don't fall into the pits by just looking at the negativity of the statements, rise above them – learn from them.

Take up the challenge and continue with your favoured belief system, the one you came up with after all that thinking! It will set off a process of personal growth and give you many opportunities to test your belief.

It will help you determine, how strong really these beliefs of yours are and if you should continue to feel solid, restate and reinforce them strongly.

As your belief system strengthens, you can feel how the world looks differently at you. No one can miss a person beaming with self confidence and a sense of reverence for oneself, which somehow justifies itself.

You will find that others, having less confidence in their own beliefs, seek you out.

By helping these lost souls you will enrich and enhance your spirit in the process. So help and encourage them to tap into their own belief system and follow the process you used to get where you are now.

That's it for today's session!

We hope all this gets you thinking and approaching things differently!

## Reinvention

Welcome to PART-5

It's nice to have a list of goals to accomplish and a resonating confidence in your self.

But this could be another one of your fleeting phases. The question is how do you sustain this feeling and stay motivated?

You sure are motivated to accomplish your goals, but are you equipped with enough of it to make the choices, sacrifices and compromises that lay ahead?

Are you driven enough by your reasons to change that you can fight all the temptations and distractions?

What about fighting those mixed feelings and moments of confusion?

What if you feel like going outside in the sunshine and getting a tan, when you are actually supposed to be indoors, slogging for your goal?

Ask yourself; am I really ready to take the plunge?

We'd suggest you go over the goals and the compelling reasons you laid down one more time.

As you read them, do they fill you with a tingle of excitement?

If they do, great!

If not, either the goals are not good enough or your reasons for them are not **COMPELLING** enough.

Maybe you do not **REALLY REALLY REALLY** want to achieve them – so do the exercise again.

This process is continual.

You constantly need to meddle with your goals till you **KNOW** that those are not just things you want, but things you really **ACHE FOR**.

An ephemeral drive to accomplish the goals is no good, neither is a set of 10 ineffectual ones. You'd rather have 3 **MUST HAVE** goals to work on.

A list of **MUST HAVE** goals will give you the required focus to accomplish them in time. The real reason why people falter is because they have a lot of '**NICE TO HAVE**' things listed, which does not provide the motivation needed to keep going.

“It would be nice to lose some weight”  
“It would be nice to have a new job”

These ‘NICE TO HAVE’s are not going to get you up early and keep you up late to achieve them.

**GET MOTIVATED & STAY MOTIVATED!**

It is one thing to get motivated, but sustaining it is a different ball game altogether.

Here is a formula that will help you keep going to achieve your goals!

However, it is no magic formula. Being honest is a precursor to it and, remember, it is relative, works differently for different people!

The only thing that will make sure that you stay motivated and not deter is your conviction for the goal.

It will help you to understand the force at play when you are faced with making a decision as to whether doing something is a ‘must’ or a ‘nice to have’.

### **The Change Formula**

There is a simple equation that you can apply to anything and everything when you are faced with a decision as to whether you want to do something or not

When faced with such a situation use this formula, and you will instantly notice the clarity of thought you will achieve.

$$\mathbf{D \times V \times P > C}$$

### **DISATISFACTION WITH THE STATUS QUO**

To start with, you should be really unhappy with the present situation; otherwise you wouldn’t feel like changing it.

### **VISION**

A vision is basically your perception of how and where you want to be. Besides, clarity in your reasons for change is necessary.

### **PRACTICAL STEPS**

Lastly, you must know what will be involved in order for you to change. You need to know clearly what things you will be taking up. There should be an action plan

## **COST OF CHANGING**

What will you have to sacrifice in order to change, what will be the costs? Will you have to change your beliefs?

The **D x V x P** will create your desire to change but you will only change if your desire is greater than the associated costs of changing (**C**).

Consider this story to get a clear picture.

The lecturer who first introduced us to this equation was a lovely and attractive, plump lady. As per standards set by the young generation today, she can be called 'fat'.

As her name has to be kept confidential, let's call her Nancy.

Nancy narrated an incident in her life, which forms the basis of this formula.

Once, she had gone to visit the village where she had spent her childhood. She visited the local newsagent, where she used to buy sweets when she was younger.

The store-owner was the same person from whom she used to buy sweets 20 years ago.

Nancy was enthralled and asked him if he remembered her!

She helped him recall and he did, but the words that came out of his mouth left her baffled.

He said .....

"What an earth has happened to you? Haven't you let yourself go?"

You could very well imagine what a blow in the face Nancy would have felt as she left the shop!

Now, for most of us a harsh comment like that would sting and instigate us to take some serious action. It did for the lecturer too; she had the reasons and the required vision of what she would look like if she lost some weight.

She knew the practical steps and sacrifices she would need to make, like sessions at the gym and diet plans, to make the necessary changes.

But still she decided not to change.

Because,

## SHE DID NOT HAVE ENOUGH MOTIVATION TO CHANGE

She weighed her options, scrutinized her priorities and realized that her cost of changing was much higher than her desire to change.

Nancy enjoyed her life as it was. Her diet consisted of traditional healthy and nutritious food, and she loved desserts. Though she did not over indulge, she could not imagine not having them at all. She loved partying.

The last thing she wanted to do was go to the gym every morning or evening, eat lettuce leaves or cabbages for dinner and breakfast, and then make herself starve after a hard day's work, when all she really needed was to wind down at home with a bottle of chardonnay.

We admire her immensely, for being true to herself and sorting out her priorities in life. There is a lot of pressure on people to be thin these days.

If she were to go ahead, and diet and exercise she would have become thin - but do you think she would have been happy?

We doubt.

She wasn't necessarily unhappy with her life. She chose her happiness over superficial gratification from the society which would have left her empty and miserable. She went where her heart was and came out a happier person.

This is exactly the approach we want you to follow, as you work out this formula for your goals.

Anthony Robbins once said .....

### **Achievement without Fulfillment is Failure**

Nancy figured out that the cost of changing for her far outweighed what she was going to get in return.

It's the lack of such a clear distinction of what one would really need to endure in order to get through to achieving the goals that make people drop them halfway.

More often than not people don't carefully consider what they will have to go without in order to succeed.

They start with all the enthusiasm in the world, make all the required plans and enroll in all sorts of programs, make some initial progress too, *but the problem is sustenance.*

The enthusiasm does not last long, and halfway through, you start cheating on yourself. This is followed by excuses, regrets, and you end up feeling more distressed.

Everyone can make initial short term sacrifices, but it is extending them and making them a part of one's lifestyle that takes the toll.

We suggest you identify these potential problems before you apply the Change formula; clearly list out the pros and cons, and check whether the 'pro's attract you much more than the 'con's.

Then you would be able to go ahead and achieve your goal without stumbling and stopping halfway, and then feeling all the more worse.

People often use comments like "I have no will-power" which just states that they are enjoying doing something else than the action plans that are laid down on paper before them - and there is nothing wrong with that.

Make sure your reasons to change are not based on your endeavor for public gratification. Look deep inside your mind and find the reasons, the ones that will make YOU walk the talk.

Apply the formula when faced with a dilemma about your goals, work it out for yourself and make sure you see through it with confidence and conviction.

Now go back over the things that you have written down where you lack motivation, and put them into this formula – see what dynamics are at play.

**SHOULD I CHANGE?**

**Remember**

**$D \times V \times P > C$**

That's it for today's session.

Best of luck!!!

## Attitude and Motivation

### ATTITUDE AND MOTIVATION

It is said that ....

We are limited more by our attitude than by opportunities.

However crude that may sound, it is a fact none of us can deny.

Your attitude and approach are the determining factors in how close you get to your goals.

You are what you are and where you are today because of your thought process, which has moulded your mind set and led you to make the choices that brought you here.

Your mental attitude can travel in two directions:

It can lead you up the path of success or to the road of failure - the choice is entirely yours.

Now that you are almost at the culmination of this e-book, reflect on the choice you ought to make.

We will take you through the realms of positive thinking and an optimistic thought process. Throughout this topic we will explore and acquire the correct mental attitude.

ATTITUDE - A little thing makes a BIG difference

**ATTITUDE - A little thing makes a BIG difference**

We will also talk about motivation – the activity that kick starts you into action.

Let's get started then!

## OPTIMISM – YOUR TRUMP CARD

Picture a footballer taking a penalty.

What do you reckon is going through his mind?

Score a goal?

Or that the goal keeper would save it?

Or that the ball will end up in row Z of the stand?



**What do you think when you are taking a penalty?**

**GOAL?**

**Or**

**MISS?**

Do you know, all the thoughts going through his mind would not just affect but determine whether he will actually score a goal or not.

Take another example,

Think of a lady who has just failed her driving test.

What do you think she's thinking?

Filled with confident that she will get through next time?

Or do you think she will not even bother and give up?

Or maybe she will have to be content with public transport?

There is a thumb rule with regards to your thinking in everything that you do:

Think Positively and you will end up with positive results.

Think Negatively and you will end up with negative results.

It really is as simple as that.

Stop asking “WHY” and ask “WHY NOT” ....

And see the change in your attitude and outlook yourself!

Let’s do an exercise that will distinctly put forth the case for optimism. It will help you understand the thoughts of the positive and negative people around you.

Think of the people that surround you and with whom you interact with often. Now segregate and list them down into the ones that you think are positive and the ones that you think are negative thinkers.

<i>POSITIVE PEOPLE</i>	<i>NEGATIVE PEOPLE</i>

Now in the box below, list down all the positive words you can relate to these people. Things like, what would they say about certain situations? How would they react?

Next, make another list using the same people you listed above. But now segregate them as the ones you think are successful in their lives and the as ones who are not.

<i>SUCCESSFUL</i>	<i>NON-SUCCESSFUL</i>

Can you make the distinctions?

If you compare both of your above lists, you can clearly see that the ones you have listed out as the most successful are the ones who are the most positive.

Confidence and optimism walk together. People who possess these qualities usually succeed in their endeavors.

Positive thoughts release positive energy, which help build the attitude to success.

Pessimists, on the other hand, expect to fail even before starting and rant and crib a lot. The negative thoughts creates in you negative energies, which builds the attitude of a loser.

The one thing that can brings success or failure in our lives is our attitude.

Let's take a hypothetical situation.

Jake and Ted have come for a job interview. They are sitting and waiting for their turn in the reception of the firm they have always dreamt to be a part of.

So what is going through their minds as you sit waiting to be called out?

Ted is a negative minded person. He's psyched out and getting more and more nervous all the time. He is already anticipating the rejection that he is sure would be the outcome. He thinks the 10 other people sitting there are more likely to get the job than he is.

However Jake is a person with a positive approach to things. He is gearing himself up to face all questions, thinking of his strengths and competence. He is thinking that he will have to impress the interview board that he is the best person for the job.

Ask yourself

Who would look the better candidate while the interview is going one- Ted or jake?

Or rather

Which person do you think stands more of a chance of getting the job?

The probability that Jake gets the job is significantly higher.

A person brimming with positive energy is more focused, more alert, and more in step with situations around him or her. His or her senses are not clouded by doubts and anxiety; therefore, he or she can better perceive their circumstances and make the best of it.

And all these come out. People cannot help but notice.

A positive mind attracts opportunities for success while a negative mind repels them.

Remember that ....

Optimism means expecting the best, but confidence means knowing how to handle the worst

### **A SHORT CASE STUDY**

Let's look at this case study to better understand how changing your attitude can affect your success or failure.

Tom Lake is a 40-year old proprietor of a store with outlets in five cities.

Some 20 years back, he was unemployed. No job, no money and a ballooning waistline to top it all!

Whatever he tried, failed. He tried to work as a sales representative for a cosmetics firm, but the company had shut down within 4 months. He tried his hand at being an insurance agent, but he lost his job within three months because his boss did not like him at all. He had then worked at a garments store, but somehow that too did not work out. They were cutting down on staff, and the new recruits were the first to go.

For two months, he was unemployed, and going towards being flat broke.

At this time, Tom went through a very bad phase, he was beginning to lose hope, the only flicker of positivism he had in his life. And then he was struck with revelations, he could clearly see nothing was happening, and he was destined to be like this.....maybe there was something wrong with him.

He had turned into a self induced loser.

One day, he came across this line, while absently minded going through a book, sitting at home.

“I have not failed. I’ve just found 10,000 ways that don’t work – Thomas Elva Edison”

He had been staring at the page for some time, not actually reading it but somehow, it struck him.

The book was about the famous leaders and achievers of all centuries.

He found that most of them had gone through really tough times. And somewhere it was sardonically mentioned that to be famous, you need to be miserable once.

It was a moment of epiphany for Tom.

He realized that to fulfill his aspirations he needs to fight for each of them with all that he’s got. And feeling like a loser never helps.

He sat down and made a list of options available to him. He told himself that whatever else he might turn out to be but he would not be a grouch. That as long as he was alive, he will respect himself.

He changed his attitude. And it changed his life. Not overnight, not in a month, but slowly.

Life is all about choices. When you look through the clutter and fabrication, you will see that every situation is a choice. It’s up to you how you choose to react to them.

It is not because things are difficult that we do not dare, it is because we do not dare that they are difficult

Picture this –

You have joined a short course to enhance your management skills ....

Now there are people from all walks of life attending this kind of thing.

Who would you be more drawn to, and may be take the initiative to talk to in the break?

The person who seemed ready to take on anything, the one who wanted to lead, who communicated confidently

or

the miserable looking person who, seemed to make efforts to minimize himself or herself, shuffling his or her feet, and communicating feebly?

You might say...’it would depend on how I am feeling at that time.☺

If you are confident of yourself, you would most probably shake hands with the confident guy.

If you are feeling less confident...then you should determine to gain it. Think this way. There’s someone there who’s even worse of than you.

Yes, it is small consolation there, but something to start with.

Remember the story about the man who was sad and angry because he had no shoes only to walk around the corner to find a man who had no feet.

**‘Whatever your mind can conceive and believe your mind can achieve’**

Napoleon Hill

Your capacity to believe is your greatest potential asset.

But you cannot draw upon it or benefit from it until you have formed the habit of keeping your attitude positive.

Now that we are on the same page about the relativity of positive attitude and success the next obvious question is ...

Are you one of those people?

If you were to take a penalty or go in for a job interview what would be going through your mind?

Positive thoughts or negative ones?

Doesn't matter what your mindset is at present, there are ways and means to inculcate more positive habits and traits.

And that's exactly what we are going to tell you here

We are going to share with you tried and tested techniques that will enable you to form and sustain a positive mental attitude.

Here are some of these golden words that you can put right into action and be the change you want to see.

## HOW TO FORM AND KEEP A POSITIVE MENTAL ATTITUDE

Like Confucius beautifully put it ....

It is better to light one small candle than to curse the darkness

Life is tough, you have to expect for the best but also prepare for the worst. It is very essential to maintain a positive mental attitude to prepare your self for the downturns because there are going to be many.

Remember it's not what happens to you, it's what you do about it that really counts.

Incorporating a "Why Nots" and shunning away the "Whys" is the key to think positively.

Remember, positive people are solution orientated and look for the good in every situation whereas negative minded people believe that problems and obstacles cannot be surpassed.

All it takes is a smile!

Take a look at the lists that you wrote on the previous pages. Now look at the positive people on that list.

One thing in common that these people will all share is that they all probably smile a lot and are happier than their negative counterparts.

We don't have scientific research supporting it, but then no one can deny the charm and power associated with a smile.

This really works. Start smiling more often and see how things look more beautiful and vibrant to you.

Now, that doesn't mean that you have to walk around with a silly grin on your face all of the time.

But smile as you walk down the street, when you talk to someone, even when you look in the mirror at yourself.

You will be surprised how it changes your perception of your own image and it projects a positive image to others too - one that will attract opportunities and people.

Remember, positive people are happy people and negative people are not.

Happy people are also seen as more attractive than unhappy and sad people, so that is an added bonus!

Pat people on the back

It's commonly seen that people will tend to ignore your hundred positive deeds and strike and blow out of proportion that one mistake you did incidentally.

People can be mean and judgmental and so crude when it comes to criticizing others. And you know a verbal bashing is more hurtful than a physical one.

Its takes its tool on you at different levels – de-motivating you and filling you with insecurities!

To create a positive attitude around you, start by complementing the people that surround you in daily life. Appreciate them and acknowledge their good deeds and you will notice the instant gratification it pervades.

If your partner buys a new piece of clothing and looks particularly attractive - tell them so.

Complement your staff on their work - that you appreciate their efforts and that they are doing a great job.

Complement your child on making it to the football team.

By making others feel good, the feel good factor pervade into your persona too enhancing you Positive Mental Attitude in the process.

Something that goes hand in hand with complementing other people is the way in which we treat others.

There is a simple rule to this:

Treat others as we would like to be treated ourselves

In order to do this, you must treat everyone as though they are the most important person in the world - because to them, they are!

However, we are not professing sucking up to people because that will just leave you shallow. Mean the complements that you give.

It is said that whatever you hand out in life you get back, but what you get back is ten times as much!

Now let's be a little selfish here, 10 times is quite a bit!

It is said that if a customer gets treated excellently at a company, whether a bank or a store, he or she automatically tells 10 people about it.

The same will apply to you when you exceed the needs of your friends, your boss and your work colleagues. You will find that you will become more popular, be highly regarded and your profile will be raised within that particular group.

Believe, conceive and achieve

One thing that you must start to do is to act as though success is inevitable.

Picture success in your mind at all times and let it penetrate through the subconscious mind.

Always focus on the outcome that you want in everything that you do.

Remember, what the mind can believe and conceive it can achieve.

You have within you a sleeping giant, whom you can direct to perform any service that you desire.

The power of your mind and imagination is truly an exceptional and incredible function.

You are the ruler of your destiny – of your life, take control and you are on your way to success, to happiness, but also to illness and depression.

Yes it sounds too negative, but the human mind is a mystical thing with its own ways of functioning and comprehending situations.

Let's go through an incident to reinforce the above statements.

A middle aged man was working in a refrigeration unit in America.

One day he accidentally locked himself inside one of the units. He banged on the door, he yelled and he screamed but no one heard him.

He panicked, and succumbed to his fear and helplessness and led himself to believe that it's time to go!

He sat down, his body became numb and with his fingers, he scribbled a message on the wall for those who would eventually find him. It read "Getting colder now, starting to shiver, nothing to do but wait, slowly freezing to death, half asleep now, these are my final words".

Five hours later they opened the door and found him. DEAD!

Now it's a sad story, but here is the twist.

The temperature inside the unit was 56 degrees. The unit had been broken all day, there was plenty of air for him to breathe – there was some 40-50% chance that he would have survived.

The man simply willed himself to die.

No one can deter the power of the mind and the extremities it is capable of.

Can you really distinguish between your thoughts and reality?

So try not to get into negative mindsets because your subconscious mind will take it literally, just like we saw in the above example!

Rehearsal practice - You've succeeded before you have even begun

Rehearsal practice is an effective technique that will harness the power of your mind and help develop your mind to better use.

In the modern world, a number of things are preconditioned; why not do that to your mind too!

This is how it works – there are situations you expect to face and people who you know you will come across.

So plan before hand how to deal with them by rehearsing it over in your imagination first, you will feel less anxious.

It is as though you are training your subconscious to behave in a certain way to obtain the result that you desire.

Let's go back to the job interview example we described earlier.

If you go over in your mind what the interview will be like, the questions asked, the possible scenarios that might come up, you will find that no matter what the interviewer throws at Jake, he would be ready to handle it well.

You can apply this technique anywhere from going for a driving test to everyday activities like making a presentation.

Rehearsal practice is all about visualization and focusing on the desired outcome.

You will instantly feel the change that being prepared for bring about.

For each of your goals, take 5 minutes out of your day. Close your eyes and picture that the goal is already achieved, picture what you are doing, how you are living your life now that your goals are achieved.

You will be very excited and happy with the results.

But say, for instance, that you start to picture a negative thought in your mind. What should you do then?

Well, what you should do is stop yourself immediately and replace that negative thought or picture with a positive one.

You must never ever picture negative outcomes at any time for they can direct your actions and have a tendency to come true.

Now that's easier said than done, but whenever you experience a negative thought, ask yourself the following questions:

“Is this thought really important in the grand scheme of things?”

“What can I change about this thought to turn it into a positive?”

“Think back through past experiences that have been worse and let's just put this into perspective”

“Why did that person say what they said? What was behind it? They probably have the problem not me”

Focus on success and watch as the people, the opportunities and the outcomes go your way.

If you want to explore the attributes of winners you should study the attributes and mannerisms of first class salespeople.

Salesmanship is all about convincing people to buy something they probably don't even need. It's all about how you sell it to them and requires a lot of positive maneuver.

If you look around, you will notice, 'aren't we all selling ourselves all the time.'

Selling ourselves to find that recognition and acceptance among the people that matter to us.

What do you think we are doing at an interview, during a presentation, communicating an idea or even when you are on a date? Yes, you are selling yourself - and you must have a positive approach to successfully do so.

It is said that attitude is a little thing that makes a BIG difference.

Many people do not think twice before putting their colleagues and subordinated down to get ahead in the rat race.

There's a dearth of the feeling of solidarity today and opposition and criticism will be constantly put in your face.

It's only a positive mental attitude that can come to your rescue and salvage whatever little you have managed with your life.

A positive attitude is vital to attain your goals and to grow, develop and progress in life.

If you are working hard and getting the success you deserve, people will tend to drag you down, this is where you need to maintain your terra firma and not succumb to the negative influences of other people.

Remember that no one has got it easy,

All of the world's most successful people have had setbacks in their quest for success.

Picture Richard Branson's Lottery bid failure and his Hot air balloon crashes, picture Ian Botham's demise as England cricket captain.

Both of these legends epitomize the strength of a positive mental attitude and the skill to adapt and come up.

It's not about how many times you fall; it's how many times you get back up. The only thing that failure cannot cope with is persistence.

Negative minded people may have given in at that point, but Branson and Botham went on to bigger and better things.

It all boils down to their POSITIVE MENTAL ATTITUDE.

In Botham's own words

“Erase failure from your mind and you will be surprised how little you do fail”

IN SUMMING UP

Positive mental attitude is the result of a life dedicated to self-improvement.

It's a vital key to attain happiness and find contentment and SUCCESS in all your endeavors!

Remember, it will be your attitude that will determine your success.

People who are negative never get anywhere, are invariably unsuccessful and most gruesome of all UNHAPPY!

Scientific research has also reinstated the fact that P.M.A. (Positive Mental Attitude) isn't just a state of mind; it has linkages with the wellness of the mind and the body!

Don't allow negativity destroy your dreams!

Hope does spring eternal!

Throughout this topic we have discussed the advantages of a P.M.A. Please make sure that you start to implement these techniques straight away.

Think positively and the world is your oyster.

Think negatively and you are doomed to failure.

Decide which one you would prefer!

## MAXIMISING YOUR POTENTIAL

Winning is all about being content with your status quo and feeling that you are giving out the best that you have.

In earlier topics we discussed the importance of goal setting and goal attainment, for it is important that you know what you want to do with your life and where you want to go.

It's also very vital to know yourself and be in touch with your inner self - the side you don't necessarily reveal to the outside world.

This is the real you, make sure you don't lose yourself in the materialistic overtones of the outside world.

Get in touch with your conscious to know the kind of person you are and intend to become.

The way you look and present yourself to the outside world, the clothes you wear, the things you own, how articulate are you and also your etiquettes and mannerisms, all of these things count and determine the extent of your success!

Winners and successful people work to improve many areas of their total presentation for they understand that it is a vital factor and will enhance what they have already achieved, maximizing your potential.

Don't misunderstand the direction that self improvement should come from to be driven by insecurities or feeling of being inadequate.

Maximizing your potential is all about harnessing and bettering what you already have.

It comes from the feeling that you are already a wonderful person and want to improve even further.

### Self Image

It's essential to have a clear picture of how you want the world to see you and that it is in-sync with your true self - the person you personally want to be.

How you feel inside reflects outside, so if you are insecure and possess lower self esteem it is definitely going to reflect on the outside for the entire world to see.

Remember they are going to judge you on this outer image of yours.

Your physical appearance talks a lot about you.

If you see a person who looks tired and wary, with hair not done well, and tasteless clothes...the word that comes to your mind is flaccid, dull or uninteresting. Isn't it true?

On the contrary, if you see a person who looks calm and alert, with hair done perfectly, and elegant clothes, walking in firm strides...the word that comes to your mind would most probably be forceful, smart or elegant. What do you say?

How many people have you seen who walk with their head down and back crouched?

What do you think this says about their self-esteem? Do you think that they would be able to sell themselves?

Not quiet that effectively you'd say.

Winners and achievers make their presence felt.

They walk tall with their head held up high.

They make heads turn when they enter a room.

And mesmerize the crowds with their speech.

They don't need to demand respect, they command respect!

Yes, all of this is achievable ...

Positive Mental thinking clubbed with an impeccable self image and you are on your way to all the glory and glitz!

Losers don't think give appearances their required importance. They want to be accepted as they are.

No one can deny the fact that how you carry yourself and look makes a lot of difference in today's world.

We are not professing you get plastic surgery done to enhance your self image.

It's all about dressing up elegantly, not expensively.

It's about speaking calmly and clearly. It is about holding your head high, and keeping your back straight. It is about maintaining a cool demeanor even when things are not going as expected.

Your inner confidence and self esteem will ooze out in the way you dress and present yourself.

In order for you to maximize your potential in life, you must be able to put yourself into a position whereby you feel good about yourself.

Otherwise, there will always be something that will be holding you back - the effects of a low self-esteem.

If you do not feel good about yourself, how can you expect others to feel that about you?

The feel good factor

Improvising on your self image is not all; it's important that you relate to and feel at ease with this change.

The feel good factor is all about feeling content and making it reflect in your behavior.

Now say, for instance, that you are feeling low and the Managing Director calls you in to his/her office - this is your big chance to impress the most important person in the organization but you can't do much about your state of mind.

You are wearing one of your old shirts, your hair's not done as well as it could be, and your face looks wary and tired.

You are suffering from a major bout of lack of confidence and the way you appear is not helping the situation at all.

It will definitely drag you further down if the meeting doesn't go well.

Now picture this scenario, you're wearing a really elegant suit, your hair is perfect, and your facial expression reflects alertness and calmness of mind and spirit.

Even if the Managing Director had called for a serious discussion, the above mentioned factors mentally groom you up to face the situation calmly.

If the "feel good" factor in terms of your appearance, hair and other things around you are bothering you, it will definitely affect your self-esteem and put a lull in your confidence levels.

There is a marked difference between the feel good factor and the feel bad factor - the scale must be a million miles apart.

Needless to say, you must make sure that you get that feel good factor in your life.

This feel good factor has to come from within, of course you can't help a bad hair day, but you sure can be cautious and might as well take care of it, so you are not landed into situation like that.

It's up to you how to find this feel good factor which will get you out of the bashful mode and put you right on the scene – right where all the action lies!

We have had a look at the advantages of having a high self-esteem and the pitfalls of having a low self-esteem.

During the next couple of pages we are going to tell you some techniques that will enable you to raise your level of self-esteem and increase your confidence.

By the end of this topic hopefully you should have a good idea of the things to work on and a better perception of yourself.

## **RAISING YOUR SELF-ESTEEM**

High self-esteem is often mistaken for being conceited and egoistic, which can be taken as negative traits. However, a reasonable level of self esteem can be really good for a positive and impressive self-image.

It is very essential to understand how people comprehend your self image as, so to start with we will see how you think other people perceive you.

In the space provided finish off the sentence below with one or two paragraphs, be as honest as you can:

When a person sees or meets me for the first time they think..

Next, I'd like you to finish off this sentence with another couple of paragraphs:

When a person sees or meets me for the first time I would like them to think ..

What you have just done is to identify two critical areas.

Firstly, how you think others perceive you and secondly, how you would like others to perceive you.

Now, if the two lists are exactly the same, you are at the stage whereby you are what you want to be like and that people perceive you exactly the way that you want. You must have an extremely high level of self-esteem, which is not necessarily the case with most people.

However, if you see differences on the lists, these are the areas that you must work on in order to raise your self-esteem.

Write down below the differences that you noted and a brief statement of how you can improve upon them:

- \*
- \*
- \*
- \*
- \*
- \*
- \*
- \*
- \*
- \*

As you note down these differences you will find that in some instances you might have to make significant improvements, and in other minor. The major and minor details, all are both important.

Another useful exercise to complement the one that you have just completed is to write down all of the characteristics of the ideal person that you would like to become.

Below, write down the way he or she looks, how is their hair done up, the way they dress up and present themselves, their mannerisms, their car, everything to do with that person and make sure that you do it in detail:



After you have completed the previous exercise, ask yourself this question:

Do you prefer his or her life to your own?

If you do, start to write down what you can do to close the gap:

This exercise will enable you connect with your desires and aspirations, at the same time giving you a realistic picture of your endeavours.

It will ensure your development and growth as a person and will make sure that you can sustain your focus, and that if you do lose track it gets you right back on the correct path.

Besides what you have put in the list above, we want you to consider some other common areas for personal development and whether they comply with you or not.

These might be very generic areas, but they sure will get you in their own subtle ways.

As we talked about the feel good factor earlier, it is a very essential feeling to have to get you through the day.

To enhance this factor, we'd suggest that you take every area of your appearance and analyze it.

An image consultancy book might seem too generic, but they sure have some really good tips and can help you figure things like the types and shades of clothing that complement your face and coloring, the ways you can style your hair to enhance your facial features, the kind of glasses and shades that would suits your face, etc.

Image consultancy books come really handy as they can actually guide you to feel and look your best with all sorts of style, grooming and wardrobe tips.

You could even go one step further and have an actual image consultation.

Another area that can enhance your self-esteem is your possessions.

Start by making a list, of the possessions that you would like to have and categorize it into the following three groups:

1. Those items that you could go out and purchase immediately.  
E.g. a tie, cufflinks, shirt, etc.
2. Those items that would take a little saving up to get.  
E.g. A suit, a CD system, computer, etc.

### 3. Those items that are for long-term savings projections

E.g. A car, house, luxury holiday, etc.

Now, set out medium and long term saving plans in order to acquire the items you have jotted down in 2 and 3 above, and along the way make sure you treat yourself to at least about 2 items per month included in 1.

The smaller possessions will make you feel good and when a larger possession is attained you will feel even better!

By now you should have a good idea of what you would have to look like, own and possess in order for you to feel good about your exterior image to the world.

You might think you are perfect in all aspects, but remember there's always room for improvement.

Fall in love wit yourself and pamper yourself silly, because you will be treated by the world the same way as you treat yourself.

To make a positive impact on others, it is important to have a love affair with yourself. If you feel good about yourself, it is apparent to everyone that you meet.

If you feel bad about your shape, physique, clothes, grooming, manner or appearance, it will be much harder for you to remain confident and assured in social situations.

Someone once said:

“If you treat your friends like you treated yourself, would you have any?”

You are your own best friend, because wherever you go, your best friend will be going with you too. And, like with best friends, you should give them the best.

The way we treat ourselves has a direct impact on how others will treat us.

You will be treated back the way you treat your friends. So, it is at your discretion and it is up to you to adapt an approach and actually train your friends as to how they treat you.

**BECOME YOUR OWN BEST FRIEND AND EVERYONE ELSE  
WILL TREAT YOU LIKE THEIRS.**

We discussed in an earlier topic the importance of complementing other people. It is also very important to put yourself in the position whereby you receive the complements.

Are you happy with the way that you dress?

If not then buy clothes that will make you feel good.

Make other people complement you on your appearance; it will make you feel good.

Are the contents of your car, garage or house a mess?

If so tidy it up.

If your car is full of papers, cans, grit and the like, what do you think this says about your style?

Are you happy with your weight?

If so, then fine.

If not, then go on an exercise and healthy eating plan.

*MAKE PEOPLE SAY*

*“WOW! YOU LOOK GREAT!”*

The level of your self-esteem can either open new doors and opportunities for you or could bail yourself with a lot of unwanted baggage!

When it comes to those crucial moments in life, when you face a perform or perish kind of situation - that 20 minute promotion presentation or that 10 minute chat to the M.D, you should be at your best, and feel at your best so that you can perform at your best, when it really matters.

No obstacle is too great; no mountain is too steep to climb.

Your self-esteem can be improved by internal (you thoughts) and external (appearance, possessions) factors.

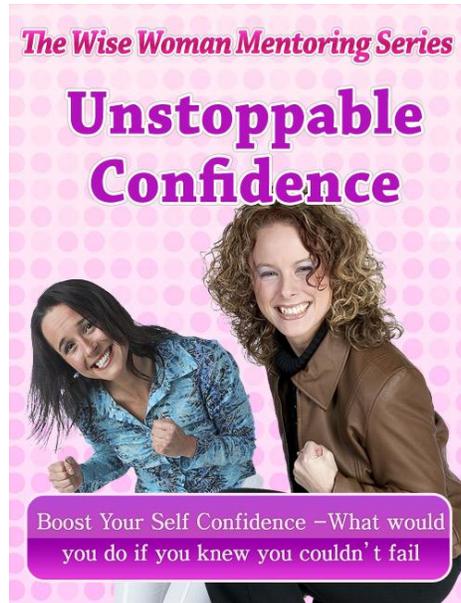
To maximize your potential in life you must analyze your SELF-ESTEEM.

Make sure that you are in the position whereby your mind and body are one.

When you have achieved this you will know because you will never have felt anything like it - THE POWER OF A HIGH SELF-ESTEEM AND THE CONFIDENCE TO ACHIEVE ALMOST ANYTHING.

**OTHER BOOKS IN THE SERIES available at [www.TheWiseWoman.eu](http://www.TheWiseWoman.eu)**

# PRODUCT # 1



## Unstoppable Confidence \$5.00

"**Unstoppable Confidence**" is a 6 part ebook that is designed to get you that self-confidence that they are so desperately seeking.

### **Book Description :**

Each of the 6 modules includes a number of exercises and assignments that will teach you all you need to know in order to build your confidence.

"Unstoppable Confidence" will enable you to smash through those barriers and limited beliefs that you have about yourself and move forward with your life.

Without confidence you will never be able to lead the life that you want. Confident people are successful people. They stick out a mile don't they?

Many people in life have the same amount of skills but what holds them back is their lack of self-belief.

The difference between those that succeed and those that do not is confidence.

**Part 1:** Just how confident are you? Take the assessment and all will be revealed!

**Part 2:** Believing in yourself – What do you need to believe in yourself?

**Part 3:** How to overcome your negative thoughts

**Part 4:** How to overcome negative comments from others

**Part 5:** How to feel confident all of the time!

**Part 6:** Your confidence plan – How to lead a great, confident life

## PRODUCT # 2



### How To Get What You Want In Life \$5.00

“How to get what you want” is a 6 part ebook that is designed to provide you with the direction, purpose and drive that they are looking for.

#### **BOOK Description :**

Each of the 6 modules includes a number of exercises and assignments that will walk you through the process of first working out what you want from your life and then, how you are going to get it.

The course will enable you to stop drifting along in life – instead you will discover what your life is all about and how you can go about to improve it.

You only live once so you’d better make the most of the time whilst you are here!

“How to get what you want” will be your very own life map of where you are now to where you want to get to.

You will soon rediscover those lost ambitions, those dreams that had fallen by the wayside.

This is the time to start a fresh. So start right now!

**Part 1:** Discover what your life is really about

**Part 2:** The goal setting workshop – mapping out what you want in your life from hereon in!

**Part 3:** Fire the gun! – How to take action

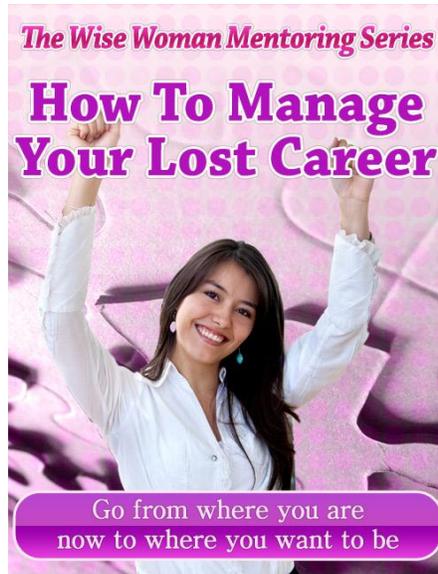
**Part 4:** Become a world-class hurdler! How to overcome the obstacles that get in your way.

**Part 5:** How to stay on track with your goals – How to keep motivated

**Part 6:** Creating the life that you truly deserve

**OTHER BOOKS IN THE SERIES** available at [www.TheWiseWoman.eu](http://www.TheWiseWoman.eu)

## PRODUCT # 3



## How To Manage Your Lost Career \$5.00

“How To Manage Your Lost Career” is a book that is designed to enable you take a look at where you are now and where you want to be with your career.

### **Book Description**

Maybe you are not happy with what you are currently doing?

Maybe you want something else but don't know what that “Something Else” actually is?

This course includes a number of exercises and assignments that will enable you to answer all of your questions and teach you all you need to know in order for your to rediscover your lost career!

You spend so much of your time at work it makes sense to do something that you are best suited to and something that you enjoy!

“How To Manage Your Lost Career” will get you back on track.

It will be just like taking your car in for a service! But this time we will be looking under the bonnet of your career!

Course content:

- Produce your career and life goals
- Know what direction you need to move in
- Know what is important to you in a career and what is not

- Produce a winning CV that sells you as a person
- Answer any interview question that is thrown at you
- Overcome any interview nerves
- Communicate your strengths without bragging
- Understand what interviewers are looking for in a potential candidate
- Prepare and plan beforehand to ensure a successful interview
- Negotiate for a better pay deal
- Negotiate for better terms and conditions

OTHER BOOKS IN THE SERIES **available** at [www.TheWiseWoman.eu](http://www.TheWiseWoman.eu)

## PRODUCT # 4



### Effective Communication Skills \$5.00

“Effective Communication Skills” is a book that is designed to improve your communications skills enabling you to express yourself more clearly and to talk with confidence and assurance.

**Book Description:**

Each of the 6 modules includes a number of exercises and assignments that will teach you all you need to know so that you can communicate more effectively with all of the people who you come in contact with.

With "Effective Communication Skills" you will now be able to know what effective communications are all about, how the great communicators do it and all there is to know about non-verbal communication techniques which make up to 93% of all communications!

Communication is so vital to everything that anyone does because we are usually required to seek solutions, information and help from others.

It is without doubt the most important skill that anyone can improve and let me tell you that the results of doing so can be outstanding.

The results can improve your relationships with clients and colleagues, loved ones and associates – you name it!

Everyone can communicate in one shape or form.

But haven't you seen those people whose communication and interpersonal skills just seem to be on another level?

They seem to have everyone doing whatever they say, the person is liked and respected by all, they can talk to strangers and build up rapport effortlessly!

That's the difference between communicating and communicating effectively.

Communication goes far beyond the actual words that you say.

More importantly it's how you say it and the way that you act while you're saying it.

If you want to improve and take your communication skills to the next level, then this course is for you.

**Part 1:**

Understanding the communications process – how does mis-communication occur?

**Part 2:**

How to understand someone else's view of the world

**Part 3:**

How to communicate with different types of people

**Part 4:**

What do you need to do to be an outstanding communicator?

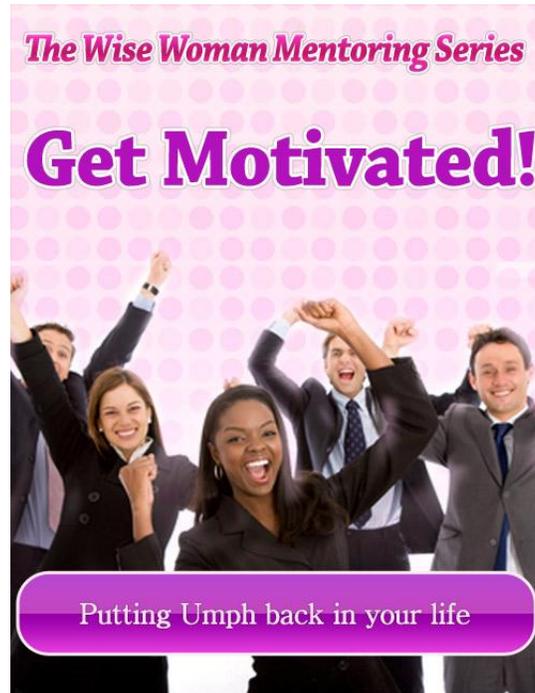
**Part 5:**

How to make small talk with people you have never met before – It's easy when you know how!

**Part 6:** Giving and receiving feedback

OTHER BOOKS IN THE SERIES **available at [www.TheWiseWoman.eu](http://www.TheWiseWoman.eu)**

# PRODUCT # 5



## Get Motivated! \$5.00

"Get Motivated!" is a 6 part book that is designed to get you motivated about your life and to stop you from putting things off all of the time.

### **Book Description:**

Within this course you will now be able to get juiced up about all that you do so that you have got the get up and go and energy to be a winner.

Motivation gives you that inner drive to accomplish what you want so take the first step today and never look back!

**Part 1:** How to get juiced up about life - what must you do?

**Part 2:** Finding something to get you up early and keep you up late!

**Part 3:** Stop procrastinating and putting things off

**Part 4:** Taking control of your life

**Part 5:** What do you want to be in life?

**Part 6:** Staying motivated!

OTHER BOOKS IN THE SERIES **available at** [www.TheWiseWoman.eu](http://www.TheWiseWoman.eu)

## PRODUCT # 6



### The New You! \$5.00

"The New You!" is a book that is designed to give you a makeover on the inside and the outside!

#### **Book Description :**

You've seen those makeover programmes on the tv right?

Well, this is something similar!

We look at what is important to you in life, the person you would like to be, what you want to be known for, your values, beliefs and image.

After completing the course there will be no stopping you - watch out everyone!

**Part 1:** Are you happy with yourself and your lot in life?

**Part 2:** What and who do you want to be in life

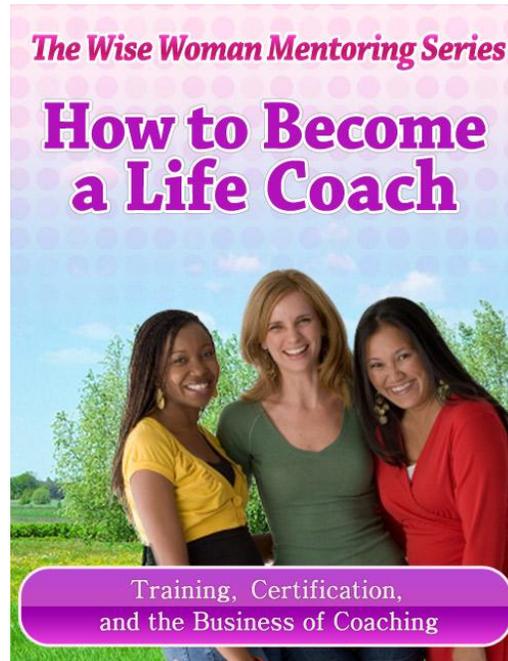
**Part 3:** Your image and what it says about you!

**Part 4:** Taking control of your life & remove the clutter!

**Part 5:** Being confident with the new you

**Part 6:** The new you - the WOW factor!

# PRODUCT # 7



## Thinking Of Becoming A Life Coach? \$5.00

"How to become a Life Coach - What you'll want to know about training, certification, and the business of coaching"

You are probably swamped with information - well you can now learn all you need to know with this 6 part course.

"How to become a Life Coach" is designed to provide you with all of the answers to the questions that you have about becoming a Life Coach.

Each of the 6 modules includes a number of exercises and assignments that will walk you through the options, the ins and outs and all you need to know about how to succeed in this profession.

**Part 1:** What is Life Coaching all about?

**Part 2:** How do you know if Life Coaching is the right career for you? Take the test.

**Part 3:** How to become a coach - training, qualifications, options, legal issues, regulations

**Part 4:** Start up costs, ongoing costs - what you will need as a coach

**Part 5:** The top 50 income generators of a Life Coach

**Part 6:** Going it alone - how to build your business either part time while you work or full time.

OTHER BOOKS IN THE SERIES **available at** [www.TheWiseWoman.eu](http://www.TheWiseWoman.eu)