



**How to Live a Better Life!**

**[www.creating-better-habits.com](http://www.creating-better-habits.com)**

## Introduction

This has been written in answer to the question I am constantly asked

*"What book do you recommend for me to improve my life"*

Until now my answer has been – it depends what you want to achieve – however it has been concluded by a number of top people that although we are all different in many ways we are the same when it comes to what we all want from life.....which is

- **To be healthy**
- **To have enough money (in some cases to be wealthy)**
- **To be Happy.**

Inside this book you will find many topics covered; all designed to help you achieve that Better Life you deserve.

I'm sure you have heard it said "that to earn more you must first learn more" well the same is true about anything in life you wish to do.

Most of us are on automatic pilot most of the time – this is through habit – before we can change our habits we must change our thinking – as thoughts create action and action leads to habit and habits lead to lifestyle and staying where we are, unless we decide to cancel out those habits we don't want and replace them with habits we do want- easier said than done, or is it?

You will find the following topics being covered which are all designed to improve your current situation; Self-Esteem, Goal Setting, Responsibility, Time Management, Motivation and Inspiration along with a number of related subjects.

Should you find the information in this book helpful in any way at all please pass it on to a friend or colleague and share the benefits.

Good luck and enjoy life to the full – you deserve to – and remember you only pass this way once so make it memorable.

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## Chapter 1 – The Right Habits

Let's look a little closer at the meaning of the word habit.

Random House dictionary defines habit in this way:

Habit: An acquired behaviour pattern regularly followed until it becomes almost involuntary.

The important words in this definition are acquired and almost involuntary. Let me ask you a question. When is the last time you sat down and said to yourself?

**"Today I am going to add a new habit to my life?"**

I guess that you have probably never said those words.

### **So what is a positive habit?**

A positive habit is simply a habit that produces positive benefits, actions and attitudes you want to acquire and make part of your life. Why is there such great power in positive habits to effect change? Because habits; by their very nature, are automatic. After a period of time they can become permanent.

So how do we go about adding new positive habit's to our life?

It's really quite simple.

You simply begin repeating an action, attitude or thought process every day for at least 21 days.

Research has shown that an action that is repeated for a minimum of 21 days is likely to become a habit.

Remember that positive habits have positive benefits and you will reap those benefits for as long as you maintain that habit.

Brian Tracy states the Law of Habit as: -

*"In the absence of a specific decision on your part to change some aspect of your life, the natural tendency will be to go on the same way indefinitely. Ninety-five percent of what we do is habit."*

**You can create a new habit by just repeating an activity over and over again for approximately 21 days**

### An explanation of habit by way of a poem

I am your constant companion  
I am your greatest helper or your heaviest burden  
I will push you onward or drag you down to failure  
I am completely at your command  
Half the things you do, you might just as well turn them over to me,  
And I will be able to do them quickly and correctly  
I am easily managed; you must be firm with me  
Show me exactly how you want something done, and after a  
Few lessons I will do it automatically  
I am the servant of all great men  
And, alas, of all failures as well  
Those who are great, I have made great  
Those who are failures, I have made failures  
I am not a machine, though I work with all the precision  
of a machine. Plus, the intelligence of a man  
You may run me for profit, or run me for ruin; it makes no  
difference to me.  
Take me, train me, be firm with me and I will put the world  
At your feet  
Be easy with me, and I will destroy you  
Who am I?  
I am a HABIT!

Author Unknown

### **Kick Your Bad Habit – And Keep it Away for Good**

Getting started on a bad habit is easy, but quitting it can be very difficult.

So how do you quit a bad habit you've been meaning to?

Well, if you're looking for answers;

Here are some tips on making a bad habit a thing of the past.

#### 1. Define Your Goals.

First, you have to identify the habit you are trying to kick out.

This is the most important step in kicking a habit. If you don't accept that you have a problem, you won't be able to solve it. Write it down and why you want to rid yourself of it.

When you have written it down, proceed to naming your goals. If your goal is to lose weight or quit smoking, then state it boldly.

Along with the goal, you will need to state why you wish to change then add some other data, such as schedules and plans for quitting the habit in question.

When defining your goals, try not to make the mistake of putting in an unrealistic goal. This will only serve to frustrate your attempts, and you could very well see yourself falling back on your old habit!

2. Get Help. You should realize that there are things that are best solved with the help of a friend. A bad habit is one of them. Support groups are a wonderful way to suppress your quitting efforts. Knowing that there are people who are going through the same things you are going through, and who support you emotionally and physically, can greatly increase your will and ability to deal with a bad habit.

3. Substitution. When trying to quit a habit, the stress and anxiety that follows an episode when you cannot get the result you want can be truly unnerving.

One technique to help you overcome this is to try substitution. The best way to quit a habit is to replace it with another habit – one you wish to acquire for your benefit.

As Og Mandino would say you can only replace one habit by overwriting it with another more desirable one.

4. Keep Track of Your Progress.

Progress always is a great motivator for people to stop a habit. To avoid thinking that you are going nowhere, keep a log of your quitting journey, this will encourage you when you think you are not making progress.

And most importantly reward yourself for every milestone you achieve. Don't make the milestones too big – small steps are best. This is a good way to encourage you towards your goal.

To help you stay on track and put your life on autopilot for success we recommend the program "The Power of Positive Habits"

"If greater success, improved self-esteem and happiness are your life destinations, The Power of Positive Habits can take you there! This is a simple but powerful program that can transform your life."

**–Jack Canfield - #1 NY Times Best-selling author of  
"Chicken Soup for the Soul"**

You can get this program from our sister site  
[www.OnlineExpress.info](http://www.OnlineExpress.info)

## The Art of Adapting to Change

One of the main reasons that may hinder us from reaching our innermost goals and desires is our inability to be flexible.

This fact may be hard to swallow, but it's true. We do everything we can to eliminate any type of suffering in our lives, yet challenges and pressures can bring out the best in us.

If you have been burdened by mistakes in the past, learn from them, forget about them, and move on. Some people tend to focus on how bad their lives have been due to these mistakes. As a result, they remained stuck in their miserable lives.

Treat your mistakes as lessons, and apply them as learning references in your future endeavours.

Remember the past is the past – it is gone forever.

So what if you invested in a business and you lose a ton of money? In this situation, some people would remain deeply discouraged for a long time that their personal lives are being affected negatively. They can't eat well and they just stare at the ceiling all night long, thinking how this bad incident happened.

Furthermore, they would probably vow not to venture into new opportunities again. Speaking as someone who has 'the T Shirt' been there done that I can assure you that its not life threatening, OK it maybe disappointing for a while – so what!

You don't have to be like them. If you're afraid to fail, then you risk all your chances to achieve your goals in life. Try again; but this time, be more careful and use your past mistakes as guide maps.

Look at it this way. If you try, at least you get a 50% chance of getting what you want. But if you did not try at all, you have absolutely no chance of attaining your desires in life. It's a no-brainer.

Let's fast forward into the future. Let's say you do try, you create some new habits and you follow through, and you succeed, great congratulations.

This does not mean you'll stay in that situation for good. Problems may rise again, so always be ready to adjust to the current situation.

Keep your determination alive and continue to monitor your achievements and don't forget to reward yourself at various intervals to reinforce that success.

Don't forget - The only thing permanent in this world is change.

If you need to sacrifice something for a better cause, then do it. If you have to miss your favourite show on TV or if you have to deny your friends' invitation to go out on a Saturday night so that you can devote more time to those activities that will lead you closer to your goals, so be it.

You may encounter difficulties. You may receive criticisms. You may even be regarded as being "different" or "strange" by other people. Don't let them discourage you. Just keep on striving, and success will be yours for the taking.

Learn from the past, make it your teacher, and remember you can always find someone who has had it tougher than you.

You are what you repeatedly do.  
Excellence is not an event - it is a habit."

Aristotle  
384-322 BC. Philosopher and Scientist

## Chapter 2 - Your Personal Growth Plan

I imagine you have heard it said that "failure to plan" is "planning to fail"

If you want to grow in this life the good news is that you can, all you need is simple plan of your own because the bad news is if you don't have a plan then you are probably part of someone else's plan – and they have their own interests at heart and not yours.

The other good news is that is not complex or complicated to have your own plan.

Mind you it may be simple but it is not easy – you do need to work at this but it can and has been achieved by many already.

- First you just need to decide what you want from life
- Then start to act in a way that tells yourself and others that you already have what you want (i.e. BE first, then DO then HAVE as opposed to HAVE, DO & BE – back to front)
- Make a list of positive affirmations to help keep you on track
- Enjoy Your Life:
- Change Your Point of View

"Two men look out through the same bars:  
One sees the mud, and one sees the stars."-  
Frederick Langbridge; from A Cluster of Quiet Thoughts

If you've been placed second in a writing contest, will you jump for joy and push for better results the next time or will you be discouraged and find an excuse not to join again?

In life, you are always filled with choices. You may opt to have a pessimist's view and live a self-defeated life or you may decide to take the optimist's route and take a challenging and fulfilling life.

So why nurture an optimist's point of view? And why now?

Well, optimism has been linked to positive mood and good morale; to academic, athletic, military, occupational and political success; to popularity; to good health and even to long life and freedom from trauma.

On the other hand, the rates of depression and pessimism have never been higher. It affects middle-aged adults the same way it hits younger people. The mean age of onset has gone from 30 to

15. It is no longer a middle-aged person's disorder but also a teenager's disorder' as well.

Here's how optimists are in action and researches that back up why it really pays to be an optimist:

Optimists expect the best

The defining characteristic of pessimists is that they tend to believe bad events, which will last a long time and undermine everything they do, are their own fault.

The truth is optimists are confronted with the same hard knocks of this world. What differs is the way they explain their misfortune--- it's the opposite way. They tend to believe defeat is just a temporary setback, that its causes are confined to this one case.

Optimists tend to focus on and plan for the 'problem' at hand. They use 'positive reinterpretation.' In other words, they most likely reinterpret a negative experience in a way that helps them learn and grow. Such people are unfazed by bad situation, they perceive it is a challenge and try harder.

They won't say "things will never get better," "If I failed once, it will happen again" and "If I experience misfortune in one part of my life, then it will happen in my whole life."

Positive expectancies of optimists also predict better reactions during transitions to new environments, sudden tragedies and unlikely turn of events. If they fall, they will stand up. They see opportunities instead of obstacles.

### The Optimist vs The Pessimist (by William A. Ward)

The optimist turns the impossible into the possible;  
The pessimist turns the possible into the impossible.

The optimist pleasantly ponders how high his kite will fly;  
the pessimist woefully wonders how soon his kite will fall.

The optimist sees a green near every sand trap;  
the pessimist sees a sand trap near every green.

The optimist looks at the horizon and sees an opportunity;  
the pessimist peers into the distance and fears a problem.

To the optimist all doors have handles and hinges;  
to the pessimist all doors have locks and latches.

The optimist promotes progress, prosperity, and plenty;  
the pessimist preaches limitations, liabilities, and losses.

The optimist accentuates assets, abundance, and advantages;  
the pessimist majors in mistakes, misfortunes, and misery.

The optimist goes out and finds the bell;  
the pessimist gives up and wrings his hands.

Answer the following questions and you are well on the way: -

What motivates me?

It's an answer you have to find out for yourself.

There are so many things that can make everyone happy, but to choose one of the may be the hardest part.

It's not like you can't have one serving of your favourite food in a buffet and that's it. Just try it piece by piece.

What Really Makes You Tick?

What really makes you tick? You can be just about anything you always wanted to be, but to realize that attaining something that may seem very difficult is already giving up before you even start that journey.

Always remember, that self-improvement is not just about the physical or philosophical change you have to undergo, but it's something that you really want. And it's a continuous process.

## Chapter 3 – Getting Motivated

### **MOTIVATION, THE HEART OF SELF IMPROVEMENT**

Pain may sometimes be the reason why people change.

Getting flunked grades make us realize that we need to study.

Debts remind us of our inability to look for a source of income.

Being humiliated gives us the 'push' to speak up and fight for ourselves to save our face from the next embarrassments.

It may be a bitter experience, a friend's tragic story, a great movie, or an inspiring book that will help us get up and get just the right amount of motivation we need in order to improve ourselves

Motivation is when your dreams are put into work clothes.

### **What Do You Really Want?**

Ever wonder why some people never get anything good out of their life? - That's because they don't know what they want in the first place!

You must be specific in your passions, then you must focus all your efforts on that particular desire.

Some people don't really know what they want. For one moment they're excited over a particular thing or endeavour. The next thing you know they completely abandon it; either because they lose their interest or because they give up when they encounter a little problem.

Those who always change their minds and those who give up easily when the going gets tough will never get anywhere.

Maybe right now you're a bit confused. You don't seem to know what you really want in life. You might want to consider these:

1. What makes your heart beat with excitement?
2. What makes you happy?
3. What are you consistently thinking of day & night?
4. What do you want to do for the rest of my life?
5. What do you enjoy doing?
6. What are your obsessions?
7. What things make you jump with joy?

To help you out, just follow these steps.

1. Write on a piece of paper all your possible answers for the seven questions above. Write anything, even seemingly unimportant ones.
2. Encircle 5 to 7 items that interests you the most.
3. Then evaluate and choose with your heart the one & only thing that is worthy to spend all your time & resources with. The chosen one should really be something that brings out the best in you.

Other than the exercise above, you could also ask your close friends and relatives about their personal dreams. You could also read books & surf the net to help you in your search.

Use your heart. Other people may disagree with you, but you should be firm with what you really want.

Others may give comments or advice, but **the final decision is always yours to make.**

You should concentrate on what you want, not on what others want for you.

Don't go sleeping tonight without making a final decision on **WHAT YOU REALLY WANT IN LIFE MORE THAN ANYTHING ELSE.**

#### 4 Powerful Ways to Fire up Your Motivation

It's so difficult to go on when everything seems to fail, isn't it? Are there times in your life when you really want to call it "quits" because you just can't see any good results from all the hard work you've done?

Hold your horses!

Never ever think of giving up. Winners never quit and quitters never win. Take all negative words out of your mental dictionary and focus on the solutions with utmost conviction and patience. The battle is never lost until you've abandon your vision.

But what if you're really exhausted physically, mentally, and most of all emotionally? Here are some sources of motivation to prompt you in reaching the peak of accomplishment.

- 1) The Overwhelming Feeling of Attaining your Desired End

How would you feel after accomplishing your mission? Of course you will feel ecstatic. You might be shedding tears of joy. Let this tremendous feeling sink in and encourage you to persist despite all odds.

## 2) The Reward System

How would you feel if you've entered a contest, but there are no prizes for the winners? It's not very encouraging, isn't it?

The same principles apply to your vision. Reward yourself after accomplishing a goal. Set a particular incentive for every objective.

Let's say if you've achieved a particular task, you'll treat yourself to your favourite restaurant. When you've finished a bigger task, you'll go on a vacation.

Got the idea?

Just set something gratifying to indulge in after completing a certain undertaking.

## 3) The Powerful Force of Humanity

If you want to succeed, surround yourself with the right kind of people who will support and encourage you all the way.

Be with people who have the same beliefs and aspirations as yours. Positive aura is generated by this fusion of collective energy from people of "like minds."

On the contrary, being with people who oppose your ways of thinking may trigger a negative, yet very powerful, kind of motivation.

Has anyone ever said to you that "You'll never get anywhere" or "You're wasting your time with what you're doing?"

Didn't it made you furious and determined enough to prove to them how wrong they were? This is what I'm talking about.

When aggravated, you will do anything to make those who are against you swallow their words. But of course, your main focus should be on the accomplishment of your goal and not for the

purpose of revenge. Never let your emotions toward others alter your main objective.

#### 4) Take Care of Your Health

Exercise regularly. Fill your brains with enough oxygen to allow you to do your daily tasks with more vigour and energy.

Take regular breaks if time allows. Having the will power to continue despite all hardships is extremely important, but you should still know your limits.

If you don't take enough rest, you will not be able to think clearly and you will not be able to do your tasks properly. In the process, you will just get more frustrated.

Take sufficient sleep and recharge yourself after a hard day's work. Never, ever ignore your health.

It's not worth it. Success won't matter if you don't have good health to enjoy it.

Fire up your motivation and live life to the fullest!

Visit us at [www.motivation4u.co.uk](http://www.motivation4u.co.uk) for some great Success books, like "Inside the Mind of Winners" "404 Self Improvement Tips" and "Ultimate Techniques for Time Management"

To motivate is to inspire and enthuse.

Problems can be turned into challenges if you approach them positively

Always be enthusiastic and keep a smile on your face – an old Chinese proverb says-  
"a man who cannot smile shouldn't keep a shop"

Remember that LIFE'S A BITCH – and that applies to everyone- you are not being picked on. We all go through some Tough Stuff in our lives – that's what makes us better individuals.

Remember IF IT'S TO BE IT'S UP TO ME

## Chapter 4 – Inspiration

To be inspired all you need do is either read a good book, watch a good film, listen to uplifting music or just go and listen to a top speaker.

Mix with those people who are positive about life and are on a similar path to yours as it is with them you will find the encouragement to continue on your journey.

As Thomas a Edison said “Genius is one per cent inspiration, ninety-nine percent perspiration”

We can all become inspired provided we put the effort in.

Who should you listen to; to become inspired?

A quote from Agnes Repplier who lived from 1858 to 1950

“A man who listens because he has nothing to say can hardly be a source of inspiration. The only listening that counts is that of the talker who alternately absorbs and expresses ideas”

This takes into account that we have two ears and one mouth and therefore need to listen to learn to find out and decide if the speaker is an inspiration to us or not; if not move on and join a different crowd.

We can learn from the past even as far back as the 1<sup>st</sup> Century B.C.

Why it is worth seeking out inspiration: -

When you are inspired by some great purpose,

Some extraordinary project,

All your thoughts break their bonds;

Your mind transcends limitations,

Your consciousness expands in every direction,

And you find yourself in a new, great  
and wonderful world.

Dormant forces, faculties and talents

Become alive, and you discover yourself

To be a greater person by far

Than you ever dreamed

Yourself to be.

Patanjali (c. first to third century B C)

## Chapter 5 – Self Improvement

"What Really Makes You Tick?"

8 questions you should ask to yourself: a preparation to self-improvement

To be all you can be

I often see myself as somewhat contented with my life the way things are, but still I aspire for something deeper and more meaningful, do You?

So we're all pelted with problems.

Honestly it shouldn't even bother or even hinder us to becoming all we ought to be. Aspirations as kids should continue to live within us, even though it would be short-lived or as long as we could hold on to the dream. They say you can't teach an old dog new trick... or can they?

### 8 Questions

1. What do I really want?

The question we all ask ourselves sometime or other

So many things you want to do with your life and so little time to even go about during the day.

Find something that you are good at can help realize that small step towards improvement.

Diligence is the key to know that it is worth it.

2. Should I really change?

If history has taught us one thing, it's the life that we have gone through. Try to see if partying Seventies style wouldn't appeal to the younger generation, but dancing is part of partying. Watch them applaud after showing them how to really dance than break their bones in break-dancing.

3. What's the bright side in all of this?

With so much that is happening around us there seems to be no room for even considering that light at the end of the tunnel.

We can still see it as something positive without undergoing so much scrutiny. And if it's a train at the end of the tunnel, take it for a ride and see what makes the world go round!

4. Am I comfortable with what I'm doing?

There's always the easy way and the right way when it comes to deciding what goes with which shoes, or purse, shirt and whatnot. It doesn't take a genius to see you as someone unique, or else we'll all be equally the same in everything we do.

Variety brings in very interesting and exciting questions to be experimented.

5. Have I done enough for myself?

Have you, or is there something more you want to do?

Discontentment in every aspect can be dangerous in large doses, but in small amounts you'll be able to see and do stuff you could never imagine doing.

6. Am I happy at where I am today?

It's an unfair question so let it be an answer! You love being a good and loving mum or dad to your kids, then take it up a notch! Your kids will love you forever. The same goes with everyday life!

7. Am I appealing to the opposite sex?

So maybe I don't have an answer to that, but that doesn't mean I can't try it, though. Whether you shape-up, change the way you wear your clothes or hair, or even your attitude towards people, you should always remember it will always be for your own benefit.

8. How much could I have?

I suppose in this case there is no such thing on having things too much or too little, but it's more on how badly you really need it. I'd like to have lots of money, no denying that, but the question is that how much are you willing to work for it?

## **UNLOCK YOUR SELF IMPROVEMENT POWER**

When we look at a certain object, a painting for example – we won't be able to appreciate what's in it, what is painted and what else goes with it if the painting is just an inch away from our face. But if we try to take it a little further, we'll have a clearer vision of the whole art work.

We reach a point in our life when we are ready for change and a whole bunch of information that will help us unlock our self improvement power. Until then, something can be staring us right under our nose but we don't see it. The only time we think of unlocking our self improvement power is when everything got worst. Take the frog principle for example –

Try placing Frog A in a pot of boiling water. What happens? He twerps! He jumps off! Why? Because he is not able to tolerate sudden change in his environment – the water's temperature. Then try Frog B: place him in luke warm water, then turn the gas stove on. Wait 'til the water reaches a certain boiling point. Frog B then thinks "Ooh... it's a bit warm in here".

People are like Frog B in general. Today, Anna thinks Carl hates her. Tomorrow, Patrick walks up to her and told her he hates her. Anna stays the same and doesn't mind what her friends say. The next day, she learned that Kim and John also abhor her. Anna doesn't realize at once the importance and the need for self improvement until the entire community hates her.

We learn our lessons when we experience pain. We finally see the warning signs and signals when things get rough and tough. When do we realize that we need to change diets? When none of our jeans and shirts would fit us. When do we stop eating candies and chocolates? When all of our teeth have fallen out. When do we realize that we need to stop smoking? When our lungs have gone bad. When do we pray and ask for help? When we realize that we're gonna die tomorrow.

The only time most of us ever learn about unlocking our self improvement power is when the whole world is crashing and falling apart. We think and feel this way because it is not easy to change. But change becomes more painful when we ignore it.

Change will happen, like it or hate it. At one point or another, we are all going to experience different turning points in our life – and we are all going to eventually unlock our self improvement power not because the world says so, not because our friends are nagging us, but because we realized its for our own good.

Happy people don't just accept change, they embrace it. Now, you don't have to feel a tremendous heat before realizing the need for self improvement. Unlocking your self improvement power means unlocking yourself up in the cage of thought that "its just the way I am". It is such a poor excuse for people who fear and resist change. Most of us program our minds like computers.

Jen repeatedly tells everyone that she doesn't have the guts to be around groups of people. She heard her mom, her dad, her sister, her teacher tell the same things about her to other people. Over the years, that is what Jen believes. She believes its her story. And what happens? Every time a great crowd would troop over their

house, in school, and in the community – she tends to step back, shy away and lock herself up in a room. Jen didn't only believe in her story, she lived it.

Jen has to realize that she is not what she is in her story. Instead of having her story post around her face for everyone to remember, she has to have the spirit and show people "I am an important person and I should be treated accordingly!"

Self improvement may not be everybody's favourite word, but if we look at things in a different point of view, we might have greater chances of enjoying the whole process instead of counting the days until we are fully improved. Three sessions in a week at the gym would result to a healthier life, reading books instead of watching too much television will shape up a more profound knowledge, going out with friends and peers will help you take a step back from work and unwind. And just when you are enjoying the whole process of unlocking your self improvement power, you'll realize that you're beginning to take things light and become happy.

## Chapter 6 –Self Esteem

### BUILD YOUR SELF ESTEEM, A STARTER GUIDE TO SELF IMPROVEMENT

So how do you stay calm, composed and maintain self esteem in a tough environment? Here are some tips you may to consider as a starter guide to self improvement.

Imagine yourself as a Dart Board. Everything and everyone else around you may become Dart Pins, at one point or another. These dart pins will destroy your self esteem and pull you down in ways you won't even remember. Don't let them destroy you, or get the best of you. So which dart pins should you avoid?

#### Dart Pin #1: Negative Work Environment

Beware of "dog eat dog" theory where everyone else is fighting just to get ahead. This is where non-appreciative people usually thrive. No one will appreciate your contributions even if you miss lunch and dinner, and stay up late.

Most of the time you get to work too much without getting help from people concerned. Stay out of this; it will ruin your self esteem. Competition is at stake anywhere. Be healthy enough to compete, but in a healthy competition that is.

#### Dart Pin #2: Other People's Behaviour

Bulldozers, brown nosers, gossipmongers, whiners, backstabbers, snipers, people walking wounded, controllers, naggers, complainers, exploders, patronisers, sluffers... all these kinds of people will pose bad vibes for your self esteem, as well as to your self improvement scheme.

#### Dart Pin #3: Changing Environment

You can't be a green bug on a brown field. Changes challenge our paradigms. It tests our flexibility, adaptability and alters the way we think.

Changes will make life difficult for awhile, it may cause stress but it will help us find ways to improve our selves.

Change will be there forever, we must be susceptible to it.

#### Dart Pin #4: Past Experience

It's okay to cry and say "ouch!" when we experience pain. But don't let pain transform itself into fear.

It might grab you by the tail and swing you around.

Treat each failure and mistake as a lesson.

Dart Pin #5: Negative World View

Look at what you're looking at.

Don't wrap yourself up with all the negativities of the world.

In building self esteem, we must learn how to make the best out of worst situations.

Dart Pin #6: Determination Theory

The way you are and your behavioural traits is said to be a mixed end product of your inherited traits (genetics), your upbringing (psychic), and your environmental surroundings such as your spouse, the company, the economy or your circle of friends.

You have your own identity. If your father is a failure, it doesn't mean you have to be a failure too.

Learn from other people's experience, so you'll never have to encounter the same mistakes.

Sometimes, you may want to wonder if some people are born leaders or positive thinkers.

NO. Being positive, and staying positive is a choice.

Building self esteem and drawing lines for self improvement is a choice, not a rule or a talent.

God wouldn't come down from heaven and tell you – "George, you may now have the permission to build self esteem and improve your self."

In life, it's hard to stay tough especially when things and people around you keep pulling you down. When we get to the battle field, we should choose the right luggage to bring and armours to use, and pick those that are bullet proof. Life's options give us arrays of more options. Along the battle, we will get hit and bruised. And wearing bullet proof armour ideally means 'self change' means the kind of change which comes from within voluntarily.

Armour or Self Change changes 3 things:

1. Our attitude,
2. Our behaviour
3. Our way of thinking.

Building self esteem will eventually lead to self improvement if we start to become responsible for who we are, what we have and what we do. It's like a flame that should gradually spread like a brush fire from inside and out.

When we develop self esteem, we take control of our mission, values and discipline.

Self esteem brings about self improvement, true assessment, and determination.

So how do you start putting up the building blocks of self esteem?

- a) Be positive.
- b) Be contented and happy.
- c) Be appreciative. Never miss an opportunity to compliment. A positive way of living will help you build self esteem, your starter guide to self improvement.

## Chapter 7 – Goal Setting

### Setting Your Goals - Easier Said, Easily Done

The basics of setting a goal is an open secret known by top-calibre athletes, successful businessmen and businesswomen and all types of achievers in all the different fields. The basics of setting goals give you short-term and long-term motivation and focus. They help you set focus on the acquisition of required knowledge and help you to plan and organize your resources and your time so that you can get the best out of your life.

Setting clearly defined short term and long term goals will enable you to measure your progress and achieve personal satisfaction once you have successfully met your goals. Charting your progress will also enable you to actually see the stages of completion leading to the actual realization of your goals. This eliminates the feeling of a long and pointless grind towards achieving your goal. Your self-confidence and level of competence will also improve as you will be more aware of your capabilities as you complete or achieve your goals.

The basics of goal settings will involve deciding what you really want to do with your personal life and what short term and long term goals you need to achieve it. Then you have to break down goals into the smaller and manageable targets that you must complete in your way to achieving your lifetime targets. Once you have your list waste no time in tackling your goals.

A good way to have a manageable list is to have a daily and weekly set of goals. By doing this you will be always in the position of going towards you life plan goals. Everyday will give you the opportunity to fulfil a certain goal giving you the feeling of accomplishment.

Here are some pointers that should be taken into consideration in setting goals and achieving them.

Attitude plays a very big role in setting and achieving your goals. You must ask yourself if any part of you or your mind holding you back towards completing your simplest goals. If there are any part of your behaviour that is being a hindrance or puts your plans into disarray? If you do have problems in these areas then the immediate thing to do is to address this problem.

Careers are made by good time management practice. Failing in a career is often attributed to bad time management. Careers require

a lot from an individual which often makes the career the life of the individual. Plan how far do you want to go into your career.

Education is the key in achieving your goals. If your goals require you to have a certain kind of degree or require a certain specialization or demand a certain skill to be developed, make plans in getting the appropriate education.

Your family should never be left out of your plans. If you are just starting out then you have to decide if you want to be a parent or when you want to be a parent. You also have to know if you really would be a good parent and how well would you relate to extended family members

Personal financial situations also play a major role in achieving your goals. Have a realistic goal on how much you really want to earn. You also must be able to create plans or stages by which you will be able to reach your earning potential.

Physically gifted individuals may be able to achieve sports related goals like being in the National Basketball association or National Football League. Determining your physical capabilities should be one of your priorities. Physical limitations could however be conquered with proper planning.

As the saying goes -'All work and no play makes Jack a dull boy', or something to that effect, is by all means true down to the last the letter. Giving yourself a little pleasure: should be included into your plans.

To start achieving your lifetime goals, set a quarter of a century plan, then break it down to 5 year plans then break it down again to 1 year plans, then 6 month plans then monthly plans, then weekly, then daily.

Then create a things-to-do list for the day.  
Always review your plans and prepare for contingencies.

The basics of goal settings should not be so difficult once you get to be familiar with them.

#### 5 Great Techniques to Realize Your Goals

Goals keep us motivated. But sometimes, people find it too hard to achieve their goals. Maybe because they have set long-term goals before setting short-term ones, or they did not plan their goals carefully.

Goal-setting strategies are important especially for those who want to achieve long-term goals. Here are five goal-setting techniques to help you realize them.

1. Start with short-term goals that will lead you to long-term ones. Sometimes, people start with short-term goals unconsciously. Why unconsciously? Some of them may have considered the goals to be long-term at the time they planned them; and after achieving a goal, they realize that they are in fact, looking forward to a longer one. Some are contented with their short-term goals, but after a while will realize that they also need to attain long-term ones. Short-term goals seem to be our set off for longer ones. They will motivate the person to plan for longer goals, which will usually take some time before achieving them in full.
2. Make sure you really want the goal. By this, you have to ask yourself: "Do I really want this goal? Will this goal give me a better life?" Answering these questions will give you more passion to achieve your goal. Some people recall their past to find out why and how they came up with such goal.
3. Speak up. By this, it means you shouldn't keep your goals to yourself only. Sharing your goals could help you get the support you may need from others. Some people are too shy to tell others about their goals for reasons like they are afraid they cannot achieve these in the end, or they lack the courage to speak up their minds. This is not a good habit because when the time comes that you really need their support; you will have a difficult time to get such support. You will then have to achieve your goals all by yourself. Also, sharing the fruits of your goals is uplifting to the mind and spirit.
4. Write down your goals. This strategy is more advisable for those who have a long list of goals. After writing them, it is advisable to review them because this will encourage you to achieve them.
5. Stay on track and don't give up. Reviewing notes will help open your mind to see if you are on the right track. While on track, you may have to face challenges that might change your personality. A person who is overconfident might suddenly feel depressed after finding out that he is going the wrong way in achieving his goal. Thus this might lead to abandoning the goal. Never be discouraged. Facing obstacles is a test on how passionate one is to realize his goal.

For further information we suggest  
[www.GoalRealizationMadeEasy.co.uk](http://www.GoalRealizationMadeEasy.co.uk)

## Chapter 8 – Responsibility

Self-Evaluation: Do More than Just “Fine!”

Every Sunday afternoon, just after a short nap, I browse on my diary and consequently make a schedule of activities for the coming week. As I sit on my chair, I can't help but wonder how many other people around the world are doing the same thing. I guess I am not the only one doing that. Shelves of diaries of different designs, planners of all sizes and other tools intended for scheduling purposes, are available for everyone. Surely, the importance of proper planning cannot be underestimated.

But after all the properly managed scheduling, the greater challenge is yet to be encountered. Ever wondered how to keep track of your weekly improvement and maintain the attitude of keeping your way on the right direction? Here are some useful guidelines that you may want to answer for yourself to keep your toes on the ground, your steps synchronized with what you have in mind, and your activities triumphant.

- Did I attain my goals?
- What was my motivation in achieving these goals?
- What problems and obstacles came up along the way?
- How did I succeed over these problems?
- Was the time and effort I spent in reaching these aspirations well spent?
- While attaining the goals, were there other better opportunities that came by which may have been more fruitful for my sake?
- Did I gain more confidence upon achieving my aspirations?
- What aspirations did I not achieve?
- Why was I not able to attain the said goals?
- Generally speaking, can I literally say that the time and effort I devoted were focused on the more important matters as I planned them to be?
- Are there goals I was not able to pursue from previous weeks that I want to pursue this coming week?
- Was I able to take some time off from my daily routine to be alone and listen to my inner voice?
- Did I reflect about myself, refocus my attention, replenish my resources, and renew my spirit for the tasks to be done for the following week?
- What did I learn based on my experiences last week?
- Are my goals realistic?

Giving honest answers to these questions will help you evaluate your performance in a weekly basis. One may ask: "Why do I need to evaluate myself in such a very short interval of time?"

Through this type of assessment, we become more aware of our development as individuals on a very personal level. We also continue to build our strengths, check on our limits, and get in touch with reality. It may come hard at first; but believe me, this will really pay off in the end. And you'll become more satisfied and fulfilled with what you have achieved rather than just saying: "Well, I'm doing fine."

There is so much to learn as we live each day. Seneca emphasized it too when he said: *"As long as you live, keep learning how to live."*

### Nothing to Lose and Everything to Gain

Presenting four scenarios:

1. Nothing to lose and nothing to gain
2. Everything to lose and everything to gain
3. Everything to lose and nothing to gain
4. Nothing to lose and everything to gain

If you are given a chance to pick one, which will it be? Just by merely looking at the four scenarios, you would obviously pick the fourth. But let's take a closer look, a look inside all four scenarios by means of illustrations.

The first two scenarios are actually the same. This can be likened to a town where the living conditions of the people residing in it did not deteriorate over time; but neither did it progress. People may be moving about, literally speaking. But somehow, life has not changed or improved. They are actually losing something that is not visible but real. And that thing is time. Time is being wasted. This kind of scenario or situation does not attract attention; there is nothing spectacular or exciting. What was there five or ten years ago still remains the same. It makes one observing this town feel sleepy because it looks like a sleepy town with people moving about like zombies.

Let's look at the third scenario, everything to lose and nothing to gain. Now, this looks more exciting, only it feels like falling into a pit. At least, there's activity; but it is a depressing one. This can be likened to a financially poor person who suddenly got a windfall of cash through inheritance or through the lottery. There are countless

stories about ordinary workers or employees who won in the lottery and got super rich. A few years later, they were back to where they used to be, financially speaking. Some of these people even wind up worse than they used to be, accumulating debts rather than wealth. Either they were blinded by the huge amounts of cash they came across with or they simply can't manage their money well.

The fourth scenario looks interesting and inviting. There was once a person who was working as an ordinary employee. He set aside a portion of his salary as savings. He was saving, not for the rainy days but to use it for a business he intended to put up. In the meantime, he gathered not only savings, but also enough experience related to his planned business. Somewhere along the way, an obstacle occurred. He needed to send additional money to his family in the province to spend for a sick relative. He dug into his savings. But at the same time, he found an extra job to make extra money to fill in the hole he made on his savings. This kept his plan on schedule. Once the savings and experiences were enough, he left his job and started to put up his business. It was hard work at the start. Frustrations were always part of the daily activities related to his business. There were times he felt like giving up but somehow, a voice from within him told him "If you back out now, where will you go?" So he held on. Sometimes he felt like he can't hold on any longer. It's as if he was holding and hanging on the edge of a sword; but in spite of the pain, he still persisted. Then little by little, things began to change. His business blossomed. More and more people got to know him from previous customers because of his outstanding products and services. He was glad he made the right decision to hold on during those difficult moments. Occasionally, there were ups and downs, but the downs were not enough to discourage him from pursuing his goal.

This is an illustration of determination and perseverance to accomplish something in life, an abundant life. It is an illustration that if you don't do something to achieve your goal, you end up in the same place you used to be. It's an illustration of nothing to lose and everything to gain.

## Chapter 9 – Speed Reading

Why learn to speed read?

With so much these days to take-in this is a huge advantage as it has been suggested that even if we only skim a page the brain is that clever it retains the words we have covered. And think of the benefits of being able to read your favourite novel or author in less time so that you can get on and do other things!

This skill can also help if you have to speak in front of a group of fellow workers or at a seminar as you can recall your notes much easier since you can read them a number of times in the same amount of time it used to take you to read them once.

### **You can if you think you can**

As you think so shall it be

“If we did all the things we are capable of, we would literally astound ourselves” Thomas Edison

Another good reason to learn this skill is quite simply that in this life the only thing we cannot get more of is time, and it is said by many that life is short – so we should pack in as much as possible.

Speed readers are considered to be impatient readers- they read with a purpose and want to find answers straightaway.

### **Tips for Increasing Reading Rate**

- Work on vocabulary improvement. Familiarize yourself with new words so you don't get stuck on them when you read them again.
- If you find yourself moving your lips when reading, force yourself to read faster by reading with the mind instead of with the lips.
- Read more! 15 minutes a day of reading an average size novel equals 18 books a year at an average reading speed. Can you imagine how helpful it can be?
- Determine your purpose before reading. If you only need main ideas, then allow yourself to skim the material. Don't read every word.
- Spend a few minutes a day reading at a faster than comfortable rate (about 2 to 3 times faster than your normal speed). Use your hand or a card to guide your eyes down the page.

- If you have poor concentration when reading, practice reading for only 5-10 minutes at a time and gradually increase this time.

In today's business world, ordinary reading skills are not sufficient for you to keep up with the increasing amount of information. If you read at 200-250 words per minute, like most people, you are at a great disadvantage.

Learning how to read quickly is actually not difficult and many people will improve their reading speed just by understanding what goes on in their eyes when they read.

What is also important, besides reading quickly, is to understand the information read and how to retain the information. What good is a speed reader if he doesn't understand a thing he reads? Thus, high speed reading, together with complete comprehension, gives you an opportunity to reach your highest potential as a leader in your field of work.

Information is power. The more you know, the more powerful you become.

To be at the cutting edge of your business, you have to know more than others in your field.

Fortunately, information is abundant and obtaining it is as easy as a few clicks on your computer. The challenge is gathering and deciphering useful data that gives you the lead.

High speed reading is one of your most important tools to gain ample information that may make other people see that you deserve to be recognized

Many of the most successful business people you know are probably speed readers. They have to be in order to effectively deal with all the information necessary to run successful organizations and businesses. Though they may not talk about their high speed reading skills, we are certain that those are what brought them to where they are now. And they are not telling you because they don't want to reveal their advantage over you! It's their edge.

Speed reading is one of the best ways to improve not only your reading and understanding skills but also improve your memory and vocabulary of words.

For further information "Speed Reading Monster Course" from [www.learn-speed-reading.co.uk](http://www.learn-speed-reading.co.uk)

## Chapter 10 – Time Management

### The Key to a Better Life

Time management is basically about being focused. The Pareto Principle also known as the '80:20 Rule' states that 80% of efforts that are not time managed or unfocused generates only 20% of the desired output. However, 80% of the desired output can be generated using only 20% of a well time managed effort. Although the ratio '80:20' is only arbitrary, it is used to put emphasis on how much is lost or how much can be gained with time management.

Some people view time management as a list of rules that involves scheduling of appointments, goal settings, thorough planning, creating things to do lists and prioritizing. These are the core basics of time management that should be understood to develop an efficient personal time management skill. These basic skills can be fine tuned further to include the finer points of each skill that can give you that extra reserve to make the results you desire.

But there are more skills involved in time management than the core basics. Skills such as decision making, inherent abilities such as emotional intelligence and critical thinking are also essential to your personal growth.

Personal time management involves everything you do. No matter how big and no matter how small, everything counts. Each new knowledge you acquire, each new advice you consider, each new skill you develop should be taken into consideration.

Having a balanced life-style should be the key result in having personal time management. This is the main aspect that many practitioners of personal time management fail to grasp.

Time management is about getting results, not about being busy.

The six areas that personal time management seeks to improve in anyone's life are physical, intellectual, social, career, emotional and spiritual.

The physical aspect involves having a healthy body, less stress and fatigue.

The intellectual aspect involves learning and other mental growth activities.

The social aspect involves developing personal or intimate relations and being an active contributor to society.

The career aspect involves school and work.

The emotional aspect involves appropriate feelings and desires and manifesting them.

The spiritual aspect involves a personal quest for meaning.

Thoroughly planning and having a set of things to do list for each of the key areas may not be very practical, but determining which area in your life is not being given enough attention is part of time management. Each area creates the whole you, if you are ignoring one area then you are ignoring an important part of yourself.

Personal time management should not be so daunting a task. It is a very sensible and reasonable approach in solving problems big or small.

A great way of learning time management and improving your personal life is to follow several basic activities.

One of them is to review your goals whether it be immediate or long-term goals often.

A way to do this is to keep a list that is always accessible to you.

Always determine which task is necessary or not necessary in achieving your goals and which activities are helping you maintain a balanced life style.

Each and every one of us has a peak time and a time when we slow down, these are our natural cycles. We should be able to tell when to do the difficult tasks when we are the sharpest.

Learning to say "No". You actually see this advice often. Heed it even if it involves saying the word to family or friends.

Pat yourself at the back or just reward yourself in any manner for an effective time management result.

Try and get the cooperation from people around you who are actually benefiting from your efforts of time management.

Don't procrastinate. Attend to necessary things immediately.

Have a positive attitude and set yourself up for success. But be realistic in your approach in achieving your goals.

Have a record or journal of all your activities. This will help you get things in their proper perspective.

These are the few steps you initially take in becoming a well rounded individual.

As they say personal time management is the art and science of building a better life.

From the moment you integrate into your life time management skills, you have opened several options that can provide a broad spectrum of solutions to your personal growth. It also creates more doors for opportunities to knock on.

### **Use Your Time Wisely!**

When I was small, I have never considered the importance of time. I would just laze around, watch TV, lie in bed, and play video games. As I grew older, I thought about the things that I have achieved.

To my surprise, I have accomplished quite a lot, only because I resolved to myself that I will do things that will contribute to the benefit of others.

I studied very hard and learned a lot of lessons from my experience. I used to lack self-confidence, so I want to help other people overcome this predicament. I want to help anyone in need because it feels so good to solve other people's problems.

I urge you now to make the most use of your time. It may be joining a fundraising organization. You may also learn new skills or crafts. Create a goal and go for it!

Don't be a couch potato. Don't just sit around and be contented with the monotonous patterns of your daily activities.

Do something nice and give all your best to the fulfilment of a worthwhile endeavour. It will give you a very deep sense of happiness and satisfaction.

Some people complain that they don't have enough time to take action on their goals. They have to go to their 9 to 5 job, then when they go home they feel so tired all they can think about is watch TV, relax, and sleep.

I'm not saying that leisure is a no-no. In fact, everyone should take time out once in a while to recharge and revitalize their energy. The key is to have a balanced life. Set aside a fraction of your time to carry out your dreams and ambitions. Reserve some time to establish healthy relationships.

Ok, I hear you. You're saying that you really just can't budget your time?

Don't panic. Here are some time management tips.

1) If possible, do more than one thing at the same time.

Exercise while watching your favourite TV show. Listen to educational tapes while waiting for the bus.

Be forewarned! Never do this if it puts you at risk or in danger; for example, don't text while driving.

2) Don't do something later if it can be done concurrently with an activity at present.

If you're going to the market to buy some eggs, think of the other things that you have to purchase so that you don't have to return again.

If you have an appointment with the dentist today and you also have to go to the bank (which is near the dentist's clinic) at any day, schedule the two activities on the same day.

3) Be organized in everything that you do.

Put similar files on one folder. Make a list of things you have to do for the day.

Don't start your day until you've finished it – either on paper or in your head, then you know what to expect from the day and you are more focused.

You can also use your mind to organize things you have to remember. Studies have shown that you could only retain information that fit between 5 to 9 categories at a time. This is the 7+-2 rule of Neurolinguistic Programming.

If you have many things to do, try to group related things together. You can combine activities such as reading books, listening to educational tapes, and watching training videos into a category such as "Education."

Then you can group swimming, playing basketball, and paying fees for the gym in a category called "Fitness." Get the picture?

Time is one of our most valuable resources. Once lost, it can never be reclaimed. We must use time wisely for our development and advancement; so that when we are old, we can look back and recollect the pleasant memories and deeds that we have achieved.

Time well spent is worth much more than gold.

More details "Super Tactics of Time Management" available from [www.What-is-time-management.com](http://www.What-is-time-management.com)

## Chapter 11 – Public Speaking

### The Power of the Spoken Word

The pen is mightier than the sword, says an adage. But most people do not know that when written words become spoken words, they explode like firecrackers! If books speak volumes, speeches fire up entire lives.

There are three kinds of words: *the written, the meditated, and the spoken.*

Written words inform and give full spectrum of probabilities about a topic or event. Meditated words have the potential to bring out explosive ideas. But when both the written and meditated words are verbalized, the result is tremendous, to say the least. Spoken words are fired from the barrel of a gun (the mouth), through a triggering mechanism (our tongue). When used effectively, words are like bullets that hit targets accurately and leave an indelible mark.

Speaking is a very unique technique of conveying messages. It involves body and soul. It can create a visual drama with live emotions and gestures that put life into the message like no written or meditated messages can achieve. In speaking, you really become the message rather than the words you speak. Thus, entire multitudes can go berserk in public with a moving speech.

It pays to learn how to speak with fire or have a flowery tongue. The power of the spoken word is insurmountable. Entire nations have been either united or divided by one dominant leader who spoke winningly of a cause. Abe Lincoln spoke and persuaded divided Americans to unite, and this was before modern sound systems and media were used.

Vladimir Lenin, on the other hand, spoke with fire to sway Russian peasants and workers to bolt away from Czar Rule, and even called on the Proletariat or working class of other nations to a similar action.

You can also wield this powerful tool of speaking very credibly to an individual or crowd by just learning and practicing the chief points of public speaking. You may be amazed that steps to potent public

speaking skills are very simple and easy, yet practicing them is crucial. Delivering the spoken word with power is a science and an art that requires diligence.

Power is gained through mastery. Powerful leaders since ancient civilizations have mastered the ways of the spoken word handed down to them by their forerunners. And if you desire to attain the power of the spoken word, you have to persistently practice your skills in public speaking.

Join toastmasters to gain the skills you need if speaking to groups is part of your job and mix with others who are learning to do the same and you will find encouragement to stick with it.

Speaking in public can sometimes be a real challenge, if not a source of embarrassment; not only to normal people, but even to persons of high rank such as scholars, doctors, artists and entrepreneurs. They may have hesitations in facing an audience, often accompanied by sweaty palms, stuttering, and the tip-of-the-tongue phenomenon. These dilemmas often cause untold problems to the speaker (especially in self-expression) and unpleasant effects to the audience.

Aristotle said "a speaker needs three qualities – good sense, good character, and goodwill toward his hearers." Thus, public speaking is also about developing speakers, and ultimately, decent human beings.

Whether the speech is short or long, the same rules apply, like the rule of *preparation*. The habit of preparing makes good speakers. Some would say that they speak from "inspiration," when in fact they have been preparing their speeches all their lives.

### **1. Public Speaking Improves Your Personal Development**

In Abraham Maslow's hierarchy of needs, realizing man's self-worth ranks the highest. Giving speeches helps the speaker realize self-worth through the personal satisfaction he experiences whenever a good speech is given. The speaker becomes more confident especially when the audience responds positively. It also reduces anxiety when asked by an authority to speak in front of some people.

There was once a student who dropped a course five times because he hated speaking in front of the class. But after a self-study on building up confidence, he decided to give public speaking a try and was successful. In fact, he came to enjoy the experience and even volunteered to give more speeches.

People from all walks of life need to speak in public, whether formally or otherwise. From kids reciting in school, to folks in a town meeting, to citizens voicing out national issues; from a plain market vendor, to a president of a company. There is really no way you can avoid public speaking.

Here are the basic rules of public speaking:

- *Gain an understanding of who you are.* Discover your own knowledge, capabilities, biases and potentials.
- *Gain an understanding of your audience.* Ponder upon what the audience wants to hear, what provokes their interest, what they believe in and what they want to know.
- *Gain an understanding of the situation.* Consider how the setting of the place and other unforeseen factors could affect the way you deliver your speech.
- *Anticipate response from the audience.* Make sure you have a clear purpose in mind so that the audience will respond in the way you want them to.
- *Search for other sources of information.* There might be more materials available for you to make your speech more colourful.
- *Come up with an argument that is reasonable.* Make sure that the purpose of your speech is supported by clear and reliable data to formulate a sound argument.
- *Add structure to your message.* Organize your ideas so that the audience will not have a hard time following and digesting your ideas.
- *Talk directly to your audience.* Make sure the language you are using is one that your audience is comfortable with. Consider the occasion in delivering your speech.
- *Gain self-confidence through practice.* It is only through practice can you effectively present your speech. Master the flow of your presentation by repeatedly rehearsing it. That way, you can have command over your speech.

Here are 9 simple steps to follow when preparing your speech:

1. Select your topic.
2. Determine your exact purpose.
3. Identify your speech objective(s).
4. Analyze your audience.
5. Plan and organize your main ideas.
6. Organize your introduction and conclusion.
7. Prepare an outline.
8. Prepare your visual aids effectively.
9. Practice your speech.

## **How do I develop my self-confidence?**

Practice is the key. Look for every chance to give a speech. The more you face the audience, the more you will develop self-confidence. Begin with very short speeches that last three to four minutes.

Always bear in mind that a short speech can barely go wrong. Impromptu speeches make good practice. Concentrate and be natural.

Do not try to pretend to be someone else. Master your topic. Believe in yourself. If you don't, no one else will.

In a short book like this you appreciate we only scratch the surface of the topics covered and should you wish to become better at public speaking the only real answer apart from some further investment in the subject is to just do it, and who knows with practice you might just surprise yourself.

[www.TipsonPublicSpeaking.com](http://www.TipsonPublicSpeaking.com)

## Chapter 12 – Positive Attitude

More has probably been written about attitude than almost any other subject in the field of self-improvement.

Here is just one idea of how to go about getting and keeping a positive attitude in all that you do.

Just Visualize and Affirm Your Deepest Desires

Why? Because it makes a difference?

Well, that's the power of imagination & visualization. If you want to be a lawyer, visualize as one. Act like one. Think of what suit you're wearing, the judge you're convincing, the case you're handling, and the courtroom you're in. Visualize the evidences. Smell the victory. Make everything real.

You should also affirm. Believe that you are what you are visualizing. So you want to be a lawyer? Tell yourself, "I'm the best lawyer in the world." Don't say to yourself, "I will be the best lawyer in the world."

Affirm strongly. Say "I am," not "I will," because "I will" suggests something that will occur only in the future. You have to experience it NOW, not in the future.

You must sink into your subconscious your deepest desire. The subconscious mind can do what the conscious mind cannot. Here's an exercise.

1. Get a comfortable & quiet place to rest.
2. Relax your whole body. Command every part of your body to relax starting from your feet up to your head.
3. Count back slowly from 20 to 1, where in each count you relax deeper & deeper. Upon reaching 1, you are completely relaxed.
4. Now affirm your deepest desire. If you want to be a lawyer, say, "I am the greatest lawyer in the world." As you're saying that, picture yourself to be the best lawyer ever, winning every case you've come across. You may say "I am now explaining to the jury my winning proposition" or anything that will affirm what you're conceiving in your mind as of the moment.

5. After about 10 to 20 minutes of continuous confirmation and visualization, count slowly from 1 to 20. Upon counting, slowly be aware of your surroundings. Feel refreshed and invigorated after doing this exercise.

6. Repeat this exercise everyday.

What you have just learned is a very powerful technique to greatly enhance the power of visualization & affirmation by imbedding it into the subconscious. What once is nearly impossible to achieve will become easier to reach from now on.

Write out a list of affirmations and repeat them to yourself at least three times a day; first when you rise in the morning, secondly during the day when at lunch or having a coffee-break then finally just before you go to sleep.

Remember they all need to be in the present tense as if you already have achieved what it is you want.

Keep five or six of them on a small card that fits into your pocket or handbag so that whenever you have a moment or two spare you can repeat them to impress upon yourself consciously what you wish.

After a while once you are sure that they have become a habit list another five or six an so on.

Find a selection of Affirmations in the Appendix and adapt them to suit you add more; subtract some whatever makes you feel at ease.

## Chapter 13 – Success

What's Your Excuse for Not Being Successful in Life?

Excuses! Excuses! When we fail to do something we are expected to do, we almost always have an excuse for it. However, if we analyze it closely, an excuse is a self-destructive alibi for having failed to do something, especially when it involves attaining a goal. Instead of trying to persevere in finding ways to continue achieving a goal, some of us resort to excuses.

Even a handicap cannot be used as an excuse. Many handicapped but determined people have become achievers and champions.

Instead of using a handicap as an excuse, let us turn it into an asset. Let us explore this further.

A handicap need not be a reason for failure. On the contrary, a handicap can be a reason for success.

A person with a handicap has one obsession - to lead a normal life. Depending on the handicap, a person would prefer to be as independent as possible. So he or she struggles and finds ways to overcome their impediment. When they are able to achieve their goal, this raises their self-esteem. In turn, inspires others.

Everybody has handicaps in varying forms and degree. That is why; it requires effort and determination to overcome them. Handicaps can either be physical, financial, or emotional. And they can either be real or imagined.

Whenever we look at a handicap, we almost always look on the negative side only. It's about time we take a look at the positive side of it. The positive side may be the difficult side, but it's the one worth looking into. It's the side that is going to lead us to excel in life.

If you think your handicap is physical, like having a weak body, you can counteract this through proper diet and training exercises. As long as the physical parts of your body are intact and mobile, there's no reason why you cannot make it strong and useful. Why? Even those without a leg (for example) can be made to walk or run normally. With the advancement of science, artificial legs can help a handicap function with great mobility.

If your handicap is financial, then the more reason you have to rise above your present status. And if your financial status limits your educational attainment to improve your life, the school is not the only place to learn. Certainly, there are help centres to get you started even from zero level. Once you are initially warmed up with the basics of an education, the rest is up to you. Make use of libraries. Once you are educationally equipped, use your brain and come up with creative ideas to improve your life.

If you are emotionally disturbed with negative thoughts, it is like you are sitting on a chair with wobbling legs. Try sitting on a chair with sturdy legs; meaning, look at the bright, positive side of life. Put aside negativity and start thinking positively. The only one who can stop you is yourself.

If your handicap is a combination of any of the physical, financial, or emotional type, congratulations. You should strive more to overcome them, because a double layer of perseverance results to more than double the achievement. Where the odds are greater, the prize gets much bigger. After all the efforts you have exerted, the prize of success shall be a well-deserved one.

So what's your excuse for not being successful?

How To Start, Survive, and Finish Your Journey To Super Success

"The more you hate, the more you love."

What an ironic statement. Whoever said those words must have been drunk. The bottom line is this: It is extremely difficult to like or love something that you despise.

But what can we do to solve this dilemma? What if you're trapped in an environment that you don't want to be involved in? What if you're sick and tired of your job that you feel like puking every time someone mentions your work?

Of course, you take inspired and motivated action to get out of your present rut and start living the life you've always dreamed of.

Guess what? It's not going to be easy. You will have to come out of your comfort zones to discover potentials and opportunities waiting for you. You have to conquer your fear and take calculated risks. You have to stay focused and persevere despite the difficulties you will encounter.

Success doesn't come easy. It takes heart and passion. It may also take some time before you can actually reap the fruits of your labour.

But how do you actually survive this stage? This is the moment when you're working extra hard to reach your goals. This is also the instance when you're enduring whatever adversity hits you.

For example, you're employed in a job that you hate. You know deep inside that you would not like to stay in the rat race throughout your life. So you decided to engage in a part-time business or to study night courses. Good move, my friend.

So far so good. A few days later, time started running out for you. Your family complains that you've never spoken a word to them in such a long time. You're getting crazy over your very hectic schedule. Soon enough, your attitude changes negatively. You get mad and frustrated over the tiniest setbacks. You hate the world for all the misery it has brought upon you.

Stop right now!

That is not the way to go. You are attracting negative elements into your life. Yes, you have to work harder, dig deeper, and sacrifice more to attain your ambitions. But no, you don't have to hate the world and feel bad about your difficult situation. Remember the Law of Attraction. If you hate the world, the world hates you back.

So what do you have to do?

Learn to love your current situation. See all the positive sides of life. Be enthusiastic. Love your boss, your co-workers, your family, your friends, and even strangers that you meet on the streets. It may not be easy, but nothing is impossible with a strong will power. Just don't fall in love so much that you totally forget about your dreams.

Balance is the key. Dream and take some positive action to move you toward your goals. Take it one step at a time. But while you're slowly crawling into the long journey to success, be patient and be as enthusiastic as possible. Don't hurry up too much that you totally forget how to enjoy life.

One fine day, you will finally attain what you have always longed for. But when that day comes, don't spit back on the face of those who belittled you before.

Stay humble. Don't look down on others when you see that you are becoming more successful than they are. Help them. Inject your positive aura into their personalities. When you give, you will yield back equal or greater rewards.

Are you ready to begin the journey? Start it with the courage and desire to improve your life. Survive and go through it with persistence, enthusiasm, and positive thinking. Finish it with a resounding bang of accomplishment and with the desire to help others succeed as well.

## Chapter 14 - Health, Wealth & Happiness

Early to bed, early to rise, makes you Health wealthy & wise

You have probably heard that before, however if you believe it and then expect to be you will be; all things start with a thought!

Another saying you are I expect familiar with is "An Apple a Day keeps the Doctor Away" well as Jim Rohn would say "What if that were true?" it may be a simple task but not always easy – this is where your habits play a vital role in achieving all that you desire.

Now health is a vast subject as is Wealth & Happiness and in a book such as this we can only scratch the surface so to speak.

The key I believe to all these things is thought followed by expectation and belief together with affirmations and action you will get all you are after.

However do not waste time trying to overcome obstacles you find along the way instead work your way around them like a small brook does not try to go over a fallen branch or twigs it finds in its way but diverts around the problem but keeps the end in sight of getting to the river.

Napoleon Hill in his famous book "Think & Grow Rich" says that you can think ahead and obtain that you require and the example given is that when going into town by car and you require to park near a particular store you think ahead about a space being available as you arrive – and this works I have managed very successfully to do this over a number of years – other people call it luck if that's what you believe fine I prefer to believe that it is because I willed it so.

We are all very different in that which we want from life – for example consider – Wealth – to some people to have \$10,000 and they would think themselves wealthy to another \$100,000 or another \$1m and even this amount of \$1m although to some is wealth to others it is no more than pocket change. Where is your level at? You decide no-one else can do it for you.

So whatever amount you have decided upon how are you going to go about it to achieve – that is assumingly you are not there already. Well first you need to know why you want it and then decide to make that a Goal to achieve in a given period of time supported with a plan.

You say but I am at work all day what extra can I do? Well today the working day for most people is no more than eight hours, if you study wealthy people you will find that their working day is usually between twelve to sixteen hours a day – do not believe you can achieve any sort of wealth without work the dictionary is the only place where wealth appears before work.

### Work a poem by James Cowan

Work is man's great function. He is  
nothing, he can do nothing, fulfil  
nothing without working.

*If you are poor – work. If you are  
rich – continue working. If you are  
burdened with seemingly unfair  
responsibilities – work. If you are  
happy- keep right on working.*

Idleness gives room for doubt and  
Fears. If disappointment comes-  
work. When dreams are shattered  
and faith seems dead- work. Work  
as if your life were in peril. – It  
really is.

No matter what ails you – work.  
Work faithfully- work with faith.  
Work is the greatest remedy  
available, for both mental  
and physical afflictions.

### **Let's turn to Happiness**

The purpose of my life is to be happy!  
My own mental attitude is the most important influence in my life,  
working with peace, joy and success.

- I now choose to be happy!
- I choose to be free.
- I think for myself.
- I allow The Infinite to guide me in all that I do.

I have the right to any happiness, which I can conceive, provided that it hurts no one and is in keeping with the nature of Divine Law. I know I must change the conditions within myself to change the outer conditions in my life. I now live with inner peace and know that I can face all challenges with calm and reason because I think happy thoughts. As Peter Pan said.. . . .

*"With just one happy thought, I can fly"*

Happiness is found in Doing  
Not merely in possessing

Share your happiness – give away a smile – than another

The value of a smile

It costs nothing, but creates much,  
It enriches those who receive,  
Without impoverishing those who give.  
It happens in a flash,  
And the memory of it sometimes lasts forever.  
None is so rich that they can get along without it.

It creates happiness in the home,  
Fosters goodwill in business,  
And is the countersign of friends,  
It is rest to the weary,  
Daylight to the discouraged, sunshine to the sad,  
And nature's best antidote for trouble.

Yet it cannot be bought, begged, borrowed or stolen –  
For it is something that is no earthly good  
To anybody until it is given away.  
And...if we are too tired to give you a smile,  
May we ask that you leave one of yours  
For nobody needs a smile as much as  
Those who have none left to give.

*Wages*

My Wage – a Poem by Jessie B Rittenhouse

I bargained with Life for a penny,  
And Life would pay no more,  
However I begged at evening  
When I counted my scanty store.

For Life is a just employer,  
He gives you what you ask,  
But once you've set the wages,  
Why, you must bear the task.

I worked for a menial's hire,  
Only to learn dismayed,  
That any wage I had asked of Life,  
Life would have gladly paid.

## **21 Habits**

1. Eat an Apple a Day
2. Smile at strangers
3. Watch Your 'self-talk'
4. Repeat your own Affirmations daily
5. Never be late
6. Choose your company carefully – mix with the right people
7. Laugh at yourself
8. Breathe deeply three times a day for three minutes
9. Walk for One Mile three times a week
10. Live in 'the Now' this very minute
11. Remember the past is the past
12. Believe in Yourself
13. Visualize Your Goals daily
14. Play a tape or CD instead of listening to the radio
15. Read motivational/inspirational books every day
16. Go the Extra mile
17. Act as if you are at where you wish to be
18. Tell your partner or a family member you Love them
19. Carry out random acts of kindness for strangers
20. Watch One hour less television every day
21. Be courteous to all

## **Affirmations**

1. I am Happy
2. I have peace of mind
3. I have a healthy body
4. I attract money to myself like a magnet
5. I forgive myself
6. I accept my abundance
7. I will not die with my music in me
8. I embrace silence
9. I solve my challenges with a new mindset
10. I avoid negative thoughts
11. I deserve to be wealthy
12. I am honest, intelligent, and organised
13. I am responsible
14. I am compassionate
15. I am patient
16. I am sincere
17. I enjoy life
18. I am grateful for all that life gives me
19. I am optimistic
20. I am self-motivated
21. I am an inspiration to all