

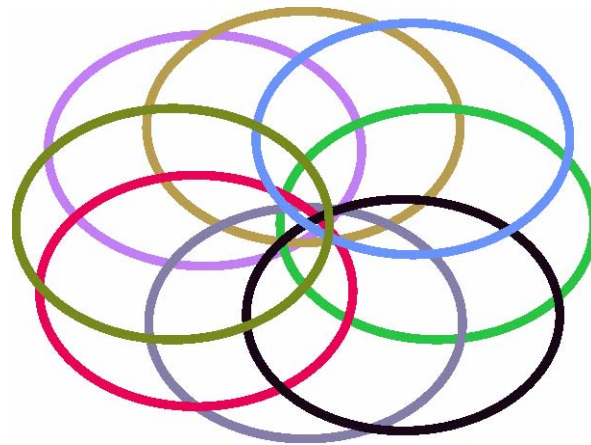
I CAN DO THIS

PERSONAL ACHIEVEMENT WORKSHOP

Helping Offenders Have The Strength To Not Re-Offend

Seven week course

Helping you learn how to be all that you can be,
by applying principles that are incredibly simple!



Each of the parts of life are inter related. You cannot separate this interaction. Everything we do in one part of our life has a far-reaching effect on all the other parts of our life. Therefore, learning to do one thing well will help us do everything well.

Presented by Cordell Vail
Editing and Updating by Kenneth Teglia

These seven lessons are based on the “*My Turn To Win: Secrets Of Excellence*” Personal Achievement Workshops.

Lesson 6

Achieving Goals:

Six easy steps

GOAL SETTING STEP 1: Using a card to help you get started.

Have you ever heard the old saying, “A person who does not know what he or she is good at will not be sure what he or she is good for”? That is what this lesson is about. Learning what you are good at so you will have the confidence to know what you are good for.

The hardest part of goal setting is just getting started. Many people don't know what they want; so that is a stumbling block in getting started. That is what these lists in the next section are for. They will help you start to dream again; to start to believe that you can have the things you once had and be the things you once were when you were a child. But even with the lists, many people (delete: “still) have a very hard time setting actual goals. So, here is a simple method that will help you get started.

Take the 9 quick-thinking questions from lesson 5 and pick any one of the answers. Then, we'll use it to help you learn how to set goals. Here is all you have to do. Get an index card (either 3 x 5 or 4 x 7) to write on. Now on the front side, write down the goal you have chosen from the 9 quick thinking questions above, and on the back side of the card, write some positive statement like Napoleon Hills famous statement: “*What the mind can conceive and believe it can achieve*”. But you can't just write down the goal using any old wording. It has to be written as though the goal has already been accomplished. It has to be written in wording that is a Positive, Present, Personal, Time-Dated action.

WORDING EXAMPLES TO HELP YOU WRITE DOWN YOUR GOALS

Visualization is the most important part of goal achievement. When you write your goal, you need to make it **POSITIVE, PRESENT** and **PERSONAL** with time dated actions. It needs to be worded in such a way that you can close your eyes and see yourself as having accomplished the goal. Here are examples to help you learn how to do that (the statements do not necessarily need to be in this order, and must be your own wording.) State the time and date on which this goal will be accomplished in the present tense as though it is actually that day right now (get a calendar and look up the day of the week).

Here are some examples:

Time and date:

It is 9 a.m., Tuesday September 30th 2012.

It is 4 p.m. in the afternoon, Sunday April 4th 2014, my 40th birthday.

Describe where you will be:

It a clear sun shining morning with beautiful fall leaves and the smell of fall in the air.
I am standing on the stage at the Waldorf Astoria hotel grand ball room at the annual software testing conference.

I am at my weekly Weight Watchers meeting, sitting on the very front row.

I am sitting in my new red Ford Mustang car feeling the leather seats and smelling that great new car smell.

What you are doing there:

I am walking into the First National Bank in Salt Lake City, Utah to deposit a \$5,000 check from my home based business.

I past the CSTE exam and I am receiving my certification exam certificate from William Perry.

I am receiving a standing ovation from my fellow Weight Watchers class because I have lost 120 pounds in two years.

What you are wearing,

I am wearing my brand new red satin dress.

I am wearing my comfortable blue jeans and my cowboy hat.

I am dressed in my formal attire that I bought just for this occasion to help me celebrate.

Express how you feel at this moment:

I can feel the cool fall breeze blowing in my hair.

I am as proud as a plump kitten at what I have accomplished.

I feel so self confident now after having accomplished this goal.

What you did to get there doing that:

I follow my diet perfectly every day (notice this is present tense not past tense).

I walk 2 miles every morning.

I get up at 5 am every morning to spend time with my children before school.

I read 2 books related to my profession every week.

With each statement you need to say things like I am, I can see, I feel.... so that you will be able to close your eyes and see yourself there , feeling it as now , being there doing it in the present as though you really are there, having accomplished your goal! That is what makes it come to pass. It is very important that every statement is stated as a Positive, Present, Personal, Time Dated, Action.

Example of the front side of your card:

It is Tuesday, Sept 30th 2008 - 9 a.m. It is a clear warm sunny morning. I am depositing my monthly retirement income check in the Zions Bank in Down Town Salt Lake City for \$5,000. This check is from my retirement income home based business. I am wearing my new blue three pleated pants and new crisp light blue shirt. The teller knows me because I come every month to deposit this check.



Now you need to write a positive statement on the backside of the card. Here are just a few examples of thousands that you could choose from:

Accept the challenge, so you may feel the exhilaration of victory.
George S. Patton

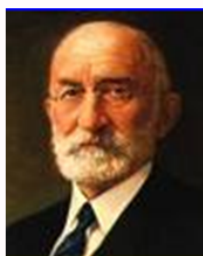
Progress always involves risk; you cannot steal second base and keep your foot on first.
Frederick Wilcox

Unless you try to do something beyond what you have already mastered, you will never grow.
Ralph Waldo Emerson

In matters of style, swim with the current; in matters of principle, stand like a rock.
Thomas Jefferson

The man who removes a mountain begins by carrying away small stones.

Example of the back side of your card:



That which you persist in doing becomes easy to do - not that the nature of the thing has changed, but your power and ability to do has increased.

Heber J. Grant quoting Ralph Wald Emerson

GOAL SETTING STEP 2 – Using lists to help you learn what you truly want in life

PEOPLE DO NOT KNOW HOW TO DREAM:

One of the main focus points of my life is helping other people set and achieve goals. Frustration comes from struggling and not being able to be all you are meant to be. Goal setting works! It just simply works. Yet we know that only about 3% of the people in the world set goals. Why? It is because people who fail do not have the ability to dream and implement those dreams.

LIFE'S WHIRLPOOL OF INDECISIONS:

Many people are just living day to day. They do not believe they can have anything better. They do not have a plan to find greater experiences for themselves! But more than that, they do not know what to want. That is one reason they do not set goals. They would set them, but they just do not know what they want to do or be. They are caught in what I call "the whirlpool of indecision". How do you break out of the whirlpool of indecision and get going in a set direction for improving your circumstances? What is this "round and round we go" lifestyle? Let us learn how to dream and do it now!

SUCCESS WORKSHOPS, NOT SEMINARS:

Goal achieving is not something you can do in one day. The presentations that I give are called "Success Workshops". When you come to a Success Workshop, you cannot just sit and listen like you do in a normal seminar. What we are about to do to help you break out of the whirlpool of indecision is one of the principles in this Success Workshop lesson. I am going to ask you to do some work.

DECIDE THAT YOU WILL DO AND IT:

First assignment: Decide that you are willing to do this exercise. This is critical. If are not going to do that, then there is no reason to go on reading.

USING LISTS:

Below are some lists that will help you learn how to dream. Use these lists, and I promise you they will literally change your life.

THE LISTS

WHY ARE WE DOING THIS?

One reason we have a hard time setting goals is that we do not know what we want. Sometimes we just cannot think of anything else that we want to have, to be, or to do. Have you ever felt that way? Other times it is lack of self worth. Many of us have a low self worth or low self-esteem. We do not think we have anything of value inside us. We do not realize the power of our potential. When you are done, you will just be amazed at yourself. These lists will help you see a vision into the future that will ignite possibilities. It will help you learn how to dream.

SELF-BRAINSTORMING:

Take the first list and just start writing. It might be hard at first. You may only think of one or two items. Do not get discouraged and quit. Just sit and think about it. It may take you several tries over several weeks. I promise you that just like in a group brainstorming session, as you start thinking and remembering things from your past, those thoughts will stimulate other thoughts. It is best to work on the lists one at a time until you have done all you can for that list right now. Then when you are ready to work on a list again, you may want to go to a different list or go back to the one you started until you have all 15 items listed. Once you have done more than one list, your mind will keep flashing back to things on the other lists that you have forgotten. Sometimes items will flash into your mind, even in the middle of the night or while you are taking a shower. The lists will grow and grow as you work on them. Do not worry that you do not have all the lines filled in on every list at first. Just keep working on them until you do. Some people keep going and add more on the back of the page until they get 50 or even 100 items. It is up to you. However, to start, there are just 15 blanks on each list. This will help you with your goal setting more than anything else you can do. It will help you find areas of interest, and then you can begin the process of setting goals you can achieve. It is a proven fact that if something reasonable flashes into your mind and you write it down, that you will find a way to achieve it, if you really want to. I would say that is quite a promise. As Dale Carnegie said in *Think and Grow Rich*, "Anything the mind can conceive and believe it can achieve."

USING THE LISTS:

Start with the first list. Write as many things as you can think of, then go to the next list. Do not get stuck on one list. Come back to each list until you have at least 15 things. It may take you a couple of weeks to complete this assignment. Remember that when you set goals, 60% of your goals should be "**TO BECOME**" goals; not "**TO HAVE**" goals.

If you will fill out these lists as I have asked you to do, and then read them and work on them, they will create the power within you to change. They will help you believe in finding your dream and your dreams will come true. I can tell you this from my own personal experience, and from my experience in helping many other people to do it as well.

(NOTE: You will notice we have printed each list out on a separate page. If you want to, you can take them out of this handout and carry the list around with you in a separate notebook as you work on it. Later you may want to start a separate notebook that is just your lists so you have more room to write. Many people expand each list to several pages. These lists are only example templates. You may even want to add other lists to your book.)

LIST # 1 - SKILLS - TALENTS ALREADY HAVE:

(I.E. Things you do really well)

Something that will help you set goals is to think of things that others have said you are good at doing. Think of things that you have been complemented on after doing them. That will start your thinking process.

Some examples of things that you might put on your list:

1. I am able to talk to others easily.
2. I am very skilled at driving a car.
3. I can find my way around in any strange city.
4. I am very patient with animals and can teach them.
5. I am able to give talks before groups with little preparation.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

(Add as many items to this list as you want on a separate sheet of paper)

List # 2 - SKILLS – TALENTS I WANT TO DEVELOP

This second list will be a list of talents you want to have. Skills you always wished you had. To fill out this list, you might say, I want to know how to:

1. Play the piano
2. Sing in church
3. Program Computers
4. Be a peacemaker with other offenders
5. Play an under par game of golf

This list should be a serious list of things that are predominant in your mind. They are wants that are always there. They are things you keep saying, "I wish I could....." Now write down 15 of them on the list below.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

(Add as many items to this list as you want on a separate sheet of paper)

List #3 - SPECIALIZED KNOWLEDGE OR EDUCATION I HAVE ACQUIRED ABOUT THINGS

This list is different from the skills and talents list. Specialized knowledge is something that you have learned. They are things that you can say you know more about than the average person. These are things you "know a lot about" rather than "being good at doing". For example, to fill out this list you could say, I know a lot about:

1. How to teach others how to fix cars (verses the talent of being good at fixing them)
2. Accounting, I have a college Degree in it
3. Stock market trading
4. My ancestral heritage on my family tree
5. Selling insurance

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

(Add as many items to this list as you want on a separate sheet of paper)

**List #4 - SPECIALIZED KNOWLEDGE IO WANT TO HAVE:
(I.E. THINGS I WANT TO KNOW ABOUT)**

This list will be the things that you want to know a lot about or have specialized knowledge about. Things you want to learn or study. Maybe even become an expert at.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

(Add as many items to this list as you want on a separate sheet of paper)

List # 5 - LIVING PEOPLE I KNOW – OR I HAVE KNOWN

NETWORKING: As you start making this list, you will see how it will help you with networking. Networking is one of the most important principles of success you can learn. 75% of all jobs in the job market go to people who knew someone at that work place before the job was ever posted on a job board. Networking can be a powerful tool. Networking is communicating with people you know. An example would be that you tell your uncle Bill you are working on this project. He says he just happened to meet someone yesterday that is doing that same thing. You meet them and they have the very key to help you solve a problem with the project you could not solve. If you had not mentioned the project to your uncle Bill (who had no interest in your project) he would not have known to tell you about the person he just met. That is networking. Networking functions by talking to all the people that you know about things you are doing or wanting to do. Then they tell you about others they know and off you go.

Start with your mother and father, if they are still living, just to get started. List every person in your family. List every person you have ever worked with ever! List every person that you have met as a neighbor where you used to live. Make this list pages and pages long not just 15 here on this page. This is really important. This list of people will become invaluable to you. Don't neglect it. List every living person you now know and every living person you can ever remember knowing. Grade school teachers, friends, relatives, work associates, list them all.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

(Add as many items to this list as you want on a separate sheet of paper)

List #6 - LIVING PEOPLE I WANT TO MEET

It is very important that you not restrict your thinking on this list. This list will help you learn to dream as much as any other list. If you would like to meet the Queen of England some day, (even if you thought you never could) then put her on the list. If you want to meet someone that it may seem impossible for you to meet right now, put them on the list anyway. This is a list of people you would like to meet if there were not obstacles to stop you from doing it.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

(Add as many items to this list as you want on a separate sheet of paper)

List # 7 - PEOPLE I WANT TO BE LIKE (living or not)

MENTORS

This list has two purposes. It will become the list of mentors. The people on this list do not need to be people who are living. List the people here that you would like to know or be like in your life. When you make this list, include living people that you would like to meet and get to know. Do not be afraid to be outrageous, for example the Queen of England. If you have ever wanted to meet her in person, then list her. Do you dare to dream a little? List every person you have ever wished you could meet and get to know and learn from. Yes, it is OK to list Bill Gates. Can you see now how this list in particular is starting to push your “dream button” in your mind.

During the first three or four years of our lives, many of us were fortunate enough to have our parents as our main mentors. All that we had or knew came from them. Our very lives were dependent on their care. As we grow up, others became mentors in our lives too. Siblings, other family members, friends, even television characters. We have all heard the expression “Monkey see monkey do”. That is very true of humans too, especially in our early childhood. Most parents have been shocked as they heard their young child say things back to them and then realize that is exactly what the parent had said to the child the day before.

If our family puts us down, we normally will grow up with low self-esteem. This comes about because we believe what they tell us. This belief system extends well into our early adulthood life. Studies show that normally a young girl will marry someone just like her father. The terrible flip-side of this is that this is true even when her father was physically or emotionally abusive. Why would a girl marry an abusive husband when she grew up with an abusive father? That makes no sense. Nevertheless, mentoring, be it good or bad mentoring is a powerful influence in our lives. That is why many women endure as battered wives or significant others. As children, they were battered by their fathers, and to them that is the only kind of “love” they ever knew, so to them it is a form of security. It makes no sense, but it is a proven fact of human psychology. They have even shown that attention is so important to us that children would rather be spanked than ignored. That is why they act up many times even when they know they will be punished.

We can take advantage of the powerful positive influence of others in our lives. It can work in positive ways as well as be destructive as in the above example of abusive fathers. When we admire someone, we tend to become like him or her. Years ago, Sterling W. Sill, an executive with the Metropolitan Life Insurance Company, said that if you will study the lives of ten great people, their attributes of greatness will show up on your screen of life. Using that concept, our next list will be a challenge for you to find 10 great people who have attributes in their lives that you would like to be attributes of your own. To start off, here are just two examples to show you how to do that. You do not need to use these two people as your mentors. They are just 2 of my mentors, to give you an idea of how to study the attributes of a person you admire.

Example #1 of a mentor

The Rosario Marin Story

When Rosario was 19 she was a new immigrant from Mexico. She was pregnant with her first child and became a single mother. She worked for her sister in a Taco stand in Los Angeles. Eventually her sister sold her the business. After she owned the business, Rosario went to the bank to get a loan to see if she could expand the business. The bank told her no, because she was a woman and because she was Hispanic. What did she do? She went out and organized some financing and started her own bank for women. Eventually President Regan asked her to be the Treasurer of the United States. Her signature still appears on much of the U.S. money.



Example #2 of a mentor

(Some of your mentor lists may become many pages long as you study their lives)

Mother Teresa



Mother Teresa was born Agnes Gonxha Bojaxhiu in Skopje, Macedonia, on August 27, 1910. Her family was of Albanian descent. At the age of twelve, she felt strongly the call of God. She knew she had to be a missionary to spread the love of Christ. At the age of eighteen she left her parental home in Skopje and joined the Sisters of Loreto, an Irish community of nuns with missions in India. After a few months' training in Dublin she was sent to India, where on May 24, 1931, she took her initial vows as a nun. From 1931 to 1948 Mother Teresa taught at St. Mary's High School in Calcutta, but the suffering and poverty she glimpsed outside the convent walls made such a deep impression on her that in 1948 she received permission from her superiors to leave the convent school and devote herself to working

among the poorest of the poor in the slums of Calcutta. Although she had no funds, she depended on Divine Providence, and started an open-air school for slum children. Soon she was joined by voluntary helpers, and financial support was also forthcoming. This made it possible for her to extend the scope of her work.

On October 7, 1950, Mother Teresa received permission from the Holy See to start her own order, "The Missionaries of Charity", whose primary task was to love and care for those persons nobody was prepared to look after. In 1965 the Society became an International Religious Family by a decree of Pope Paul VI.

Today the order comprises Active and Contemplative branches of Sisters and Brothers in many countries. In 1963 both the Contemplative branch of the Sisters and the Active branch of the Brothers was founded. In 1979 the Contemplative branch of the Brothers was added, and in 1984 the Priest branch was established.

The Society of Missionaries has spread all over the world, including the former Soviet Union and Eastern European countries. They provide effective help to the poorest of the poor in a number of countries in Asia, Africa, and Latin America, and they undertake relief work in the wake of natural catastrophes such as floods, epidemics, and famine, and for refugees. The order also has houses in North America, Europe and Australia, where they take care of the shut-ins, alcoholics, homeless, and AIDS sufferers.

The Missionaries of Charity throughout the world are aided and assisted by Co-Workers who became an official International Association on March 29, 1969. By the 1990s there were over one million Co-Workers in more than 40 countries. Along with the Co-Workers, the lay Missionaries of Charity try to follow Mother Teresa's spirit and charisma in their families. Mother Teresa's work has been recognized and acclaimed throughout the world and she has received a number of awards and distinctions, including the Pope John XXIII Peace Prize (1971) and the Nehru Prize for her promotion of international peace and understanding (1972). She also received the Balzan Prize (1979) and the Templeton and Magsaysay awards.

SOME OF THE MEMORABLE QUOTES FROM MOTHER THERESA:

Be faithful in small things because it is in them that your strength lies.
Being unwanted, unloved, uncared for, forgotten by everybody, I think that is a much greater hunger, a much greater poverty than the person who has nothing to eat.
Do not think that love, in order to be genuine, has to be extraordinary. What we need is to love without getting tired.
Do not wait for leaders; do it alone, person to person.
Each one of them is Jesus in disguise.
Everybody today seems to be in such a terrible rush, anxious for greater developments and greater riches and so on, so that children have very little time for their parents. Parents have very little time for each other, and in the home begins the disruption of peace of the world.
Every time you smile at someone, it is an action of love, a gift to that person, a beautiful thing.
Good works are links that form a chain of love.
I am a little pencil in the hand of a writing God who is sending a love letter to the world.
I do not pray for success, I ask for faithfulness.
I have found the paradox, that if you love until it hurts, there can be no more hurt, only more love.
I know God will not give me anything I can't handle. I just wish that He didn't trust me so much.
I try to give to the poor people for love what the rich could get for money. No, I wouldn't touch a leper for a thousand pounds; yet I willingly cure him for the love of God.
I want you to be concerned about your next door neighbor. Do you know your next door neighbor?
If we have no peace, it is because we have forgotten that we belong to each other.
If we want a love message to be heard, it has got to be sent out.
To keep a lamp burning, we have to keep putting oil in it.
If you can't feed a hundred people, then feed just one.
If you judge people, you have no time to love them.
In this life we cannot do great things. We can only do small things with great love.
Intense love does not measure, it just gives.
It is a kingly act to assist the fallen.
It is a poverty to decide that a child must die so that you may live as you wish.
It is easy to love the people far away. It is not always easy to love those close to us. It is easier to give a cup of rice to relieve hunger than to relieve the loneliness and pain of someone unloved in our own home. Bring love into your home for this is where our love for each other must start.
It is impossible to walk rapidly and be unhappy.
It is not the magnitude of our actions but the amount of love that is put into them that matters.
Jesus said love one another. He didn't say love the whole world.
Joy is a net of love by which you can catch souls.
Kind words can be short and easy to speak, but their echoes are truly endless.
Let us always meet each other with smile, for the smile is the beginning of love.
Let us more and more insist on raising funds of love, of kindness, of understanding, of peace. Money will come if we seek first the Kingdom of God - the rest will be given.
Let us not be satisfied with just giving money. Money is not enough, money can be got, but they need your hearts to love them. So, spread your love everywhere you go.
Let us touch the dying, the poor, the lonely and the unwanted according to the graces we have received and let us not be ashamed or slow to do the humble work.
Loneliness and the feeling of being unwanted is the most terrible poverty.
Loneliness is the most terrible poverty.
Love begins at home, and it is not how much we do... but how much love we put in that action.
Love begins by taking care of the closest ones - the ones at home.
Love is a fruit in season at all times, and within reach of every hand.
Many people mistake our work for our vocation. Our vocation is the love of Jesus.
One of the greatest diseases is to be nobody to anybody.
Our life of poverty is as necessary as the work itself. Only in heaven will we see how much we owe to the poor for helping us to love God better because of them.
Peace begins with a smile.
So many signatures for such a small heart.
Spread love everywhere you go. Let no one ever come to you without leaving happier.

Here are some more of my mentors. Do you recognize any of them?



Example Mentors

Their attributes will show up on your screen of life

Sterling W. Sill - Metropolitan Life

You will of course have to select your own mentors. This list will then have each person on a separate page instead of listing 15 things on one page.

Therefore, on the following pages are ten templates for you to use to help you get started. You do not need to use these templates if it is easier for you to just create your own pages. However, it is important that you find 10 mentors and make a separate page for each one and put them in your notebook of lists. You can add as many pages from your research on each mentor as you would like. You may even read books they have written.

MENTOR #1

FULL NAME AND SHORT BIOGRAPHY

PICTURE

--	--

List 10 things about this person that you want to be like and those attributes in your life.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

(Add as many items to this list as you want on a separate sheet of paper)

MENTOR #2

FULL NAME AND SHORT BIOGRAPHY

PICTURE

--	--

List 10 things about this person that you want to be like and those attributes in your life.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

(Add as many items to this list as you want on a separate sheet of paper)

MENTOR #3

FULL NAME AND SHORT BIOGRAPHY

PICTURE

--	--

List 10 things about this person that you want to be like and those attributes in your life.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

(Add as many items to this list as you want on a separate sheet of paper)

MENTOR #4

FULL NAME AND SHORT BIOGRAPHY

PICTURE

--	--

List 10 things about this person that you want to be like and those attributes in your life.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

(Add as many items to this list as you want on a separate sheet of paper)

MENTOR #5

FULL NAME AND SHORT BIOGRAPHY

PICTURE

--	--

List 10 things about this person that you want to be like and those attributes in your life.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

(Add as many items to this list as you want on a separate sheet of paper)

MENTOR #6

FULL NAME AND SHORT BIOGRAPHY

PICTURE

--	--

List 10 things about this person that you want to be like and those attributes in your life.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

(Add as many items to this list as you want on a separate sheet of paper)

MENTOR #7

FULL NAME AND SHORT BIOGRAPHY

PICTURE

--	--

List 10 things about this person that you want to be like and those attributes in your life.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

(Add as many items to this list as you want on a separate sheet of paper)

MENTOR #8

FULL NAME AND SHORT BIOGRAPHY

PICTURE

--	--

List 10 things about this person that you want to be like and those attributes in your life.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

(Add as many items to this list as you want on a separate sheet of paper)

MENTOR #9

FULL NAME AND SHORT BIOGRAPHY

PICTURE

--	--

List 10 things about this person that you want to be like and those attributes in your life.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

(Add as many items to this list as you want on a separate sheet of paper)

MENTOR #10

FULL NAME AND SHORT BIOGRAPHY

PICTURE

--	--

List 10 things about this person that you want to be like and those attributes in your life.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

(Add as many items to this list as you want on a separate sheet of paper)

List #8 - THE THINGS I USED TO LOVE TO DO AS A CHILD

Of all the lists you have made so far, this is the most important. Many studies have been done on children at play, adults at work, and the relationship between them. In a perfect world, the things that you used to love to do as a child would become your occupation. Sadly, that is not the case for many of us. This is a very critical list. Start with as young as you can remember and list everything that you remember as a child that you used to love to do. Did you know that is why the Boy Scouts have merit badges? It is to help the boys try a great variety of things to help them learn what they like to do in life. As you make this list, your "Dream Machine" will start to come into full play. You will find great joy in making this list. When you are done, this list will give you more power to dream than anything you have ever done in your life. As you review it, it will bring feelings of joy into your soul more than you have ever imagined possible.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

(Add as many items to this list as you want on a separate sheet of paper)

List # 9 – THINGS I WOULD **HAVE** IF THERE WERE NO RESTRICTIONS, LIMITATIONS OR RULES OF ANY KIND

10% of your goals should be **TO HAVE** goals. This last list will launch you into a new world of joy and happiness that you only hoped could be possible. You must be totally serious about making the list as directed. It will create a miracle in you! Write down the very things you would actually do if you just won a 50 million-dollar lottery. Be serious, yet outrageous! It will ignite your dream machine. List anything you want; things that you would actually do if you had all the money in the world. This is the beginning of your learning how to dream. Write those things down you almost do not dare say aloud. Close your eyes and visualize yourself doing them as you write. Have fun with this list. Remember this is just a dream, right? However, I hope you realize that studies have shown that you can achieve anything you can write on this list and believe. That is quite a promise.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

(Add as many items to this list as you want on a separate sheet of paper)

List #10 - THINGS I WOULD **DO** IF MONEY WERE NO OBJECT, AND IF THERE WERE NO RESTRICTIONS, LIMITATIONS OR RULES OF ANY KIND

30% of your goals should be **TO DO** goals. There is a great difference between “HAVE” and “DO”. This is your “DO” list. If you could “DO” anything you wanted to do and talent, money, opportunity, age, health, or time were not limiting factors, what would some of those things be. Dare to dream here too. Be extravagant. Do not hold back. Write down whatever comes to your mind. Jot them down as fast as they enter your mind. One thought will build on another. If the things are too personal and you are fearful someone will read them later, and then abbreviate them so only you will know what they mean. Here is a silly example of that to illustrate. Let us say you have always wanted to have your picture taken with Robert Redford, and you don’t want your husband to read that. You could write PWITHRR to stand for **P**icture **W**ith **R**obert **R**edford. Do not hold back! You will find that for days, things will keep coming to your mind after you have put this list down. Carry it with you for a few days and as things pop into your mind, keep writing.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

(Add as many items to this list as you want on a separate sheet of paper)

List #11 - THINGS I WOULD **BE** IF MONEY WERE NO OBJECT, AND IF THERE WERE NO RESTRICTIONS, LIMITATIONS OR RULES OF ANY KIND

60% of your goals should be **TO BE** goals. There is even a greater difference between “TO HAVE” “TO DO” and “TO BE”. This is your “TO BE” list. This will be your most important list of all the lists. If you could “BE” anything or anyone that you wanted to be and again, talent, money, opportunity, age, health, or time was not limiting factors, what would you like to be? It is very important that you not restrict your thoughts. Again, if some of these things are very personal to you and you don’t want anyone else to read them, then abbreviate so only you know what it means. It is very important here (more than in any other list) that you dare to dream. Write down anything that comes to your mind. That is the only way you will find your dominant thoughts. As with the other lists, it is certain that you will find more ideas coming into your mind for days once you start writing. Carry the lists with you so you can capture those thoughts when they come into your mind. When you are done, this list should be longer than any other list. If 60% of your goals are centered on things you want to be, you may end up with 100 items.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

(Add as many items to this list as you want on a separate sheet of paper)

NOW IT IS UP TO YOU:

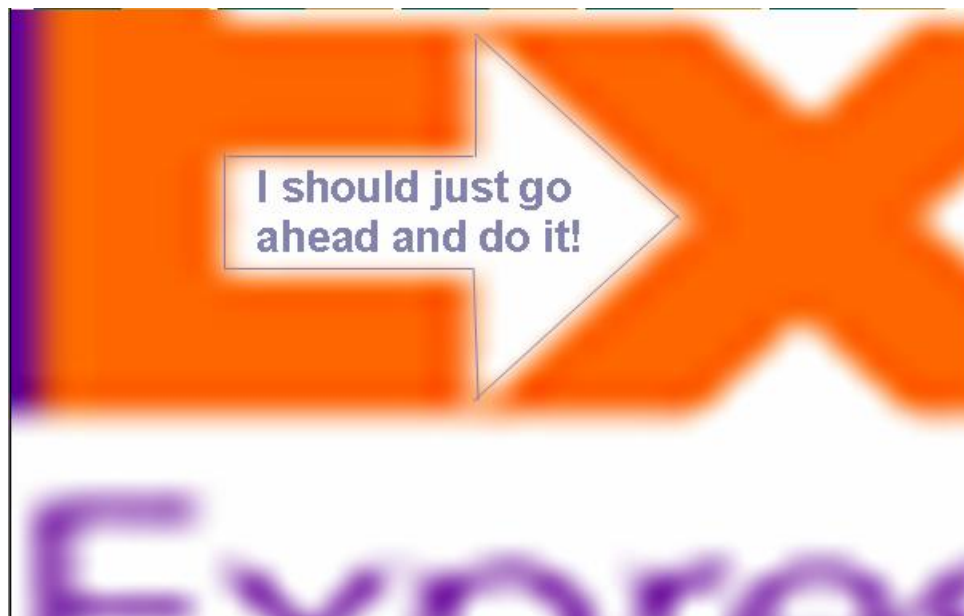
More than anything else you can do to improve yourself, these lists will help you start being able to set and achieve goals. They will help you learn what your true dominant thoughts are. Your dominant thoughts are what govern your life and determine what you are capable of being, doing and having. There is no limit! Let me say that again. There is no limit!

These lists will help you see what you really do want and what you are capable of becoming. It is unlikely that you do not have the desire to be different than you are or you would not be taking this seminar or reading this book now. These lists will help you do that. Start with the first list. For now, it will help you to take the lists section out of this book and put them in a separate book that you can carry around with you for a few weeks. You will find that even when you are in the strangest places, new items for the list will just pop into your mind.

This exercise will help you to create awareness of your potential. It will help you move from wishing to action. These lists will be the ignition to change your life for the better.

Do you still remember my message from Lesson 1?

“I should just go ahead and do it.”



GOAL SETTING STEP 3 - The Hardest Part Is Getting Started!

BEGIN WITH THE END IN MIND:

Did you know that it is a proven fact that if you set a reasonable goal and read it two times a day, that it is almost impossible that you will not accomplish your goal. If it is that simple, why don't we all do it? We have all made "New Year's resolutions". What we forget to do was to **VISUALIZATION** our having accomplished them.

GOAL SETTING - WHY DO IT?

Several years ago there was an East German ice skater practicing at the Olympics. The lights went out and when they came back on **SHE WAS STILL SKATING**. Everyone asked her how she was able to skate in the dark. She said the lights made no difference to her. She **VISUALIZED** her routine in her mind so perfectly, that she could do it with the lights on or with the lights off. She knew every move perfectly. She could skate the routine best in her mind. That changed the thought pattern of Olympic athletes. Athletes began studying the East German teams. They realized that is why they were all winning so many gold metals. How did Germany dominate the winning platform? They used visualization! They did it in their minds before they ever did it on the field.

In 1957 a survey was taken of the graduating class at Yale University. One of the questions they asked in the survey was if they had written goals. Only 3% of the class said they had written goals. They then looked up the surviving members of that graduating class 20 years later. Guess what. That 3% of the graduating class were worth more financially than all the rest of the class put together. That must tell you something!

One last example: At a prominent university, they were studying goal setting. They took a basketball team and divided them into 3 groups. They tested them on how well they shot foul shots. They all did about the same. They had one group practice every day for several weeks. The second group did not practice at all. The third group sat in the bleachers and just practiced shooting foul shots in their minds. After several weeks, they tested them. Guess what the results were? The ones who did not practice did as well as the others. Yes, the ones who practiced every day did show some improvement. But the ones who sat in the bleachers and who had practiced only in their minds, had improved the most. **WHY?** It was because they never missed a shot. In their minds, they visualized making the basket every time. When they were finally back on the court, **THEY FOUND THEY WERE ABLE TO MAKE THE BASKETS JUST AS THEY HAD VISUALIZED.**

GOAL SETTING - HOW TO DO IT:

Would you like to know how to set goals now? Goal setting: it is such a simple thing; yet so few people do it. I have done it. I can tell you from personal experience that it is like a magic trick in your life. AND IT WORKS!

What do you need to do?

Sit down and think about what it is that you want to do. Believe it or not, that is the hardest part for most people. Finding something, they want to do. Something they believe in, and something that they believe they can do. Just make a list of your dreams. That is why you filled out the lists. You will know that now you have filled out the lists.

Let us look at an example. Say that you want to quit your full time job and start a home business where you make twice as much as you are now making. That is a reasonable goal! What is the hardest part? Quitting your job? No! The hardest part is deciding what you want to do, setting the goal. You have to have a dream and believe in it before you can set goals to accomplish it. Again, that is why you filled out the lists.

WRITING THE GOALS DOWN:

The goals have to be written in first person (I will.... this and I will.... that). They also have to be written in present tense as though you already had achieved the goal (I am..... or have this.... or I am.... or have that). The subconscious mind will not act on past or future things, or on things that pertain to someone else. Here is an example of a goal you might right down and the way it should be written:

I have my own home business doing flower arrangements for people. I am one of the most talented flower arrangers in the city. Arranging flowers for others makes me feel wonderful inside. I love the beauty of the flowers and the joy I see in their eyes when I show them the flowers. I earn \$2,000 a month arranging flowers. I will place a \$2,000 check in the Bank of America on Evergreen Street on June 30, 2014. To accomplish this goal, I get up at 5 a.m. every morning and read about arranging flowers. I read the "*Flower Arranging Trade Journal of America*" every month. I spend one hour before I go to work each morning studying flower arrangement photographs. I have become an expert in the flower arranging business. I find three new customers for my business each week by placing one classified ad in the daily newspaper every week, by developing my web page, by xxxxxx (name what else you will do).

The wording for your goal, of course, would be changed to be whatever you want. You can see similar examples of written goals in the book "*Think and Grow Rich*" by Napoleon Hill

It is very important that you visualize that you already have what it is that you want to be or have or do.... Set the goal, write it down, then read it twice a day, as if you already had what it is you want. See it in your mind as already having been accomplished.

GOAL SETTING: KEY STEPS

Here are some key elements in GOAL SETTING that make them different from New Year's Resolutions. For a goal to be truly effective there are eight elements that they have to have in them.

1. Measure the goal! To be a better runner is not a goal. That is a wish. To run the mile in 6 minutes is a measurable goal.
2. You need a time line or deadline when you are going to accomplish it. Set a date. By my birthday on the 10th of June, 2015 I will....
3. Goals must be positive, present tense and personal. I am driving down Elm Street at 7 p.m. in my new red 2012, Ford Mustang convertible with leather seats, stereo blasting and heads turning.
4. Create a plan of action by which you are going to accomplish it. State in your goal exactly what you are going to do to get it, step by step.
5. The goals must be written down. If they are not written they are just wishes or New Year's resolutions.
6. You need to read the goals two times a day and rewrite them as often as possible.
7. It is critical that you visualize the goal in your mind as you read it. See yourself as having accomplished it already. Get pictures of what you are visualizing and hang them on the wall to look at as you visualize.
8. You need to share your goals with a close friend to help you be committed to them. If someone else knows about them, they will expect you to accomplish the goals, and as explained in previous lessons, we tend to be what others expect we are.

The only limits to your ability to achieve reside in your mind.

GOAL SETTING: WILL IT WORK?

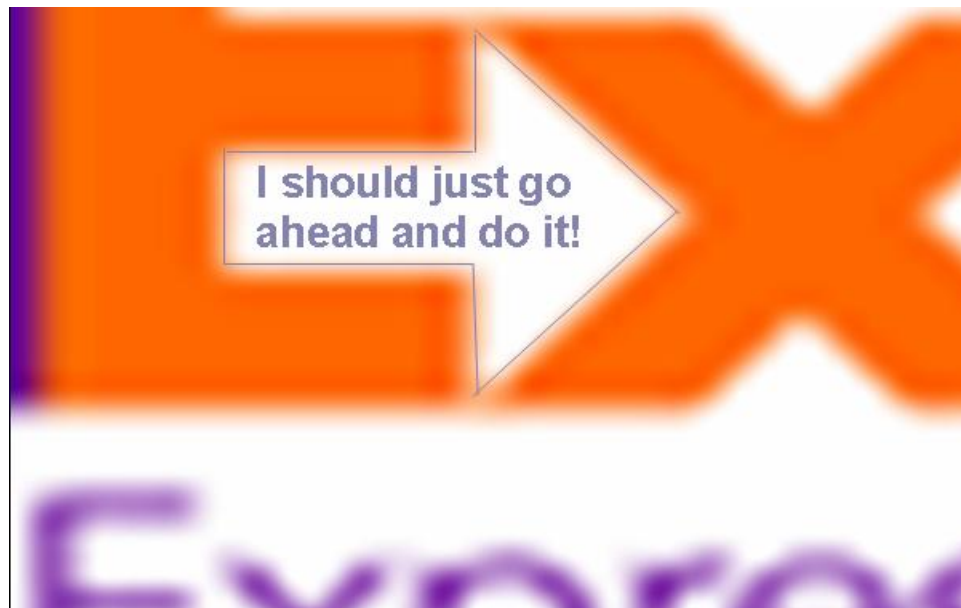
I promise you if you will follow these simple steps, you can accomplish any reasonable goal. It does not matter if it is earning an amount of money, attaining a new skill, changing something in your life like smoking, learning how to be better organized or tackling how to learn how a car engine works. This process will work on anything reasonable. What is reasonable? May I suggest you ask Helen Keller that question? The only limit to your success lies within your own mind.

VISUALIZATION:

Because it is so important, I want to say it again. As a part of goal setting, we said one of the key principles was VISUALIZATION. Visualization is what makes it work! That is what changes it from a "New Year's Resolution that fails" to a power that will TRANSFORM your life. I hope that each of you, who have not set goals before, caught the "VISION OF VISUALIZATION".

If I could come to your room, I would walk around for a new picture you had hung up somewhere this week. If your goal is to have a new car, I would look to see if you got a picture of that new car hung in a prominent place. If I found no pictures of your VISUALIZED goal, I would know that you have not internalized your dream into quantitative action. This is an important point to the success in your life: writing down your goals and where possible, getting a picture of what it is you want or would like to become. An outside-the-mind picture will help you visualize yourself having it. This is a vital key.

So, I ask: what is the most important key in the 8 steps to goal setting above? VISUALIZATION! Seeing and believing! I have used this method to more than triple my income in the past 10 years. It works, but only if you work it. What do you have to lose? Start visualizing that you are already there! That is the key. Start now and make the strides forward. Get out of the rut and the lazy thinking. You are an important person! Treat yourself as such and begin the journey to achievement and change. Making yourself into something better and watch the peace and happiness become a predominant feeling as you take on more challenges that will get easier for you, because you know the steps to overcome the hurdles.



GOAL SETTING STEP 4 - CONGRUENCY IN YOUR LIFE

I constantly hear about the goals that people have set and failed to accomplish. The reason a person is not reaching their goals normally comes from them being incongruent. Being congruent with oneself is a principle of life. What does this mean? An example of being incongruent in your life would be like driving the car with one foot on the gas pedal and one foot on the brake.

I once knew a woman whose marriage was so bad she actually got divorced shortly after she was married. She then waited for quite some time before even considering marriage again. Finally at about age thirty-five, she married again. She was very much in love with the second man. When she became pregnant with their first child, he died from a serious illness. Now she had twice the challenge of loneliness to face.

What was she to do? She was very much in love with a husband that was now gone forever. She did not want a new husband. After a while, other men were attracted to her and let their intentions be known. But she still loved the one that was dead. She then began to gain weight so men would not look at her. She actually told me that she was deliberately gaining weight so men would not look at her.

Now, many years later she is trying to lose weight. She has tried every diet you can imagine, but she just cannot lose the weight. When I read her goals and asked her about the weight loss, she declared she just could not understand why it was not working. I inquired about our conversation from years before as to why she started gaining weight. She honestly does not remember now ever saying that to me, but I remembered. I believe her subconscious mind remembers.

Here is an “incongruent” situation. Here is a woman who subconsciously did not want men looking at her so she gained weight. Now she wants to lose weight, but just cannot. She does not consciously think about not wanting men to look at her. However, her subconscious mind is remembering why she is overweight and is not letting her body be thin. She has one foot on the gas and one foot on the brake.

Another example is someone who wants to learn to ride a horse; but what holds them back from actually doing it is a memory. That memory is from a horse that once stepped on them when they were little. Someone may want to study and do their best at school but they keep getting bad grades. Then they realize that when they were young, friends kept telling them that they were stupid or a family member told them to not try, "they were too dumb."

Many times a person will join an MLM networking business, wanting to get rich quick, not realizing that certain steps must be taken to earn that money. They are encouraged to set goals to find people but what holds them back are habits and images of themselves that prevent

success. They just cannot do it. Why? It comes from an image of themselves that is stronger than their desire for the income they would receive from the work.

How can you overcome this incongruence in your life if it is there? Well, in relation to goal setting, you have to look at the kinds of goals you are setting. A shy person can learn to not be shy if they make an effort to do it, but not by becoming a salesman without the goals of overcoming shyness first.

When you first read your goals, you will probably find that about 60% of them are TO GET goals (cars, houses, money). Another 30% will be TO DO goals (travel, education, talents to acquire) and only 10% will be TO BE goals (better husband, harder worker, more honest, better self control, good at public speaking). That is just upside down. That mix, in a set of goals, will almost certainly bring conflict in your life.

If you have grown up poor all your life and you now want to be rich, you need to set some TO BE goals related to self-esteem. You need to set goals that build up yourself worth. Accomplish those goals first, and then have as the end result, a reward that is a TO GET or TO DO goal. Then the overall accomplishment of the goals will be more reasonable.

TO BE goals are goals that help you improve WHAT YOU ARE and WHO YOU ARE. If you will show me how much time you spend every day on self-improvement I can tell you quite accurately what you will be in five years. How much you work on TO BE goals is how much you will have the power to change your present circumstances. All the TO GET goals in the world will not likely help you be a better, more capable person.

Therefore, when you are finding that your goals are just not working for you, take a look at the balance between TO GET, TO DO and TO BE. 60% of your goals should be TO BE goals, 30% TO DO goals and only 10% TO GET goals. If one of your TO GET goals is to be a millionaire in 5 years, you don't have to worry much about any of the other TO GET goals, do you. However, to be a millionaire in 5 years you have to have self-esteem. You have to believe in yourself. You have to be organized. You have to have ambition. You have to have self-reliance and dependability. You have to be able to work without a boss or a time clock. Those are TO BE goals. When you get these three kinds of goals all lined up in the right proportion, the making of money will come easy for you because your life will be congruent.

GOAL SETTING STEP 5 - PROVIDENCE IN GOAL SETTING

There is another aspect of goal setting. I call it PROVIDENCE. I cannot explain how it works. I cannot tell you why it works. I can only tell you that it does work. How do I know? Because I have years of experience teaching goal setting and watching it work in my own life and in the lives of those I have taught.

WHAT IS PROVIDENCE?

It has been my experience after years of giving seminars on goal setting, that when someone sets a goal, if they will write it down, have a deadline, read it twice a day, tell a friend about it, and then visualize it in their mind as though they already have accomplished it, then they will experience PROVIDENCE. What is that? Some people call this concept serendipity. It is the phenomenon where they will see that all of a sudden, windows start to open to allow that goal to be accomplished. Red lights turn to green lights. Sometimes things that would have seemed to be impossible will come unexpectedly, if you have a plan. You will find through unexpected circumstances, doors of opportunity just coming to light. Everything just starts to fall into place. It just happens. When it happens, you will be filled with joy and wonder as to how it happened! That is why I call it PROVIDENCE.

WHERE DOES PROVIDENCE COME FROM?

How you describe these phenomena is going to have to be within your own personal frame of reference. I have heard some people try to explain it as divine intervention (God deliberately helping us). Others claim it is the forces of nature at work or the powers of the universe. Some say it is spiritual manifestation of life, while skeptics say it is just fate. But regardless of what forces are at work, it is a definite reality in the life of anyone who puts it to the test.

EXAMPLES OF PROVIDENCE

EXAMPLE #1: The following true story may better explain providence. Some time ago, a young girl set the goal of having a jumping horse. They are very expensive. She did not have the money to buy one, but she still set the goal. She followed the program. She made a list of 17 things that the horse had to be to qualify for what she wanted. Just a few weeks after she had set the goal and made the list, she was at a horse stable visiting a friend who was a jumping-horse trainer. As they stood there, this beautiful long legged, dark colored horse came running down the road. They could tell from the gait of the horse, that it was a runaway horse. They caught it and tied it up waiting for the owner to come.

As my student stood there gazing at this beautiful horse, she began to realize that this horse was almost exactly what was on her list of 17 things. She studied it more closely. Her horse trainer friend told her not to get too interested in it because, even if it was for sale, it would be way out of her price range.

Finally the owner did come. He said the horse was not trained to jump yet, but it had jumped the fence in the corral and had run down the road. She asked if it was for sale. The owner said he would sell the horse, but again emphasized that it was not trained to jump yet. She offered him \$2,500 expecting him to just laugh at the price. He said OK! The horse had every characteristic she had listed on the paper: ALL 17- including the price. She has trained the horse for several months. It is now worth over \$10,000.

Now how does this relate to PROVIDENCE? Well, you tell me why the horse jumped the fence and came to her! Why did it come to the very barn where she was waiting while she was there waiting? And you should know that she did not even go there a much. You say it was just a coincidence that the horse with her exact 17 characteristics came to her. I will just smile if you tell me that. I could give you hundreds of other examples where things like this "just happen" when someone sets a goal. I call it PROVIDENCE.

EXAMPLE #2: Here is another example that happened to me. A few years ago we moved from Utah to Seattle. Several years later, my wife went on a little vacation back to Utah. When she returned, she brought back with her all the things we had to leave behind when we moved to Seattle that had been in storage. Those things have been there waiting for us for 5 years. There were only a few of things of any value that we really wanted. One was an old coal-burning stove and the other was an old treadle sewing machine. When my wife was loading the things into the trailer, she asked my nephew to help her lift the heavy things. As they were loading the trailer and he saw that old treadle sewing machine, he told her he really would like to have it because his wife was really into sewing. After calling me, we decided to give the sewing machine to him for helping my wife load the heavy things into the trailer and get the shed cleaned out. I really wanted the sewing machine, but felt it would bring them more joy than it would bring me. We gave it to them and then I set the goal to find another one for me!

What does this have to do with PROVIDENCE? Well, when I gave them the sewing machine, I set the goal to find another treadle sewing machine, but I did not tell my wife that I had. My wife loves to go to yard sales, and boy, is she good at finding valuable things there! She is like an eagle with laser eyes! One day she went out looking for yard sales. She called me from a yard sale. I answered the phone by saying, "WHAT AND HOW MUCH". (I know her too well.) She said, "There is this treadle sewing machine in this man's yard. Do you want it?"

First I wondered how she knew I wanted one, since I had not told her, and second, I asked how much (expecting her to say hundreds). She said he just wanted us to make an offer. (If you don't know how much treadle sewing machines are worth, you won't get this.) I replied, "OFFER HIM \$50".

A little while later she came home and walked into the room where I was working on the computer. She asked if I wanted to come unload "it". I said, "Unload what"? I just assumed he would not sell the sewing machine that cheap and thought she had some big heavy cabinet or something. She said she had the sewing machine. She told me he did turn down the \$50 offer (which I fully expected him to do). He said he had to have at least \$60 in cash. She went to the bank, got the cash and brought the sewing machine home. I could not unload the machine right then, I was laughing too hard about the concept of Providence.

NOW do you understand this concept of PROVIDENCE? He told my wife that this sewing machine has been in his family for over 100 years. It likely is one of the first ones ever made. I do not know how old it actually is. I have seen several yard sales at his house over the years as I have driven past. Tell me why he put the treadle sewing machine, which has been in his family for over 100 years, out in the yard sale that day when I had just set the goal to find one? Tell me why my wife spotted it. Tell me why she would think I wanted another one when I had just given away the one we had. I call that PROVIDENCE!

EXAMPLE #3: One of the things that John D. Rockefeller taught his sons was to always give 10% of what they earned to charity. You know the rest of the financial story of that family. Well, I challenged one of my friends to set the goal to pay 10% of his income to his church. They call this "tithing". He said he just could not do it. I finally convinced him to just try it. He gave the 10% on Sunday, knowing he would not be able to pay all his bills that month by doing it. He set the goal and had the faith to try it. The very next day his boss just came up to him at work, totally unannounced, and said he thought he deserved a 10% pay raise. You explain that to me. How can these things happen? I do not know. Maybe you can explain them. I just know they do happen when you set the goal and follow the steps.

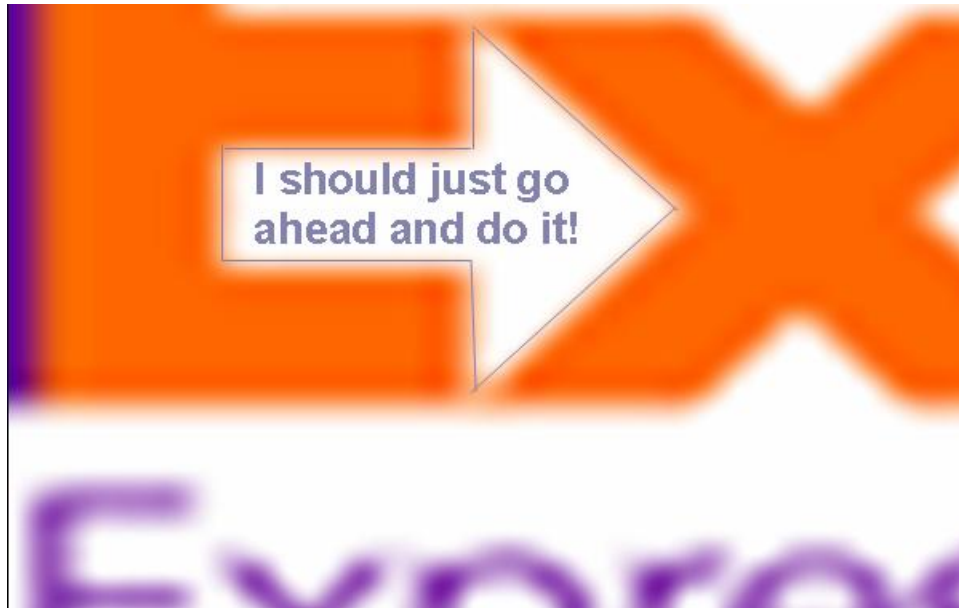
MAKING PROVIDENCE WORK FOR YOU!

Goal setting is such a simple thing. It is like falling off a log. It is almost magic. It works. Yet it is so hard for some people to do. It never ceases to amaze me as I teach goal setting seminars, how few people ever actually have been able to do it in the past, before they came to the seminar.

When I have the opportunity to explain goal setting to people, they see its value and say they will do it. Yet when I check back with them in a few weeks, I find they normally have just set some goals, but they are not following the steps of the system I had outlined for them. Then in 6 months, I check back with them and find they are still where they were before, having concluded their "New Year's Resolution" style of goal setting did not work. They are right. It normally will not work. Why? Because they hoped that just setting the goal would be enough. They hoped that if they set the goal, the results would just come by providence. That is not how providence works. You have to be willing to do the work that goes with it.

As explained in previous Lessons, just setting a goal is no different than making a wish. "If wishes were like fishes we would all have a great fry". To make it work, you need to follow the complete system of first setting the goal, and then putting in motion a plan to make it happen. You have to write it down, have a deadline, read it twice a day, tell a friend about it, and then visualize it with action in your mind like you already have accomplished that goal.

My life's experiences are totally based around goal setting. I have given hundreds of seminars on the subject. I have had profound outcomes on the principles of goal setting.



GOAL SETTING STEP 6 - Ten Steps to Ensure Success

Have you ever asked yourself how you can be sure you will succeed?"

I would like to propose to you that if you will take these 10 STEPS TO SUCCESS and follow them for one year, you almost cannot fail.

STEP TO SUCCESS # 1: KNOW YOUR WHY

When you start out on an adventure in life, you normally have a destination in mind and above all, you have a desire to get there. That reason WHY has to be so strong that you have a white hot desire to accomplish it. The stronger the desire you have, the more the need, the greater the chances of your success. If you just want to earn some extra money to buy some new clothes, or if you are just bored and want something to do, then you have much less chance of success. The more urgent the need, the more critical the situation, the more likely you are to succeed. If you just lost your job, you will be much more likely to succeed in finding a new job than if you are just looking for something interesting but already have a job that meets your needs. Why can we always run faster when something is chasing us? Stephen Covey states this as "Begin With The End In Mind".

STEP TO SUCCESS # 2: SET GOALS

Once you set the goals, you have to be willing to read them two times a day every day for one year. In addition to setting the goals, you have to be willing to get pictures of what you have set to accomplish. Then as you read the goals, look at the pictures and VISUALIZE yourself as having already accomplished the goal. Each goal also has to be something that is measurable; an amount of money to earn, something you can buy or own, an amount of weight to be lost, etc. If you want to be a better runner, how can you measure that? If you set the goal to run one mile in 10 seconds less than you did last year, you can measure that. And finally each goal has to have a time frame. It has to have a date written down by when it will be accomplished.

STEP TO SUCCESS # 3: DO IT EVERY DAY

Be consistent. Do it every day. None of this, "I forgot", or "I was just too busy", or "I was just too tired tonight". This takes persistence and diligence. We are talking about getting anything you want out of life. That should be worth some effort, shouldn't it!?

STEP TO SUCCESS # 4: BECOME AN EXPERT

If you read for 30 minutes a day for one year about any subject you choose, you will become an expert ON THAT SUBJECT. Become the BEST OF THE BEST at it. Know everything there is to know about it. If other people are not coming to you to learn about it and asking your advice about it, then you need to study some more. Confidence comes from

knowledge. If you asked Einstein to explain the Theory of Relativity to you, do you think he would be nervous or tongue tied? No! Mr. Einstein was an expert on that subject. Now don't send Mr. Einstein to the store to get groceries. He could not do it. He could not even count change correctly. Did you know that? His wife had to do those simple tasks for him. But ask him about the Theory of Relativity, and he could talk about that. You will find that we are all very consistent in everything we do. If your desk is messy at work your house is likely messy at home. If you become really good at one thing, you will find that success will spill over into everything else you do. Start with one thing and become an expert at it as a part of your goals.

STEP TO SUCCESS # 5: BE WILLING TO WORK

In order to be successful you have to be willing to work. I have to laugh when I hear so many people talking about being in a Multi Level Marketing business like AMWAY business so they can get rich in a couple of years and then NOT WORK. Why would they want to stop working? That is not my goal. I never want to quit work. I may work from Hawaii using my telephone and lap top computer on the beach, but my goal in life is to do as some women say, "Shop until you drop". If you become so WEALTHY that you don't have to work to earn money anymore, then I hope you will work even harder at things that will make you TRULY HAPPY. For example do things you love to do such as helping create jobs for the homeless, working with troubled youth or building libraries for under privileged people. You have to be willing to be a hard worker ALL THE REST OF YOUR LIFE if you expect to be successful now.

STEP TO SUCCESS # 6: BE A READER

Did you know that the average American never reads a non-fiction book again after they graduate from High School. I just listened to a seminar by a man who is a multi-millionaire. He was told in school that he was a slow learner. He has in his library at home over 500 seminars on tape on the subject of becoming a millionaire, which he had listened to. He may be a slow learner, but he is a steady learner.

Television has begun to steal the imagination. Talk to any grade school teacher and you will hear the same thing from them. Children of today have no imagination. They have to be entertained. If you are in the TV rut, you have much less chance to be successful. If you are a member of the "Potato Couch Club", I would like to ask you to turn off your TV and read one book a week. That is right: **ONE BOOK A WEEK**. As a part of this seminar, I will give you the list of books to read on a CD and a speed reading program for your computer so you can double or even triple your reading speed. Some people learn to read as fast as 5,000 to 10,000 words a minute. To be successful in this life, it pays to be a reader.

STEP TO SUCCESS # 7: LEARN THE ENGLISH LANGUAGE.

They did a very interesting study a few years ago. They wanted to know who knew the English language the best. They assumed college professors who taught it would be the best. But after them who? CEOs of large companies knew it second best. Surprised? I was. They are all

avid readers. All of them! That is what they found in the study. They are experts in their field. Do you think that may be why they are the head of the company?

STEP TO SUCCESS # 8: BE COMPUTER LITERATE

If you do not have a computer, try very hard to get one. If you do not know how to use it, learn. If you do not know how to use email, take a class. If you cannot type with 10 fingers, learn how. If you are not familiar with the Internet, start surfing. The Internet is like having the Library of Congress right in your front room. Use it!

We are about to go from horse and buggies to cars. If you are still fighting the age of the computers, then do not plan on being very successful. Even farmers who milk cows use computers now to track the milk production. Computers are everywhere. You can do more to communicate with your family and friends with email than anything that has ever been invented. Nowadays, life is computers. If you cannot type, then learn. In this world, if you don't know computers you cannot possibly compete with those who do. If you are still going to town in your horse and buggy, mentality, may I be the next to invite you to get with it!

STEP TO SUCCESS # 9: NETWORKING

Have you ever noticed that when you buy a new car, you start to notice the same car you are driving, everywhere? Why is that? Have you ever noticed that when you are really excited about something, or you have just had a thrilling experience, that you end up telling everyone you talk to about it, including total strangers? Why is that? Again, it is obvious, yet many people are afraid to talk to others about the home business they are in. Some of your most important connections in life will come to you totally unsolicited through networking. You will come to understand that "Friends are worth more than gold".

STEP TO SUCCESS # 10 NEVER GIVE UP

On October 29, 1941, United Kingdom (Great Britain) Prime Minister Winston Churchill visited Harrow School to hear the traditional songs he had sung there as a youth, as well as to speak to the students. As a part of that speech, he said these few but powerful words, "Never give up, never, never, never". The children understood, and so did the world. It is one of his most quoted phrases.

And if you dare, go past Step #2; set outrageous goals - and see what happens.

May you never forget my expectaion of you. I know that you can and you will succeed. So maybe this should be what you see from now on in the Federal Express logo:



See you at the FredMeyer store next time you are there!

Cordell Vail

~~~~~

[Return to VCAA.com main page](#)  
[Return to Cordellvail.com main page](#)