

MAKE IT HAPPEN!



**NEW IDEAS FOR PEOPLE
WHO ARE FRUSTRATED BY
OLD-SCHOOL GOAL-SETTING**

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Hello, fellow success-driven individual!

I'm Chandra Ingram, and I'm here to help you become all that you want to be and achieve all that you want to achieve.

Although my niche is for folks who are old enough to worry that life is passing them by and who (mistakenly) think it's too late to achieve their dreams, the advice in this e-book is for everybody.

- Have you read the achievement books and listened to the audio programs but found the advice hard to put into action?
- Do you pore over law of attraction literature, but still find that its mysterious powers elude you?
- Do you struggle to find enough time and energy in the day to work on your goals?
- Do people in your life derail you or take the energy out of your dreams by belittling them?

In this e-book, we're going to take a look at a lot of assumptions that seem to show up in goal-setting and achievement advice. We're going to see if they work for you or against you. And we're going to cover some strategies that work, and that you can put to use right away.

Who am I to be writing this e-book?

It occurred to me not long ago that I have developed a knack for achieving my goals in spite of obstacles like no money, an unsupportive spouse, and a lack of confidence in my own skills. I became fed up with going nowhere when I was in my early 30's, and although I was a late bloomer, I managed to change my life entirely. I left the unsupportive spouse, achieved my university degree, launched my career, traveled the world, reached income milestones that I set for myself, started a couple of businesses, and lost weight.

I decided to take what I've learned over the years and help others that are struggling.

Thanks for downloading this e-book. I sincerely hope you will find value in it!

Let's begin!

Table of Contents

[Chapter 1 – What We Think We Know About Goal Setting](#)

[Chapter 2 – One Size Does Not Fit All](#)

[Chapter 3 – Your Life Purpose . . . Or Not](#)

[Chapter 4 – Your Goals v. Your Bucket List](#)

[Chapter 5 – Goals, Plans, and Deadlines](#)

[Chapter 6 – Time Management](#)

[Chapter 7 – Beat Procrastination!](#)

[Chapter 8 – Squeezing More Time Out Of Your Day](#)

[Chapter 9 – How To Get Your Family & Friends on Board \(or at least to stop tromping on your dreams\)](#)

[Chapter 10 – How to Create the Confidence That You Will Succeed](#)

[Chapter 11 – The Law of Attraction: Is It Real?](#)

[Chapter 12 - Conclusion](#)

[APPENDIX](#)

Chapter 1 – What We Think We Know About Goal Setting

If you're like me, and if you're like most success-driven people, you've probably already read several books, listened to several CD's, and attended a few seminars on the topic of goal-setting. If this is true for you, then I'm honoured and flattered that you took the time to download this e-book.

I want to ask you to challenge some of your dearly-held beliefs about goal-setting, especially if you're not getting the results that you want. This is not a beginner's guide to goal setting. This is for people who have already read a few books or at least given serious thought to the power of goal setting. If you're new to the concept, you'll definitely want to check out the list of resources at the end of this e-book.

We're going to take a look at what we've learned about goal-setting and see if these learnings work for you. Then we're going to see if you're struggling because you haven't determined your life's purpose yet. We'll look at how values factor into your goal setting. We'll also look at some goal-setting strategies, time management tips, and advice on beating procrastination. And finally, we'll examine the law of attraction to decide if it's for real and if it's an essential tool for reaching your goals.

I've been fascinated with goal-setting and achievement for years. I've read too many books on the subject to list, I've listened to audioprograms and podcasts, and I've attended workshops and seminars. I've spoken with lots of people about their goals and about their successes and failures.

I've been told over the years that I have a unique approach to classic goal-setting advice. I've also been told that I should capture these thoughts, because they might be useful to others. Hence, this e-book.



Conventional Wisdom

You've probably heard all the sage advice already:

- Set S.M.A.R.T goals! (Specific, Measurable, Attainable [or sometimes Assignable], Realistic [or sometimes Relevant], Time-bound)
- What gets measured gets done.
- If you write it down, it's guaranteed to happen.
- A goal without a deadline is just a wish.
- If you believe it, you can achieve it.

Why have these statements become so prevalent that they're practically clichés? One reason is because quite often they are true.

But they're not always true. Sometimes people follow the above points and still fail to achieve their goals. If this has happened to you, you understand how frustrating and

demoralizing it can be. After all, if the advice is true, the problem must be you, right?

Maybe not.

Let's pick these clichés apart, one by one, shall we?

SMART Goals

Actually, the SMART framework is a very good system. It's helped millions create, clarify and reach their goals. The acronym was originated by George T. Doran in 1981, and made famous by Peter Drucker's management by objectives concept.

However, the SMART framework is not always applicable. For example, the "A" often stands for "Attainable" and the "R" often stands for "Realistic." Some goals do not seem attainable or realistic, yet through sheer necessity, desperation, or extreme optimism, they're achieved anyway. Sometimes people set crazy goals and achieve them. You've probably heard of BHAG's. BHAG stands for Big Hairy Audacious Goal. Here's an example of one. If you were alive in the 1960's, think about the limits of technology at the time compared to today's. However, that was when we figured out how to send people to the moon. I still marveled that people thought it could be done!

Also, some goals can't be time-bound. I'll talk more about this later. Sometimes you don't know how much time you'll need until you start down the path. If you're limited in your thinking, or if you're working for someone who is limited in their thinking, you might miss great opportunities by trying to confine yourself to an artificial time limit.

This is not to say that we should throw deadlines out the window! Deadlines are a wonderful tool, and sometimes they're unavoidable. But be open to the idea that some goals out there need flexible deadlines, or maybe no deadlines at all.

What gets measured gets done.

If this were true, we'd have all lost weight by now, right? All you have to do is measure your weight, and then it's easy to reduce that number on the scales. The truth: What gets measured gets measured. Planning and acting upon the information gets it done.

However, it's good to know your starting point when you set a goal. It helps you determine how far you have to go to get there. If you weigh 200 pounds but you want to weigh 150 pounds, you measure (weigh yourself) and then you know you need to lose 50 pounds. And then you can create your plans accordingly.

But sometimes you can set up the most foolproof of measurement systems, complete with milestones and timelines, and still fail to accomplish your goal.

If you write it down, it's guaranteed to happen.

Well, probably not guaranteed. It does increase the likelihood, though. I have a theory about why this seems to be true. You've probably heard the stories of people who wrote down their goals, wishes, and dreams, put their lists away, didn't act upon any of them, only to discover years later when they stumble upon their forgotten lists that many of the items on the list have

come true. Then they say “Wow, I wrote this stuff down, and then it came true. It’s magic!”

However, it’s more likely that they’ve written things down that they would have done whether they wrote them down or not. For instance, if I’ve never been to Hawaii but always wanted to go, I might write that down on a wish list. But since it’s something I really want to do, I’ll probably find a way to make it happen, whether or not I remember writing it down. I won’t write “learn to play rugby” on my list, because I’m not interested in learning to play rugby. And surprise of surprises, I probably won’t be surprised years from now that I didn’t write it down and I never learned to play the game.

So do things happen as a direct result of writing them down? No. Instead, we write things down that have a pretty good likelihood of happening, because we’re probably going to make them happen.

However, writing your goals down on paper or putting them into a document on the computer increases the likelihood of reaching those goals for other reasons. First of all, it provides the basis for planning. I know that it helps me stay on track. When I write out my goals, I also write the steps it will take to help me reach those goals. Going through the process helps me think through what I need to do to accomplish my goals. It also gives me something to refer to when I feel stuck or hopeless. All I need to do is look at the list of steps, and as long as I’m ticking them off, I’m satisfied that I’m moving in the right direction.

And of course, putting your goals in writing formalizes the process. It makes your goals

seem official. I like to write my goals down. It makes me feel like it’s more likely that I’ll achieve them. And it’s possible that having a sense of certainty also contributes to achieving them.

When you write your goal down in a bold pen and in large letters and then underline it, it really feels like you’ve made a commitment. That might be just what you need to spur you into action.

A goal without a deadline is just a wish.

Many goals have been achieved without deadlines. Many goals have been missed, even though deadlines were in place. The purpose of a deadline is to create a sense of urgency so that you’ll be more likely to act upon your goals, rather than procrastinate. There’s another expression you may have heard: “I love deadlines. I love the whooshing sound they make as they go by.”

I’ve reached goals without deadlines, and with deadlines. Deadlines are important when you’re making commitments to others. They’re also important when you’re making a commitment to yourself. After all, if it’s something you really want, isn’t having it in 6 months better than having it in 5 years?

If you believe it, you can achieve it.

Notice the word “can.” It’s different than “will.” However, some people confuse the two. They are certain that if they believe in something strongly enough, it will come to pass. I suppose being raised on Disney movies has something to do with this.

If you’ve read a lot of law of attraction literature, you will have read that it’s

mandatory that you believe in something in order for it to come true. And if you have a sliver of doubt, you will repel it from you. That's why we've never been surprised in our lives, right? Nothing has ever happened that took us by surprise. We've never said "Wow, I didn't see that coming!" And of course, everything that we predicted has come to pass, right? Every time it occurred to you that it would rain on the day of your big event, it's rained. You've always known exactly what you were going to get for your birthday. This isn't called the law of attraction. It's called being psychic. That would be the topic of someone else's e-book.

Has that how your life has rolled out? That's certainly not the way my life runs. I'm surprised frequently. Plans that I was dead certain would come to pass have failed. Plans that I had little faith in actually worked. People that I expected to come through have failed me, people I had little faith in surprised me. And you know what? I'm totally good with that. It keeps life very interesting, and it keeps me on my toes. And it's just the way reality works.

If you're a strong proponent of the law of attraction, don't get angry and don't make the mistake of believing that I'm dismissing everything that this philosophy has to offer. Au contraire! Later in this book, I'll talk about how you can actually use your belief in the law of attraction to your advantage. The law of attraction belief system is not an all-or-nothing proposition. Some of the teachings are very handy when it comes to goal setting.

Here is a final thought about what we think we know about goals:

If you don't set goals, you're a loser.

I've never actually heard anyone say this, and I've never seen it written. But it's implied all over the place. People who set goals are 1,000% more likely to be successful than 99% of the population, which is made up of average shmoees willing to drift through life and then die.

The truth is that a lot more people set goals than the goal-setting gurus would have you believe. Most people who work in any organization of several people or more are required to set goals. Many years ago, when I held a very lowly file-clerk type of job, I was astonished during my first performance review that I was expected to set some goals for myself for the coming year. I offered that my goal was to keep filing. I said if I had to go above and beyond my lowly little contribution towards office efficiency, it would require a pay raise. They were equally astonished that I didn't want to "better" myself. Actually, I did have goals, but they had nothing to do with the organization I worked for.

Most people set personal goals. The reason we don't think they set goals is because we don't see them setting goals. Someone who looks like they have no goals might have secret goals. They might not want to share with us that they want to lose weight, get the house cleaned up, quit smoking, reconcile with an estranged parent, save up for a new car, pay down debt, and so on. They may have even written their goals down, written out detailed plans, prayed to God, chanted affirmations, rewarded themselves at milestones, and achieved victory. But to the rest of the world, they might look like they're just placidly going about their lives with no real direction, just

going to work, going to home, sleeping, and so on.

And even if they don't have goals, that's okay too. Some people are very content to not have goals. We've met these people. They're usually good-natured and relaxed. They don't want to be troubled by the inconvenience of having to strive for more than they're content with. And that's fine, too.

However, I assume you don't fall into this category, because you did, after all, download this e-book.

Chapter 2 – One Size Does Not Fit All

This is probably not the only e-book you've downloaded that relates to the topic of achievement and success. The fact that you take the time to download them, and more importantly, read them, says a lot about the kind of person you are. It's my guess that you're a continuous learner.

You've probably heard of the Japanese word "kaizen." It was originally introduced to the Western world by Masaaki Imai through his book Kaizen: The Key to Japan's Competitive Success. Kaizen refers to a philosophy of continuous improvement. Even if you didn't know about the book or about the word "kaizen," you probably embrace this philosophy.

So I would guess that you've tried a variety of techniques to set goals, to manage your time, and to achieve results. Some worked, some might not have worked. When they didn't work, was the problem with you? You might have assumed so. You might have assumed that you were lazy, not attentive enough, your "vibration" wasn't high enough, or many other reasons that you just couldn't make it work.

It's possible that the reason was you. But it's also possible that it was not. That's because not all advice is applicable all the time. And most might be applicable for most people, none of it is applicable for every single person.

Do you recall in the previous chapter that I said that the expressions about goal setting became clichés because they were, for the most part, true? And then I proceeded to list and dispute five of them.

I could probably dispute every cliché you threw at me about goal-setting.

In fact, there's a case to be made against every adage, truism, wise quote and old saying that you can think of.

"Many hands make light work." What if the job was to count hands? More hands mean more work!

"If it's worth doing, it's worth doing right." This cliché is why perfectionists have a hard time completing things. Some things are just worth getting done, perfectly or sloppily. Are there severe repercussions for throwing my bed together in the morning instead of making it up beautifully? Isn't my time better spent on other things? If the realtor was coming over later to show the house, I might make my bed beautifully enough to be on a magazine cover. But if there's no realtor coming and I'm late for a meeting, is fussing over my bed really the best way to spend my time?

Anyway, you get the idea. I'm just suggesting that in your life, there are probably things that need to be done well, and things that just need to be done.

The point that I'm making is no advice, no matter how good, is applicable all the time. Even the advice I'm going to dispense isn't applicable all the time.

What works for one person might not work for someone else.

I'm going to use weight loss as an example. There are a million books, programs,

websites, and experts out there telling you that all those other methods of weight loss won't work, but theirs will. But studies have shown that there is no one "best" way to lose weight. What works well for one person might not work for someone else. Sometimes you might have to try several methods before finding what works.

The same is true with anything involving managing your life. Some people require very structured systems. Other people like to take what comes and hope for the best. Some people need to plan in advance, others like to do what they feel inspired to do in the moment.

Therefore, I'm going to suggest that everything you read here, and everything you read anywhere, for that matter, is not a set of rules to live by, but a buffet to choose from. What works for your sister, your best friend, or the guy down the street might not work for you, no matter how well it works for them.

And to make it even more complicated, what was true for you at one time might not be true for you today.

Here's an example: Fifteen years ago, I decided to put myself on my own "boot camp." I came up with a short list of commitments that were non-negotiable and must be completed daily. For example, I had to go for a run in the morning, no matter what. Even if it was raining or snowing or even if I didn't feel well, I had to at least get out there and run, even if it was just for a short distance.

There were other rules too, but not too many. I kept the number of rules to a minimum. The idea was to adhere to these

rules no matter what. Therefore, the fewer rules I had, the more likely I would be to stick to them. There was also an end date - it wasn't to be forever. I was to adhere to these rules scrupulously for a given time period, and then measure my results.

So I adhered to my boot camp for the duration I intended, and was pleased with my results. I lost some weight, I had more energy, and it was a great experience in self discipline.

Years later, when I had let some pounds creep on, I put myself on the same boot camp. But do you think I followed the program? No! For some reason, I found excuses to get out of my commitments to myself. I tried to will myself back on the plan, but the more I tried to force myself, the more some counterforce inside me resisted. Why couldn't I make myself stick to the plan?

Instead, I changed plans. I focused instead on incorporating more raw food into my diet, and on not eating after the point that I was satisfied. I didn't make rules for myself this time, and I lost some weight.

The same happened to me with time management. I read Eat That Frog by Brian Tracy (which I highly recommend) and was intrigued by his time management system. I incorporated it into my worklife and it seemed very easy to me. I knocked projects off my plate with astonishing ease, and managed to reduce the chaos in my life.

Years later, that system didn't work for me anymore. The system makes perfect sense, and there's no reason that it shouldn't work. I instead adapted another system that worked better for many years. And

today, I'm using yet another system, based more on energy management rather than time management.

We're not the same person we were five years ago, last year, or even last month. So what do we do? Do we start from zero each time?

Successful people build up a repertoire of ideas, techniques, and systems to draw upon. This way, when one approach doesn't work, they can quickly adjust and find one that does. This is one of the great advantages of age and experience.

The odds are pretty good that you already have a repertoire of ideas, techniques, and systems to draw upon. If you don't believe it, let's just think back through your life.

Your own repertoire of ideas, techniques and systems

Ask yourself the following questions:

How did you successfully manage projects when you were in high school or college? This is probably where you started to learn time-management and goal-setting techniques. Maybe you created a schedule for yourself or began keeping a master to-do list.

How did you successfully manage projects during your first job?

What have you accomplished in your personal life that required you to set goals and milestones and to manage your time and energy?

If you believe you have never accomplished anything, let me ask you a few more questions.

Have you ever:

- Taken a university or continuing education course?
- Created a website?
- Planned a wedding?
- Written a book?
- Started a business?
- Helped your child complete a project?
- Renovated your house?
- Built a piece of furniture?
- Followed a complicated recipe that involved many steps, such as purchasing exotic ingredients, making part of the recipe on one day and the rest on the next day, and using multiple cooking methods?
- Finished creating a work of art?
- Sewn a garment?
- Made a quilt?
- Planted and maintained a garden?

If you've done more than one of the above, you probably noticed that you used some strategies for one type of project and other strategies for others. You might even remember using multiple strategies and finding that some worked more than others.

To continue this line of thinking, do you have a system for doing the following or do you do them willy nilly and differently each time?

- Doing the laundry
- Doing the grocery shopping
- Doing routine tasks for work

- Taking road trips, camping trips, or other traveling
- Having guests over for dinner
- Cleaning the house

Whether you realize it or not, you probably have a system in place for the above tasks. You probably even have a system in place for simple things, like taking a shower or making your weekday breakfast.

To enhance your repertoire of ideas and techniques for reaching your goals and managing your time, I would encourage you to look into the resources included throughout this e-book, as well as at the end. By considering what you already know from your own experiences, you can learn additional ideas to have in your goal-setting arsenal.

The overarching point of this chapter is to ask you to be flexible in your approach as well as open to new ideas. The more methods you have at your disposal for achieving your goals, the more likely it will be that you will achieve them.

Chapter 3 – Your Life Purpose . . . Or Not.

If you're still seeking your life's true purpose, this might be the best chapter in the book for you.

In most literature dealing with goal setting and achievement, we're advised to find our life's purpose before we go around setting goals. This is a laudable exercise, since we want to create goals that help us achieve what we want in life. Our goals should have to do with who we are and what we want our lives to mean.

However, sometimes our goals are given to us, and sometimes they're mandated. If you're employed, you've probably been given goals by your company. These goals aren't designed to fit in with your life's purpose. They're designed to fit in with the company's purpose. Even if you've been allowed to set your own goals, your boss still needs to ensure they aligned with the company's purpose. If you work at a software company, the owners probably aren't interested in whether you achieve your goal of losing 50 pounds or finishing that children's book you've been procrastinating on.

Sometimes goals are thrust upon us in other ways. If you have a complicated tax problem that needs resolved, or if you're the innocent target of a lawsuit, your goals will probably have to do with putting all of it behind you, legally.

But back to your life's purpose. If you already know your purpose in life, then congratulations! You are the envy of the throngs who haven't clarified their purpose yet.



If you don't know your life's purpose, take heart! Maybe you don't need to know what it is. Maybe it's not as urgent of an issue as you've been led to believe. I'll explain.

For some of us, the purpose of our life comes easily. We gravitate to it - - we can't keep ourselves away from it. I'm sure there are people who come to mind when you think of someone who simply must do whatever it is that they do. Famous examples that come to mind are Jane Goodall, Vincent Van Gogh, Isadora Duncan, Beethoven, Martin Luther King Jr, Stephen King, and many, many others. It was if these people had no choice other than to do what they needed to do. Jane Goodall started out as a secretary, but was driven to study chimpanzees. Vincent Van Gogh painted in a way that was not appreciated during his lifetime, yet he simply had to paint in his distinctive style. Isadora Duncan's critics thought her dancing was strange, yet she persisted in developing her free and natural style.

It would seem that these individuals were born with a very clear life's purpose. They couldn't not do what they did.

What if you don't know your life purpose?

Many people, however, don't know what their life's purpose is. They certainly have strong preferences, hobbies that they enjoy, and causes they feel passionate about. But to declare one life's purpose seems to come at an opportunity cost of everything else. And what if they get it wrong? What if they invest years into something, and find out that it wasn't their purpose after all?

There have been numerous articles and books written to help us discover our purpose in life. There are life coaches at the ready to help you determine this, as well. In fact, the standard advice suggests that you need to determine your life's purpose before you can start the work of goal-setting.

Those of us who can't land on a single life's purpose end up feeling like something is wrong with us. We suspect, horror of horrors, that maybe we don't actually have a purpose at all.

I'm going to make a wild and bold assertion that it's okay if you don't know your life's purpose. In fact, it's okay if you go to your grave without ever determining your life's purpose.

How can this be? While there are numerous examples, here are just three:

1. You might have a purpose and not realize it. Maybe you love watching trains. Or maybe you live for quilting. Maybe you're focused on accumulating wealth. Maybe you really love eating popcorn in front of your television. Many people

dismiss these because a life's purpose is supposed to be noble, and to help humanity, right? Not true. Our life's purpose has more to do with what fascinates us and brings us joy. Nobody wants to admit that accumulating wealth is their life's purpose because it seems shallow and self-serving. But for many very good citizens, this is their purpose. And who wants to admit to being a couch potato? While it's not a healthy lifestyle, there are some people who find true joy in following the adventures of fictitious people in settings all over the world, and during times all along the time continuum, all from the safety of their own sofa.

2. Maybe your life's purpose seems so insignificant that you don't even recognize it as your purpose. For some people, "contentment" is their life's purpose. However, they don't recognize it, or even if they did, they'd never acknowledge it to themselves, because it certainly doesn't sound very noble or interesting. It took me years to come to terms with the fact that my life's purpose is simply having fun. Actually, this is more of a value than a purpose, but I'll cover that later. But ultimately, that's what I want - - to have fun. Of course, I realize that life isn't always fun, and I'm also responsible and serious and all of that, but when I'm making plans and setting goals, you can bet that I need to work in a good dose of fun factor!
3. There are people who are in such dire situations that mere survival is

their life's purpose. I hope for your sake that this is not you. If it is you, then survival is a very good life purpose. When you are in a place where you can think about more than survival, you will find another purpose.

And this brings us to the idea of shifting purposes.

We've been led to believe that our life purpose is something so vast that it was practically assigned to us at birth. It's not supposed to change. It's supposed to define our very being.

While this is true for some people, it's not true for most of us.

For most of my childhood and teenaged years, my life's purpose was music. I listened to it, I wrote it, I sang it, I played it, and I inflicted it upon family and friends. The only choice for my career was to be in music. So of course I was a music major at university. I didn't even consider other options, because my decision seemed to have been made by a force larger than myself. And I was fine with that.

Three and a half years into my program, some eye-opening events helped me realize that I didn't want to devote my life to music. (My parents were less than thrilled.) The problem was that I didn't have a Plan B. I enrolled in business college, and hated that. I didn't know what I wanted to do, so I dropped out of university. And then I got married.

I spent my first marriage wondering what my purpose in life was. I felt like I was incomplete as a person without knowing

what it was. If it wasn't music, what was it? (As it turned out, my husband at the time was a very talented musician, and we played in a band together on weekends while holding down our non-music-related day jobs.)

I kept encountering the same advice: What do you enjoy so much that you could spend the majority of your time doing it?

The answer remained the same. Nothing. There is nothing I enjoy enough to do for eight hours a day, five days a week.

However, I do enjoy a great many things, and I enjoy them very much. I enjoy cooking, reading, writing, music, traveling, anything related to dogs, DIY websites, interior decorating websites, the internet . . . the list is long. I enjoy all of these very much, but I don't enjoy any of them enough to make a career out of them.

I'm also passionate about certain causes – the environment, children's welfare, health research, and social justice are probably my biggest concerns. However, I don't want to immerse myself into one single issue at the exclusion of everything else. I also don't want to think about any of these issues for eight hours a day, five days a week.

This book is not supposed to be about me. It's about you. But I'm telling you this about myself to demonstrate that it's really okay to not have a single life purpose. You might not ever have a single life's purpose, or you might just not have one yet.

Did you know that Julia Child didn't even learn to cook until she was 40? Harlan Sanders was 66 when he decided to promote his chicken recipe, which was

named “Kentucky Fried Chicken.” Laura Ingalls Wilder began writing columns for the newspaper as a way to earn extra income for the household. It wasn’t until she was in her 60’s that she wrote the Little House books.

Values instead of purpose

If you don’t know what your life’s purpose is, I’d encourage you to clarify your values Instead of worrying about your purpose.

If I ask you what your values are, what would you say? If you’re like most people, you say things like family, God, world peace, freedom, and so on. You’ll probably list some pretty darned noble things. And that’s great! But do you know what values really are? Get ready for this. It’s so simple that it seems ridiculous. Your values are simply what you value.

I really like the products I use to either be unscented or to have a light, pleasant fragrance. That’s a value to me. I don’t really care about baseball trading cards. They have no value for me. However, many people really don’t care what anything smells like as long as it’s not stinky, and they pay a lot of money for rare baseball trading cards.

What do you value so much that you will go out of your way to get it into your life? I will go out of my way to meet up with friends. I’ll also go out of my way to shop at a few specialty stores that have products I really like. I won’t go out of my way to save 2 cents a gallon on gas. I might consider it for 5 cents a gallon.

I also value time with family, clean clothes, running water, comfortable shoes, living in

a free country, travel, and living in an interesting city that has a lot going on. I value my laptop, my nutritional cleansing food, and this particular brand of foundation that works well on my skin.

Take some time and list as many things you can think of that you would really not want to be without, or that you want more of it in your life. List anything that you think of, no matter how crazy it seems - - chocolate, running shoes, sex, Windex, time with your grandmother, hickory-smoked barbecue sauce, solitude, jazz, whatever!

Then go through the list and circle the items that please you the most. These are the values you should keep in mind when you’re setting goals. These are what you should work to bring more of into your life.

As you can see, values can be very noble, or they can be quite mundane. Some even seem shameful, for some reason. For instance, when I did a values exercise, “fun” turned out to be one of my highest values.

Until I did this exercise, I didn’t recognize this as an actual value. I thought it was a given - - everyone wants to have fun, so it’s not really a value, it’s just a . . . a thing. It’s a state of being. When it occurred to me that it’s actually a value, I wondered about myself. It sounded kind of shallow and frivolous to declare that “fun” is a value.

In fact, many people might consider it a very immature and irresponsible value. Why? I’m monogamously married, I’ve kept a child alive for 14 years as of this writing, I’ve enjoyed a rewarding career, I pay my bills, I pay my taxes, I have a good driving record . . . what about me is irresponsible? Okay, maybe I don’t keep houseplants alive

very well. But I'm otherwise a very responsible person.

The point I'm making is that by accepting the fact that I value fun, I'm able to bring more of that into my life. I only accept jobs that have a lot of fun factor involved. I like to do fun things with my family, like go to see concerts and movies together, go on picnics, bicycle rides, and so on. My goals are usually around fun experiences. Fun doesn't mean light and fluffy. Fun can also mean very hard work. My career involves a lot of hard work, but most of that work is fun for me.

Do you know what few people actually claim as a value? Money. Most people are proud of the fact that they don't value money. They say judgemental things about people who value money. Somehow, valuing money makes a person less noble, more shallow.

Of course, it's true that some people do not value money. They live frugally, and they find other ways of obtaining what most of us obtain only through money. But they're not better or worse than people who do value money. They're just different. It's like the person who values pleasantly scented products while someone else values baseball cards.

However, most people who claim not to value money actually do. Are you one of these people claiming not to value money because you see something base or shameful about it? Let's say your boss said to you tomorrow morning "Well, Bob," (assuming your name is Bob, which it probably isn't, but it might be) "I know that you don't value money. Therefore, we're going to stop paying you, effective today.

Keep up the good work!" Would you stick around at this job?

You might argue that although you don't value money, you do recognize the need for it to feed your family and put a roof over your heads. It's a necessary evil. You're not one of those greedy, soul-less bastards who always want to accumulate more.

If this is true, would you turn down a raise? Would you say "Oh, no thanks, Boss, I simply couldn't accept this raise. I already have enough to feed my family with. Anything more would be counter to my values."

Most of us value money. And that's not a bad thing. It might be a bad thing if we value money at the exclusion of everything else, but that's not who we are, right? I've heard it said that money actually magnifies us. If we're generous, having a lot of money will cause us to become extremely philanthropic. If we're curious, a lot of money might cause us to become world travellers, or we might fund scientific research, or earn one degree after another in our quest for knowledge. If we're selfish, we might amass property for our own use that might be better served for other purposes, like low-cost housing or public parks.

So if you value money, don't be ashamed of it, and for goodness sake, don't lie to yourself about it to protect some fragile self-image around being noble and selfless.

I've also come to admit that money is a value for me, because money helps fund the fun. Now of course some people might lift their noses and brag that they don't need to spend a lot of money in order to

have fun. Guess what – neither do I. I enjoy both kinds of fun – the frugal kind of fun and the lavish kind of fun. So ultimately, I have more fun than the person who only confines him- or herself to just one of those kinds of fun.

If you want to learn more about defining your values, I'd recommend you take a look at Anthony Robbins' classic, Awaken the Giant Within and read Chapter 15. You'll find some great exercises there to help you clarify your values.

So, what's the point of all this?

Goals that incorporate your values are much easier to achieve. For instance, let's say you have a goal to lose 50 pounds. Losing weight isn't easy, no matter what promoters of diet products say. It's much easier (and much more fun) to gain weight.

Since having fun is a goal in my life, I would set a goal to be able to do something fun that would require me to lose 50 pounds. For instance, I might promise myself a reward, like going on a cruise. Or I might promise myself that I could start enjoying a fun physical activity that I feel I'm too out of shape to do currently, like skiing. I might choose fun dance classes over time on the treadmill. You get the idea.

So when you're setting goals, make sure that that you can draw the line between the goals and your values. For example, I might set a goal for myself to buy my dream house. The goal of the dream house isn't enough by itself. I need to picture what life would be like in that dream house. When I imagine it, I see friends coming over and

enjoying themselves. I see lots of parties. In other words, fun!

If you think about why you want to accomplish the goal and what it will mean for you, you'll see that they really do align with your values.

Chapter 4 – Your Goals v. Your Bucket List

When you start thinking about all the things that are possible and all the things that you really could do if you harness the power of goal-setting, the world seems to open up to you in a very big way. It's like the world is one huge shopping mall of experiences to have. You can learn another language, go deep-sea diving, dine on a waterfront balcony overlooking the Mediterranean, taste Henri Jayer Richebourg Grand Cru, or anything else that sounds intriguing to you. As long as you are living, anything is possible.

You may have attended achievement seminars or listened to audioprograms that encourage you to write down everything you want in life, big and small. If you did this before 2007, you probably called it your "Wish List." But since the movie "The Bucket List" came out in 2007, the expression "bucket list" is immediately recognizable, and in fact, has inspired millions to create their own bucket lists.

The expression actually pre-dates the movie, and is derived from the expression "kick the bucket." So, in other words, a bucket list refers to anything you want to achieve before you die.

Sometimes people confuse their goals with their bucket list. Your bucket list does not contain your goals, but it certainly contains ideas for goals.

- Your bucket list is everything you'd like to do before you die.

- Your goals are what you are actively and strategically doing to make something happen. Ideally, most of your goals will come from your bucket list.

I've always wanted to learn ASL. It's on my bucket list, but I haven't actively taken steps to learn it yet. But when I set it as a goal, I'll probably take some classes, buy some books, watch videos, and find people to converse with in ASL.

Interestingly, often while you're pounding away at your goals, some items on your bucket list will seem to just happen, even if you don't set them as goals. Visiting Greece was on my bucket list, but I wasn't taking active steps to go. My sister called me on the phone and said, "Let's go to Greece!" So we went. (And during the trip, I did end up on an island, dining on a balcony overlooking the Mediterranean.)

Do you recall how I said in the first chapter that there really isn't any magic about writing your goals down? Common sense dictates that you're going to write things down that you want to do anyway, so the odds are favorable that they'll happen whether or not you write them down. The same is true for your bucket list.

However, there's still great value in writing out your bucket list. Here's why:

1. When you sit down and write out a list of everything you'd like to have, do, or be before you die, it forces you to think about how you're

spending the minutes of your life. Are you frittering your time away on activities that don't bring you joy? If you realize that you are, you'll be more inclined to make changes in your life.

So if you haven't created a bucket list for yourself, you should give it a try!

2. Sometimes it brings to the forefront of your mind desires you didn't even realize you had. For example, I once had a friend who always wanted a horse. When she was growing up, her parents quickly put this ridiculous notion out of her mind. She didn't stop wanting a horse, but it never left the "ridiculous" file in her mind. She never even gave it much thought as an adult, but when she wrote out her bucket list, she realized that, darn it, she still wanted a horse. And she was a grownup now, so she could have one if she wanted one. She started out by taking riding lessons at a stable, and over the course of a few years, ended up owning not one but two horses.
3. It's fun. As you're making your list, it's kind of like window shopping. You say to yourself "I could do this, or I could do this, or I could do this!"
4. Over time, as you revisit this list, you can add to it, and set new goals from your list.

Chapter 5 – Goals, Plans, and Deadlines

You probably already have some goals you'd like to reach, which is why you downloaded this e-book. You may have already written them down, which is great.

Some people ask many goals they should have.

I've heard some experts say that you should write down as many as you can, hundreds if you have them. However, I'd argue that a list of hundreds of goals is a bucket list.

I subscribe to the school of thought that says that the fewer the number of goals you have at any given time, the more likely it is that you'll achieve them. After all, there are only so many hours in a day, days in a week, and so on. The more goals you work on at one time, the longer it will take you to reach each one, and the more likely you are to get discouraged and give up.

So I would recommend focusing on one to three goals at a time. After you achieve them, then simply pick one to three more.

If I'm working on more than one goal, I like to pick goals from different areas of my life. For instance, instead of picking two goals such as "Renovate the bathroom" and "Paint the living room," I might pick "Renovate the bathroom" and "Lose 10 pounds."

I also like to set one "road map" goal and one "system" goal. Let me explain:

You've probably heard that you should write out all the action steps it will take to reach your goal. Some goals lend

themselves well to this type of plan. I call them "road map" goals. When you follow a road map, you take this highway until you get to that town. Then you pick up a different highway and go until you reach another milestone. And so on.

So, if you're renovating the bathroom, your "road map" might look like this:

1. Determine budget
2. Decide on a general "look"
3. Determine contracting needs (designer, plumber, etc.)
4. Shop for new flooring, paint, new fixtures, etc

And so on.

You complete one task, tick it off, and proceed to the next one.

Other examples of road map goals would be to plant a garden, refinish a piece of furniture, build a house, or start a business.

If you have a road map goal and you've never tried writing the steps down, I encourage you to try it. I know a lot of people succeed without doing this, and maybe you can do. I find it really helps me determine how long it's going to take to reach my goal. It also helps me problem-solve early in the process. I can acquire the tools I need ahead of time, anticipate barriers and start working on them right away, and prevent myself from getting stuck down the road.

However, what if your goal involves repeating the same actions daily? What

happens if you write out your action steps?
Let's say you wanted to lose 10 pounds.
Your action steps might look like this.

1. Eat 1200 – 1500 calories during the day.
2. Take a walk
3. Drink a lot of water.
4. Eat 1200 – 1500 calories during the day.
5. Take a walk.
6. Drink a lot of water.
7. Eat 1200-1500 calories during the day.
8. Take a walk.
9. Drink a lot of water.

And so on. That's kind of silly.

Instead of a road map, you need a system. You need to ask yourself what you need to do to ensure you eat 1200-1500 calories each day. You might start by deciding to shop for fresh produce two or three times a week so that you always have it on hand. You might decide to set your alarm clock 15 minutes earlier and take a walk first thing in the morning. You might decide to put X's on a calendar for each day you follow your system.

Other examples of good system goals would be to learn another language, learn a musical instrument, write a book (because the bulk of the activity involves the discipline to work on it every day), or prepare for running a marathon.

So when I set more than one goal, I like to have one road map goal and one system goal. If I set two road map goals, I can feel overwhelmed, and if I set two system goals, I feel dragged down by the tedium of the daily disciplines. But as I said at the

beginning of the book, everyone is different. Maybe you perform better when you have two or more similar goals.

So have a look at your goals and decide if you need a road map or a system. Then build it!

Is a goal simply a dream with a deadline?

Earlier in this book, I said that deadlines aren't always necessary to achieve your goals. Here are reasons you might not want to set deadlines:

1. You know that you're going to enjoy the journey as much as you'll enjoy the achievement of the goal.

For example, if you're an artist and you love to paint, you might not be as concerned with getting a particular painting done in time, and are more concerned with the quality of the end product, and your expressive experience as you work on the painting. I'm not a painter, but I have friends who are painters. When they have to paint with a deadline, and many of them do, it's harder for them to be creative and enjoy the process. They learn to do it, of course, for economic reasons. But their preference is to create and paint at their own speed.

2. There is no natural conclusion to the goal.

An example might be a resolution to meditate for 15 minutes every day. You could set a goal to meditate no matter what for the next 30 days. After 30 days, you could set a new 30-day goal. Or you could just keep meditating for 15 minutes every day until you decide not to anymore.

3. You have no idea yet how long it will take you to complete your goal.

Let's say your goal is to learn to play the guitar. If you've never tried playing the guitar before, you have no idea how long it will take you. If you take to it easily, you could be playing out of the advanced songbook within months. If it's a struggle, you might need to schedule more practice time and be patient with yourself. Also, how do you know when you've achieved your goal? When you can play a few basic chords and sing a few folk tunes along with your accompaniment? Or will it be when you can rip off Asturias by Isaac Albeniz in front of an audience of a thousand people?

Instead, you might want to set up smaller goals for yourself, like practicing for 20 minutes a day for the next 30 days, or to learn a particular song within a month.

However, there are compelling reasons why you might want to attach deadlines to your goals:

1. Deadlines create a sense of urgency that will help prevent your goals from drifting away into oblivion. They help keep you focused and on track.
2. And of course, some goals have real deadlines, especially if there are legal implications or other people depending on them.
3. Achieving goals within a predetermined time frame builds confidence and lends proof to yourself that you do what you say you're going to do. This helps set

the foundation to achieve your future goals.

If you decide to attach deadlines to your goals, here are some things to consider. There are realistic deadlines, massive action deadlines, and probable deadlines.

Realistic deadlines

These are deadlines that will require some effort, but are entirely do-able. They won't cause undo stress in your life. I'm a fan of these kinds of deadlines. I don't know about you, but I have a lot on my plate, and I need to squeeze in a lot of extra fun in my life as well. So I don't need the stress or drama of an artificially tight deadline. I like a goal I can reach in a reasonable amount of time so that I can feel good about accomplishing it, but not so lax that I stall out completely.

Massive action deadlines

However, sometimes I want something to happen intensely enough that I'm willing to park everything else in my life for awhile in order to accomplish something significant. Massive action goals require you to be laser-focused and to do big things that you otherwise wouldn't be inclined to do. I have a friend who realized she was in the wrong career. She worked out a ruthless budget, got rid of every luxury in her life, resigned from her job, and went back to school. She pushed herself to get through school as quickly as possible in order to launch her new career. She allowed herself no distractions – no traveling, no dating, no unnecessary purchases, and so on. She achieved her goal of working in a field she enjoys much more, and is much happier today.

Probable deadlines

These are kind of like realistic deadlines, but with an extra dose of pragmatism. An example for me is the creation of this e-book. Realistically, I could have written it within a week or two. I could have taken massive action to get it written within a day. Instead, I decided that I could probably write it over the course of a month. I have some other projects in the fire right now, and summer is coming to an end as I write this so I want to spend time with my daughter before she goes back to school, so I decided to give myself a “probable” deadline, meaning that if I worked on it three or four times a week, I would probably finish it in about a month.

So as you look at your goals and consider deadlines, which timeline works best for each goal? Asking yourself this question will help you set deadlines that are appropriate to each goal.

Chapter 6 – Time Management

I'm sure you already know this. But in case there are a few readers who believe that a time management system has to be cumbersome or unpleasant, let's just state what it is. A time management system is nothing more than a tool you can use so that you spend your time the way you intend to, and not upon what's easiest or most urgent at the moment. The purpose of time management isn't to make sure you're productive every single minute of the day. It's to make sure that you don't invest your rare resource of time on things that you'll regret later.

After all, when you're on your deathbed, are you going to wish you'd have spent more time mindlessly surfing the internet? Or are you going to regret the things you didn't do and the places you didn't visit, and probably most importantly, the people you didn't spend time with? Time is like currency. You can invest it towards what you really want and what will bring you fulfillment, or you can fritter it away.

There are so many books, audio programs, online programs, and systems out there on time management that I'm not sure I can contribute anything new. I will, however, share with you what I believe is important.

The most important? Having a time management system. A time management system helps you maximize what is really the most precious in your life. After all, you can never get time back. Every minute of the day brings you closer to your own ending, so it's important to use your minutes wisely.

A time management system might be a very detailed calendar and task system, or it might be something as simple as a few guiding principles. We all know people who seem to accomplish a lot, but they don't seem to follow a system. They might even tell us that they don't follow a system. However, they do - - they just don't realize it. They might have some guiding principles that are so ingrained that they're not even conscious of them.



But the more conscious you are of your time management system, the more strategically you can use it, and the better you can adapt it to work for yourself. And all of this leads to the accomplishment of your goals.

The most second most important feature of any time management system is that it must work for the user. I know that sounds like a no brainer. But many people embrace highly touted time management systems, yet still bumble around without accomplishing what they want. They decide that they must be the problem, not the time management system.

So if you're using a time management system and you're not getting the results you want, tweak the system and make it yours. Or try another system. Ask successful people what they use.

Here are some features I require in a time management system:

- It needs to be very flexible. I need to be able to add and delete to-do items easily. If it's too much trouble, I find that I won't add and delete, and then my time management system soon becomes irrelevant. I also need to be able to re-prioritize very easily. Tidying the house isn't very important until the in-laws call and announce they're coming over later.
- It needs to have reminders built in. I'm guilty of continuing to move a task downwards in priority, and it helps for me to have a system where eventually I have to ask myself if I'm actually going to do that task.

I could write an entire book on the topic of time management. Fortunately, other people have already written some good ones, so I don't have to. If you're not familiar with the principles of time management, you might want to go to the library or invest in a few good books. My personal recommendations are:

Eat That Frog by Brian Tracy.

Time Management from the Inside Out by Julie Morgenstern

Getting Things Done by David Allen

First Things First by Covey, Merrill, & Merrill

Chapter 7 – Beat Procrastination!

Do you consider yourself a procrastinator? If you don't want to answer that question, now, you can answer it later. (That was a joke.)

In this chapter, I'm going to give you the two main reasons for procrastination, and then show you a powerful technique that you can use to create new habits and break bad ones.

All of the goal-reaching and time-management advice in the world is of no use if we don't actually do what we say we're going to do. We can plan out the most brilliant exercise plan and create delicious, low-calorie menus for ourselves, but if we don't actually do the exercises and follow the menus, all we'll have are plans with no results. We can write business plans, buy the bathroom renovation materials, go to the library and research, and so on, but until we actually start executing our plans, our goals will just loom in the distance.

Take heart!

First of all, everyone feels like a procrastinator sometimes. You're not alone. I read somewhere (and I apologize that I can't remember where) that a group of very successful people were asked what their biggest personal challenge is, and the most common answer was procrastination.

Secondly, you probably only procrastinate in certain things. You might procrastinate when it comes to finishing budget reports, but you always mow your lawn before it gets too high. Or maybe you can't keep up

with your lawn, but your budget reports are always turned in on time. Maybe you're never late for work, but you always file for an extension for filing your income tax. You keep up with the laundry but you put off calling the credit card company about the error on your bill. You get the idea.

Two most common reasons for procrastination

It is often helpful to identify why we're procrastinating on a particular item. Sometimes we really don't know why, and we don't stop to consider it. When we realize why we're putting something off, the knowledge alone can sometimes move us to act.

There are many reasons for procrastination, including fear of failure, fear of success, lack of energy, and more. However, the most succinct summary of our reasons for procrastination were offered by Jeffrey Combs when he was a guest on the "Network Marketing Success Series" podcast of March 13, 2009.

He said that there are two reasons we procrastinate: the perception of pain and because we rebel.

Perception of Pain

I'd like to broaden this and call it "perception of discomfort." Discomfort can range from pain all the way down to the mild psychological discomfort of feeling like we're being hassled.

Think of some things we put off and the reasons behind them.

- We put off tedious tasks because they're boring.
- We put off work involving manual labour because we don't feel like moving our bodies, or we'll be afraid we'll get hurt.
- We put off going to the dentist because we're afraid of pain.
- We put off difficult conversations because we don't want to deal with confrontation or we don't want the sensation of guilt that comes with hurting someone's feelings.
- We put off challenging or difficult tasks because we don't like the discomfort of figuring out a problem, and we don't want to feel stupid.

It's amazing how many things we procrastinate on fall under the category of the fear of discomfort.

Rebelling

And sometimes we put something off just because we were told to do it.

Do you know what I really dislike? I dislike being told to do what I was going to do anyway. Somehow, being told to do something takes imaginary points away from me, points I would have earned by having the idea myself to do it.

As soon as I've been ordered to do something that I was already going to do, I will tend to slow down. I won't launch into it with as much enthusiasm as I otherwise would have. Of course, being a grown-up and all, I've had to really fight that

tendency, and do what I'm supposed to do. But I'd be lying if I didn't admit that *sometimes* I've been guilty of dragging my feet.

Of course, nobody likes being ordered around. Just being told what to do makes us inclined to not want to do it. When you were in high school or university, wasn't it hard to read books that were assigned to be read? If you'd have decided to read them on your own, you might have read them quite easily, but because you were told to read them, getting through the books was probably a slog.

And here's the craziest part of rebelling. Sometimes we rebel against ourselves. Sometimes the fact that we told ourselves to do something makes us not want to do it.

I'm guilty of this. I will tell myself to work out every morning. The next morning, I'll wake up and think "My yesterday self told my today self to do this. I don't have to listen to my yesterday self. She's not even here anymore. My today self would rather stay in bed a little longer."

It's crazy because my yesterday self and my today self are the same person!

When we're rebelling, we might have a lot of reasons for it. But it all comes down to mentally digging in our heels and saying "I don't wanna!"

Changing procrastination behaviour quickly

If there is one particular piece of your goal that you can't seem to move forward on, especially if it's avoiding a desirable behaviour or continuing an undesirable

behaviour, you could make great strides by just tackling that one issue.

I'm a grudging fan of Tony Robbins. Why do I say I'm grudging? Well, I'm only human, and we humans have our biases. I have mine. However, I tell myself that at least I'm aware of this one, instead of being blind to it. I don't know if that redeems myself or not.

Tony Robbins wrote Unlimited Power when he was 26. Actually, that's when the book was published, so he probably started writing it when he was 24. He was just a kid. What in the heck could he possibly know about success, real life, and real life problems?

However, this book, and his subsequent book, Awaken the Giant Within, are works of brilliance. The older I get, and the more I turn back to them for reference and relearning, the more amazed I am that he came up with this stuff. I have those books right here at my desk. If you don't have copies of them, I recommend you obtain them.

So why am I going on about these books?

Tony Robbins claims he can change behavior in an instant. He has claimed to change behaviors in people who had spent years and a lot of money on psychiatrists' couches, people who tried everything else from hypnotherapy to prayer and to sheer willpower.

I think you should read about the technique yourself in Awaken the Giant Within, Chapters 5 and 6, but let me give you a quick rundown and reveal to you how I made it work for myself. I have to warn you

- - it's kind of personal. I'm just a little uncomfortable as I get ready to tell you this.

Pain avoidance v. positive rewards

He explains that we all have our pain threshold, which is that point where we can no longer take it, and the pain of accomplishment isn't nearly as bad as the pain of not doing anything about it. An example that I'd offer is that person we all know who lets a toothache get out of hand before breaking down and going to the dentist.

In fact, pain avoidance is a stronger motivator than positive rewards, no matter what you might have heard. We're taught to emphasize the positive, visualize the wonderful results of our accomplishments, and so on. In fact, some law of attraction-type gurus would suggest that by focusing on the negative, we actually attract the negative to us.

But by visualizing the worst possible scenario attached to whatever we're procrastinating on, we can motivate ourselves to leap into action.

Here's my personal example.

I knew that in order to lose weight, I had to stop binging on certain foods. Every day, I had good intentions, but all too often, the lure of certain foods won over. I had read all the advice about not making certain foods forbidden, because that only serves to make us crave them more. Not true. I tried that – I got myself into the headspace that no foods were off limits. I craved them anyway, and because they weren't off limits, I ate them. I ate them whether they

were off limits or not. They were just irresistible to me.

I believed that if losing weight were important enough to me, I'd stop bingeing on these particular foods. The problem was that in the middle of a craving, the food was more important than losing weight. After a binge, losing weight became more important, and I was mad at myself.

Tony Robbins' technique involves intensely visualizing an unwanted outcome attached to not changing whatever it is we're trying to change. For goal setting, what is the price for not achieving the goal? You have to really, really visualize it, complete with details, using all five senses, and visualize it so hard that you have an emotional reaction. This isn't pleasant. But it works.

One of the foods I couldn't stop eating was potato chips. When I wanted them, the world had to stop revolving until I got them. And then I had to eat them until the bag was empty. I couldn't just buy small bags. There was the horrible danger that I might run out of chips while I still had room in my stomach for more.

So I decided to try Tony Robbins' technique and visualize the worst possible outcome I could think of involving bingeing on potato chips.

I relaxed and allowed myself to imagine myself eating a bag of potato chips. First, I visualized that I was even more overweight than I was. Then I visualized myself eating through a big, greasy bag of chips, and even though I was starting to get full, I kept eating. I was starting to feel sick. I felt the potato chip crumbs on my face, tasted the grease and the salt in my mouth. I

continued to swallow chewed up globs of potato chip, even though I didn't want anymore. My face was a mess. My hands were greasy. I was a sloppy, ugly, greasy, crumbly mess. There were crumbs down my shirt, on my lap, and around where I was sitting.



Then, to make it very intense, I imagined that my husband came home right then, with another woman with him. I didn't imagine he was actually having an affair, but she might have been someone he could have been attracted to if he let himself. Why was she with him? I don't know - - it doesn't matter. Maybe she was a friend or a co-worker. But they were laughing and obviously appreciating each other's company. He was wearing a suit, and looked particularly tidy and well-groomed. (My husband looks hot in a suit.)

And she, whoever she was, was pretty, trim, and clean. They both stopped and stared when they saw me, a huge, greasy blob of a woman with potato chip crumbs all over, chomping away – how attractive is chomping, right?

Anyway, he was ashamed of me, ashamed that this attractive woman found out what his wife was really like. I was ashamed. And I felt like I could lose him.

Now, none of this is real! I know if I would tell my husband about this, he'd probably just laugh. He wouldn't leave me just because I ate a bag of potato chips.

But I had to visualize it clearly and make it as real as possible. I felt his shame when he introduced this woman to me. I felt her pity and disgust when she looked at me. To cap it off, I visualized them exchanging a glance, a private glance, subtly conveying their mutual surprise and disgust with me. When I did this exercise, my eyes actually filled with tears. I associated this pain and humiliation with the potato chips.

And suddenly, potato chips were very uncomfortable for me. I hated the greasy sensation on my lips and fingers, hated the globby glop that potato chips become when I chewed them up, and hated how they made me into a fat, greasy, unkempt, unattractive woman.

Instantly, I was off of potato chips. I didn't eat chips for years after that. And when I did have them again, I didn't binge on them. I actually enjoyed a few of them, and then I was done.

This technique can be used to conquer procrastination. You need to imagine the worst possible outcome of continuing to put off whatever it is you're putting off. Then make it even worse. Build the scene into a level of intensity that you can feel it as if it's really happening. And let yourself feel it, whatever it is – hurt, shame, sorrow, disgust.

It's not a very "positive attitude" kind of technique. It flies in the face of most advice

that asks us to focus on the happy outcomes of our actions. But it works.

Of course, use this technique sparingly! I wouldn't recommend trying it to conquer several areas of your life. For one thing, I don't know if that would even work – it might dilute the effect. Second of all, it would certainly make you miserable!

If you find that procrastination is getting in the way of your goal achievement, consider the advice above, and continue to learn about beating procrastination. Here are two books on overcoming the procrastination habit that I would recommend:

Eat That Frog by Brian Tracy, which I recommended earlier.

Break the Procrastination Habit by Knaus & Edgerly

Awaken the Giant Within by Tony Robbins

Chapter 8 – Squeezing More Time Out Of Your Day

One of the biggest barriers to goal achievement is the lack of time. While you're working on your goals, you still have to keep everything else up and running in your life. If you're working, you still have to show up at work during the time you're supposed to if you want to get paid. If you have children, you still have to see that they're fed and watered and lovingly attended to. And of course, there's everything else you have to do - - pay bills, do the laundry, run errands, take care of elderly parents, and so on.

I want to show you a few tricks, plus *maybe* just shift your mindset a little. This shift might be liberating for you, and free up some mental energy that you can redirect towards your goals.

However, I want to offer some unconventional thoughts on the topic. I'm going to say some things now that I've never seen in other time management materials. Time management can only take you so far, when the real problem is that you don't have enough time.

What? What did I just say? But what about the platitude about everyone having the same number of hours in a day? What about that saying that we all get to choose how we spend our time?

The old adage that we all have the same number of hours in a day is a MYTH.

I've read this myth in the form of memes on Facebook, Pinterest, and Twitter. I've seen it touted in time management and success books. Everyone parrots it back and forth

to each other, acting as if it's some golden piece of newfound wisdom. But it's not new, it's not golden, and it's not wisdom. Just because everyone babbles it back and forth to each other doesn't mean that it's true.

You may have seen this quote: "Many things aren't equal but everyone gets the same 24 hours a day, 7 days a week. We make time for what we truly want." I don't know who said it originally, but it's all over the internet.

Or perhaps you've read this one:

"Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michaelangelo, Mother Teresa, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein." H. Jackson Brown Jr. Technically, it's true. There are 24 hours in a day for everyone.

And it is true that we make time for what we truly want.

But we don't all have 24 hours available to spend on what we want. You don't believe me?

I knew a woman awhile back who had two small children, a son and a daughter. The daughter had very extreme developmental disabilities. The woman's husband was killed in an accident, and suddenly she was a single mother. The only way she could provide for her children was to work full time. Her daughter required numerous therapies throughout the week that

required a lot of hands on time during weekends and evening. My friend had to be the person to give these exercises and therapies to her daughter between appointments. Her son was struggling in school and required a lot of extra attention to complete his homework. And to top it off, her mother was aging, and as she was the only child, she had to attend to her mother as well. There was no money for a nursing home, so my friend looked after her two children and her mother as best as she could while working a demanding full time job. When she finally had a rare fifteen minutes for herself, she barely had enough energy to flop on a chair and close her eyes.

I have another friend who has never been married, and she has no children. She works full time, but as soon as she comes home, her time is her own. She lives in a small condo. She spends her time pursuing her hobbies, going to the gym, getting together with friends, reading, cooking, and napping.

You tell me that they both have the same 24 hours, and that they both have the freedom to choose how to spend their time as they wish. I think you can see how that tired and clichéd saying really doesn't apply.

So let's stop promoting the harmful myth that we all have the same amount of time to work with, because we don't. All it does is serve to make the people who don't have the same amount of time feel guilty and even more pressured.

Okay, so we don't have the same amount of time. However, we each have the amount of time we have, and that's what we have to work with.

Energy Management

As you can see, you can adhere to the most wonderful time management system in the world, but if you're too pooped to execute, it doesn't matter.

Because, having said everything I just said up there, the fact remains that people have accomplished amazing things under very limiting circumstances. I have another friend (yes, I have a lot of friends!) who has a demanding career, and is the mother of two sons. Both sons are active, inquisitive, and want to be "on the go" most of the time. While working full time and raising these two boys on her own, she managed to build a lucrative side business in network marketing.

When I asked my friend how she does all of this, she talked more about managing her energy than managing her time. She's uncompromising on her commitment to her health, and eats the most healthy way she possibly can. She makes sure she gets exercise, no matter what. She also schedules time for fun with her boys, because it's very energizing for her. She makes sure she gets enough sleep, and she actively works to manage on-the-job stress. And she's also very hopeful and excited about her future, which helps to keep her energy and motivation high.

(Quick plug – she and I both enjoy certain health products that send energy levels through the roof, aid in getting good sleep, and prevent aging. If you're not as zippy as you'd like to be, get in touch with me and I'll plug you in to some life-changing products. Okay, end of plug.)

To make sure that you're maximizing all the time that you have available, ask yourself these questions:

"Am I getting enough exercise?" I know, I know. You don't have time to exercise, right? I can't explain how this works, but when you exercise, you seem to have more time than the amount of time you lost exercising. For instance, walking a half hour each day seems to give you an additional hour.

"Am I eating plenty of vegetables and fruit?" Some people insist you need to eat organic-only, but I believe that if your choice is between non-organic produce or no produce at all, choose non-organic. I'm not getting into that debate here. I prefer organic, but if I can't find it or if I have to choose convenience & availability sometimes, I don't let the lack of organic produce get in my way.

"Am I getting enough good quality sleep?" It's important to get plenty of good-quality sleep in a completely darkened room every night. You might think you're functioning perfectly well on inadequate sleep, but you've probably come to accept a substandard level of performance and energy level as normal.

"Are there things in my life that are bothering me that I have control over?" Well, the answer is "yes" for most people. But it's amazing how unresolved issues can drain one's energy, even when one isn't thinking about the issue. It could be something as simple as a messy house, or as complicated as a complicated tax situation.

This chapter could actually be an entire book. Maybe I'll write that one next. Or

perhaps you might!

Culling and Weeding

If your goals are really important to you, and you only have a limited amount of time on a daily basis to work on them, you might have to make some tough decisions.

This is where it's helpful to articulate and rank your values. If you've identified your top several values, you might want to look at everything else in your life, everything that has nothing to do with your values, and eliminate them. If a spotless house isn't as important to you as family time, you might need to lower your housework standards. If reading brings you great delight but you use mindless internet surfing to procrastinate, keep the reading but ditch the mindless internet surfing.

Increasing efficiency

Have you heard the expression "If it's worth doing, it's worth doing right"? This expression does not take into account the relative importance of whatever it is that's being done. I used an example of making my bed earlier. Why should I make my bed beautifully and crisply if nobody is going to see it during the day? Wouldn't it be better to spend the time on something more important?

Here is an interesting exercise. List all the things you do in your life repeatedly, and put them into 3 categories. I'll explain the 3 categories in a moment, but first, list everything that you do repeatedly, either daily, weekly, monthly, or as it needs to be done. Examples might be showering, brushing your teeth, putting gas in the car, grocery shopping, washing clothes, drying

clothes, ironing clothes, putting clothes away, loading and unloading the dishwasher, mowing the lawn, putting on makeup, driving to and from work, styling your hair, making your bed, and so on.

Everything that you've listed should fall into one of three categories:

1. Things that must be done well
2. Things that simply must get done, and it doesn't matter how well they're done
3. Things that really don't need to be done

For my list, I categorize brushing my teeth as something that needs to be done well. I want to make sure I've removed all the plaque and that I've flossed afterwards. However, I rank ironing under the category of things that really don't need to be done. I don't value well-pressed clothes highly enough to allow it to take the place of something preferable. Sure, I'd like my clothes to look well-pressed. But there are other things I want more, so I'm not going to spend time ironing and forsake that time that could have been spent on supporting another value. So I buy clothes that don't need ironing, and I hang them up straight out the dryer so that they're not wrinkly.

Many things fall into the category of things that simply must get done, and it's not important how well they get done. I unload and reload the dishwasher as quickly as I can. I could probably be more efficient and squeeze a few more dishes in. And sometimes, I run loads when they're not quite full. It's more important to me that I keep up with the dishes, rather than ensure each load has the maximum number of dishes in it.

For each item on your list, ask yourself which category it belongs in. You might need to change your mind about some of the things on your list. Every time you put something in the first category, ask yourself if it really, truly belongs there. Maybe it actually belongs in the second category.

Every time you assign a task to the second category, consider how you can do the task even more quickly and efficiently. There's no use spending any more time than necessary on the tasks in this list.

When you assign tasks into the second category, ask yourself if it really needs to be done at all. Ironing is my example of what I decided to let go of. Deciding to let something go doesn't mean you don't think it's important. It just means that it's less important than the other things on your list. And it's less important than your goals.

If you find yourself arguing for why you need to keep doing it or to keep doing it well, think of your goals, and ask yourself if they're more important than your goals. The answer could be yes. In this case, keep it on your list of things that must be done. But if the answer is no, be strong and let it go.

It's important to not try to force every waking moment to be productive. You do need rest and recreation as well. Have you heard the story about the woodcutter who kept sharpening his axe? I wrote about it in this article:

<http://hightimesuccess.com/2015/09/09/how-to-make-yourself-do-what-you-dont-feel-like-doing/>

Remember to sharpen your axe!

Chapter 9 – How To Get Your Family & Friends On Board (or at least to stop tromping on your dreams)

If you struggle with family or friends who just don't understand your goals, or why you're spending time on them, then you know the feeling of being disheartened and easily stalled out. It's not easy to pursue your goals if you don't feel understood or supported.

I'm going to share some strategies to use, and one very powerful and liberating one in particular. It's a technique used often by the world's top achievers. It takes most people decades to figure it out. Some people go to their graves never figuring it out. I hope that learning it will liberate you from the chains that are holding you back. This might be all you really need to catapult you towards the results you're after.



If you're being sabotaged by family and friends who aren't supportive of your goals, I'm going to engage in some tough talk in this chapter. You might not like it or agree with it. Ultimately, it's your choice as to what to do about it.

Let's start with the agreement that you have more stake in your own life than

anyone else. Think about the last time someone talked with you about an issue in his or her life. As empathetic and as caring as you were, a part of you, however small, was cognizant of the reality that the issue was that person's problem, not yours. I'm not saying you didn't care. You might have rolled up your sleeves and jumped into the problem with that person to help get it solved. Heck, you might have rented the moving van and dug the big hole in the wilderness. But even if you weren't aware of the thought, you still knew that you were helping someone with their problem, not solving a problem of your own.

As much as other people care about you and want to help you, they have more at stake in their own lives than in yours. It's possible that you have a life partner who would lay down his or her life for you. But in day-to-day living, your partner is thinking about life's issues through his or her own lens. This is not bad or good. It's just the way it is.

So, ultimately, you are responsible for the direction of your own life.

You might be saying "But you don't understand. My wife won't let me go back to school." Or "My brothers and my parents keep telling me to get my head out of the clouds. They don't understand what I'm trying to do." And so on.

Let's identify some of the ways our family and friends can slow you down or cause you to abandon your goals altogether.

1. Treating your goals as something little or cute, a subject of mild amusement, not to be taken seriously.
2. Not respecting the time that you've set aside to work on your goals.
3. Trying to talk you out of goal-supporting actions, such as pressuring you to eat foods that don't support your diet, or coaxing you to come out and have fun instead of working on your book.
4. Making offhand comments like "Oh, you're up to one of your schemes again" or "You're writing another one of your (air quotes) *books*?"
5. Demanding time and attention whenever they see you working on your goals.
6. Accusing you of being selfish, or using guilt to manipulating you.
7. Arguing with you and pointing out how your plans can't possibly work.
8. Even worse, pointing out how your plans "never" work.
9. Refusing to help you in other areas of your life so that you can focus on your goals. Examples would be a spouse refusing to take on an errand, or children refusing to pick up after themselves.
10. Actively working to sabotage your plans, such as inviting friends over during a time period that you requested quiet time to write, work on a recording, etc. Or creating more work for you in other areas of your life, such as making messes, creating drama, and so on.
11. Flat out "forbidding" you to proceed with your plans. This one is applicable to partners and spouses. Threatening to leave if you proceed.

This is not a complete list, of course. And most saboteurs use a variety of techniques. There are as many examples of how people close to you might try to sabotage you as there are hopes and dreams in the world.

Why on earth would people who claim to love you behave in these ways towards you? Well, there are many reasons for this as well, and some of them are actually good reasons. And even if they're not good reasons, most people believe they have good reasons for their actions. Very few people engage in these actions with malicious intent. In fact, often, they're unaware of the effect their actions are having on you!

Here are some reasons people close to you seem to try to sabotage you, often unintentionally. Again, this is not a complete list, but there are enough items on it to make the point.

- For some reason, we humans like to joke about each other's traits, anomalies, and foibles. "Oh, Mary, you've always had your head in the clouds." "That José, he always was the clumsy one." If you've already established yourself in other people's minds as someone who is always chasing a dream, or always starting a new diet, or always starting a project that never gets finished, people will not take your plans seriously, and will just attach the tendency in their minds as one of your amusing traits.
- Sometimes they're motivated by concern for you. They don't want you to be disappointed or get hurt.

It's better to stay the way you are, because it's safer that way. Don't stick your neck out.

- They're afraid of change. If you're on a healthy eating plan, you won't be as much fun. No more pizza during movie nights. No more swinging through fast food restaurants on the spur of the moment. Or if you're spending a lot of time on your goals, you're not available for impromptu fun the way you used to be. In their minds, everything has been working out just fine, so why change?
- Sometimes, without realizing it, they see your determination as a judgement upon themselves. They may have had similar goals and dreams, but gave up on them. If you succeed, then that means they're losers (in their minds). Their egos can't risk your success.
- Or maybe they resent that you think you might become better than they are. If you start earning more money or become fit and buff or start attracting positive attention, well, who do you think you are, anyway?
- If any of the above three are true, they might also be unwilling to lose a co-comiserator. It's much more fun to complain about your weight to a fellow overweight person than it is to a fit person who might actually offer suggestions for getting into shape. It's much more comforting to complain about being broke to another broke person than

to a wealthy person. The wealthy person might actually offer some ideas and strategies for obtaining more money. Suggestions aren't always welcome. They imply that we haven't been doing the best that we could.

- Related to the point above, they might lose their perceived power over you. If the dynamic of your relationship is that they feel even slightly better than you, and if you've allowed them to feel this way, they're not ready to accept any perceived demotions in your life.
- They might genuinely perceive that you're being selfish. If you're working on your book for an hour each evening instead of preparing the gourmet meal the family is used to, they might react negatively to being served simpler fare. If you're trying to build a business while working a full-time job, you might not have the energy to be amorous with your partner, who then feels deprived and neglected.
- Spouses and partners may fear that you'll negatively affect joint finances. Often these fears are justifiable. Sometimes our goals have a financial price tag, and money spent here takes away from money spent elsewhere. If your spouse or partner is not on board with your goals, he or she might resent the impact your plans have on family finances.

These are just some common examples of how people that claim they love us and want the best for us actually get in our way.

If you're being impeded by the people around you, there are two very important first steps to take. These are critical, so I urge you not to dismiss them. These steps together comprise the technique I referenced earlier. Don't let their simplicity fool you.

1. Silently forgive them. I know it's not easy. Sometimes when we forgive someone, we feel like we're letting them get away with unacceptable behavior. But this isn't true. It's simply acknowledging that they have reasons for their behavior, and in their own minds, their reasons are perfectly justifiable and right. You can still take steps to diffuse or sidestep them, but it's much better to do it from a place of tolerance rather than a place of hostility.
2. As we covered earlier, accept responsibility for your own life. Ultimately, your life is yours, so you have the greatest stake in the goals you set and the actions you take. You might not be able to convince everyone of the rightness of your actions, so don't worry about it. You'll have to accept the fact that some people won't accept or understand what you're doing. In fact, one good response to people who say "I just don't understand why you have to (whatever it is you're doing)," you can just smile kindly and say "Yeah, I know." Their lack of understanding doesn't create

an obligation for you to make them understand.

So how do you put these two steps to work? Here are some strategies:

Friends

It's hard to imagine that someone claiming to be your friend would try to derail you from goals that are important to you. But it sometimes happens. Often, it's well-intentioned. Your friends don't want to see you get hurt. They don't want you to be disappointed.

If your goal is to lose weight, and they're pressuring you to eat something tasty, it's usually because they don't want you to miss out on the joys of life. In their minds, you can restrict your eating when you're not with them, but just this once, for special, couldn't you please just enjoy this delicious food?

Or maybe they think you're working too hard on a project and you deserve a break. Maybe you do need a break! Or maybe you really have to focus for a period of time, and you have to say no to your friends, just or now. (This one is hard for me. When someone calls up and wants to do something fun, the word "Yes!" comes out of my mouth like a reflex.)

You might have some friends who are accustomed to dumping their drama on you. They need to report every time there's a subtle shift in the relationship with their partner or their boss or their mother-in-law. They need to go over details multiple times and say "Can you believe that?" several times so that you can be outraged and hurt with them. If you're not as available to

them as you used to be, they might feel like you're abandoning them.

Sometimes our friends really do want to sabotage you, even if they're unaware of it. Overweight people don't want to lose their overweight friends. Financially unsuccessful people don't want to lose their friends to the world of the wealthy. And so on.

When dealing with your friends, make sure they understand that they're important in your life. Ask them, in the spirit of friendship, to support you in your goals. If it's appropriate, ask them to join you! Maybe they have similar goals.

Be sure that you really do have balance in your life. Schedule time for fun with friends as well as dedicated time to work on your goals. By conveying to them that you do want to spend time with them, they'll understand that completion of your goals will not mean that you'll abandon them.

However, there are times when you might have to transition certain friends out of your life. If you suspect that a friend really is trying to sabotage you, or if they're just using you to dump their drama on, you'll have to decide which is more important, your goals, or the friendship of someone who doesn't have your best interest in mind.

Family

Family members are trickier. Often, they feel closer to you and are less worried about losing you, concluding that because you're related, you're stuck with them. And, although it's not always the case, we don't want to lose them either. So, it's often easier for family members to speak

their minds with you than it is for your friends.

Also, they often feel like they know you better than they actually do. Many have watched you grow up, and they still see you as a littler and more naïve version of the person you really are. Or, if they're younger, they've known you their whole lives, and can't comprehend a different version of you.

Your children, especially, require particular handling. It's frightening to see one's parents change, even when they change for the better. A son of an alcoholic once told me that when he was a boy, his father quit drinking. He really appreciated his sober father, and loved the positive attention he began to receive from his dad. However, he was used to being left to his own devices, and his father's new involvement in his life required adjustments.

Sometimes it's hard to get children's cooperation on things such as pitching in to help with housework, picking up after themselves, and so on. Sometimes, when they understand the importance of the goals you're working on, they're more interested in helping out. For instance, if you're building a business on the side that will ultimately allow you to quit your day job and will give you more time freedom, you can talk about what these kinds of things will mean to your children – more time, more fun, more trips, for example. Never make promises you can't keep. But you can talk about possibilities.

Sometimes, kids will use guilt to manipulate you into letting them off the hook. Why do they have to help out for your goals? Why can't you just do the things you used to do?

You need to remember that you are the parent. Help them understand why it's important that they do what you're asking them to do, but also help them understand that you're not asking - - you're actually giving them marching orders. Be willing to negotiate to help them feel a sense of control over the process - - for instance, you can set the timer and give them 15 more minutes to play their video game before it's time for them to set the table.

Volumes of books have been written about parenting, so there is no way I could address this section comprehensively (nor do I have the expertise, aside from my own parenting adventures).

Spouse/Partner

Perhaps the most difficult resistance to deal with is from our spouses and partners. Sometimes, the hopes and wishes of one is at odds with those of the other. One dreams of retiring in a cabin by a secluded lake while the other looks forward to relocating to a faraway city to be closer to the grandchildren. One wants to climb the political ladder of success and hopes the other will play the role of the smart, attractive partner - - but the partner wants to remain anonymous and out of the public eye, and can think of nothing worse than being on camera or in front of crowds. One wants to work hard, be frugal, and retire by the age of 45, but the other wants to travel the world and buy a dream house. One wants to plan for the future, the other wants to live for today.

But more often, the problem isn't a matter of conflicting dreams. It's more a matter of challenging role expectations. When we're in relationships, we tend to gravitate

towards certain roles that are comfortable for both. I'm not talking exclusively about gender roles, although that certainly can be a part of it. It's more in terms of function. For instance, one person is used to earning more money than the other. One is accustomed to being the parent that plays with the children more often, while the other might help with the homework. One person might be more a nurturer, the other more of a sage. One person ensures the house gets tidy, the other one ensures the bills get paid. One starts more arguments, the other ends more arguments. One apologizes more, the other forgives more.

When one person steps away from the role they have either taken on or ended up with, the other partner can feel threatened or confused. It's important to try to identify the other person's reason for resistance. Sometimes it's apparent. For instance, if you're starting a business, your partner could be justified in worrying that you might drain the family's finances. If you're becoming fit, your partner might worry that you'll find him or her less attractive, or might even find someone more attractive to be with.

Often, sharing your plans and the reasons behind them are enough to calm fears. To use the examples above, if you show your business plan to your partner, he or she knows what to expect and can also see that you're approaching your business in a professional and well-thought-out manner. If you're working on becoming more fit, you can share that you want to live a long and healthy life with your partner, and in fact, you could invite your partner to join you in your efforts.

Unfortunately, sometimes discussions are of no avail. Sometimes all you can do is work around a difficult partner. If your partner is afraid that you'll deplete the family finances, you might consider building the business more slowly while you keep your day job. Or you might consider taking on a second job to save up the money before you begin building your business. If you're getting fit, just proceed to exercise and eat properly without discussion. If you're writing a book, just write the book. If there's resentment about time spent on your goals, proceed anyway. After all, certainly your partner has ways he or she spends his or her leisure time, such as watching television, reading, golfing, or other pursuits. Your goals become what you just do, the same way other people follow their interests and pursuit.

If your relationship is such that you feel forbidden to pursue your goals, or that your partner is overly controlling, then perhaps this isn't a good relationship for you. Of course, before leaving the relationship, I'd suggest that you don't just follow the advice of an e-book you downloaded for free. Consider counselling, or conversations from a trusted clergyperson or someone else that you trust. But do keep in mind that if you feel forbidden to grow and self-actualize in the relationship, then something is wrong. Either you really do have delusions or your relationship needs some serious intervention.

Before I close on this topic, I want to reiterate that your dreams, hopes, and

goals are your responsibility. You might want to examine whether you're using other people in your life as an excuse to put your dreams on hold. I'm not saying that you are doing this. You might be putting your dreams on hold for very valid reasons - - maybe you're raising children, maybe you're putting your spouse or partner through graduate school, maybe you're taking care of elderly parents. Only you know for sure if your reasons are valid. But be confident that they are. Reasons and excuses look similar, but they are different.

I also want to add that you might want to hold your goals the way you hold your poker hand – close to your chest. You don't need to tell everyone about them, especially if there's a good chance they might ridicule them or try to talk you out of them. Of course, you probably want to tell your spouse or partner about your goals. But don't tell that cousin who will roll his eyes and say "Another scheme?" Don't tell your brother-in-law who will try to explain how your plans are impossible (when he's never attempted anything like your plans before in his life). You don't need them to understand, and you don't need their approval in order to proceed.

I believe that goals and dreams have an energy in them, and when you tell too many people about them, they lose some of that energy. You need to keep as much of that energy as you can focused on the achievement of your goals.

Chapter 10 – How To Create The Confidence That You Will Succeed

Creating belief in your success is a key ingredient in achievement. It's like the yeast in the bread, or using lighter fluid to start a fire.

Some achievement gurus and law of attraction proponents will tell you that success without belief is completely impossible. Before you even start on your goal, you need to believe it beyond a shadow of a doubt, or else you will fail.

Is this true?

No. It is possible to achieve a goal when you didn't believe was possible. It's happened to me many times, especially when the goal came from external sources. For example, if my boss said "We're going to accomplish this," it didn't really matter whether I believed in it or not. Somehow we accomplished it.

There have been times during my career when someone above my rank challenged us to what we believed were just stupid crazy goals. We'd complain and point out how it wasn't possible. But then we'd create our action plans and we worked on them well above and beyond the levels of our job descriptions, and to our surprise and delight, we'd accomplished what we were positive could not be done.

However, somewhere along the line, we had to be inspired. Rolling up our sleeves and pushing our way through the work with an attitude of resentment or even resignation wouldn't have gotten us to where we needed to be. And even if we weren't certain that it could be

accomplished, we accepted the idea that it MIGHT be. And then we accepted the idea that it really could be accomplished, and that it was tied to our level of effort.

So the point is that you don't need the belief in order to get started. As you push forward and see yourself getting closer to your goal, you're more likely to believe in it. As you build a track record of successes along the way, you'll start thinking "This really might happen!"

Sometimes we limit ourselves by immediately discarding thoughts about what we want to do. We don't believe they're possible, so we don't even consider them. Do you remember the example I used earlier about the woman who wanted a horse when she was a little girl? Even after she was an adult, she tossed that idea away because it just wasn't something that was going to happen. In fact, she didn't even tell herself "no" because she didn't even ask herself if she could have a horse. It was out of the question, along with riding her bike to the moon and teleporting instantly from one point to another.

Then it occurred to her that she could have a horse if she damned well pleased, because she was an adult, and a lot of adults have horses without needing their parents' permission.

All she had to do was shift the idea to a place of belief and it was very easy for her to acquire two horses. She loves them and loves to spend time with them. She and the horses are very happy.

We're more likely to reach goals we believe in than we are to reach goals we don't believe in. I don't believe there's anything magical about this. Of course, belief alone doesn't cause a goal to be achieved. Action actually causes a goal to be achieved. And if I had to put my money on one or the other, I'll choose action. However, belief is like the grease for the action to slide upon.

Can you think of how it feels to sit on a plastic surface on a warm day when you're wearing shorts? Can you feel how your legs stick to the surface of the plastic?

Can you imagine going down a water slide that is completely dry, and you're just a little sweaty, and your legs and arms stick to the surface as you try to slide down to the water?

Now imagine that the water slide has been waxed and buffed, and that you and it are just wet enough to cause you to zip right down towards the water.

Working on a goal without belief is like the first waterslide experience, and working on it with belief is like the second.

Don't wait for belief to get started on working for what you want. Start, and build the belief along the way. As your confidence in your success grows, so will the likelihood of achieving what you're after.

Here are some strategies to build belief:

Create track records of success

Track records provide irrefutable evidence of success. If you have a track record of

succeeding, it's hard to believe that you won't succeed this time.

Start a success journal, and record each success, victory, and positive outcome you can remember. Did you complete high school in spite of incredible odds? Did you learn to play an especially difficult piece of music on the piano and perform it at a recital? Everything that you accomplished that made you proud, record it in here.

Don't pooh-pooh any accomplishment. It doesn't matter if it's an accomplishment according to other people. It only matters if it's an accomplishment by your own standards. For example, I finally completed my undergraduate degree when I was in my 30's. For me, it was a huge accomplishment. Never mind that there were 2,000 other people in my graduating class. Never mind that every year, millions of people earn their undergraduate degrees. If I measured this accomplishment against the general population, it seems to take on no more significance than the removal of a splinter. But for me, it was huge.

After you've recorded all of the successes that you can remember, keep this journal handy, and at the end of the week, record all of your successes in it, large and small. Did you manage to convince the store manager to issue a refund for a faulty product even though their policy is Exchanges Only? Record that! Did you work out five times during the week, just like you planned, even though it was raining on Thursday and you didn't feel like it? Record that. Did your boss give you a glowing evaluation? Definitely record that.

When your confidence is fading or when your ego is trying to convince you that you're a loser, pull this book out and read through it.

Pay attention to the successes of others.

Here's a mistake a lot of people make. Don't make this mistake. When we see someone else who has succeeded in what we want to do, we see it in relation to ourselves. We see the contrast. For example, if Bob is successful, most people think to themselves: "Bob is successful. I am not."

Usually people aren't even aware they're thinking this.

The reality is simply that "Bob is successful." There's no other sentence that needs to follow it.

Achievers add another sentence, though. Achievers think: "Bob is successful. That means being successful is possible. That means I can be successful too!"

Put yourself into this mindframe, and then leverage it. This means that you should start seeing all success as proof that success is possible. And if it's possible, that means it's possible for you.

I'm a fan of podcasts, and I especially like to listen to those that feature interviews with people who have overcome the odds and have achieved great success. Of course, one reason these interviews are valuable is because they reveal how they did it. I love to pick up success secrets from others.

But the biggest value is just the proof that it can be done. Just a few nights ago, I

listened to an interview with a woman who became very successful in Network Marketing when she was in her 50's. I listened to another podcast featuring a young man who became a multimillionaire when he was in his early 20's.

Most people consider the great achievements of others as "impossible." But if they were impossible, how did these people achieve them?

Books are wonderful as well. One book that has been particularly transformational for me is The Adversity Advantage: Turning Everyday Struggles into Everyday Greatness by Erik Weihenmayer and Paul Stoltz. When I think of all the reasons I can't do a particular thing, I remember this book.

Erik Weihenmayer is a mountainclimber. He's climbed to the highest point on every continent, including Mount Everest. He had a pretty good reason for not being able to climb those mountains – he can't see. And if you make the mistake of thinking he was simply led up those mountains by sighted people, you would be very wrong. When he climbs to a summit, he's the leader of the party. He makes the decisions regarding who accompanies him, what route they take, what equipment they'll need, and so on. He relies on his fellow team members for their eyes at times, but they also rely on him for his physical strength, sense of direction, sense of hearing, knowledge of mountain climbing, and the anomalies of the terrain along the route to the top.

His blindness is an annoyance, certainly. And if he had his preferences, he'd probably rather have his eyesight back. However, it's not a handicap and it's not an excuse for

getting out of doing anything. It's something he has to work around.

In this book, he doesn't just impress his readers with the fact that he's some miracle man, climbing mountains without eyesight. Instead, he shows his readers how it's done. Then he translates the knowledge, taking his readers through the process of accomplishing huge, nearly impossible goals. He lets his readers understand how he identifies the need for work-arounds and uses creativity and resourcefulness to get them to work. And then he and his co-author, Paul Stoltz, explain how to use this information in our own lives.

Read about other people who have accomplished goals similar to yours. Not only will you get some good tips for yourself, but you'll also have evidence that they're possible.

Affirmations

Many people use affirmations with great success. I've had mixed success with them. But remember, as I've said throughout this book, what works for one person might not work for another.

I tend to believe that my affirmations are in line with what I intend to accomplish anyway. After I've accomplished something that I've recited affirmations for, it's easy to believe that there was a causal effect. However, I don't know that I wouldn't have accomplished it without reciting them.

It's like, gee, I notice that every time my cousin Ralph makes his yearly visit, it's Christmas. Ralph must be the cause of Christmas.

So I've given you my skeptic point of view.

I will admit, however, that I currently do use affirmations. I don't say them, but I write them in a book that has pictures in the front that represent my goals. I write them out each morning. It makes me happy to do this. I notice that this routine makes me more excited about my plans and increases my confidence that my plans will come to fruition. And as I've speculated already, increased confidence does somehow lead to increased likelihood.

They also serve to keep me focused. Sometimes it's easy to choose what we want now over what we want for our future. It's so much easier to spend all our money now instead of saving for the future. It's easier to eat four slices of delicious pizza instead of limiting ourselves to one slice with a side salad in order to have a trimmer body later. Writing out my affirmations keeps me focused on what I really want.

Many people believe that affirmations reprogram the subconscious. They believe that the conscious mind is overruled by the subconscious mind, so no matter how much your conscious mind wants to do something, if your subconscious mind is against it, it won't happen. There have been numerous books written on the subject, so I won't go into it in any depth here. The mind is a very complex thing, and our understanding of it is still limited. I've included some resources in the appendix on this topic.

There's a school of thought that says that the subconscious doesn't understand a negative. For instance, if you tell yourself "Don't overeat!" your subconscious will actually interpret it as "Overeat!" I'm not

convinced that this is true. Words like “don’t,” “never,” and “no” are strong. From our earliest days, we probably heard more of those words than positive words. Your parents probably out “Don’t fall!” They didn’t call out “Stay on the bicycle!” They probably said “Don’t talk with your mouth full!” instead of “Talk with your mouth empty!”

We were usually told “don’t!” in a sharp, attention-getting voice. This isn’t because our parents were mean or were bad parents. They were concerned for our safety or concerned for other reasons, and they had important information to impart quickly.

Another example is the suggestion not to use “lose weight” as an affirmation, because the word “weight” is included. The theory is that using this affirmation will cause your subconscious to focus on “weight” and cause you to gain.

Again, I’m not convinced. “Lose weight” carries a strong connotation for most of us that includes mental images of shrinking and becoming more slender.

So my suggestion is to avoid negative words in your affirmations if the positive version works better, but if the version with the negative has a strong resonance with you and you know it will work, use it.

Avoid naysayers and negativity

I covered this in the previous chapter, but it’s applicable here too. You need to avoid people who will dismiss or belittle your

goals. They will not help you increase your confidence in your success. If you can’t avoid them, you must ignore them. Don’t even tell them what your plans are. If your plans come up, because they see you taking action and they feel they must comment on it, avoid arguing with them at all costs. Don’t try to convince them that your goals are worthwhile. Just respond noncommittally and change the subject. Their understanding is not required.

Some of the phrases I use when people want to argue with me about things I’d rather not discuss are “maybe,” “could be,” “okay,” and “if you say so.” And then I introduce another topic or leave the conversation.

“You sure are spending a lot of time writing blog posts.” “If you say so. Did you watch the game last Sunday?”

“You won’t lose weight on that plan. You should try this plan I just started.” “Maybe. Say, how does your daughter like her new school?”

The trick is to have a pocket full of other topics to bring up. Most people love talking about themselves, so turn the conversation around by asking them a question about themselves.

By tracking your own successes and considering that other people’s successes are examples for you to draw upon, and by avoiding situations that erode your confidence, you can create a foundation of belief in your goals.

Chapter 11 – The Law of Attraction - - Is It Real?

You are probably already familiar with the law of attraction. You might already be harnessing it with great success.

Or, if you're like most people, you find it works some of the time, but other times, not so much. Maybe you're attracting parking spots but you haven't attracted a million dollars yet. You're told that the fault is with you - - you have too many limiting beliefs, you're trying too hard, you're not trying hard enough, your vibration is too low, and so on.

I'm frequently asked if I believe in the law of attraction. I'm going to explain my interpretation of the law of attraction, and it will run contrary to popular opinion. You might suggest that I simply don't understand it or know enough about it, but this isn't true. I was reading books on the law of attraction long before *The Secret* ever came out. Over the years, I worked to believe in it and put it into practice, because frankly, I've wanted it to be for real.

However, I've found it much more useful to understand the real workings of the law of attraction, and harness its power in its true form. And I believe that some interpretations of the law of attraction are actually detrimental, and can set a person up for failure. I'll explain. But while you're reading this, don't cloud your judgement with anger or sadness. The real principles behind the law of attraction are real and can be used to your advantage.

When you're studying the law of attraction, one of the first lessons you're taught is that thoughts are things. Are thoughts things?

Yes, they are - - they're intangible things. They are things the way love is a thing, and the way an idea is a thing. A thought can have power. A thought leads to an action, which leads to a result. A thought can change a mood, which influences the decision as to what to do next, and what to do after that. A thought can lead to another thought, and then another, and can result in a screenplay, a new invention, a family vacation, or a haircut. If a thought weren't a thing, it wouldn't be a noun.

Another lesson that the student of the law of attraction is taught is that you attract what you feel. This is because of vibrations emitted by your mind. According to the teachings, these vibrations go out into the Universe, and attract things and experiences to you. High vibrations, which are positive thoughts, bring what you want. Low vibrations, which are negative thoughts, bring what you don't want.

Does your mind really emit vibrations? Assuming your mind is located in your brain, the answer would be yes. Your whole body, including your brain, is controlled by electrical signals. Unfortunately, science hasn't been able to prove that these vibrations extend very far away from your body and actually cause things in the Universe to come to you. There's a lot of quantum physics pretend science and pseudoscience involved quoted out there to "prove" that these vibrations really do attract things and experiences to you, but if you open your mind and let go of what you wish were true instead of what is actually true, you would find that the evidence does not yet support this theory.

Now don't send me hate mail telling me I'm wrong. I did not say that this whole vibrational theory is wrong. I just said that science hasn't proven it yet. For most of humanity's history, there were things that were true even though science hadn't proven it yet. So maybe this is something science has yet to validate.

And yes, I've read all the Law of Attraction literature in vogue about quantum physics and how it "proves" that this Law is real. It really doesn't prove that it's real - it merely proves that it's possible. I've read dozens of explanations explaining the connection between quantum physics and the law of attraction, and every single one has a logic leap in it. And as I said before, don't send me hate mail. If you've found a good explanation that connects all the dots, send me a link to the website, or send me the name of the book. I'm open-minded.

Has the law of attraction ever worked for me? And if so, isn't that proof enough? I confess that when I've thought of particular things or people, they've shown up in my life soon after. However, this could be a result of my reticular activation system at work (more on that later). Or, as I said, there could be other explanations that are beyond what science can currently explain.

But here is why I remain a skeptic.

First of all, sometimes it really does seem to work. So why wouldn't we believe it? After all, we have proof, right? I have amazed my friends and family by attracting parking places at crowded venues or on busy streets during rush hour. I've set income goals that I achieved. I've wanted some pretty outlandish things that actually showed up in

my life. How do I explain these things in my own life?

I explain them in the following two ways: my reticular activating system, and because of my confirmation bias. We all have these influences in our lives, even when we're unaware of them at work. When you're happy, you're more inclined to notice the wonderful things in your life, and to discount the less-than-wonderful things as temporary, or as exceptions to the rule. The opposite is true when you're sad.

Let me explain confirmation bias. Don't discount it and say "Oh, well, I would never do that." Even the most clear-headed, skeptical, scientific thinkers admit that they've been swayed by what they want to believe is true instead of what is actually true.

Simply put, we have a very strong tendency to notice anything that confirms what we already believe, or what we want to be true. When we notice anything that goes against what we already believe, we discount it as a one off, or as an anomaly, an exception to the rule.

Has there been someone in your life, either someone close to you or someone you didn't really know that well, who decided they already knew what kind of person you were? If you did what they expected, they said "See? You always do that." If you did anything contrary to their expectations, they said "Well, sure, but I know how you really are."

For instance, if people decided when you were young that you were a troublemaker, you probably noticed that other kids could get away with some rotten things, but you

couldn't. When you tried to follow the rules and play it straight, they said "Good job, but we know how you really are." When the "good" kids got into trouble, they said "Well, he just made a mistake. He's just young. And he's basically a good kid."

Have you ever ridden with someone who always drove a particular route, claiming it was the fastest way to go, even though you knew differently? Every time that person's route became clogged with traffic or impeded by traffic light, that person would probably claim that this time was a one-off, but normally, it was the fastest way.

This is how the driver's confirmation bias works. And this is what happens to us, too. This is how the law of attraction seems to work. When we've decided that something is so, we consider everything that proves the fact as the norm, and everything that disproves it as an anomaly.

However, this isn't necessarily a bad thing.

We can use the power of confirmation bias to our advantage. For instance, when I tell myself that I'm going to have a great day, I tend to have a great day. So what if I got caught in the rain? At least I was wearing a coat. Car didn't start? Oh well, I didn't want to go to that meeting anyway. And then when positive things happen, like a phone call from a distant friend or putting my hand in my pocket and finding a forgotten ten dollar bill, my mind says "I told you so! I knew I'd have a great day!"

If I would have told myself that morning what a lousy day I was going to have, I'd have had a lousy day. Damn. I got caught in the rain and my car wouldn't start, so it was a bad day. True, my friend called, but

we only got to talk for 10 minutes. And that ten dollar bill I found? Well, when it disappeared from my life back when I stuck it in my pocket, that made me \$10 down. This just puts me back to where I was before that, so I'm even. It's not a real gain.

I don't know about you, but I'd rather have great days instead of lousy days. So I'm more likely to create a confirmation bias for myself to help make that happen.

But it's important to be aware of this tendency. If you deny the fact of confirmation bias, then you might be missing important information to guide your decisions and actions.

Here's an example of how confirmation bias can be harmful. Casinos depend on its visitors having no clue about their confirmation biases. Have you ever played at a slot machine? They're designed to let you win enough times to believe it's worth your while to keep playing. Because of the odds, it does happen that people hit the jackpot at times, and it also happens that other players go broke very quickly. But typically, they're designed to make you go broke slowly. The wins you experience are just enough to make you feel like you're on a "hot" machine and to convince you to keep going.

Let me talk about the reticular activating system for a minute. You may have already heard of it. You might know that it's been touted as the magical part of your brain that can be programmed to help you achieve your goals.

It's really not magical at all. It's the way your brain evolved over millennia to keep you alive and safe. The reticular activating

system is the part of your brain that controls your transition from being asleep or sleepy to awake or wakefulness. It's also the part of your brain that says "This is important, pay attention!" Your distant, distant, distant forefathers who lived in caves depended on their reticular activating systems to alert them to sounds of soft, sneaky footsteps nearby (could be a predator) and allow them to ignore the sounds of crickets chirping. If they paid attention to every sound, they wouldn't have been able to ever sleep!

What does this have to do with the law of attraction? I attended a law of attraction workshop many years ago because I was curious and wanted to learn more about it. The instructor told us to think of something not unusual, but rather specific, like a red car or Great Dane or a green baseball cap. He said we should focus on that image, and then focus on positive feelings when we thought about that image. He then said that for the rest of the week, we'd be amazed at how many of whatever it was we thought of came into our lives.

I think I selected a particular model and color of car. And he was right. After the workshop, I began noticing this car all over town.

His explanation was that I attracted them with my thoughts. What really happened was that I had alerted my reticular activating system, so that now I noticed these cars all over. They were always there, but I had never noticed them. So I didn't attract them, I just noticed them.

In fact, whenever you buy a new car, aren't you surprised at how many more models

identical to your particular car that are on the road than there were before?

However, just because this isn't the law of attraction at work doesn't mean you can't harness it. The reticular activating system can be a helpful buddy in the achievement of your goals. It will cause you to notice opportunities, resources, and people that you might have missed before.

Let's say that your goal is to open up a health food store. Suddenly, the world will seem like it's full of opportunities for you. You'll notice a flyer from a local auction house having a sale featuring store fixtures, display cases, and other retail accessories. You notice a semi on the highway with a logo on the side of a produce shipping company. You hear a snippet in the news about a new manufacturer of high quality vitamin supplements. These all would have crossed your path anyway, but you probably wouldn't have noticed them until you made the decision to open a health food store.

What about the law of attraction tenet that states "like attracts like"? Sometimes it's true, sometimes it's not. For instance, like ends of magnet poles do not attract each other. However, people are often attracted to other people who are similar to them. So if you want to attract a certain type of people to your life, you'd be more successful if you try to be like them.

For instance, if you're a business owner, and your product is targeted towards the corporate world, you probably want to dress corporately, instead of in tie dyed tee shirts and jeans. If you want to attract positive and upbeat people, you'll have

more success if you behave in a positive and upbeat manner yourself.

The “like attracts like” theory came about because of the reticular activation system at work. When we want to attract more positive people into our lives, we start noticing positive people, and are more open to connecting with them. If, however, we think “Wow, there sure are a lot of negative people in my life,” we start noticing them as we encounter them. And then the confirmation bias kicks in so that every time we encounter a negative person, our mind tells us, “See? Here’s another one!”

So, how about things being attracted to our feelings? The law of attraction states that you have to send out positive vibrations to attract the good things you want. Let’s say that I really want a new Lexus. So I put out positive and happy feelings, and I visualize myself in that Lexus. According to the Law of Attraction, if I have negative feelings, or a low vibration, I won’t attract the Lexus. I’ll attract something negative. Well, how does the Universe know that the Lexus is something positive? Some people like Acuras. But if I don’t like Acuras, and if my vibration is low, how does the Universe know to send me an Acura instead of a Lexus?

Most people who are believers in the Law of Attraction have read the book The Secret by Rhonda Byrne. This book covers all the tenets that I’ve described above. However, there’s a critical piece missing from the book. It misses the concept of taking action.

Whether you believe in the Law of Attraction or not, you’ll never achieve your goals without taking action. This seems like

a no brainer. But The Secret seems to suggest that simply by thinking thoughts, we attract the subject of those thoughts to us. In fact, I’ve even read interpretations of “The Secret” that suggest you should not take action towards your desires, because that indicates a lack of belief, which repels the object of your desires away from you. All you need to do is sit around and attract.

Actually, if the Universe really does like anything, it likes action. In fact, it would seem that the Universe prefers speed. The more swiftly you begin to move towards your goals, the more swiftly they start moving towards you. I first heard the saying “The Universe likes speed” from Dr. Joe Vitale. If you remain committed to your belief in the Law of Attraction, I’d suggest reading Vitale’s books instead of The Secret. Although he gratefully credits his appearance in The Secret for helping him gain a wider audience, he was teaching the Law of Attraction years before The Secret was even an idea. And although I’m a skeptic when it comes to some of the reasons behind the law of attraction, Vitale has action recommendations that I can live with and have even followed with success.

If you want to debate the law of attraction with me, I’d ask you to take a look at your results. I’m sure you’ve heard the old cliché, “the proof is in the pudding.” If you believe in the law of attraction and you really are getting the results you want, then that’s fantastic. Obviously, your belief in the law of attraction is working for you. So there’s no need to change anything.

If on the other hand you’ve read all about the law of attraction and you’ve been working to put its principles into place, yet you haven’t achieved the kinds of results

you want, maybe this belief isn't serving you.

Early in this book, I described goal-setting advice as a buffet. Not everything works for everyone. If believe in the law of attraction works for you, then use it! If not, don't use it. There are a lot of people who don't believe in the law of attraction, yet they achieve their goals. Law of attraction proponents would claim that these people are actually using the law of attraction but are unaware of it. That's fine, maybe that's true. If unintentionally using the law of attraction while disbelieving it achieves the results you want, who cares as long as the results are there?

Chapter 12 - Conclusion

I hope you've enjoyed this look at goal-setting and achievement, and I hope you've found some ideas that you can put to use.

What we've covered:

- Why standard goal setting advice might not work for you, and why you might want to try a variety of techniques to see what works best for you
- Why you might not need to know your life purpose, and why knowing your values might serve you better
- How to beat procrastination through a technique to change your habits almost instantly
- How to squeeze more time and energy out of each day
- What to do about friends and loved ones who aren't supportive of your goals
- How creating a belief in your goals makes their achievement more likely
- The truth about the law of attraction, and how it can be harnessed in its true form

At the end of this e-book, I'm including a list of resources that many people have found helpful. I'm not an affiliate of any of them and I don't earn any money from the sales of these products - - they're simply my honest recommendations.

Now that you've finished this e-book, I'd love to be connected with you. If you follow me on Twitter at @hightimesuccess, be sure to send me a direct message telling

me that you just read this e-book, so that I'll see you and will be prompted to follow you back.

Also, I'd love to send you tips, articles, and resources by email. If you haven't done so already, go to <http://www.hightimesuccess.com> and sign up on the High Time Success email list. You may have already signed up, which is how you received this e-book. But if you received it from another source, such as a friend who forwarded it to you, come on over and sign up on the email list.

Thank you again for reading this e-book, and best wishes for a lifetime of goal fulfillment!

APPENDIX

Resources

Books:

The Adversity Advantage: Turning Everyday Struggles into Everyday Greatness by Erik Weihenmayer and Paul Stoltz.

Awaken the Giant Within by Anthony Robbins

Break the Procrastination Habit by Knaus & Edgerly

Eat That Frog by Brian Tracy

Getting Things Done by David Allen

Kaizen: The Key to Japan's Competitive Success by Masaaki Imai

Laws of Success by Napoleon Hill

See You At The Top by Zig Ziglar

The 7 Habits of Highly Effective People by Stephen Covey

The Success Principles by Jack Canfield

Time Management from the Inside Out by Julie Morgenstern

Unlimited Power by Anthony Robbins

Podcasts:

Beyond The To Do List hosted by Erik Fisher <http://beyondthetodolist.com>

Get More Done hosted by Stephanie Calahan <https://itunes.apple.com/us/podcast/get-more-done-stephanie-lh/id420540355?mt=2>

Getting Things Done hosted by David Allen <http://gettingthingsdone.com/podcasts>

This is Your Life hosted by Michael Hyatt <http://michaelhyatt.com/thisisyourlife>