

# **How to *Get* What You Want**

If you think you can, you can.

## Table of Contents

Introduction .....	3
Discover What Your Life is Really About .....	4
The Goal Setting Workshop: Mapping Out What You Want in Your Life.....	10
Fire The Gun! – How to Take Action .....	13
Overcoming Problems and Difficulties .....	21
How to Keep Motivated and Make the Changes .....	26
How to Live The Life You Want with The Right Attitude And Motivation .....	30

## **Introduction**

When asked how he got all he wanted, Texas multi-millionaire H. L. Hunt said, "You have to make up your mind, what you want. You have to make up your mind, what you are prepared to give up getting it. You have to set your priorities, and then go about your job." Coming from someone who started with running cotton plantations and ended up making a fortune in oil business, these words are something to be seriously taken note off.

"How to Get What you Want" is a 6 part e-course or e-book that is designed to provide you with the direction, purpose and drive that you are looking for.

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

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

"How to Get What you Want" will be your very own life map of where you are now to where you want to reach. You will soon rediscover those lost ambitions, those dreams that had fallen by the wayside.

This is the time to start afresh.

So start right now!

# Discover What Your Life is Really About

Life is so short that you cannot wait for your wishes to be fulfilled. Neither is it generous enough to you to take everything for granted. However, it is possible to design your life in a way you can go out and grab whatever you want.

## Welcome to "How to Get What You Want!"

First of all, you need to have a clear picture of where you are at right now. Then realize what it is that you truly want from life. Develop a clear understanding of what you need and what you do not. The next 6 modules will help you comprehend your wants, and find the ways to make sure that you are going to fulfil them all.

Everyone is evaluated on the basis of his or her successes. However, success does not mean the same thing to everyone. In the first session, you will have a close look at what success actually means to you and then we will discuss what the purpose of your life is.

This session is the underpinning on which others are based. Moreover, it deals with the things that set the foundation on what your life is based on.

## What is Success?

**To freely bloom - that is my definition of success.  
Gerry Spence, *How to Argue and Win Every Time***

Everyone wants to be a success in his or her life. People consider material success as the key to more money, happiness, fulfilment and rewards. Regardless of how differently people perceive it, everyone wants it.

Different people define success differently. And they tend to change their definition with changing times and circumstances as well. For some people, conventional success is more important and it seldom goes beyond money, cars or big homes.

You must have your own definition for success. However, you don't have to be dogmatic about this. You can change your definition of success and put it closer to reality. Before that you need to comprehend what success actually means to you.

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

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

It may take a good amount of time to sort out your priorities when you define what success means. Don't worry, take your time. If you haven't filled in the above space yet do it now! Don't cheat yourself!

### **Who is successful?**

Bob is a 32-year old store assistant. His wife Anne is 30 years old and works in the administrative section at a small local firm. They live in their small suburban cottage with two children. Bob leaves his shop at 6 pm every evening and is greeted by his wife at the door with a kiss and a hug.

Bob finds time to play games with his children and every night reads them a story. Despite financial constraints the family goes on a vacation every year. They spend a lot of time together.

Another case.

Mary Jane is a 28-year old single woman. Her job as a Financial Analyst enables her to maintain a posh apartment in the City and own a Lexus. She could afford a holiday anywhere in the world, though she rarely goes out of the City if it's not on an official trip.

Her hectic workload seldom allows Mary Jane to reach home before 7 pm or to go out for a party. Lack of socialization often gives her a feeling of loneliness, though she believes that the money makes up for it. She is ready to put aside her personal feelings for a career that gives her enough money and social status.

Okay, the question now is **who do you think is successful of the two – Bob or Mary Jane?**

If you are a teenager you would have selected Jane without doubt. She maintains a great lifestyle, has a good job and plenty of money.

If you are older and yearn for contentment in life, then you would probably select Bob, the happier one with a contented and fulfilled life.

Compare your selection with the definition you have written in the box above. You can see that your selection and your definition have a lot in common.

A person defines success on the basis of a number of factors. And you are no exception.

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

- Your upbringing  
Everyone perceives things on the basis of the values he or she has learned in the childhood.
- Your beliefs  
Beliefs, deep-rooted in your mind, affect the way you perceive things.
- Trait  
A particular characteristic that distinguishes you or that is genetically determined may influence the way you perceive things.
- Your attitude  
Everyone has an opinion or general feeling about everything.

- Your peers  
You family, friends, colleagues or whoever you maintain a constant contact with can influence the way you perceive things.
- Society  
It is an important factor that has more influence than many of the rest.
- Every experience that you have in life  
Small or big, each and every experience in your life influences the way you perceive things.

All the factors mentioned above, more or less, contribute to what success means to you.

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

Nothing could be further from the truth. Nobody is born just to win or lose. The way you live your life makes you a winner or loser.

As Benjamin Disraeli puts it, "The secret of success is constancy to purpose." Using some techniques and methods and improving your attitude, behaviour and personality can lead you to destination called success.

More often than not, you are responsible for what you get from life.

Even a single sensible timely step can change the entire scenario. You need to sense what the situation demands and act accordingly.

Nothing is worse than looking back after some years and saying "I wish I had done this."

**Know where you are going in life**

Setting goals is something everybody does regularly. However, few find it in them to go through the plans they set. You need to know where you are going and constantly check and make sure that you are moving in the proper direction.

Creating a vision and a mission statement of what you want out of life will provide you with some direction and momentum to move forward. It can act as a catalyst in accomplishing your task.

**What is your life all about?**

Different people look at life in entirely different ways. While some people let things happen to them, others go out and make things happen. It's very important to have an understanding of which group you belong to.

If you are driven by a compelling vision, you have a greater chance to feel good about yourself.

If you have a true mission, you have a better chance to know where you are going in your life.

When you feel you are in control of your life and events, you will naturally feel more confident and motivated to achieve more.

Ask yourself the following question:

What do you really want to get out of life?

A clear vision and a well-defined mission will help you realize the real purpose of your life. Both your vision and mission should express your purpose for existence.

Following is a series of questions for you to ask yourself in order to do some soul searching and to give yourself some insights into what you are all about and why you are here:

- "When I grow up, I want to be a pilot." As a child, what did you dream of becoming?
- Which three people do you think have influenced your life the most and why?
- If you could choose your career and get paid whatever you wanted, what would you opt for?
- What are your top three achievements in life so far? What was so special about them?
- Doing what makes you the happiest in life?
- Who are the three people who you admire the most? What are their characteristics and qualities you admire so much?
- Have you ever helped someone less fortunate than you? If yes, what did you do? If no, why not?
- List out your greatest strengths?
- What steps should you take in life to maximise your strengths?
- What is that one thing for which you would be willing to put everything on the block for? Why?
- Imagine that all the time you spent till now comes back to you. How would you utilize it now? What would you do with the time this second time round?
- There are sure to be results/ events in your life you are happy about? What are these? Which are the results/ events you are unhappy about?
- Is there a word of advice you have picked up from your life so far that you want to pass on to the world?
- Name one thing you value the most in life?
- What would you really like to do with your life?

Answering the questions given above will give you a clear idea about yourself.

The whole point of getting you to think about those questions was to really get you to think about what you want and wanted for your life.

It would be easier for you, after answering the questions, to realize what you want from life and how you are going to get it. If you have answered all the questions given above, write down your own mission statement in the box below:

A mission statement is not a 'to do list.' So it is not easy to write one and it shouldn't be something that is rushed.

Take your time, go for a walk, or take a short break. It's better to get away from the routine environment. Remember, your mission in life is far too important to be skimmed over.

A mission statement needs to be honest. Make sure you actually believe in your mission statement. If you don't, it's a lie. Don't cheat yourself.

People who do not have an authentic mission in life tend to just have materialistic goals. The greatest problem with such people is they don't know what fulfilment is. After they have achieved, achieved and achieved, they say to themselves "Is that all there is?"

Elvis Presley, also known as "The King of Rock 'n' Roll," was a giant in the modern entertainment industry. Few people influenced American popular culture like Presley. Wealth, fame, women, success...all the pleasures of life were plentiful in his life.

However, when Presley killed himself by overdosing on a stash of drugs he stocked, he was only 42 years old. Despite all his successes, he followed a self-destructive lifestyle.

Presley was a man who owned what others dreamed about. His success was legendary and his achievements were enviable. However, without a sense of fulfilment, there is no joy.

**Success without fulfilment is failure!**

Your mission statement says only about what you really want to be in life.

We can go one step ahead to understand how we want our life to look in the end. That broadens our insights even more.

A method of doing that is to write your own obituary. It will give you a comprehensive picture of what all you want to achieve in life and how it should be in the end.

Specially note down the things you will be remembered for even after a long time.

In the box given below write your obituary.





Okay! That's it for this module.

Hope this session gave you a lot to think and reconsider.

Delve deep into the spheres of your mind, your heart, and let the inner secrets reveal something valuable to your life. Then work out the assignment again.

Good Luck! See you in the next session.

# **The Goal Setting Workshop: Mapping Out What You Want in Your Life**

Welcome to the second session of How to Get What You Want.

The first session was meant to give you an idea about what success is and the emptiness of success without fulfilment.

Hopefully you have put some things into perspective in your life, right?

So, now you have a clear vision and an honest mission statement for your life. The roadmap to a successful and fulfilled life is within your hands. What's more, you even have your own obituary with you. 😊

After completing those exercises did you find that you would need to start work on some things and to stop certain things as well?

## **Assignment 1**

Before we carry on, please have a quick read over what you put down in the last session. Keeping what you have learned in mind, answer the questions given below:

- What was the one learning point that came out of the exercise more than any other?
- What are you going to start to do?
- What are you going to stop?
- What have you been putting up with in the past that you shouldn't have been?
- What are you going to do instead of this?
- What are you going to move towards in the future?

Anyone can make a new start any time.

Complete the following goal setting workshop to focus on what you want in the future. To accomplish great things, we must learn to dream first.

You need to dream to make them come true. So, throughout the exercise, keep dreaming. Let there be no limits!

OK, here comes the exercise!

## **Create Your Goals**

Certainty and uncertainty are two phases of life. Both contribute immensely to your confidence and lack of confidence.

In order to feel confident you need to have some certainty in your life. You need to be convinced that what you are doing is contributing to an end result.

People often set goals with the intention of achieving them. Many strive for it, but only a few succeed. A wrong step or small mistake could spoil the efforts of a very long time. Then you will start wondering why, despite all your efforts, success evades you. Such feelings might seriously affect your confidence.

We are all goal seeking animals and you are no exception. In fact we set numerous goals a day and strive for them simultaneously in the different areas of our life.

Have you got any goals mapped out for each area of your life?

If not, then read on and complete this exercise.

### **Goal Creation Exercise:**

With regards to the following areas in your life:

- Career
- Relationships
- Fun
- Achievements
- Money
- Possessions

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

You don't have to be scared of or worry about the size of your goal. Just get them down and don't think too much about them - Just keep writing!

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

Next, write down a time limit next to each of the goals. The time limit should be reasonable as well as realistic.

The suggested timescales are:

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

So, you have got 6 lists of things that you want to achieve in the 6 areas of your life, and the timescale for each.

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

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

A strong need or a real motivation is essential to achieve any goal. It is the key. So, before we start to write down an action plan (that's the next chapter) of how to achieve each goal, write down the compelling reasons why achieving each goal is an absolute must for you.

Knowing is as important as doing. You need to check that if your motivations are strong enough to take you to the end.

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

Having goals that are "SHOULD" will not get you out of bed each day and keep you up late! Moreover too many "SHOULD" can act as a deterrent. So, you've got to turn your "I SHOULD DO THIS" to "I MUST DO THIS."

Answer the following questions for each of your goals.

What pleasure will it give you?

What will you be able to do with it?

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

Why is it so important to you?

Why is it a MUST rather than a SHOULD?

### **To recap then!**

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

That's it for now.

In the next session we will have a detailed look at your goals and prepare action plans for each!

## Fire The Gun! – How to Take Action

Welcome to part three!

First of all, let's have a quick recap of what we have covered so far.

In the first session you had a look at what success means to you and had written out what you would like to be remembered for long after you have gone.

In the second session you made a list of goals you want to achieve and found out the compelling reasons of why you want to achieve them. Also, you had set time limits for each goal to be achieved.

OK, now take the list of goals out, and re-read the reasons. Do they make you feel energised and motivated, and induce a feeling of necessity inside you? Do you feel achieving them is something you can't afford missing?

If they don't, you need to find out better reasons. Or you erred in selecting the particular goal. It does not deserve a place in your list. Scrap the goal altogether!

You will only achieve a goal when it becomes an absolute MUST for you to do so. A goal is nothing but a daydream if you don't have compelling reasons behind it.

It's not the goal but the reasons behind it that make you take action.

Following are some goals you might have included in your list:

- Losing some weight**
- Running your own business**
- Working harder**
- Spending more time with your family**
- Being more assertive**
- Teaching your child to ride a bicycle**
- Gaining a better job or promotion**
- Doing charity work**
- Owning a new car**
- Improving your relationship with your boss**
- Writing a diary**
- Earning more money**
- Learning to swim**
- Controlling your temper**
- Paying more attention to your clothes**

The following is a simple description about setting and achieving a goal.

**First of all, you must decide what your GOAL actually is. Then you must define it comprehensively. Next you can lay out the steps by which you intend to reach the goal. And finally you must put a deadline or a time limit to achieve your goal.**

And, needless to say, you must also have a genuine reason why you want to achieve the goal.

The goal setting process can be compared with a long distance car journey.

You wouldn't think of planning the journey without knowing where you were going to go and why you want to go there.

You would have mapped out the route, and have an idea of the time it would take to reach your destination

Sounds familiar, doesn't it?

Well, goal setting uses exactly the same method, except in this case, you are the car and the journey is your life.

When it comes to setting your goals, clarity and preciseness are most required qualities. Generalizations and vague ideas won't get you anywhere.

Ask anyone on the street to define their goals in life. You would invariably get responses such as "I want to be rich," "I want to be happy" or "I want to be famous."

Never let yourself be fooled into thinking that these were goals. They are not.

**They are just generalisations that are desired by everyone.**

A goal needs to be defined in detail. Or a true goal is something you can define in detail. This step comes just after the identification of the goal. If, for example, one of your goals is to buy a new car, you must define the model, the colour, the interior, the price and other details.

Always make sure that you can picture it clearly in your mind and try to get away from generalisations.

**Be specific and be precise.**

## **GOAL - TO BUY A NEW CAR**

### **Details**

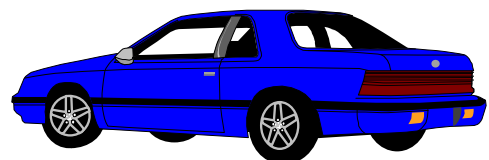
MODEL - BMW 3 series sports convertible

COLOUR - Metallic Blue

INTERIOR - Beige Leather

PRICE - £25,450

EXTRAS - Air Conditioning, CD player,  
Electric Windows.....



Given above are the primary details. You can go to secondary or tertiary details to exactly know what you want.

Consider the following questions:

What colour are the seats?  
 What brand is the CD player?  
 Has it got Electric Windows?  
 Does it have a sunroof?  
 Is the sunroof electric?  
 Has it got alloy wheels?

## **DO NOT GENERALISE, KNOW EXACTLY WHAT YOU WANT.**

### **HOW TO ACHIEVE YOUR GOAL - PLANNING AND ACTION**

Now you know what you want to achieve and you have defined it in detail. The next step is to actually plan and map out exactly how you are going to achieve it.

Your desire is not enough to achieve a goal. You need to have the courage, will and an action plan to achieve a goal.

Remember, it is a lot easier to achieve a goal if it is broken down into a series of sub-goals. Each sub-goal, with its own specific deadline, should lead you to the ultimate one. Moreover, when a goal breaks into many sub-goals, you are expected to tackle it sequentially, completing one sub-goal before moving to next.

Consider the following example.

You want to lose some weight. Make the goal more specific.

So the redefined goal is to lose 12 lbs in 8 weeks.

The next step would be the breaking down of the large goal into sub-goals. You could set yourself sub-goals of losing 1.5 lbs per week for the 8 weeks.

Make a table and post it on a wall so that you can see it. Suppose you weigh 12 stone now and want to lose the 12 lbs, your chart would look something like the one below:

#### **GOAL: TO LOSE SOME WEIGHT**

#### **SPECIFICS: 12 lbs in 8 Weeks**

**WEIGHT AS AT xx/xx/06 = 12 Stone**

**TARGET WEIGHT AS AT xx/xx/06 = 11 Stone 2 lbs**

	<b>GOAL - LOSS</b>	<b>WEIGHT</b>	<b>ACTUAL</b>
End of week 1	<b>1.5 lbs</b>	<b>11 stone 12.5 lbs</b>	

End of week 2	<b>1.5 lbs</b>	<b>11 stone 11 lbs</b>	
End of week 3	<b>1.5 lbs</b>	<b>11 stone 9.5 lbs</b>	
End of week 4	<b>1.5 lbs</b>	<b>11 stone 8 lbs</b>	
End of week 5	<b>1.5 lbs</b>	<b>11 stone 6.5 lbs</b>	
End of week 6	<b>1.5 lbs</b>	<b>11 stone 5 lbs</b>	
End of week 7	<b>1.5 lbs</b>	<b>11 stone 3.5 lbs</b>	
End of week 8	<b>1.5 lbs</b>	<b>11 stone 2 lbs</b>	

Losing 1.5 lbs a week does not look like a big deal, right?

### **Action Plan**

What you have prepared is nothing but a well-defined, systematically divided goal. Now you need an action plan to achieve the goal. So, devise an exercise plan and a healthy diet to help you achieve your goal.

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

For example:

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

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

Type of gym – Locations? Prices? Clients?

You can also plan what exercise you are going to do on a particular day and how much time you are going to spend. Make another table, similar to the one you have already prepared, for your exercise routine and healthy eating plan. And always try to stick closely to the schedule.

The method used to illustrate the weight-loss example is often referred to as stair-stepping or chunking, which means breaking a big goal down into smaller components. By doing this, beside many other advantages, you can enjoy any number of successes even before achieving your final goal.

The stair-stepping method is similar to eating a Pizza!

**Try to eat an entire pizza in one mouthful....no you can't.  
By cutting it into smaller, bite-sized pieces you can make it more eatable and more enjoyable.**

Break your goals down and they will become a lot easier for you to achieve. By focusing your attention on the comparatively easier sub-goals, you can make great progress towards your final goal without feeling overwhelmed.

If you concentrate on your sub-goals, your major goal will take care of itself.

### **GET THE TIMING RIGHT!**



As Benjamin Franklin said

**Never leave that till tomorrow which you can do today**

Setting reasonable and realistic deadlines for each sub-goals as well as the final goal is very important. Putting things off until tomorrow or next week will turn into another tomorrow or another week.

Let's take a look at a word no aspiring successful person should have in his or her vocabulary. Meet **PROCRASTINATION!**

See how many ways it can affect your pursuit of success.

You could put things off by *never choosing to do anything.*

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

You could put things off by starting something, *but you never continue doing it.*

And then you could continue doing something, *but you never finish it.*

At every stage of your action plan you must set yourself deadlines so that you don't put things off until tomorrow.

# Do Not Procrastinate Do Not Procrastinate

Breakdown your goal into a number of sub-goals



Allot your time for each sub-goal



Formulate deadlines to achieve each sub-goal and as well as the ultimate one



Be honest in respecting your deadlines

This can be called the TIMETABLE TO SUCCESS.

Setting achievable and realistic goals and deadlines is very important. For example, one cannot expect to pass his/her driving test after only 2 lessons. Passing after 20 lessons is more attainable and realistic.

Never set a goal that exceeds your ability. However, at the same time, you need to ensure the maximum exploitation of the time allotted. The gap between potential and performance must be the minimum.

### **Success breeds success.**

Setting realistic goals can help create the habit of achieving them. This will build up your confidence and help you attain more demanding goals. Moreover, by setting goals that are measurable and achievable, you can easily make corrections to them if you go off target.

If you are a manager or have people working for you, please bear the following in mind.

Setting unattainable targets or making unrealistic demands will only do harm to the motivation, self-esteem and confidence of your workforce and will result in a reduction in productivity.

If you ask too much of yourself, the same will happen to you as well. You will become demotivated and will lose interest in doing it.

**The most successful people in the world** are those who can identify their own abilities and limitations. And the best managers are those who can identify their employees' abilities and limitations and then set work/goals that will stretch their abilities without exceeding the limit. Such managers invariably have highly motivated employees. Their approach makes the subordinates feeling worthwhile and encourages them to push the limits.

There is a fine line that divides goals that are too easy to achieve and goals that are probably out of reach. You can distinguish them by using your common sense, knowing your strengths and weaknesses, knowing your potential to develop and learn, and by using trial and error method.

You need to set specific goals for different areas of your life. You can set a goal that will help you take a leap in your career, or you can set a goal that will gain you personal rewards. Devise specific Action Plans and apply appropriate techniques in each case.

Following are some techniques and tips that you can use in setting goals and attaining them.

There is a saying, "A verbal contract isn't worth the paper it is written on."

It is of no good saying that you have got a goal if you haven't written it down. What you need is self-commitment, and writing things down is a start to developing it.

## **Setting Goals**

An Example:

### **What?**

Lose 10 lbs in weight

### **Why?**

It will give me greater confidence, enhance my self esteem, and will make me more attractive to women

### **How?**

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

### **Chunking**

1. Finding Gym, exercise routines, kit, frequency
2. Nutrition
3. Time Management and organisation

### **Sub-goals**

1. Lose 2 lbs per month
2. Buy 1 new item of clothing each month
3. Visit gym 4 times per week
4. Increase distance or resistance each time

### **Timelines**

Major Goal attained within 5 months xx/xx/2006  
X weight in 2 months yy/yy/2006

### **Review**

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

## **Adjust**

Make sure that you write everything down.

If you haven't already started formulating your goals, the following exercises will be helpful.

For each of your goals brainstorm and write down whatever you will need to achieve.

What will you need?

Are you experienced enough?

Who can help?

What will you have to do?

Is there a cost?

Do you need any equipment?

Do you require any capital?

Chunk all of the actions into 3 or 4 main areas and then class these as sub-goals. Give deadlines for each.

Then, GO FOR IT!

Achieving these goals will give you great self-confidence. It will also put you in the right frame of mind to achieve greater feats.

### **Other uses of goal attainment**

The use of goal attainment should be a part of your daily routine.

If you are attending a course at work, determine what exactly you want to get out of it and why i.e. realize your goals and objectives.

If you have got an important interview, set yourself the goal of getting up an hour earlier to the usual time so that you can go through your notes once again.

If you are playing a round of golf and you shot a 75 last time around, set yourself the target of 73. And if you bench-pressed 200 lbs at the gym last time, try for 210.

Setting well-defined goals and achieving them in a systematic manner will increase your confidence and efficiency.

If you have staff to manage, give them realistic as well as demanding targets. No matter what their experience or expertise, you will get the best out of them. It will also help them improve their skills and productivity.

Think over the various points discussed in today's session. Go through your assignments again.

# Overcoming Problems and Difficulties

**Obstacles are those frightful things you see when you take your eyes off your goal.**

**- Henry Ford**

Welcome to Part Four!

The way to success is no bed of roses. Whilst trying to attain your goals, there will be many obstacles in your way. You might face both physical and mental difficulties.

Instead of beating yourself up or giving in, you need to learn from setbacks. As you know, a diamond cannot be polished without friction.

Use obstacles and failures as an opportunity to polish your skills. You will have to sail with the wind sometimes, and sometimes against it. But, you must sail, and not drift nor lie at anchor.

So, what matters is your attitude. This session will have a look at your beliefs and let you know if you have got the attitude to thrive under pressure and to succeed.

## Refocusing after setbacks

Edmund Hillary was three times unsuccessful while trying to climb Mount Everest before his historical achievement in 1953.

People praised his triumph and said, "You've conquered the mountain," and Sir Hillary said, "No, I've conquered myself."

The bitter experiences of early three attempts did not hold back Hillary from a fourth one. With strong will and relentless enthusiasm, he pursued his goal and achieved it.

How many times have you started a diet, stopped smoking, or tried something new and went back to where you were when a setback or obstacle occurred. People often stumble over obstacles and even consider them as excuses for their failures.

Setbacks and difficulties are inevitable in life. They often challenge your skills and temperament.

There are two ways to face difficulties.

1. You can either change the difficulty or change yourself to be able to deal with it.
2. You can deal with difficulties properly and make use of the experience to enhance your confidence or you can deal with them incorrectly and let them seriously damage your confidence.

If you can see and face challenges in a positive way, you will gain immense experience and knowledge from it. Remember, a smooth sea never made a skilful mariner.

## Your response to issues and difficulties

Failure should never be considered as a source of discouragement, but a motivation. You know how Helen Keller, a mute and blind woman, went on to become a world-famous speaker and author. Your ability to deal with challenges can be converted into a virtue by asking positive empowering questions yourself.

There is an unwritten rule that says:

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

So, if, after a setback, you ask yourself something like

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

Your mind will probably come out with:

"Because you are useless and good things do not happen to you!"

Instead, if you ask yourself a positive empowering question like:

"What did I learn from this setback for next time?"

Your mind will switch into solution mode and come out with some excellent tips.

Following are some points to ponder about when setbacks do occur:

- Be brave enough to acknowledge what has happened. Don't hide away from it. These things happen. So what?
- Ask yourself as many positive empowering questions as you can.

For example:

What is good about this situation?

How can I make the most of this situation?

What can I learn from it?

What are the facts about this problem?

How can we make it a success next time?

- Acknowledge the fact that setbacks occur to everyone and you are not being singled out.
- View setbacks as a challenge to overcome rather than an issue or problem.

Get your belief system right for success!

**The pessimist sees the difficulty in every opportunity; the optimist sees the opportunity in every difficulty.**

**- Winston Churchill**

It is difficult to get away from discouraging thoughts after a failure. Make a list of the negative thoughts and questions that usually come into your mind after a setback. Also think about the equally discouraging answers you normally have.

Then make a list of some encouraging questions you can ask instead. Obviously you also have some encouraging answers. Try to ask these encouraging questions every time you face a difficulty. Making it a habit can basically change your attitude to adversities.

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

Development of a strong inner belief system is essential to avoid discouraging thoughts. You can clarify yourself by asking some self-assuring questions. Such clarifications will lead to self-acceptance, which, in turn, will give you the much needed energy and room to grow. Remember, He who conquers himself conquers the world.

Self-acceptance is all about how much one values, loves, and accepts himself/herself, rather than how much he/she feels valued, loved, or accepted by others. Having a strong value/inner belief system is very much dependent on your ability to accept yourself. So you need to accept your identity, your feelings and your outlook of the world.

The ability to appreciate one's own worth is a great virtue. People with healthy self-esteem are able to feel good about themselves and take pride in their skills and accomplishments.

People who consider themselves as having no admirable qualities may develop a low self-esteem. They may feel as if no one likes them or accepts them or they can't do well in anything. The problem becomes worse when someone whose acceptance is important constantly puts him/her down.

The benefits of a strong inner belief system are many;

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

### **But how exactly does one go about developing a strong inner belief system?**

Consider the following questions.

Finding answers to these can help you distinguish yourself in the group.

#### **1. Explore what you currently believe about work, life, people, and yourself.**

You can try a free-writing exercise. Write each word (work, life, etc.) at the top of a page (one for each page) and then a free associate for each word. Write down whatever thoughts might be conjured up by the word at the top of the page.

Write until each page is full.

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

Take a look at what you wrote on each page.

Identify messages that may have come from parents, friends, family, peers, teachers, etc. You can see that some thoughts appear under almost every section. Identify the recurring themes.

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

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

The messages of others can be encouraging or discouraging.



Now, look at the messages and thoughts that reflect your own inner belief system. How do they make you feel, empowering or limiting?

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

Consider your true beliefs, the thoughts and messages you firmly believe in.

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

Take a blank paper and write down each idea or thought that are considered right by others on the left hand. On the right hand side write down your alternative; how you'd like to feel/think about each.

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

Continue this exercise, and you will find the old limiting thoughts creeping up less and less and the new empowering thoughts substituting them.

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

Family, your primary social unit, can influence you more than most other institutions.

Family members have the tendency to repeat their messages. If you have chosen to reprogram any of their thoughts, values or beliefs, then be prepared to counter these beliefs whenever a family member articulates them.

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

There can be many who do not agree with your beliefs and ideas. Consider how you might respond, should you share your beliefs with others and find that they disagree.

You don't have to change your mind.

There is nothing wrong in someone else believing differently from your beliefs. People are different and that's what makes the world go round after all.

Simply convey that you see life/work/people/etc. differently, and then reconfirm your belief by repeating it to yourself.

As you explore your answers to these questions and the exercises associated with each, you'll begin to realize the strength of your inner belief system.

It is like the spirit that gives you life. You don't have to always experience or express its presence. It remains within you as long as you live.

Expression of an idea is a difficult job. You need a great amount of confidence to express your beliefs in an unwavering fashion. People will challenge you and come forward with counterarguments.

Consider it as an opportunity to test your ability to continue with your belief system intact as part of you own personal growth.

Once your belief system has been strengthened, you will find that others, having less confidence in their own beliefs, will seek you out. Also, never remain stagnant. You need to grow by helping and encouraging others to tap into their own belief system and follow the process you used.

That's it for this module.

## **How to Keep Motivated and Make the Changes**

Welcome to Part Five of How to Get What You Want!

After serious contemplation, the goals have been written down, broken into sub goals, actions plans have been charted, and you have started implementing the steps you have carefully planned...however...but....still...yet...there are those mixed feelings, distractions, or some stumbling blocks you are facing that's casting doubts...should I go on....is something wrong...

Here's Carol's experience along the lines given above, something you might easily correlate with. What did she do?

Carol Jenkins had enrolled for a German course. The objective behind doing that was simple. She was working at a firm, which had its corporate office in Germany. Employees with fluency in German get a chance to work at the corporate office for 6 months to one 1 year. An opportunity, if used properly could result in a promotion.

The language course was of 6 months duration, and it involved giving up on some precious weekend time both for classes and coping up with assignments. And, Carol was a very popular girl.

In the first month, everything went okay. But in the second month, those invitations she had been rejecting looked more and more appealing. In the third month, the German course became a royal pain. She was also not doing well in her classes.

Finally, her friend who had been silently observing her distress pointed out, "Do you really want the certification or not? If not, forget it. Better to waste three months than 6 months."

Carol's obvious response was, "You do not understand....."

"Well, I might not but in the last month, you have been taking out your frustration on everyone around you. Your classes are also suffering. It's either letting go three months more of weekend fun or the German course. At this rate, I do not see you getting the certification. It requires an honest effort to study languages if nothing else," her friend replied.

It was decision time for Carol, and she understood. She opted for finishing the German course for the chance to work in Germany and the opportunity for promotion looked more attractive.

You need to be as committed and as motivated to work on them on the 5<sup>th</sup>, 6<sup>th</sup>, or 10<sup>th</sup> week as you were in the 1<sup>st</sup>.

There are all the probabilities that you might face setbacks.

More powerful deterrents than setbacks are those mixed feelings and temptations that seems to make you 'take things easy for a while' or procrastinate or simply slow down.

Have a look over the goals that you have written and the reasons why you want to achieve them.

Do they still give a tingle of excitement? Do they still mean a lot to you?

If they do not, then maybe the reasons behind achieving them were not compelling enough.

Check again whether your goals were 'Must Have's or 'Nice to Have's.

A list of MUST HAVE goals will give you the required focus to accomplish them in time. The real reason why people falter is because they have NICE HAVES on their lists.

"It would be nice to lose some weight"

"It would be nice to have a new job"

These NICE HAVES are not going to get you up early and keep you up late!

Here is a formula that will help you to change anything you want to and to get you to take action!

It will help you understand the forces at play while you are making a decision on whether changing or doing something is a 'must have' or 'nice to have.'

### **The Change Formula**

There is a simple equation that you can apply to anything and everything while you are making a decision on whether you want to do something or not.

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

#### **Where D stands for Dissatisfaction with the status quo**

To make a visible positive change, you must be unhappy with the present situation.

#### **V stands for Vision**

This is another basic requirement. You must have a vision of the situation or position you want to achieve. And you must also have an idea of why you want it.

#### **P stands for Practical steps**

You must have an action plan of what you need to do. You need to be aware of each and everything you will have to change.

#### **And C stands for Cost of changing**

You must have an idea about what the changes will cost you. What will you have to sacrifice? Will you have to change your beliefs?

The **D**, **V** and **P** factors together form your desire to change.

However, the change will occur only if your desire is greater than the associated costs of changing (**C**).

Here's something to give you a clearer picture.

The lecturer who first introduced us to this equation was a lovely and attractive, rather chubby lady.

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

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

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

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

Nancy was enthralled and asked him if he remembered her!

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

He said .....

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

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

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

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

But still she decided not to change.

Because,

### **SHE DID NOT HAVE ENOUGH MOTIVATION TO CHANGE**

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

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

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

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

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

We doubt.

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

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

As Anthony Robbins says

**Achievement without Fulfilment is Failure!**

For Hazel the cost of changing far outweighed what she was going to get in return.

People welcome making short term sacrifices to achieve a goal. But they tend to give up if it exceeds a limit, i.e. when the cost of changing is greater than the desire to change.

You need to identify the potential problems before you start working for a goal, by using methods like the Change formula.

Moreover, an unachieved goal could be another blow to your self-esteem. So, it's important to be well aware of the situation in advance and avoid giving up half way through.

People often comment, "I have no will-power." This probably means that they are enjoying something else and not what they are doing.

If you would be much happier without making the sacrifices, then making them would not be worth it.

Now, once again take a look at the things you have written down. Apply the formula whenever you find it difficult to take a decision.

**SHOULD I CHANGE?  
Remember  
 $D \times V \times P > C$**

That's it for this module!

## How to Live The Life You Want

The most important factor that goes into determining one's success is what goes on in his/her mind.

Where you are today and what you are today is because of your own mental attitude towards yourself and others. And you alone can change it. All that is needed is a change of your attitude.

The mental attitude that you carry is actually more important than it seems. It may be a boon or a bane for you. It could be affecting your life without your knowledge.

**Your mental attitude could either take you up the path of success or down the depths of failure.**

And changing it is only in your hands.

In this session, we shall see what the correct mental attitude actually is. Chances are that you already have it. But if you haven't, no worries!

You can always acquire it!

We already know how important motivation is and how it can work wonders in one's life. We shall further talk about this activity that gets you off your butt and kick starts you into action.

ATTITUDE - A little thing makes a BIG difference

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

**It's not what happens to you that determine how far you will go in life; it is how you handle what happens to you.**

– Zig Ziglar

Whatever you do in life, it is the attitude that you have before, during, and after doing it that determines your success or failure.

Now picture a footballer taking a penalty shot.  
What do you think is going through his mind?

A goal?

Whether the goalkeeper will save it?

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



**What do you think when you take a penalty kick?**

**GOAL?  
Or  
MISS?**

Driving lessons. I guess many of you would have gone for it. And got through as well. It is some pride to flaunt that driving license after having received it!

Now think of a person who has just failed his driving test. What thoughts will his mind be full of?

Confidence that he will pass it the next time he attempts?

A decision to quit bothering and give up?

A disheartened feeling that perhaps driving isn't meant for him and that he can be content with public transport?

There is but a simple rule that you should apply to your thinking in everything you do.

***Think Positively and you will get positive results.***

***Think Negatively and you will get negative results.***

It's as simple as that!

Ok, now that that's clear, complete this exercise.

The exercise will enable you to understand the thoughts of positive and negative people.

Think of the different people you know well – your friends, relatives and colleagues.

Classify all these people under two heads – negative thinkers and positive thinkers. As you know them well, this shouldn't be a very difficult task.

POSITIVE PEOPLE	NEGATIVE PEOPLE


There must be something which made you feel that they are positive-minded or negative-minded. Something that they said, or their reaction to something, etc.

In the box below, write out all those words that describe why you feel that the people under the heading 'positive people' are positive.

What do they say? How do they act? What do they do?

Now prepare another list. Here you have to classify the same people listed before into the two categories – successful and non-successful. Remember, it is your perception of whether they are a success or not.

<b>SUCCESSFUL</b>	<b>NON-SUCCESSFUL</b>




Now look at the two tables you have.

In all probability, you will find that most of the people you categorized as successful people are those who are positive-minded. Similarly, most of the people rated as unsuccessful will belong to the negative thinking lot!

Now you see!

### **Successful people in life are always positive people**

They are the people who

- know what they want
- are optimistic
- expect the best
- expect to win

Negative people in turn, are pessimistic. They look for the worst in everything and expect to fail. These people tend to moan and complain a lot, and always try to put people down.

The way both positive and negative people handle problems is very different.

While positive-minded persons will look for solutions to the problems and a means to proceed further, the negative-minded persons will lose confidence. They will criticize themselves for having chosen that path and will be convinced that he is beaten even before he starts.

Everything that you choose to think, affects your life. The one thing that can bring success or failure in one's life is attitude.

Now think that you are a person who has come to attend an interview at an office.

Picture this.

You are sitting on one of those comfortable chairs outside the interview room in the office, your certificates and papers ready with you.

Now, what exactly is going through your mind as you sit there?

Let's look at it in two ways!

As a **negative-minded person**, you may think along the lines of – what on earth am I doing here? I haven't got any chance of getting this job. Neither do I have the required qualifications nor any experience. Most probably I will go in there and make a fool of myself in front of everyone. Why did I decide to come here at all?

As a **positive-minded person**, you will be confident and ready to face anything. You will probably think this way. If I have got this far, it is because of my own efforts. So I must be really good. And if I'm good, then I've got a great chance of getting the job. I have got the experience and qualifications and I will say only the right things when questioned. So I'm ready!

The thinking of both the persons is miles apart. The positive-minded person is confident and actually looking forward to attending the interview. In contrast, the negative-minded person is literally on the verge of running away. He doubts himself and dreads the approaching interview. The last thing he has is faith in himself.

Give a thought to this....

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

Put yourself in the shoes of the company boss. Which of the two people would you prefer working for you?

A positive mental attitude obviously boosts one's confidence. It gives the person a power that draws towards them the favorable circumstances, things and people that they think about the most.

Success is something everybody is after. But believe it or not, your attitude may actually be repelling the very thing you are after.

A positive mind attracts opportunities for success while a negative mind fends them off. In fact, a negative-minded person doesn't even take up the opportunities that come along. Why? He is busy focusing on the next time he is going to fail.

### **A SHORT CASE STUDY – When unemployed**

Unemployment. Those who have been through it will know. It's a terrible!

Neville did not have a job. Neither did he have any money. There were numerous jobs that he wasn't even applying for as he was sure that he stood no chance in getting them.

He had the mindset of a loser. He had what we just saw to be a negative mind.

Finally he decided to change himself. He made it a point to think positively in all situations. And what a difference that made! His life changed!

The glass that was once looked half empty to him now seemed half full.

The results were amazing. Neville started to radiate confidence and optimism instead of the usual feelings of self-pity and failure. This attracted the right kinds of people to him. With all the pieces of the puzzle put together, success just had to come to him.

So you see the connection?

### **Positive-thinking → Success**

Suppose you are at a party.

What kind of people would you be drawn towards in a party?

Would it be....

- a good-humored person who looks at things positively and spreads laughter?

OR

- a miserable looking person who has nothing to talk about but depressing things?

Doesn't require much thinking does it?

Another valuable lesson you could do with is this:

You may find yourself in a difficult situation sometimes, but then don't forget that someone else could be in a much worse situation.

Frank was the only son of his parents. It was Christmas and he expected them to buy a new pair of shoes for him. But his parents could not afford anything at that time. He complained and said such words as "you don't care about me at all" and walked out of the house. Angry as he was, he kicked at everything he saw on the path. Suddenly he stopped in his tracks. He saw before him a man without any feet! It dawned upon him how lucky he was. "What if I don't have new shoes, am I not lucky to have my two feet?" he told himself. His parents were glad to find their son happy and not complaining anymore when he came back.

This is a story you might have heard before in different forms. Doesn't it convey a simple message? Look at what you have instead of what you don't have.

**Whatever your mind can conceive and believe, your mind can achieve.**

**- Napoleon Hill**

Your greatest potential asset is your ability to believe.

The only problem is that you can't benefit from it unless you have what is required- a positive attitude.

You earlier saw that successful people are positive people.

Now ask yourself this-

**Am I one of them? Do I think positively?**

No matter what mindset you have, there are ways to change it. There are techniques that you could apply to cultivate positive habits in yourself.

You can learn them all....right here!

These techniques have helped people form and keep a positive mental attitude. It has bettered their lives. If it worked for them, why won't it work for you?

Coming up is a bit of practical advice that you could very well act upon. You may be an unemployed person desperately looking for a job or even the Managing Director of a company. The suggestions are recommended for everyone to apply in their life.

**How to Form and Keep a Positive Mental Attitude**

To get a positive mental attitude, first of all what you need to do is think and act on the "CAN DO" approach of every activity instead of the "NO CAN'T DO" approach.

Positive people look for answers while negative people look for questions. There's a poem by Joyce.C. Lock, which has these lines

If I were a hammer, I'd miss the nail

If I were a knife, I'd cut a finger as well

If I were a letter, I'd be lost in the mail

There are many more such lines in his poem but I can't recollect. Do you also think on such lines? Are you a problem seeker or a solution seeker?

The negative persons are, in short, problem seekers. They believe that problems and obstacles cannot be surpassed. As against that, positive people, no matter what problem they are facing, look for solutions.

### **All it takes is a smile!**

Go back to the lists about positive and negative people that you had created before. Look at the positive people listed on it.

Mull over this:

Don't these people smile and laugh a lot more and appear happier than the negative thinkers?

It may seem very silly, but there is a lot of power associated with a smile. A smile is always returned with a smile.

So now onwards, follow this rule - **Smile more often!**

That doesn't mean you have to walk around with a silly grin on your face all the time. Smile when you speak to someone, smile as you walk down the street, smile when looking at yourself in the mirror, smile even when speaking on the phone.

You will be amazed by the good feeling that it generates within you. You feel better and project a positive image to others, which attracts opportunities and more people towards you.

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

Happy people seem to be more attractive and pleasant to others compared to gloomy people. Isn't this an added bonus for you?

### **Pat people on the back**

Maria had got a very good position at a local firm. Though the work was something she enjoyed doing, she was never satisfied. Her boss never appreciated her work. She worked very hard and received a lot of appreciation from her colleagues. However her boss merely

looks at the work and grumbles. She had been feeling down since she joined till her colleagues confided in her that the man was like that. He never appreciated good work. Instead there was no end to his criticism.

There are many people we see in life who jump at the chance of criticizing a person when something goes wrong. Moreover, these people don't even acknowledge you when you are right!

To create and reflect a positive mental attitude, start complimenting people. If you already have the habit, increase the number of times you do it.

If your partner buys a new piece of clothing and looks attractive, don't just notice that. Tell them so!

You don't lose anything by complimenting someone, do you? And anyway, a compliment never goes waste.

So, compliment your staff and colleagues on their work.

Compliment your child on making it to the football team.

The general idea is that you feel good by making others feel good and it enhances your Positive Mental Attitude. What more, you also enhance the Positive Mental Attitude of the people you compliment!

Merely complimenting people is not enough. The way we treat them is also important. Just follow this simple rule:

### **Treat others as we would like to be treated ourselves**

This involves treating everyone as though he/she is the most important person in the world- because to him or her it stands true!

The laws of Success state that whatever you hand out in life, you get back at least ten times as much of it.

Connect this rule to life. If you make other people feel worthwhile, useful and valuable, you too are bound to be treated in the same manner- ten times as much.

Research has shown that a customer will tell at least ten people if his expectations from a company have been met with or exceeded, or even if his complaint was dealt with promptly and efficiently.

The same happens if you exceed the expectations of your friends, your boss and your colleagues. You will find yourself becoming popular, highly regarded and noted.

Now comes a warning.

When you compliment people and treat them with respect, be sure that you are doing so genuinely. You must mean what you say.

### **Believe, conceive and achieve**

Start believing that success to you is inevitable.

Whatever task you are given, picture success in your mind. Burn the thought into your subconscious mind. Keep yourself focused on the outcome that you want to achieve in what you do. The mind can achieve anything that it believes and conceives.

You will be surprised to know that there is a giant asleep within yourself. You can direct him to do anything that you want.

You have no idea what you are capable of. Don't underestimate yourself. Believe it, the power of your mind and imagination is truly exceptional.

You can think your way to almost anything in life - success, happiness, illness and even death.

Read this small story.

Willy was a middle-aged man who was working in a refrigeration unit in America.

One day he somehow got himself locked inside the unit accidentally. He banged on the door, he screamed for some time, but no one heard him. He gave up.

Willy sat down defeated and was sure that he was going to die soon. He became all numb and cold. He somehow scribbled a message for the people who would eventually find him.

"Getting colder now, starting to shiver, nothing to do but wait, slowly freezing to death, half asleep now these are my final words".

At least five hours passed before someone opened the door and found the dead man's body.

Now that's a sad story. Here comes the twist.

The temperature inside the unit was 56 degrees. All day, the unit had been broken, thereby letting in enough air. Willy simply lost hope. Had he tried, he could have survived because there was plenty of air for him to breathe.

Realize that your mind can't distinguish between thoughts and reality. If you feed it with negative thoughts, your mind will mistake it as something that is actually happening. This is what happened with Willy. He wrote his own death.

Remember those times when you are at home all alone. You seemed to hear every bump, grind and creak clearly, isn't it? Didn't you feel that the clock was ticking very loudly and the tap was dripping like never before?

The same sounds, you would never have heard if you had company!  
Why does that happen?

Because your mind is expecting to hear them.

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

Get yourself introduced to what is called Rehearsal practice. This is an important technique that can enhance your positive mental attitude.

Use the power of your mind to get better results. Put to use that awesome power of imagination that could be now rusting away.

Whatever situation you are put to, rehearse it over once in your mind. Believe it, if you play it over in your mind before you do it better.

By doing so, you are training your subconscious to behave in a certain way to obtain the result that you so much desire.

Let's go back to the job interview.

If you go over in your mind what the interview will probably be like, you can be more prepared. You could imagine things the kind of questions going to be asked, the possible scenario in the interview room, etc. With this done, you will be ready for whatever the interviewer throws at you.

You can use this method in anything that you do. It applies to everything from a driving test to a presentation to hitting a golf shot. Rehearsal practice is also called visualization. It is another form of focusing on the desired outcome.

Before a presentation you could imagine yourself doing the presentation, tackling the questions that the audience asks. You can have a look at possible questions and be well prepared.

Prior to a speech you could imagine it happening at the venue.

If you have a party at home, let the party happen once in your mind.

In all cases you will realize if you have missed out on anything.

That's visualization! It really helps!

If you have a driving test, you could think about all the possible road junctions that you may have to cover as a part of the test and picture yourself successfully completing them. Also think over the questions that you will probably be asked.

You will see that you can attend the test brimming with confidence. And most probably, the other people will be dreading it. In your mind, you will already have passed the test and so you will confidently look forward to it.

So start today, from right now!

Mentally rehearse or visualize any situation that you find challenging.

Look at athletes on television before a big race or long jump. They will be mentally preparing themselves and going over and over in their mind how they will run or jump. They will be visualizing themselves succeeding.

Apply visualization to the goals in your life. Take 5 minutes of your day for them. Close your eyes and think that you have already achieved the goals. Picture what your life is like, now that you have achieved your goals (in your mind).

You will be fascinated by the end-results.

Now in the midst of all this positive thinking, what if a negative thought creeps in?

Rachel was preparing for a presentation that she was to do before a very important client. Winning the client was very important for her company. All hopes were on her. She was always very confident and that was mainly why she was given the task. The pressure of everybody's expectations was weighing down on her. And yet it didn't seem to affect her. She had thought over the presentation many times in her mind and had won the client.

Once or twice, negative thoughts like 'what if I forget what I have to say?'; 'what if I'm not able to answer some question the client asks?' seeped in. She brushed them all aside with poise and told herself she had it in her to do well.

What more was needed? She did her best in the presentation and won the client.

So what do you have to do when a negative client finds its way into your mind?

Stop right there, get rid of the negative thought and replace it with a positive thought.

That's easier said than done- you will say.

Ok, try this way. Tell/ask yourself the following every time you experience a negative thought:

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

"What can I change about this thought to make it positive?"

"Think back through past experiences that have been worse and put this thought into the picture"

"Why did that person say what he said? What was behind it? They probably have the problem, not me."

**Focus on success and watch, as the people, opportunities  
and outcomes come your way**

Most attributes used to describe a winner are those that can be seen in first class salespeople.

Think of any salesman in any shop or anywhere. If he talks nicely to you and takes care of your requirements, you will say he is nice. Many times you end up buying a product only because of the person.

Salesmanship has got a lot to do with attitude. Whatever we do in life, we are selling ourselves or something, and a person with a negative mindset can sell nothing.

Don't believe it?

What do you think you are doing at an interview, during a presentation, while talking to someone or even when you are on a date?

Yes, you are selling yourself! And that requires you to be positive.



You need a positive attitude to attain your goals. Even for growth, development and progress in life you need a positive mind.

In the journey called life, you have to maintain a positive attitude when faced with opposition from other people or adverse situations.

If you don't have a Positive Mental Attitude, you usually end up being a loser.

**If you remain positive and make sure that you are not susceptible to the negative influences of other people- YOU WILL SUCCEED.**

Remember this:

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

Consider Richard Branson's lottery bid failure and his hot-air balloon crash or the difficult phases in his career that Ian Botham had endure.

Both of these legends have everything that is required for a positive mental attitude. They have the skill and confidence to get up from any fall, dust themselves down and carry on regardless.

Your success is not about how many times you fall. It's about how many times you pick yourself after falling. Only persistence can take you to success.

Negative minded people would have given up at these junctures. But Branson and Botham went on to bigger and better things.

**It was all thanks to their POSITIVE MENTAL ATTITUDE.**

In Botham's own words – "Erase failure from your mind and you will be surprised how little you do fail" - that is the attitude of a truly successful person, one which we should adhere to.

In Summing Up

Without a positive attitude you will find it difficult to achieve anything in life.

Remember, it is your attitude that determines your success.

People who are negative-minded never get anywhere. They are invariably unsuccessful.

Throughout this topic we have seen the advantages of a Positive Mental Attitude. Make sure that you implement these techniques in your life right away!

**Think positively and the world is your oyster.**

**Think negatively and you are doomed to failure.**

Any hesitation on what to choose? No way!

**MAXIMIZING YOUR POTENTIAL**

It is important that you know your goals in life. We have already seen the importance of goal setting and goal attainment. It is vital that you know what you want to do with your life and where you want to go.

You should also know what kind of person you want to be as well.

The way you look, your attire, your possessions, what you say and how you say it, etc – everything goes into determining whether you are successful.

You will be and feel your best when you are winning. So care to look your best too!

Most successful people/winners constantly try to improve areas of their total presentation. They understand and accept that it is a vital factor that helps them maximize their potential.

Now, there is something that you should understand here.

Don't mistake the tendency of these people to change such aspects of their life as something that stems from a feeling of inadequacy or inferiority.

A feeling of inadequacy is by no means the reason for winners and successful people making improvements in their appearance and other areas of their life.

These people are confident about themselves, and know that they are brilliant in their own way. Yet they keep trying to improve even further.

## **Self Image**

You will have a mental perception of how you would like others to see you and what type of a person you would like to be. It is important that you have such a picture of yourself.

The self-image that you show everyone is supposed to be the external result of your internal self-esteem.

You must be meeting plenty of people in your everyday life. Now think over.

How many of them have you seen who walk around with their head bent low and back crouched?

What image do you feel is conveyed about their self-esteem?

Do you think they would be able to sell themselves?

The very impression they project is that of a loser. A person who fears challenges and is not confident about himself.

In contrast, winners present a dignified presence to the world.

Self-belief seems to radiate from winners. They are confident and walk tall. Their very manner lets people know "I am a good person. I deserve to be respected."

Not everyone will agree when it is said that one's appearance is as important as his attitude. Appearances count a lot in today's society.

Losers don't give much importance to appearance. They make no move to change and want to be accepted as they are.

However it is not what you look like that counts. It is how you feel about your looks that affects your confidence and self-esteem.

To bring out the best in you, it is important that you feel good about yourself, what you are and what you do. You should be happy with yourself. Only then will you radiate the confidence, energy and enthusiasm that form a vital part of success.

If you are not satisfied with yourself, there will be something holding you back from touching the shores of success – a low self-esteem.

**If you have no confidence in self, you are twice defeated in the race of life. With confidence, you have won even before you have started**

- Marcus Garvey

If you carry a good-feeling about yourself you believe that others also will like you the way you are. If you project the image that you are likeable, obviously people will like you.

In short, it is impossible for you to feel confident and assured unless you love and respect yourself.

Someone once said:

**A man who loveth himself right will do everything else right**

A healthy self-image along with the associated feelings of competence, confidence and worth is essential to impress a positive image of yourself on others.

### **The feel good factor**

Let us first of all understand what the 'feel good factor' is.  
Have you ever had a bad hair day?

A time when, no matter what you do to it, the damn thing will not go into place?

You comb it, brush it and dampen it – all to no avail.

It remains as stubborn as ever.

Now, think back. What was your mood like later? How did you feel that whole day?

Down?  
Low on confidence?  
Short of self-esteem?

Another question for you.

Think of a complete opposite situation to the 'bad-hair day'.

A time when you've just had your hair done

Or

Just bought a new suit

How do you feel then?

Confident?

A million dollars?

Ready to take on anything?

The feel good factor is such a positive force that it can influence your whole life.

Now suppose that on the very day that you are low and irritated you are called into the Managing Director's office. This comes as a rare chance for you to impress the most important person in the organization and somehow it had to come just at a time when your confidence is not at its best.

Will this help or hinder your performance?

Beyond doubt, hinder!

Erase this image of yourself. Now think of a time when you are wearing one of your favorite suits, your hair is perfectly set and you are feeling confident and sharp and your energy levels are high.

What if you get the call to the M.D's office now? Wouldn't you grab the opportunity to prove yourself? Brimming with confidence, as you would be, nothing will be difficult for you!

So what do you infer?

You must put yourself in a position where you feel confident that you can take on anything to maximize your potential in life.

If you are not happy with your appearance and the things around you, your self-esteem and confidence are affected. The two of them are some of the most important things that determine your performance.

The feel good factor and the feel bad factor are millions of miles apart from each other. What goes without saying is that you must try to inculcate the feel good factor in your life.

How to get it into your life is something that only you will know, as it concerns your life. It will give you that great confidence to perform and excel in everything that you do. And if you do have this factor, success will be handed to you on a plate.

We have already seen what the pros and cons of self-esteem, both high and low, are.

You will in the coming pages see some techniques that will help you boost your self-esteem level and confidence.

In the end, hopefully you will have a better perception of yourself and a good idea of the areas that you have to improve on.

## **RAISING YOUR SELF-ESTEEM**

First of all let us try to get an idea about how you think other people perceive you. In the space provided complete the sentence below with one or two paragraphs. Be as honest as you can:

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

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

These are two critical questions that bring to light couple of facts about you – how you think others perceive you and how you want them to perceive you.

Look at what you have written above. If what you want others to think about you and what you feel they presently think about you are the same, then it's a real good sign! That would mean you are what you want to be and people perceive you the way you want to be perceived.

That denotes an extremely high self-esteem.

Now if this is not the case, there are differences between the two, then there are areas that you need to work on. Your self-esteem would have to be given that extra lift.



## Do you prefer his or her life to your own?

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

Regularly doing this exercise will enable your development as a person and will ensure that you will not be distracted from.

No matter what your list says, let us now look at some of the most common areas of personal development. They may not comply to you now but will surely help you in one way or the other in life.

We have already seen how important the feel good factor is in one's life.

To enhance this factor, begin with examining every area of your appearance.

You could perhaps buy an image consultancy book that includes such things as the types and shades of clothing that complement your face and complexion, the hairdo that would bring out the best in your facial features, the most appropriate frame for your glasses to suit your face.

Image consultancy books act as the perfect guide to feeling and looking your best with style, grooming and wardrobe tips.

They enhance your confidence and make you feel great.

Why, you could take one step further and have an actual image consultation.

Looks apart, your possessions are another area that influence your self-esteem.

What you can do is produce a list once a month of the possessions that you would like to have. The contents of the list can be further broken down into three.

The example below would give you a better idea.

1. Items that I can go out and purchase immediately:  
E.g. a tie, cufflinks, a shirt
2. Items to buy which I would have to save a little  
E.g. a suit, a CD system, a computer
3. Items that require long term savings

E.g. a car, a house, a luxury holiday

Medium and long term savings plans can then be created to acquire the items listed in 2 and 3 above. Meanwhile you can treat yourself to at least two items per month that form part of 1.

As a result, the smaller possessions will make you feel good. And when you finally buy the larger possessions that need saving, you feel even better!

You will by now have a good idea of what you have to look like, own and possess in order to feel your best.

You could be the most confident person in the world or the least. But there is room for improvement in everyone's life.

It may sound amusing, but in order to make a positive impact on others you should have a love affair yourself. In short, you should feel good about yourself. Because if you feel so, it is apparent to everyone you meet.

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

Someone once asked:

**If you treated your friends like you treated yourself, would you have any?**

You are your own best friend because wherever you go, your best friend goes with you. He/she is always there with you when you need it. Keep that in mind and remember to be nice to yourself.

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

The way you treat yourself can work as a means to show others how they should treat you.

Consider this case.

Andy treats himself really well. Everything about him reflects confidence. He eats in the best of restaurants, he has expensive suits and makes sure that he is well groomed always.

Thanks to this, whenever his friends know that he is coming to their place, guess what they do!

Yes, they tidy up the house, buy his favorite bottle of wine, etc. This happens only because they know how he treats himself. As he treats himself well, they also tend to treat him the same way.

**Become Your Own Best Friend and Everyone Else Will Treat You Like Theirs**

We had earlier seen the importance of complimenting other people. It is equally important to put yourself in the position whereby you receive the compliments.

Look at yourself.



Are you happy with the way you dress? If yes, then it's great!

But if you are not happy, buy the clothes that you feel will make you feel good.

What about other things - your house, your car, garage and office desk? Are they in a mess? Well then, tidy them up.

You wonder what that has got to do with self-esteem. Fair question.

Okay, think about this.

What if someone new got into your car and there were papers, cans, grit and other stuff lying around? What do you think this says about your self-esteem?

Not anything good, definitely!

Are you happy with your weight? If yes, that's good for you. People like you are a very rare find.

But if you aren't happy, go on an exercise and healthy eating plan.

### **MAKE PEOPLE SAY**

### **"WOW! YOU LOOK GREAT!"**

So many things depend on the level of your self-esteem. It is one thing that can either open many doors for you or shut them tight.

When it comes to those few moments of truth in your life - that 20 minute promotion presentation or that 10 minute chat to the M.D, you must be at your best and feel your best so that you can perform your best.

When you are feeling good about yourself, you feel you can conquer anything. It is a time when no obstacle is too great and no mountain is too steep to climb, for you.

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

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

**Try to put yourself in a position where both your mind and body are one. And remain there.**

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

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So that's it!

Thanks for your continued support.

Remember what you learned. Work out what you want, how you want it and how you will get it and then decide what kind of a person you need to become to get it!

Success is all about common sense, but unfortunately, common sense is not common.

If at any time, you feel the need to have some one-to-one coaching, do call.