

GOAL SETTING studio

Audio Program Transcript

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Introduction

Welcome to the Goal Setting Studio! Goal setting is a powerful tool for changing the quality of your life. It is valuable in sports, academics, health, personal life and business. Setting goals are a fundamental component in the achievement process and in this program you will learn the complete goal setting system to turn your dreams into reality. So, let's get started!

Module #1: Choosing A Goal

Why is it important to know exactly what you want?

Any goal setting process can be defined as a road that has a beginning point and an end point. The beginning point is where you are at right now. The end point is the goal you want to achieve. To get from point A to point B you need to take a number of certain steps. Taking action and working on accomplishing your objectives, obviously seems the hardest part of the journey. After all that is where you have to do all the work! In reality that is the easy part.

We are all taking action every day. That is part of being alive. As long as we are living, we are heading towards something. **Unwillingness to take action, is also an action.** Whether you do something about your life or not, you will always end up somewhere, but not necessarily in a place where you would like to be.

We are doomed to work and move in certain direction for as long as we live. There is nothing we can do about it. The only thing we can do is to define our own destination point and find the shortest distance between the two points. That way we can save ourselves extra time and effort.

Imagine yourself getting into taxi. The first question the taxi driver asks you is, "Where are we heading to?" You reply, "I don't know yet. Please start driving and I'll let you know as we go along." After about ten or fifteen minutes the driver asks again, "Have you decided? Should I turn right here?" And you once again reply, "I don't know. Please keep on driving. When I'll see THAT place, I'll tell you." And this conversation goes on and on...

"Should I keep going straight or turn left on the next traffic light?"

"Maybe you can turn right here?" "No. It's not it! Just keep on driving..."

Sounds ridiculous doesn't it? But unfortunately, that is what most of us do. We continue to wander from one place to another without any idea in mind of where we want to get. Only to realize that we are going in circles and that we do not want to be in this place.

"Most people aim at nothing and hit it with incredible accuracy."

A couple of days ago I read that only 4% of our society actually sets goals for themselves. I understand your skepticism. This just does not seem right! Most people that I have talked to claim that they have goals. Then I read an explanation and it all made sense. A goal is a well-defined written down objective that can be accomplished within a specific period of time. **If it is in your head and not on the paper, it is only a dream!**

For example, have you ever tried to lose weight? I know I have. Usually at 11.45pm on December 31st, with a drink in one hand, I decide that I need to lose a couple of extra pounds that I have put on during the Holiday Season. And I know I am not alone.

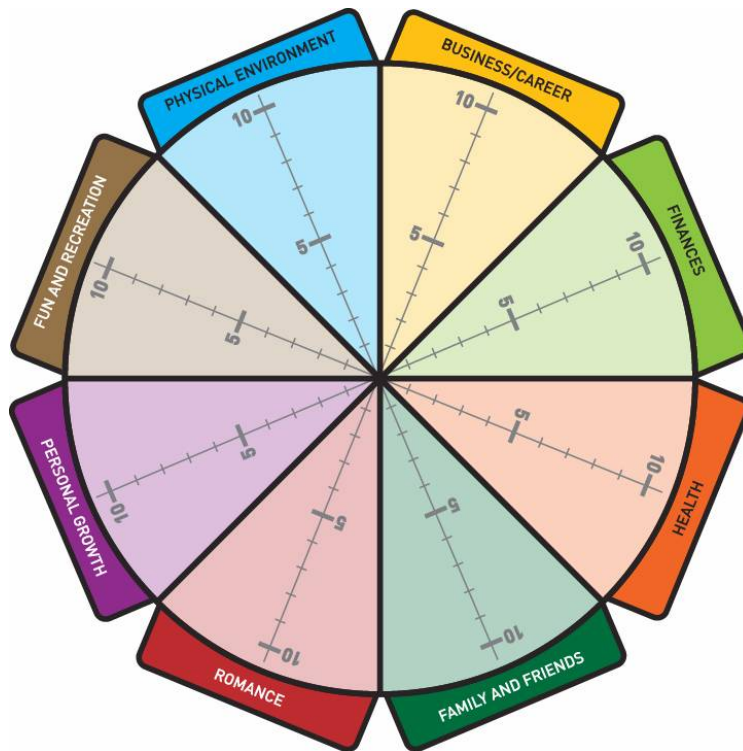
As we get older, we start to think about our health more frequently. Losing weight could be a huge first step in the right direction for many of us. Now consider how many people have actually followed through with this goal? Not many, because it is not a goal. It is a dream and a dream does not require taking action. We will discuss it more in the next lesson, for now we are just going to find out what we want to achieve.

Exercise #1: Figuring Out Where You Are At

Even if you already have a goal in mind I strongly recommend you to complete this exercise. Sometimes we are so focused on one area of our life that we completely lose sight of the overall picture. If you have not decided what you want yet” The Wheel Of Life” is a great tool to discover what areas of your life are unbalanced and need most of your attention. It helps you to zoom out and see the “bigger picture” of your life .

For instance, you may have a successful career and financial stability, but you do not have free time to enjoy it and your personal relationships are suffering. Or you can get really focused on making more money and start to ignore your health. In this case you will need to make some lifestyle adjustments.

Here is an example of “The Wheel Of Life”:



The center of the wheel is 0, and the outer edge of the wheel is 10. Give yourself a score on how well are you doing in each area of your life. A 0 means you are not satisfied at all with this particular area right now. A 10 means you are absolutely satisfied with this area of your life.

You can make your customized “Wheel of Life” at the resources section.

(www.how-to-set-and-achieve-a-goal.com/wheeloflife.html)

If your scores differ significantly for some of these areas, then your life is probably off center and you need to balance it out. Pay attention to the areas with the lowest scores. What can you do to in order to change or improve this area of your life?

Analyze each sector of your “Wheel of Life”. Now imagine **how would each area look like if it was perfect?**

This will give you a clear idea of some things that you want to achieve or improve to lead a balanced and fulfilling life. Do not skip this exercise as you might be surprised with what you discover.

Exercise #2: Figuring Out “Where You Want To Be”

I am sure that you are already familiar with the brainstorming technique. Basically all you need to do is to come up with as many answers to the question as you possibly

can. Looks pretty simple, but do not be fooled by its simplicity. Brainstorming is probably one of the most powerful techniques that has been ever created, because it gives you the answers, that are right for YOU.

If you want to find out a pizza delivery phone number, you most likely look into the Yellow Pages. If you want to surprise your beloved and prepare a gourmet meal, you can take a cook book from a shelf. If you are interested to learn more about pyramids, because you are planning to go on vacation in Egypt, you browse the internet or read an article in encyclopedia.

But where do you look, when you have to discover what you are capable of or decide what you want to achieve next? There is no book written, that would give you all the right answers to the most important and complicated questions of your life. Sure, there are books that offer you general knowledge, but you will not find a chapter dedicated especially to you, that would 100% match your situation and your personality.

There is no book that would tell you, “Hey, Frank, you don’t want to be a lawyer, you always wanted to become a writer!” or, “Amy, why are you centering your life around your house and your family? You could have become a motivational speaker and help thousands of women to become more self-confident!” This would be great, but unfortunately life does not work this way. Only you can give the answers to the questions, “What is it that you want?” and “How can you achieve that?”. **And the only place you look for these answers is WITHIN.**

The most amazing thing is that you already have all the right answers. You just don’t know how to retrieve them out of your subconscious. Brainstorming allows you to do just that! It gives you the password to your entire “database” and all you have to do is “search” for information.

So here is how brainstorming works. Open [Worksheet #1](#). There is a list of questions. Read the first question and your brain will automatically try to come up with all the possible answers. Listen to yourself and write the answers down, no matter how silly, crazy, unrealistic or useless they may seem. The key is to reserve all self-criticism and doubts for later. Any judgment shifts our mind into a different “analytical” state and blocks the stream of creativity.

If you run out of ideas re-read the question a few times and then review your previous answers. This helps to inspire new ideas and thought.

There are two different types of questions. I suggest that you complete one block of questions, before moving to the next one. This will help your brain to stay focused on just one task and work more efficiently.

Table #2 in this worksheet represents certain areas of your life or certain things that you are unhappy with and would like to change. If you had trouble figuring out what you want, answering these questions should be less challenging for you. Usually it is a lot easier for our mind to point out something that we do not like and do not want, than with what we would like to bring into our life. There is nothing wrong with this. This reaction is rooted deeply into our self-defense mechanism. We are more motivated by moving away from things that we dislike than by gaining things that we want.

You may be wondering how listing all the things you want to avoid in your life can help to identify your goals and desires? Simple! Any negative statement can be always converted into a positive one. Usually if you choose the opposite thing of what you do not want, you will have a very good chance to obtain what you desire.

Write down all of the things that you do not want into the first column. Look down at your first phrase and then ask yourself, "What do I want instead?" and write down your answer in the right column.

Exercise #3: Prioritizing Your Wish List

Right now you have two separate wish lists. We are going to combine them into one and place your wishes into 4 different columns.

Go through your wish list and divide all of your desires in four categories: A,B,C,D depending on their importance to you and urgency.

A – things/experiences/skills that you really want and absolutely must have.

B - things/experiences/skills that are important for you to have, but not as important as the As.

C - things/experiences/skills that would be nice to have, but that you do not really need to pursue right now.

D - things/experiences/skills that are not as important to you and you do not want to pursue them right now.

Why include the C's and D's in your wish list? First, because you have already written them down. Second, because your priorities and desires may change with time and some C's can become A's.

After you have categorized your wishes, take a look at the first column (your A's). Which of these wishes would have the most positive impact on your life in the long-term perspective? Now choose one wish from your wish list based on its importance and urgency. This is your goal that we will be concentrating on during this workshop.

Open [**Worksheet #2**](#) to complete this exercise.

Exercise #4: Making Sure You Have Chosen The Right Goal

At this point you probably already have a certain goal in mind. The only question is if you really know your limits or if you underestimate yourself, like most of us do. Let us push you a little bit over your limits and see, shall we?

Open [**Worksheet #3**](#) and answer 3 questions.

After doing this exercise you may reconsider some of your goals and priorities. Do not be afraid to make some adjustments and make your goal BIGGER. Your ability to set BIG goals and to apply your skills will largely determine your future success and happiness.

Dreams can be transformed into goals. Goals determine and direct our actions. Actions create results. Now when you have decided what you want to achieve, you will have more choice, more freedom and more control over your future.

Module #2: Turning Wish Into A Power Goal

In this lesson I will share with you some effective techniques that will not only make your goal strong and powerful, but will also help you to achieve it with minimum effort on your part.

Right now you should already have an idea of a goal that you want to accomplish. In the previous lesson we explained that your goal remains a dream until it is put in writing.

Yes, you might have heard that you need to write your goal down, just as you have heard that it is important to drink 8 glasses of water a day, that smoking and stress is harmful to your health, or that it is crucial to think positive. But let us be realistic, how many of us are doing what we know is good and beneficial for us?

I am sure that 80% of the population knows how important it is to have clear goals and write them down, but only 4-5% are actually **doing** it.

The main reason why we procrastinate and are unable to change our lifestyle and habits is because we do not have a good reason to do it.

Why It Is Crucial To Write Your Goal Down?

Let me give you some hard core proof of why it is important to put your goal in writing.

Writing your goal down stimulates reticular activating system (RAS). This is a little group of cells at the base of your brain stem that works like a filter between your conscious and your subconscious mind. Our brain is constantly bombarded with different informational messages. RAS is responsible for sorting and evaluating incoming data, so our brain does not get overwhelmed with all the signals that it receives every second.

Here is a quick example of how it works. Imagine yourself at a party. Think about all the noise that you hear - people talking and laughing, music playing, Champaign

glasses clinking and yet you are absolutely capable of carrying on a conversation with your colleague or a friend. We hear background noise without listening to each individual sound. This is RAS at work.

Now let us say that someone on the other side of the room has said your name. That one word cuts through all the noise and suddenly your attention is full on. Again RAS is bringing relevant information to your attention.

Or have you ever noticed that as soon as you decide to buy a new car, it seems that every second car on the road is of the same make and model that you want. This means that RAS has passed your goal to buy a car on to your subconscious.

Reticular activating system becomes an essential tool for goal setting. **By deliberately choosing and repeatedly sending the same messages to your subconscious mind you help to program it and make it work in a certain direction.**

I will be using the terms “conscious” and “subconscious” mind a lot in the future. So I would like to clarify what exactly I mean by these two words and how you can use this information to make your goal setting process easier and more efficient.

Conscious mind is the logical mind that makes rational decisions and connects you with your reality. It is the part of your mind that you are aware of right now, which is awake now, but sleeps at night when you then become ‘unconscious’.

Subconscious mind is the seat of our imagination, memories, emotions, dreams, beliefs, and creativity. It takes care of numerous functions, such as breathing, or walking. But most importantly it creates our reality, affecting our behavior, decisions and actions without conscious awareness. It basically means that if you want to change something in your life and turn your dreams into reality, you have two choices: make a conscious effort and constantly force yourself to take action (this is the hard way, because it requires physical and mental effort on your part). Or you can get your goal into your subconscious and let it do all the work for you (this is the easy way, because your actions become automatic and you do not have to force yourself to pursue your dreams and desire). One way is like manually flying a plane and having to verify the direction that you are heading to and paying constant attention to numerous monitors and sensors. **The other way is like flying on autopilot.**

Having a goal written down does not guarantee that you will achieve it. Your goal becomes reality only when stated clearly and correctly.

Our brain is a perfect computer that receives, sorts out, processes, and stores incoming information. Just like computers have different programming languages, our brain has its own “special way” to code and decode all of the incoming and outgoing messages.

People who are not familiar with goal setting, often fail to accomplish their goals, only because they are programming the wrong messages to their subconscious.

Here are most important things that you need to know, when writing your goal down. Take a goal that you have written down in the previous lesson and make adjustments and corrections as you read the following tips.

Golden Rules Of Writing A Goal Down

1. Write your goal in present!

Always state your goals in the present tense and first person, as if they are currently true. Your subconscious mind can not tell the difference between “real events” and “synthetic” reality. It accepts every message you give it as true, especially if it is sustained by a strong emotion.

When saying “I will lose 20 pounds” or “I want to earn \$120.000 a year” you basically give your mind a loophole to avoid working towards accomplishing your goal. It simply chooses a path of least resistance. Any phrase that you state in a future tense will be marked by your subconscious as “Non urgent”. Therefore, your goal can be postponed until later and there is no point for your mind to take action NOW.

On the other hand if you state with conviction, “I am slim”, “I have a beautiful and toned body” or “I make \$120.000 a year”, your mind accepts it as “true” and starts working extra hard on changing your “reality” and starts attracting all these things into your life.

2. Write your goal in positive!

Concentrate on what you want, not on what you want to leave behind or would like to avoid. Our subconscious mind is a very efficient tool, but it is absolutely neutral. This means that **it can not determine “right” from “wrong”** and does not make any judgments. Its only function is to carry out verbal instructions that it receives from you.

You might have heard about this already. Every motivational book tells you to think positive, but do not skip the next paragraph because I am going to share some very interesting and useful facts about the way our subconscious mind codes messages that it receives from us.

1. It does not register a particle “NOT”. For example, “I am not a failure” is not exactly the best way to phrase things. “I am successful and confident person” is a much better alternative.

2. What sticks to our subconscious are nouns, adjectives and verbs (especially ones that you use at the end of your statement). This is crucial to take into consideration, when stating your goal. “I am quitting smoking”, “I am paying off my credit card debt”, “I am recovering from my knee injury” – all of these statements seem positive, but in reality the concentration is on “smoking”, “credit card debt”, “knee injury”. What we concentrate our thoughts on, we attract. Look at your goal. Are you sure that you attract right things into your life?

3. Give yourself a reason to do what you have to do. If your message includes words like “try”, “must”, “should”, “have to” it means that you are forcing yourself to do something that you clearly do not want to do. For instance a statement “I try to exercise 3 times a week”, makes it clear that this is not going to happen. If you say, “I must exercise 3 times a week to get into a good physical shape”, you will create inner resistance and prevent yourself from accomplishing your goal. A much better alternative would be, “I go to the swimming pool 3 times a week and play squash with my friends, because that is what I always enjoy doing and it keeps me in great shape!” The motivation behind your goal has been internalized — exercising is something you do because it’s enjoyable, not because it must be done.

And keep in mind, the more positive the instructions you give to your subconscious, the more positive the results you will get.

3. Make your goal specific!

I often hear people say, “I want to make a lot of money”, “I want to be rich”, “I want to lose weight”, “I want to move into a better house”, “I want to get promoted”, “I want to meet a man/woman of my dreams”. All of these goals are great ideas and have a strong desire behind them. Unfortunately they usually remain dreams, because they are too vague to be registered by your mind. It needs a detailed set of instructions to work on.

Let us look at this concept from different perspective. Imagine your friend coming up to you and saying, “Can I borrow some money from you?” Your first question would be, “How much do you need?”

Or your sister is asking you to find her a better house. Again you would ask her a whole bunch of questions - such as; the number of bedrooms, location, price range, condition and date when she plans to move in.

Similar **your mind requires specific instructions and details**, before it can start working on accomplishing your goal.

Go ahead and take a look at the goal that you have. Imagine that you have an unlimited power to do anything and that another person is asking you to do it for him/her. Would you have any additional questions? What would you like to clarify?

If there some points that can be clarified make necessary adjustments in your goal.

4. Set a deadline for your goal.

It is important to set a realistic date when you plan to accomplish your goal for two reasons:

1. Having a specific deadline for your goal gives you a sense of urgency and that way you will not start to put things off.
2. It is easier to follow the progress and stay on track, when you know exactly when you want to achieve your goal.

When setting a deadline for your goal, be realistic and specific. Avoid phrases that leave ambiguity (as soon as possible, next month, in two years). For example if your goal is to make \$6.000 next month, for your subconscious mind this time will never come as there will always be a next month. Saying “I want to make \$6.000 by the end of June, 2008” is a much better alternative, because it is specific!

Now [open Worksheet #4](#) and write your goal down keeping in mind everything you just have read.

How To Power Up Your Goal

The main task of this lesson is not only to state your goal correctly, but also get it on to a subconscious level and make it stick there. Our brain can code any information that it receives in two ways: in words and in images. Of course, a message that we want to send to our subconscious mind is a lot more powerful, when it is coded both ways.

This is especially vital to do if in your statement you use words with general meaning. For instance, words like “beauty”, “money”, “promotion”, “vacation”, “abundance”, “relationship” are hard to imagine, therefore they are coded only in “verbal mode” and have less chances to be registered by your mind.

The only way to solve this problem is **to give your subconscious images of your goal!**

Even if you think that you have no problem visualizing your dream goal, do it anyway. **It helps you to stay focused on your goal.**

You can find a lot of images using Google image search.

You can also browse through old magazines and cut pictures that you associate with your goal.

Every image you have found, we will use in the “Keep Yourself Focused” exercise.

Re-writing Your Goal With Your Left Hand

It may sound strange, but it is very powerful.

Go ahead and take a blank piece of paper. Then re-write your goal with your left hand (If you're right-handed. If you're left-handed, then re-write it with your right hand).

Why do it?

Each hemisphere of the human brain controls the opposite side of the body. Your left brain controls verbal and analytical processing. It is your logical and linear side of the brain. Your right brain is responsible for visual/spatial perception, as well as emotional expression and intuition.

Re-writing your goal with the non-dominant hand directly accesses right-brain functions. It also helps to pass information into a deeper level of emotional memory and make it stick in your subconscious mind.

At first you might experience some difficulties writing with your non-dominant hand, but the harder it is for you, the more you need to do it.

And do not worry if it is not neat or accurate, this is not the point.

Even the act of using the eye in coordination with the hand holding the pen makes a much stronger impression on our mind as we write out the phrase or expression. Now when we read and re-read that phrase or sentence, the impression on the mind becomes **deeper** and deeper.

Through repetition, the goal that matters most to you will become ingrained into your subconscious mind and as a result, you will be more able to take action to achieve it.

Another great technique that I have found works wonders for me is to **re-write my goal into my organizer at the beginning of each day**. It takes only about a minute, but it helps your mind to stay focused on your goal throughout the whole day.

“Keep Yourself Focused” Exercise

To avoid procrastination and to make your goal setting process more efficient, you have to be committed to achieving your goal. It is not always easy, especially with so many distractions and little problems that need your immediate attention every day.

So how to stay motivated and focused on your goal?

You put it everywhere!

There are a lot of small things that can motivate us. A poster on the wall, a picture at your desktop, a coffee mug with an inspirational quote, a picture of your goal on your bedroom wall or your bathroom mirror...

Your task is to find at least 5 places where you can make your goal visible to you. Here are some ideas:

- Your wallet. (Type it on your computer with a small font, cut it out and insert it into your wallet, so that every time you open your wallet, you will see your goal.)
- Bathroom mirror (Print your goal and add a picture)
- Fridge
- Computer desktop
- On your TV. (If you watch TV a lot it is a good idea to print your goal with a small inspirational image, frame it and put it on TV.)

Be creative! Use the images you have found earlier. The more effort you put into this, the faster you will see results.

Module #3: Creating Intense Desire

Right now you have a crystal clear and detailed goal in front of you. It is great.

This is already more than most people have, but it is still not enough to guarantee you 100% success.

Why? Because to start working towards your goal you need two things:

1. To know what you want.
2. To have strong motivation to achieve your goal.

Both of these things are crucial to insure that you will achieve your goal. You can not substitute one with the other.

For example, imagine that you have to start a new project at work on Monday. You know exactly what you need to do to get it done by Friday, but it is SO BORING, the mere idea of working on it makes you want to scream. You will probably procrastinate and consciously postpone doing it until later.

Now let us say that you are very excited about getting started, but this project is completely different from anything that you have done before. You have no idea what to do next or how to go about it. In this case, you will most likely procrastinate as well, because you might be afraid to mess it up.

Motivation is a powerful emotion, but like any other emotion it quickly fades, if your desire to achieve your goal is not strong enough or if you doubt yourself and your abilities.

Here is a quick example. Let us say my goal is to lose 10 pounds. At first I feel excited. I sign up to a gym, I buy new books on healthy cooking, I browse the Internet looking for a new diet that promises me quick and sustained results, I throw away all the cookies, sweets and left-overs that I have in my fridge (or more likely I eat everything the day before the official beginning of my “new life”).

When day X comes I am excited. I go for my first work-out at the gym, I stick to my diet, (even though I feel hungry all the time), but more than anything I feel proud of myself. I will lose 10 pounds in no time!!!!

The second week starts and my excitement slowly begins to evaporate... My whole body is aching. While for lunch my colleagues are ordering country potatoes and a big

juicy hamburger, I chew on my tasteless broccoli and a piece of dry chicken breast that tastes like cardboard, without any sauce, salt or butter. Every time I watch TV, it takes the whole of my will power not to munch on potato chips or chocolate candy that I remember I have on the top shelf of my kitchen cupboard.

I start asking myself why am I doing this whole “new healthy lifestyle” anyway?!

And then I start to invent excuses... “I am so busy, that I don’t think I can make it to the gym tonight. But I’ll definitely go tomorrow and do some extra crunches!”

“Oh My God! This cake looks so good! I’ll just have a little piece. It won’t hurt!”

“I’ve already lost 5,5 pounds. Maybe it is already good enough?”

“Who am I kidding?! I’ll never be as slim or pretty as the girls on the magazine covers.”

A month later I find myself exactly, where I started. Only this time I feel really bad about not having had enough willpower to stick to my goal.

Do you know what I am talking about? Have you ever found yourself in a similar situation?

Have there ever been times when you did not push hard enough? Or when you felt that you have lacked ambition or courage to take upon yourself a certain task? Or that you could really achieve more than what you have settled for?

Then I have news for you. **You did not lack willpower, courage or ambition. The only thing you did lack was motivation.**

If your desire is not strong enough, most likely you will not achieve your goal, no matter how great your plan is.

That is why in this lesson we will concentrate on two main pillars of motivation: desire and belief. We will intensify your desire and develop a strong belief that you can achieve your goal.

How To Intensify Your Desire

If you read the story of almost any successful person, you will see that before they achieved stellar success, these people were no different from you or me. In fact a lot of them started with less money, connections and support than you have right now. How did these people make things happen? Their secret is simple – they all had a **huge**

unstoppable desire to achieve their goal and **unshakable belief** that they could do it.

Weak desire creates weak motivation. Weak motivation creates weak results.

Did you ever want something so badly that your desire almost become your obsession? Most people feel this way when they fall in love. You wake up thinking about this person and you go to bed dreaming about them. Even during the day, when you should be concentrating on work, your thoughts keep going back to the object of your dreams. You imagine yourself together with this person and your dream is so vivid and powerful that you could almost touch it! You can not eat. You can not sleep. You feel restless. You feel that you could do anything, meet any challenges, over come any obstacles and do things that you never thought yourself capable of doing. All just to get a little closer to the person you are in love with!

If you are able to create a desire towards achieving your goal that is equally strong, I can guarantee that you could achieve anything! Even your wildest dream!

So how do you “fall in love” with your goal?

You give yourself some very good reasons why you want to achieve it. How you will benefit from achieving your goal?

Open Worksheet #5 and list 21 reasons why this goal is so important to you. I did not just invent the number 21. For some reason 21 has an almost magical effect on our mind. Maybe this why a game of Black Jack is so popular.

Coming up with 21 reasons is not an easy task. But it is vital to make your desire strong and powerful.

Ask yourself:

- How will your life change after you achieve your goal?
- How will you feel?
- What benefits will you get from achieving it?

- What will others say / think?

At the end, think how those who you care about will benefit by you achieving your goal. Will it make their life happier/better/easier?

Sometimes we care about the happiness and well-being of people that we love a lot more than we care about our own health and well-being. Desire to make people that you care about a little happier is a very strong motivator that encourages you to take action and find solutions to any problem that exists.

How To Develop A Strong Belief

To transform your goal into reality, you have to believe in yourself and in your capacity to attain it. Strong belief in yourself becomes the driving force that leads you to success. Without it, any little roadblock has the power to make you give up on your goal and walk away from it.

Lack of belief in our own abilities often prevents us from taking risks when new opportunities come along. We prefer to retreat into a “safety mode”, because our motivation to avoid failure is much stronger than our focus on success. Unfortunately, just trying not to make mistakes is not the same as doing everything in you power to achieve your dream.

I recently read an amazing story. The first checkers-playing computer program was able to calculate all the possible successful and unsuccessful outcomes of the moves in the game, but played only at the level of an average player. Why? Because it was programmed to make only ‘safe’ moves that would prevent it from losing.

When it was re-programmed to play to win, it started winning, becoming the first computer program to win a human world championship in any game—a feat recognized by the Guinness Book of World Records.

Think about it. If you can program your mind to winning and develop a strong belief that you can and will achieve your goal, nothing will be able to stop you.

How do you create a strong belief that you can accomplish your dream goal?

There is an old saying that most skeptics often use, “I won’t believe it, until I see it with my own eyes!”

This is very true. **The fact that you have seen something with your own eyes, makes you believe that it really exists.**

As you already know our subconscious mind does not know the difference between something that is real and something vividly imagined. Whatever picture (goal) you consistently think about will drive your actions to create that exact picture.

This is why the visualization technique I am about to share with you is so powerful. It allows you to see yourself after you have achieved your goal and helps you to fully believe in your success.

“We become what we constantly think about”

When you continually see yourself in possession of your goal, your subconscious mind will **move you into actions** that align with the mental image you hold.

Visualization Step-By-Step

Step 1: Create a clear mental picture

You must associate a picture to your goal. In the previous lesson you had to find some photos that you associate with your goal. They will come in very handy during this exercise, especially if you do not possess a vivid imagination. Look at the first picture and visualize yourself being in this place. For example if your goal is to lose 30 pounds, you can imagine yourself looking at yourself in the mirror and seeing your toned, beautiful flat stomach. Or you can picture how gorgeous the new dress will look on you, how awesome will you look wearing tight a t-shirt that accents your broad shoulders, and all the attention and compliments that you'll get from your spouse, friends and even people that you meet for the first time.

If your goal is to take your business to the next level, you can visualize yourself closing a deal and signing a \$12,000,000 contract with a huge international company.

It is important to picture yourself in your vision, rather than watching yourself achieve your goal. This "fine point" separates the masters from the masses.

You must create a picture that is so real you believe you already have achieved your success.

Step 2: Experience your vision

You have to be in your picture, looking through your own eyes, seeing, hearing and feeling everything as if you have already achieved your goal.

You must create the emotion of the moment in your body. For instance, your goal is to buy a new Lamborghini Gallardo. See yourself standing next to your coveted car. Imagine touching its shining red hood. Imagine getting inside, feeling everything inside it. Make it vivid. Make it alive.

If during this exercise you feel your heart racing, your palms sweating and you have a broad smile plastered on your face – congratulations! You did it correctly, because you are actually experiencing your goal!

The more **realistic** you make your mental picture, the more firmly you fix the “experience” in your brain.

Step 3: Visualize your goal at every opportunity

Bring up your mental picture while...

...waiting at a stoplight,

...when you are on a break,

...before your next meeting.

The more frequently you plant your picture into your subconscious mind, the more rapidly **you will begin to realize increased results** in your life.

The best time to visualize is in the morning, right after you wake up and at night just before you go to sleep. These are the times when your subconscious mind is **most open to influence**. When your conscious mind relaxes, your subconscious becomes very receptive to your thoughts, dreams, and ideas - particularly ideas with high emotion. So make a commitment right now to create your picture of achieving your goal.

Stay Connected To People That Support You

Another great way to develop an unshakable belief that you can achieve your goal is to surround yourself with a “**support group**”. After all, we all need a little help now and again. Sometimes when we feel down all we need to hear is that another person believes in us.

We especially need the help and support when we are making a significant lifestyle change, like losing weight, switching job or starting a new business venture. Having someone else say, "that's a good idea" goes a long way toward boosting confidence.

Create your own "support group". Share your plans with your family and make them feel involved in your decision-making process. Ask them for their opinion. This kind of open communication will give you their support. Just knowing that they believe in you will help a great deal.

Word of caution! Stay away from 'toxic' people!

Just like there are people who can cheer you up, give you a strong shoulder at times when you need it most, and boost your motivation, there are also those that can belittle our dreams, criticize our goals, disagree with our decisions and make negative comments that can really hurt our feeling.

Do you know what I am talking about? These are people, who are chronically unhappy with their lives and find their only satisfaction in making other people feel just as miserable.

I call them 'toxic' people, because 5 minutes in their company will literally make you feel discouraged, exhausted, angry or depressed. If you have found yourself dragged into a conversation with a 'toxic' person, follow two main rules:

1. **Conserve your energy.** Do not try to defend, explain, or prove yourself to someone who rejects you, no matter how tempting it may be. This is usually a waste of your time and energy. The more you try to change a 'toxic' person's mind, the more stubbornly he will resist. So, simply release your need to prove yourself and accept that everyone is entitled to their own opinions. Just keep in mind that other people can not hurt your feelings or offend you, unless you let them do it.

2. **Limit your exposure.** If a person constantly shares his negative opinion or directs hurtful comments your way, you might want to avoid spending excessive time with this person in the future. It becomes a lot more difficult if it is a family member. You can't just shut them out of your life completely. But you can still set boundaries and limit the amount of time that you spend in this person's company. It is acceptable to come up with legitimate excuse and leave as soon as possible. After all there is no

reason for you to put in jeopardy your self-esteem and motivation for someone who does not want you to succeed!

The Importance Of Priorities

Your brain works towards your most current dominant thought. Every time you start a sentence with, “I want”, “I’d really like”, “I wish” your mind stops working on your previous thought and concentrates its effort on your current desire.

Imagine that the energy of your mind is like the amount of money in your wallet. The more of this money you waste on little things (like bars, clothes, and latest gadgets), the further you move away from your dream. The same is with energy. There are so many distractions around us that we spend our precious energy on things we do not really need.

How often do we say things like, “I wish I could go home earlier today”, “You’ve been in Paris?! I always wanted to go there!”, “Your kid is so well-behaved. I wish my children would stop running around the house so that I could enjoy some peace and quite for a change”, “This dress is gorgeous. I really want it!”

It does not mean that you should not have other goals or dreams. But it is important to **set priorities** on what you think or do.

If you constantly keep changing your thoughts throughout the day, you will continue to send mixed signals to your brain. As a result your brain will jump from one goal to another without even finishing one of them.

Proven Technique: How to Resist Temptation

There is an amazing technique that I use every time when I feel that I need to resist temptation and concentrate on my goal.

Your goal is the **ultimate desire** that may from time to time conflict with something you want to do right now – let us call this **immediate desire**.

Suppose your ultimate desire is to lose 30 pounds in six months, but your immediate desire is to eat a hot fudge sundae that is melting in front of your eyes. The chances are you will be inclined to satisfy your immediate craving at the expense of

your ultimate dream. This is human nature.

You can try to **overcome** your craving, through iron willed self-discipline, but this is the hardest work on earth. And let us face it – forcing yourself to “do the right thing” does not make your desire go away completely. It will only create a feeling of discontent and bitterness.

Why not be smarter? There is a little trick that you can use to resist the temptation.

Make your ultimate desire and immediate desire **change places**. Turn the sundae into something you can put off. Then turn your ideal weight into something you insist on right now.

Simply ask yourself a preference question: ***“At this instant, would I prefer to be at my ideal weight or have a hot fudge sundae?”***

If you choose the sundae, you might as well give up your wish to lose weight. If you do not prefer your ideal weight to a sundae today, when will you?

If you choose your ideal weight over a sundae, you are on the right track.

This technique helps to remind you of what your priorities are, and stick to your goal no matter what.

Module #4: Developing A Success Plan

During these past three weeks you have come a long way. You know that your goal awaits you down the road and you know exactly where you are headed. But you may still have occasional doubts and think, *“My goal is so far away from where I am right now! How am I ever going to get there?!”*.

The answer is simple, just as you would get to any other place – **one step at a time**. To reach your destination point, you need to “zoom out” and see the “big picture” from a distance. But whenever you feel overwhelmed with all the miles that lay ahead of you, it is just as important to be able to “zoom in” and concentrate on each single step.

This is why in this lesson we will break down your goal into smaller manageable chunks, targets that you can aim at and hit, to reach your BIG goal.

Just as when you decide to go on a road trip to another State, you would get a road map and choose the route. You would then also decide on the places you want to visit on the way, choose hotel where you would spend the night and maybe calculate how many times you would need to stop at gas stations to fill the tank. You would always have your final destination point in mind, but at the same time you would mentally break your trip into smaller chunks.

After three days of driving you would recall all of the great and fun places that you have visited, look at all the miles that you have left behind and think, “Wow! I can’t believe I did it! It was awesome!”

Now imagine that you have to do the same road trip, but instead of planning it through, you get into the car with one single thought, “I need to drive for three days straight to cover 1200 miles.” This is a pretty clear goal with a realistic deadline, but somehow it just does not sound appealing. Moreover, it makes you feel tired and overwhelmed before you have even started driving.

The same concept applies to goal setting. **Breaking your big goal into smaller manageable chunks helps you to achieve your goal faster and have fun in the process.**

Here are just some of the benefits of breaking your goal down to mini-goals:

- ✓ Mini-goals are **easier** to achieve
- ✓ Mini-goals are **not** so **overwhelming**
- ✓ Mini-goals let you **track the progress** more efficiently
- ✓ Mini-goals let you **feel in control** of your progress
- ✓ Mini-goals allow you to **take the first step**
- ✓ Mini-goals help to **avoid procrastination**
- ✓ Mini-goals keep you **motivated**

Now is the time to start planning the route towards your success!

Exercise 1: Breaking Your Goal to Mini-Goals

Every major goal can be broken into a number of smaller steps that you need to take in order to accomplish it. Each of those steps represents your mini-goal.

Go ahead and examine the goal that you want to achieve.

Open Worksheet #6 and ask yourself: “**What big steps do I need to take to achieve my goal?**”

Mini goals should never be too difficult or too long. You do not want to be overwhelmed by them. Take a look at your mini-goals. Maybe some of them can be broken down even further into more manageable chunks?

Let us say your goal is to lose 40 pounds in 3 months. Your mini-goal could be losing 3 pounds in a week. Can you see the difference? The result remains the same, but losing 3 pounds sounds doable and easy, while losing 40 pounds sounds like a lot of hard work.

All of the rules of stating your goal apply to mini-goals as well. **It is important to state each goal in present, first person, and keep it positive.** It is much better to focus on “I eat fruit while watching TV” than “I don’t eat any junk food”, because this way it is a lot easier to track your progress and your mind is concentrated on fruit not junk food.

Each mini-goal should have a realistic deadline. Think how long it will take you to accomplish each step and write down a realistic date in the next column.

Having a clear time-frame for each mini-goal not only motivates you to take action but also ensures progress towards your goal.

Exercise 2: Breaking Your Mini-Goal Into Doable Tasks

Now let us take the first mini-goal and break it down to action steps. Think of the number of steps that you need to take in order to achieve your mini goals.

Start by asking yourself, “**What is the very first activity I must do to get started on this goal?**”

For example, to lose 3 pounds a week you can “Go to the gym 3 times a week”, “At dinner substitute French fries with salad”, “Drink 8 glasses of water a day”, “Eat fruit while watching TV”.

Breaking up your mini-goals into smaller ‘bite-size’ chunks makes your goals less intimidating and increases your motivation to reach your dream goal.

[Open Worksheet #7](#) and write down each following activity or tasks that will help you to achieve your mini-goals.

The Importance Of Flexibility

When you are planning a step-by-step process to accomplish your goal, keep in mind that your plan is just an **educated guess**. So you can not just follow it rigidly.

Things are changing more rapidly now than ever before. This is especially true for the business world. Our priorities and desires change over time. New opportunities

arise. New and great ideas that are worth trying out come into your mind. Unexpected problems suddenly appear out of no where and demand your immediate attention.

This is why your plans need to be flexible enough to provide for these changes when they occur, while keeping focus on the main goal.

Think of your action plan as a GPS system. Its main purpose is to get you from point A to point B as easily as possible. This navigation system keeps track of:

- where you are
- where you are going
- how far away you are from your destination point (your goal)
- how long it will take you to get there

There are usually many roads that lead to the same destination. The main benefit of a GPS is that it allows you to avoid obstacles on your way, like blocked up highways or streets with heavy traffic, by showing you alternative routes that will lead you to your destination point without any delay.

When pursuing your goal, obstacles are inevitable. No matter how detailed and well-thought of your plan is, sooner or later the route to the accomplishment of your goal will run across detours and switchbacks.

Being able to adjust to these changes while staying focused on your main goal will guarantee that you reach it faster and with less effort.

There are a few things that you need to take into consideration when planning your route towards success.

1. **Use your mini goals as your guidelines** that point you in the right direction. Do not follow them too blindly as you can miss some great opportunities that were not foreseen.
2. **Base your mini-goals on personal performance, not on final outcome.** You can not always predict how the situation will unfold, because there are certain factors that are beyond your control. For example, in business such factors can be; change in government policy, increased taxes, currency

fluctuations or actions and decisions of other people. The only thing that you CAN always count on is your personal performance and your achievements. For example, if your goal is to “Change career and find a new well-paid job in marketing by the end of July, 2008”, one of your mini-goals could be, “Write a great CV”. This is a goal that fully depends on your performance. If you set your mini-goal to “Ask all my friends if there are any openings in management department in the company they are working at”, it can be helpful, but as soon as you asked there is hardly anything you can do about it.

3. Always start any complex detailed plan with a simple step. The hardest part of achieving any goal is to begin working on it. Just as you can set a locomotive that weights 700 tons in motion with the push of the single button, accomplishment of your goal starts with a first ‘baby’ step. If the first task on your list requires a lot of work, chances are that you will not follow through with your mini-goal.

4. Re-evaluate your mini-goals every month. Some of the mini-goals will not be clear at the start, with others coming about when certain existing mini-goals are achieved. It is very important to review your goals to see if any adjustments can be made. Do not become obsessed with accomplishing each little step. You may find out that some steps can be skipped, some become unnecessary and some new steps become crucial.

By now you may be thinking, “But if I have to make adjustments and review my mini goals every month why should I write them down in a first place?” Sure, but if you do not have a plan, what will you alter? Think about it... ☺

How To Achieve Maximum Results With Minimum Effort

I realize that this concept of working with your goal, breaking it into smaller manageable tasks and taking action, may sound a little overwhelming, especially if you are a beginner at goal-setting. You may even look at the action plan that you have put together and feel intimidated by the number of tasks that need to be completed.

If you believe yourself to be a person, who has hard time getting anything finished or is likely to procrastinate from time to time, you might even feel discouraged and overwhelmed.

Don't be. **Because you do not need an iron-will to stick to your plan, and you do not have to constantly force yourself into following through with your mini-goals.**

Now you probably hope that I will tell you the greatest secret of all – how to achieve maximum result with very little mental and physical effort. You are right. I am going to do so in a minute, so keep reading!

But before I get to it, I have a confession to make... I am naturally lazy person. I really hate forcing myself to do something that I do not feel like doing at the moment, even if in long run it is better for me. You probably would not believe that about me, considering that I get up at 6 a.m. every morning (except for Sunday, when I wake up at 8:00), exercise for an hour, work about 7 hours a day and study for another 3 hours. And the most incredible thing is that I work from home, so I could really wake up at 10:30 or decide to take a day off without worrying that I will get fired for it...

You may think that this requires firm discipline. Nope... **Discipline is overrated!** 95% of what we do – we do automatically and only 5% of our actions are conscious.

We all have our own rituals that we repeatedly do without having to think about them. When you get up in the morning and brush your teeth, you do not concentrate on the movement that you make. When you lock your apartment, you do not consciously think, “I am getting the key out of my purse/pocket. Now I am inserting it into the lock and turning it clockwise...”

Or let us say that you have been working at your job for 5 years now, taking the same road every day. You pull out of your driveway and take a left on a second stoplight. You have a day off and you want to take your kids to the ZOO. You all get into the car. The kids are excited and keep talking about what animals they like most, but you are thinking about whether you want to visit your in-laws next weekend. Suddenly you realize, that instead of taking right on the stoplight as you should have, you turned left.

This shows how strong our rituals can be.

We really make very little choices. **We repeatedly do certain action and after**

some time it becomes automatic. This habit or skill shows up at the right time, without you having to think about it.

The easiest actions for us to take are the ones we perform out of habit.

We are what we repeatedly do! This is why I am getting up at six every morning. Not because I am super organized or super disciplined, but because this is a ritual that I have created for myself.

The easiest way to grant yourself a wish is to make a habit out of the actions you must take to cause that wish to come true.

If you want to be successful, you must first develop rituals (behavior that becomes automatic after some time) that will cause success.

How To Form A New Habit?

What habits will it take to reach your goals?

Do you need to rise at 6am every day so you have time to work on your wish? Or do you need to stop eating junk food?

Remember, all your habits are formed by you, and only you can form new habits.

In thirty days you can turn almost anything into a habit!

All of our habits are formed the same way. Every habit you have you formed by doing something over and over again until it became second nature. To form a new habit, all you have to do is to repeat the same action over and over again.

To form a habit, all you have to do, is perform the same action every day, for thirty days. On the thirty first day you will not have to force yourself to do it, because it will already be a habit!

The trick is - you can not afford to skip a single day.

If you, do you will have to start all over again. During the first thirty days, if you miss one day of practice, reset your thirty-day clock to Day One and start from the beginning.

Open Worksheet # 8 and write down which habit you want to develop. Then every day mark off one square after you have completed the desired action. When you have marked all 30 days, it will have become a habit! If you miss a day you will have to start all over again from day one.

How To Adjust Your Comfort Zone

Let us say you want to develop a new habit of rising at 6 AM, so you have some free time to work on your goal before you head to the office. The problem is, you hate getting out of bed that early. Just thinking about your alarm going off at 6 AM fills you with dread.

First, let us think WHY you do not like getting up early.

At home, you probably set your thermostat to turn on the air conditioning if the temperature gets too high, say 78 degrees, or to turn on the heater if the temperature falls too low, say 68 degrees. These settings create what is known in the heating-and-cooling business as a "**comfort zone**".

Whenever the temperature moves beyond the zone, the thermostat automatically makes the adjustments necessary to bring it back within the zone.

The human mind works much the same way. Each of us has our own internal "**comfort settings**" by which we tend to operate, like the upper and lower settings of a thermostat. We regulate our behavior by these settings, the way a thermostat regulates the temperature of a room.

To adjust your comfort zone, you have only to change the settings in your mind. Once you change yourself on the inside, the outside will soon catch up.

“Change your idea of how you should live, and you will soon change how you live.”

This is the way human beings operate.

Your comfort zone is determined by the mental movies you show yourself by force of habit. To change your comfort zone, simply change your movies. Your mind will then regulate your actions according to the new settings, the

way it used to regulate your actions according to the old settings.

Your movies are habits, so you can change them the same way you can change any other habit - with practice.

Show a movie in which you cannot wait to bounce out of bed at 6 AM, energized for the whole day. Fill yourself with expectation instead of with dread. Feel the exhilaration of having the “world by the tail” because you have become the master of your own sleeping habits.

Practice the new movie every day and you will begin to play it automatically, the same way you used to play the old one. Keep practicing until your new movie feels as natural as the old one.

Watch your new movie as if you were seeing it through your own eyes, rather than as a spectator. Play the movie over and over - **at least five times a day** - and make doubly sure you roll it whenever you find yourself thinking about how early you have to get up the next morning.

When you turn this new movie into a habit, you will have successfully adjusted the settings of your comfort zone. At that point, rising at 6 AM will seem like the most natural thing in the world to do, more natural than sleeping late.

“When you change your comfort zone, you change your life.”

Module #5: Acting To Success

When in 1912 Cunard Lines built the Titanic, the company touted the vessel as unsinkable. Four days after the ship had started its maiden trip, it collided with a iceberg and sank taking the lives of more than 1,500 people. Similarly, many great dreams and ideas shatter every day when they too hit their “icebergs” of reality.

Do you know the reason for the "greatest maritime disaster in history"? Although, the Titanic had received five ice warnings throughout the day on April 14th, 1912, Captain Edward Smith decided not to slow down and continued on at 21 knots (25 mph). He was an experienced and well-qualified seaman, who for more than 30 years had served on ships that were the pride of Britain's White Star Line. So how could a man, who possessed all this knowledge and experience, let the “unsinkable” ship sink? He simply failed to do anything about the problem that he was facing.

There are lots of people who know what to do and possess all of the needed skills and abilities to reach their goal, **but only a few people, put the necessary action behind that knowledge.**

What does it take to change yourself from a dreamer to a doer?

“There are many things that we regret we didn’t get done yesterday.

There are even more things that we hope to get done tomorrow.

But so few things that we actually feel like doing TODAY.”

We all want to achieve financial freedom, good health, a toned and beautiful body, harmonious and loving relationships, recognition and appreciation for the efforts we invest into our job, the possibility to do things that we are actually enjoy doing, a bigger house, a better car, and more free time.

To get all these things you must do something to attract them into your life. You did not get where you are right now, without taking some sort of action. Your reality is a result of the actions that you have taken / or have not taken in the past. It means that

if you have a clear vision of where you want to be in the future, it will require you to take action ... right NOW!

To attain any result, we must combine our knowledge with action. The formula of success is simple:

$$\text{Knowledge} \times \text{Action} = \text{Result}$$

As you gain more knowledge and apply it by taking action, you will get greater results faster and easier.

Without action, you could have the most brilliant idea and the greatest plan in the world and you would still fail. Whereas a modest idea and an incomplete plan often produces success when accompanied by enough action.

“I do not believe in a fate that falls on men however they act; but I do believe in a fate that falls on man unless they act.”

G.K. Chesterton

In the first lesson we said that as long as we are living, we are headed towards something. And that unwillingness to take action is a kind of action too. Let me explain what I mean, when I talk about “action”.

There are two types of action: **proactive action** and **re-action**. There is a huge difference between the two.

In every situation that you encounter you always have a choice: to act or to react. Most people never give it any thought. They go through life as if they were a ball in a pinball machine, reacting to this and that all the time, and never being in control of their path. Rather than actively taking action, these people tend to wait for things to happen to them, or for someone else to do it for them. In other words, they react passively to life.

If you become an “uninvolved observers” of your own life, you lose control over situation and outside circumstances control you.

To “act” means to produce a result, to go and actively make things happen. In this case you are the one who makes conscious decisions and accepts full

responsibility for them. You turn into reality, life that other people only dream about, because you gain control of your present and your future.

“How we spend our days is, of course, how we spend our lives”

- Annie Dillard.

How many times have you called customer service and heard the following message, “I’m sorry everyone is currently busy helping other customers. Our representative will be with you shortly. Your call is very important to us, so please stay on the line”. “Shortly” in this case, means “close to eternity”. Annoying isn’t it?

But this is what most people are saying to themselves almost every day, “My bright future is very important to me. Unfortunately, I am currently busy doing other stuff. I will start working towards achieving my goal as soon as I get a free moment.”

Every time you procrastinate and postpone working on your goal, you are putting your dream life “on hold”. Your life is not something abstract and undefined. It consists of a continuous sequence of moments, of small choices that you make every second and of the actions that you take. If you spend your days staying busy and not having time to work on your goal, that is how you will spend your life.

But you can change it with just a three-letter-word that holds the secret of success.

This word is **NOW!**

Act now!

Do you remember the **law of inertia**? A body in motion tends to remain in motion; a body at rest tends to remain at rest.

Inertia is the single greatest barrier to success. It is also the easiest to overcome. All you have to do is to act now. Once you have taken the first step, the next steps seem easier to take, because you will become a body in motion and, therefore, will tend to stay in motion.

Any action you take, no matter how trivial, will do the trick.

In the past lesson you created your action plan and broken it down into smaller chunks. The only thing left to do is to start turning it into reality. Look at your first

mini-goal and the tasks you need to do in order to accomplish it. Pick the easiest task from your list and do it!

Right now! I mean it!

Have you done it? Feels great doesn't it?! Congratulations! You are one step closer to your goal!

Now the question is:

How to make yourself take action every day?

How To Overcome Procrastination

A great way to overcome procrastination is to practice the **15-minute rule!**

The hardest part of any work is to start. Our mind resists taking new step, preferring to concentrate on the tasks that it is accustomed to. Usually taking a first step means winning an inner battle with yourself. It is not always easy. Your mind will try to come up with millions of excuses as to why you need to do something else instead.

The main reason why your mind is resisting is because it feels that working on your goal requires too much time, and mental and physical effort.

The best way to overcome resistance is stop constraining yourself. Yes, that is right! Pressure creates resistance. Eliminate pressure and your mind will yield to whatever you want it to do.

Whenever you hear a little voice in your head that tells you, "You really don't have time to work on your goal today.", "It's so much work!", "You can call your friends and go out, instead of sitting at home all day and working!", do not try to convince yourself that you must work if you want to reach your goal!

Instead make a decision to work at your goal for only 15 minutes. After that you can switch to whatever you feel like doing. Set a timer and give yourself an option to stop when the timer sets off. Usually after working for 15 minutes on the task you will begin to develop an interest for it and even get a kick out of it. In this case you will continue to willingly work on it. If not, do not worry and do not blame yourself!

Working consistently for as little as 15 minutes a day will add up to hours and weeks and you will get to your destination point in the end.

Consistency is actually more important than taking big steps every once in a while, because it creates momentum and gives you a powerful incentive to achieve your goal.

Let me tell you a story from my own life to demonstrate this point. Recently my friend and I decided to take up jogging in the beautiful local park that is 2 minutes away from our house. I must admit that it has been over 3 years since the last time I jogged and I found myself out of breath early on. So did my friend.

This morning we passed a nice older couple, who were walking briskly. My friend said to me, “Look, how cute! They are exercising together. I almost feel bad about leaving them behind like this”. We ran for about another 5 minutes at a pretty good pace and then had to slow down and walk, trying to catch our breath. Then the most amazing thing happened! The older couple passed us 30 seconds later. I could not believe it! I thought that we had left them a mile back! To save the last threads of dignity we began jogging again, only this time faster and harder. But when we stopped 2 minutes later to gasp for air they overtook us again smiling as they passed by. I am sure they must have felt bad leaving us behind like this...

How did a couple of 60 years olds leave us in the dust so easily?

Instead of short spurts, they stuck to a consistent pace and were able to get to their destination faster and using less energy.

This is true for goal setting as well. I have noticed that people who take small step towards their goal every single day usually triumph over those who do it once in a while.

However, if you want to achieve enormous success fast, you will need to take massive action.

For example, in the business world “**speed of implementation**” is one of the main factors that determine a company’s success or failure. If you have a great idea or information do not wait until it loses its relevance, imply it as soon as possible.

Similarly, if you want to lose extra weight do not wait for the 'perfect moment' to start exercising or changing your eating habits. Why drag those extra pounds around with you in the future, when you can leave them in the past? Start now!

How To Overcome Obstacles Standing In Your Way

Making your wishes come true is a matter of solving whatever problems stand in your way.

But there is good news – **every problem has a solution.**

You just have to find it. Here is a simple four-step process that will help you to overcome all the obstacles standing in your way. You can open [Worksheet #9](#) to work through these steps in writing and make the process more effective.

Step 1: Define the problem

What is the real problem to be solved?

It is very important that the problem should be fully and adequately defined. If you do not know what the problem is how can you find a solution?

Sometimes actually identifying the problem *is* the key to its solution.

Ask "Why did it happen?" to discover the underlying problem; then ask "Why?" again to go deeper until you find the root cause. Asking "why" repeatedly helps you to define the real causes so problems can be solved permanently.

In the beginning, what appears to be the problem may be just a symptom and not the REAL underlying problem.

Step 2: Find possible solutions

There is always more than one way to solve a problem. Be creative here and put yourself in the case (not sure what you mean here "put yourself in the case" is it an American expression do you mean "under the spot light").

Write whatever pops into your head.

Generate as many possible solutions as you can think of. Do not evaluate them yet.

Write down anything that occurs to you, no matter how odd it may first appear.

Step 3: Choose the best solution

Some solutions may have to be eliminated because they are unrealistic. Others may have to be modified.

Be specific in defining the possible solutions. Try to be creative when considering options.

Mix and match various ideas just to see where they lead.

Try to define what you would consider to be the ideal solution. Many alternative solutions may emerge in the process. In fact it is helpful to have as many alternatives as possible.

Step 4: Take action!

The best solution in the world will not solve a problem unless you take the action necessary to put that solution to work.

Module #6: Unlocking the Power of Unlimited Success

You deserve to be happy, healthy, wealthy, and successful. You deserve to have wonderful and harmonious relationships. You deserve to be loved, appreciated, and treated with respect. You deserve to have a beautiful, toned and gorgeous looking body. You deserve to achieve anything that you desire. Because you are worth it!

What was your first reaction to this statement? “Sure! I know I do”. Do you know this, because you believe it with all your heart or because it sounds pretty logical?

There is a big difference between what we BELIEVE to be true and what we ACCEPT as true, because it is a commonly known fact. In the first case, you feel it with your heart, in the second case you understand it with your mind. For example, we all know that $2 \times 2 = 4$, but this knowledge hardly makes us jump with joy and excitement or gives us an inspirational boost. Often phrases like, “The sky’s the limit”, “You are only limited by your dreams”, “nothing is impossible”, “You deserve a better life!” provoke the response:

“Yeah... yeah... I know...”

For the most part all of these statements are nothing but a bunch of abstract “clichés” that we keep hearing, but do not take too close to heart.

This probably explains why so many people end up being stuck; in dead end jobs that they hate, living with a person that they do not love anymore and settling for less, when they could have had so much more.

Why did they put themselves through this day after day after day, if they truly believed that they deserved better?

In reality, even when we try to convince ourselves that we deserve a better life, there is a little voice inside our head saying, *“Come on! Who are you kidding? You can’t do it! You don’t have enough: money/ time/ support from your*

family/connections/ right education/ will-power/ courage/ knowledge/ experience/ skills/ physical health..."

All these are very logical explanations of why you do not succeed. This is what makes them so dangerous. On one hand you realize that you can achieve anything you set your mind to, on the other hand the same mind keeps telling you that it is impossible. This demonstrates why trying to convince yourself using logic, often leads to inner conflict and confusion. It is like trying to dig up the treasure with one hand and at the same time filling up the hole with the other hand. Chances are you will find yourself drained of energy without making any real progress.

Unless you have a sense of your own uniqueness and a healthy self-esteem, you will most likely continue to think that you do not deserve any better.

The more you like and respect yourself the more you will feel that you are worthy of having all the good things in life. The more deserving you feel the more likely you will work towards achieving your goals.

It is not enough to WANT something in life. You need to believe you are good enough for it... no matter your past, no matter your bank balance, no matter anyone else's opinion. No matter what.

Because if you do not think you deserve to be happy, you will not do what it takes to BE happy.

If you do not think that you deserve to be successful, a small obstacle in your way will be enough to stop you.

If you do not think that you deserve to be loved and appreciated, why should anyone else think differently?

The root cause of why people underestimate themselves is because they compare themselves unfavorably to other people, instead of finding out who they really are.

This is the biggest mistake one can ever make. The reason why we spend years thinking we are not good enough, smart enough, talented enough, determined enough

(the list goes on...) is because we are constantly measuring ourselves up to someone who was entirely different from us.

Think about it... You are truly unique and you were not made the exact same way as anyone else in the world. There is not another person who will have had your childhood, your family, your personality, your voice, your handwriting, your walk, your fingerprints. There is not another person who feels and thinks exactly the same way you do. There is not another person who has the combination of your abilities and your dreams.

For example, the idea to compare tennis and soccer, beer and wine, would have probably never crossed your mind. Similarly there is really no point in comparing yourself with anyone else.

Exercise 1: Improving Your Self-Image

How do you raise your self-esteem, a feeling of self-worth, and belief in your own abilities and talents? You can not do it by applying cold logic. You can not force positive beliefs on yourself. You can only **make it a part of your experience**.

Let me explain what I mean by it...

Have you ever seen a movie "Good Will Hunting"? There is an amazing scene where Sean (psychiatrist) talks to Will (a boy, who was gifted with a brilliant mind, but has no idea what to do with his life), that demonstrates the difference between knowing something and making that knowledge your personal experience.

"So if I asked you about art you could give me the skinny on every art book ever written...Michelangelo? You know a lot about him I bet. Life's work, criticisms, political aspirations. But you couldn't tell me what it smells like in the Sistine Chapel. You've never stood there and looked up at that beautiful ceiling...

And if I asked you about love I'd get a sonnet, but you've never looked at a woman and been truly vulnerable. Known that someone could kill you with a look. That someone could rescue you from grief. That God had put an angel on Earth just for you. And you wouldn't know how it felt to be her angel... And you wouldn't

know about real loss, because that only occurs when you lose something you love more than yourself, and you've never dared to love anything that much."

Similarly, we can not understand the true meaning of the phrase "the sky's the limit", if we have never dared to dream big and truly feel that we are capable of turning our dreams into reality.

This is what we are going to do right now. We are going to transform our knowledge into real experience. Look at the following phrases:

You deserve to be happy, healthy, wealthy, and successful.

You deserve to have wonderful and harmonious relationships.

You deserve to be loved, appreciated, and treated with respect.

You deserve to have a beautiful, toned and gorgeous looking body.

You deserve to achieve anything that you desire.

Because you are worth it!

Ask yourself just one question, "**What if this was true for me?**"

Allow yourself to believe it. What does it feel like to know that you are worthy of every great thing in life? What does it feel like to love and appreciate yourself? Observe your emotions and write them down in [Worksheet #10](#).

One Key To Unlimited Success

What I am about to tell you, you will probably never read in any goal setting book. Moreover, this notion may sound contradictive to the concept of goal-setting, where you should always strive for more and desire better things in life. It states,

"Be grateful for what you already have."

Why would I talk about "attitude of gratitude" in this Workshop? Because this Universal Law that is often overlooked creates one of the main pillars of success, positive thinking, effective goal-setting and balanced happy life.

Why taking time to appreciate things, that you already have, is so important?

1. It switches your focus from "lack" to "abundance". When you express gratitude your mind focuses on what you have, rather than on what you do not have. We have already mentioned that you attract what you concentrate your thoughts on. When you feel grateful for the things that you already have, like a loving family, job that you love, ability to go on vacation once a year, good health, or great friends, you attract more of those things into your life.

2. It helps to stay positive and overcome obstacles on your way to your goal. We tend to see the bad things that happen in our life but overlook the good things. Think about how sometimes a small unpleasant comment, a little problem, an insignificant change in plans is enough to ruin our whole day, even if everything else has gone just fine.

3. It helps us to stay focused on what matters the most in our life. Often boundaries between need and want are blurred and unclear. Some people spend their lives chasing for things that they do not really need, while completely ignoring things of much greater importance. Some sacrifice their health trying to make money and later are ready to pay any price to get some of it back. Some take their relationships for granted and when they fall apart feel shocked and distraught. Some crave recognition that in reality is not even slightly significant in the greater scheme of things, as recognition is not the same as respect. Some betray friendships to help their career and get to the top, only to realize later that they have no one to share their success with.

Don't take what you have for granted. There are plenty of things in your life to be grateful for.

If you have a roof over your head, hot water, food in the refrigerator, clothes on your back, and a place to sleep, you are richer than 75% of this world.

If you own a car, a house or an apartment, a computer with Internet connection and you can afford to go on vacation once a year, you are among the very elite.

If you have money in the bank, in your wallet, and spare change in a dish somewhere... you are among the top 8% of the world's wealthy.

If you woke up healthy this morning ... you are more fortunate than the million who will not survive the week.

If you can read this message, you are more blessed than 2 billion people in the world who cannot read at all.

If you have never experienced the danger of battle, the loneliness of imprisonment, the agony of torture, or the pangs of starvation... you are ahead of 500 million people in the world.

If you hold up your head with a smile on your face and are thankful... you are blessed because the majority can, but most do not.

Shocking isn't it? I do not know about you, but very often I am truly aware of being grateful only when I am reminded about it, either by something that I see, or hear on the TV and I wish that this wasn't the case.

However, it is very important to be fully aware of how fortunate you are, all the time. And not just the important things like family, friends, financial and physical security, but also the things that we often take for granted like food, water, sunshine, and peace.

How do you stay grateful? **By giving.**

As you give, so you will get.

We live in the society where a concept of “quid pro quo” rules, which in Latin means "a favor for a favor". When we are doing someone a favor, most of us expect to get a favor in return. How many times have you thought something like this - “I can't believe this person is so thankless after all that I've done for him/her! Now when I need help he/she turns her back to me!” You might be right. The person could have been ungrateful.

In reality **if we only shifted our focus from getting to giving, we would get much more.**

Most people focus on receiving which makes their mind focus on what they do not have. No wonder it is difficult for them to be grateful. **When you focus on giving, you are activating the flow of abundance**, because you can not give something

that you do not have, can you? The more you give, the more you will receive. As simple as that.

I am not talking just about the money. The beauty of this concept is in its universality.

You want to be loved? You have to start by sharing YOUR love with others.

You need moral support for your new venture? Start by giving support to others with their projects.

You want other people to be kind to you? Practice compassion and kindness yourself.

You want other people to appreciate your efforts? Start by saying "Thank you" and acknowledge their achievements.

Do not wait to give later, start today! You might be surprised that there is a great difference in the life of others and your own.

Exercise #2: Being Grateful

Open [**Worksheet #11**](#) and write down everything you are blessed with.

Ask yourself what is it that you have, that others would want?

Do you have a loving family, beautiful house or a lot of friends?

If you were to go to live on an uninhabited island as Chuck Noland (played by Tom Hanks) did in the movie "Cast away" what would you miss from your life?

Try not to think just about the obvious thing but also spend the time searching your soul for everything you are grateful for. You may be surprised by how your view of the world will change.

Thank You!

We have come to the end of this workshop. First and foremost I wanted to say 'THANK YOU' for the great work you have done. Right now you know almost everything about goal setting, and all that is left to do is to follow the step-by-step plan you created. Keep your days bright and enjoy the exciting journey to the life of your dreams!

Further Reading

Simpleology



Mark Joyner has developed the 18-day (and ONLY 15 minutes per day) course on getting anything you want, it's interactive, it's multimedia and it's free.

Simpleology teaches the key ideas that are fundamental to the success of everyone. There are 5 laws that every successful person follows (consciously or unconsciously).

<http://arinanikitina.simpleology.com>

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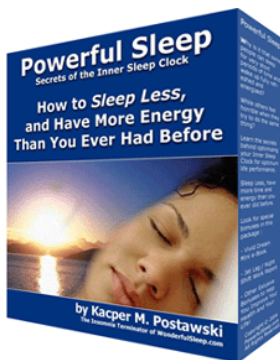


Advanced goal setting software designed to provide you with all necessary tools to define, maintain, track, and achieve your goals.

Download at:

www.goal-setting-guide.com/go/goalpro.html

Powerful Sleep



There's actually a method to optimize your body's inner sleep system to sleep less, and have more energy in your life than when you slept LONGER. Sleep expert Kacper Postawski spills the beans in his fascinating new ebook "Powerful Sleep." While most people think sleep is just "sleep," it is actually a complex and fascinating system which you can OPTIMIZE in order to sleep less, and create an abundance of energy in your life. Find

out more at:

www.goal-setting-guide.com/go/powerful-sleep.html