

Online
Success Coaching
Programme

*Set yourself some targets,
Monitor your results,
Nurture yourself – have fun
On your way to your dreams*



PART 4

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The information in this course has been gathered over many years from different books, courses and workshops. Where possible the original source has been listed.

My Logo



My logo is based on the @ sign you see on any keyboard.
I see a similarity between that and life.

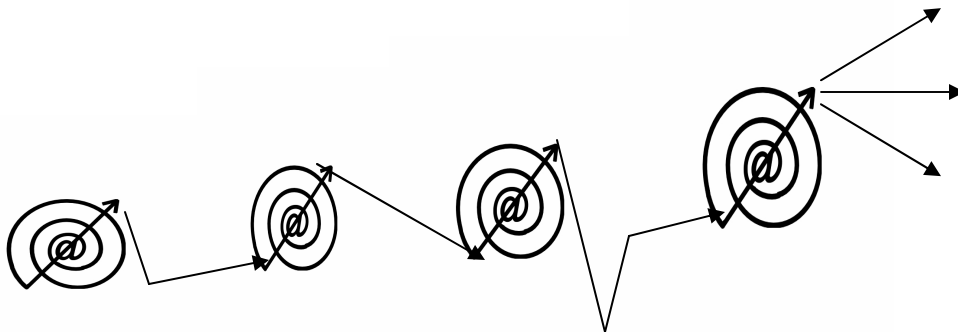
You can stay AT one place in your life, never learning new skills and going around and around in one place, repeating the same mistakes, ‘stuck’ in a rut

OR you learn new skills and then move forwards and upwards in your life.

When you learn a skill, you integrate it into your daily life. You remain at that point in your life for as long as you choose. You either get stuck again, zigzag, or progress forward or backwards in life, or you learn another new skill.

By learning the next skill needed for your success, you master another challenge and move onwards and upwards in your life again.

With each challenge you overcome, you achieve success and gain momentum in your quest to be ‘who’ you want to be as the **master of your life!**



INTRODUCTION TO Part 4

CONGRATULATIONS

You're progressing and moving forward!!

Great ...You're doing really well. You've spent time designing your new life and getting ready to create it. Before we move, on to get you back into the 'right' frame of mind I'd like to write down 3 new things you've done since your last session.

When we do this work in stages...our brain files the information away. This is to help 'remind' you and bring it forward so it's at the forefront of your thinking again.

In Part One of the coaching, you learnt about your values and the importance of them in your decision making processes in your life.

In Part Two you assessed your life/work balance, discovering where you spent your time in areas of your life that are not providing you the enjoyment and success you desire.

In Part Three, you designed your new dream life, working from the 'magical' right side of your brain, to discover your real desires.

Often people attempt to live their lives backwards:
They try to have more things or more money,
In order to do more of what they want, so they will be happier.
The way it actually works is the reverse.
You must first BE who you really are
Then DO what you need to do
In order to HAVE what you want

Margaret Young



Here's an example of the above quote by a man who did just that in real life

*A poem by used and made famous by
Nelson Mandela who is a world leader in peace.*

Our deepest fear is not that we are inadequate,
Our deepest fear is that we are powerful beyond measure.
It is our light, not our darkness that most frightens us.
We ask ourselves, who am I to be brilliant,
gorgeous, talented fabulous?
Actually, who are you not to be?
You are a child of God.
Your playing small does not serve the world.
There is nothing enlightened about shrinking so that other
people won't feel insecure around you.
We were born to make manifest the glory of
God that is within us.
It is not just in some of us, it is in everyone.
And as we let our own light shine, we unconsciously give
other people permission to do the same.
As we are liberated from our own fear, our presence
automatically, liberates others.



*This poem is from the book
The Course of Miracles written by Marianne Williamson.*

Now, it's time to move on.
The world is waiting for your YOU-niqueness
to help it become a better place.
Please let yourself SHINE



*You are here for a purpose.
There is no duplicate of you in the whole wide world.
There never has been, there never will be.
You were brought here now to fill a certain need.
Take time to think that over. - Lou Austin*

In this section we're looking at how you can create time and space with the knowledge of what you desire in your life, so you can create a new reality for yourself. In essence, it's how to make your goals happen in today's busy life.

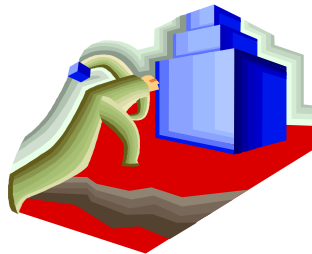
Everyone only has 24 hours a day, your choice is how to spend it wisely for your greatest happiness. You may have to stretch your thinking to accommodate some of these new strategies into your life. However be strong in your conviction to create your new reality and be gentle on yourself as you work through the change process.

*At bottom, every man and woman knows well enough that he
Is a unique human being only once on this earth:
and by no extraordinary chance
will such a marvellously
picturesque piece of diversity in unity as he or she is,
ever be put together a second time. -Nietache.*

GOALS into AFFIRMATIONS

It all begins with a simple thought!

Sustained, focused thinking will open your mind to your dreams.



This section is about consciously and deliberately creating thoughts that open your mind to the experiences you really do want rather than putting up with outcomes you don't want.

When you re-write your goals as an affirmation you are focusing your ATTENTION on a creative thought. And you have the INTENTION of welcoming into your life the circumstances you want. Turning your Goals into Affirmations has Three Steps

Step One

Write down your goal e.g. *'I want to stop procrastinating'* or *'I don't want to procrastinate'*. The former is more positive and/or you write what you want. *'I want to ?????'* and put in your goal.

Step Two

Re-write your goal AS THOUGH YOU HAVE ACHIEVED IT ALREADY!
Eg. I am committed. I do whatever it takes to achieve my goals. I create what I want today.'

Step Three

Check it out. Make sure your words are clear, direct and positive. Write only in the PRESENT TENSE. Make sure you have written down exactly what it is you want to attract through the power of your mind. Every goal begins with a thought. And every time you think that thought positively you take another step closer to making it happen. *I am a successful diver/business man/woman etc.*

*“Affirmations are not a mental process to change things
or manipulate circumstances
but rather a matter of becoming aware
of what I can attract into my
life by opening my mind to the possibilities!”*

Beating the Monday Blues – How to Inspire Yourself Clive A Litten



Time Management



It takes time to achieve your goals. Finding that time in your life is often one of the major challenges in achieving your target. In an early exercise, you spent time determining your work/life ratio and priorities. This helped you decide where you enjoy yourself and where you waste time, as well as your satisfaction level. Your next step is taking control of your wasted time to ensure you use it more effectively.

Everyone has 24 hours per day... 7 days a week. Your choice is to make your time efficient for you. Read through the next few pages and then do Steps 1, 2 and 3.

Step 1

List your major time wasters.

Step 2

Decide whether they **can** be changed or **can't** be changed.

Eg. You can't change the weather, but you can change your thoughts towards it. Instead of thinking it's a horrible day outside, think about snuggling in front of a fire or heater with a book at night and using the time to relax and rest your body.

Step 3

Look for creative solutions. Sitting in the traffic can be a huge time waster. You could leave earlier or alter your work hours to dodge the traffic, listen to tapes or CDs of your favourite music, or record letters etc. List your solutions.

One of your major time wasters might be phone calls. Business calls are important, but in your private life you can waste hours chatting. You need to take control of those calls by limiting them to 5 or 10-minute calls.

Emails are also potential time wasters. In your business or at work, eliminate the spam and learn to speed-read the important ones.

As you complete the next exercise you should find solutions to most of your major time wasters. You can employ a house cleaner for your housework, a gardener or an accountant and concentrate your efforts in areas that are more satisfying and lucrative.

Time Wasters

Major Time Wasters	CAN be changed <i>or</i> CAN'T be changed	Solutions
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____
9 _____	_____	_____
10 _____	_____	_____



Delegation



Your self-esteem and communication skills are tested when you delegate. Many people believe they are irreplaceable and that no one can complete the task as well as them. Alternatively, they are afraid someone might do it so well that they may be replaced. This may be true, but not usually. Other people can sometimes perform a job better by doing it differently.

Alternatively, other people may do a task differently and in some cases it may not matter, providing you get the end result. Eg. You might like to do the dishes immediately you have finished your evening meal, whereas other people like to watch their favourite television programme and then do the dishes. You have to decide what's important...doing it your way or getting the end result.

However, if you want to get ahead, you need to 'think' differently and delegate if you can. As an office junior you don't have anyone to delegate to but as an office manager you probably do.

When you are giving instructions it's important to find a WIIFM (what's in it for me) for the person you're delegating to. Even if it's part of their job it helps to have a reason to 'buy in' to the task they are being asked to do. For example: cooking is a new skill that may benefit their career prospects in the future *or* learning to cook is an essential part of living and necessary for when they live away from their parents

If you are delegating at work, ensure the task is part of their job description. People don't take kindly to being given a task that is part of your job.

At home your rules may be different. If you're the adult or parent, delegating to your children is normal. However, if you're expecting a partner or flat mates to do

an equal share of household duties, you may meet with some additional challenges. This depends on the person and of course the situation.

Some rules for delegation follow:

- 1 It's essential the person you are delegating to can do the task safely.
- 2 Give clear and precise instructions.
- 3 Repeat the instructions several times and in different ways if necessary.
- 4 Ask whether they understand.
- 5 Give one instruction at a time.
- 6 Write the instructions down. It saves them continually asking you.
- 7 Ask the person to repeat your instructions back to you.
- 8 Coaching is not a one step process. Remember back to when you learnt to drive a car, use a computer or a new mobile phone. It takes time to read the instructions then practice, before your new skill became perfect. It's the same when delegating.

Delegation

The art of gaining time by effectively involving others

WHAT can you delegate?

Business/Work

- 1 _____
- 2 _____
- 3 _____

Home/Family

- 1 _____
- 2 _____
- 3 _____

WHO can you delegate to?

Business/Work

- 1 _____
- 2 _____
- 3 _____

Home/Family

- 1 _____
- 2 _____
- 3 _____



He that does good to another, does good also to himself, not only in the consequences, but in the very act, for the consciousness of well doing is, in itself, ample reward. - Seneca

Procrastination

*This means putting off until tomorrow things that won't advance your life.
It can also be a gift time to yourself for doing what gives you the greatest
satisfaction to balance, de-stress, satisfy and live healthily
at a time of YOUR choice.*

The dreamers and people who are not achieving often procrastinate. Most people have been guilty of putting things off. Learn to change and you can be on the way to success.

It takes between 21 to 28 days to change a habit so you may not find it easy. However, for you to achieve your goals, it's a behaviour you need to conquer.

There are two types of procrastination.

The negative sort involves avoiding something you dislike or don't want to do. It could be a project, assignment or your accounts. It may also be that it isn't aligned to your values or your goal or maybe the sheer size of a job is what puts you off.

If you learn the skill of chunking your project and achieving a little at a time, it can be easier to complete. There's also the sense of achievement when you've succeeded in accomplishing. The first step is always the hardest.

The other type of procrastination is positive.

If your life is stressful or deadline-driven, there are times when you need a *sanity* break. If possible *delay* or *rethink* your task before attempting to achieve it. Walking in the park, soaking in the bath, waiting for another person's opinion can all be positive procrastination. After your break you will be thinking more clearly and complete your task easier.

Understanding your personality also gives you knowledge about yourself, your strengths and your weaknesses. Your biggest challenges to master are your weaknesses.

If you're a right-brained creative person, doing your accounts and worrying about money will not be important to you. You may often get yourself into strife in this area and procrastinate about monthly accounts and credit cards. Understanding your weakness, accepting it and outsourcing this task, may provide an alternative solution to worry and money strife.

Alternatively if you're a left-brained person and challenged with your interior decorating, it's best for you to employ a 'creative' person for this job. You are best earning the money to pay them.



Undue procrastination indicates that a man does not see his way clearly:

Undue precipitation, that he does not see it at all.

*Waste no vain words on the consumed time, but take the instant by the forward
topi: for on man's best resolved, best urged decrees, the un-audible and viewless foot
of time steals, ere he can effect. - Shakespeare*

Procrastination

Write down your areas where you *negatively* procrastinate.

Then decide which areas you could learn to master *positive* procrastination into your life.

Decide if any areas *can* or *can't* be changed and what are the solutions.

Negative Procrastination	CAN be changed <i>or</i> CAN'T be changed	Solutions
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

Positive Procrastination	CAN be changed <i>or</i> CAN'T be changed	Solutions
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____



Never put off till tomorrow that which you can do today. – Franklin

Here are two more poems for you.

THE WINNERS CREED



If you think you are beaten, you are
If you think you dare not, you don't
If you like to win but think you can't
It's almost certain you won't

If you think you'll lose, you've lost
For out in the world
We find success begins with a person's will
It's all in the state of mind

If you think you are outclassed, you are
You've got to think high to rise
You've got to be sure of yourself
Before you can ever win a prize

Life's battles don't always go to the
stronger, faster person, but sooner or later
the person who wins
Is the person who thinks they can.

Think and Grow Rich – Napoleon Hill

RISK

To laugh is to risk appearing the fool
To weep is to risk appearing sentimental
To reach out is to risk involvement
To expose feelings is to risk your true self
To place your ideas and dreams before the crowd
Is to risk losing love
To love is to risk not being loved in return,
To live is to risk dying
To hope is to risk despair
To try is to risk failure

**BUT THE GREATEST HAZARD IN LIFE IS
TO RISK NOTHING**

The one who risks nothing
Does nothing
Has nothing and finally is nothing

He may avoid sufferings and sorrow,
But he simply cannot dream, feel or change, grow or love
He is a slave,
He has forfeited freedom
THE ONE WHO RISKS IS FREE



Author Unknown



You've finished Part 4 of this course.

Pat yourself on your back for your achievement.

You're now making changes that will cause you to think differently and also other people to think differently. Remember it's like when you learnt to use a computer, it took more than one lesson to master it. This is the same with the changes you are making in your life now. Be gentle on yourself and the changes will move from *this is too hard*, to, *maybe I can do this*, to *mastery*.

Continue thinking and realigning any differences that 'pop' into your mind.

Don't make too many adjustments. Keep to your first and original thought as this is your 'right brain – the creator of magic' working for you. If your left brain takes over the idea...it will decide a 'logical' reason why you can't do something.

ALSO – only share this with people who are supportive of you moving forward and making changes in your life.

Take care...enjoy your journey and Part 5 coming shortly to you in two weeks.

To be always intending to live a new life, but never to find time to set about it, this is as if a man should put off eating and drinking and sleeping from one day and night to another, till he is starved and destroyed. –Tillotson

REMEMBER – email me if you have any queries.
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