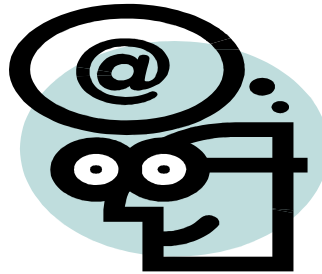


Create
Your Dream Life
by having a
Positive Mental ATTITUDE



Have as much money as you want to generate
Have the lifestyle you want to create

**Attitude is a little thing that makes a big difference. ~
Winston Churchill**

*Half Full Or Half Empty
How do you see the glass?*

BY

Janice Davies – the lady with nice in her name
Attitude Specialist

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The Positive Attitude Training Programme
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New Zealand Libraries

ISBN 0-476-01486-7	Say Yes to a positive attitude
ISBN 0-476 01485-9	200 PowerTips to keep your attitude positive
ISBN 0-476 01484-0	How to get what you want in life and achieve success
ISBN 0-473-10148-3	Be a winner by boosting your esteem

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All the documents in the Attitude Training Programme have been collected in the one PDF file to make it easier for you to download. Either print out each section and collect in file or work directly from your computer

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Dear Reader

WELCOME to this Attitude Training Programme.

I guarantee you can change your thinking to positive and create your dream life with this programme.

As you work through this programme I have included **additional tips** for you to help you get the most benefit from the programme.

Your life is YOU in creation...and this programme will help you evolve and create your dreams.

I know because I have done it...and YOU CAN TOO!

You already know what the programme includes and there is plenty of positive information to help keep your mind occupied with positive life changing thoughts.

These **FOUR BOOKS in the Positive Attitude Training Programme** will not only improve your attitude, but also your life.

TIP 1

You will need to get the **best results for yourself so read them and work through the exercises in the following sequence.**

They provide you with a wide outlook on life, then narrowing down to specifics.

- Book 1** ***Say Yes to a Positive Attitude***
Switch your over all approach to life to positive.
- Book 2** ***200 PowerTips to keep your Attitude Positive***
Keeps you positive in everyday specific situations
- Book 3** ***How to get what you want in your Life and Achieve Success***
Become a change agent and plan your dream life
- Book 4** ***Be a Winner by boosting your Esteem***
Learn to believe in yourself so that you can achieve your dreams.

Tip 2

DO NOT race through this programme. Be patient and overcome your impulse this is part of your learning curve.

As well included are your bonuses.

<i>Special Bonus #1</i>	<i>24 Positive and Inspirational Quotes</i>
<i>Special Bonus #2</i>	<i>45 Life Changing Tips</i>
<i>Special Bonus #3</i>	<i>25 Positive Poems</i>
<i>Special Bonus #4</i>	<i>Over 125 Self Esteem Tips</i>
<i>Special Bonus #5</i>	<i>Happiness Scale</i>
<i>Special Bonus #6</i>	<i>117 Recession Tips</i>
<i>Special Bonus #7</i>	<i>7 Secrets of Success A4 Eposter</i>
<i>Special Bonus #8</i>	<i>Certificate of Achievement</i>

These bonuses are included to help you on your journey as you change your life.

As you learn and create your new life, these bonuses have LOADS of ideas to help keep your mind focussed on positive thoughts.

Tip 3

Anytime your mind wanders..... **browse through these bonuses** you just open a page quickly and find the first answer that will be one that helps you.

I have included some items which you might find helpful.

- Pens or felt tips pens (Coloured helps prompt your thinking)
- Paper for some exercises (Coloured helps prompt your thinking)
- Notebook to carry around for new ideas
- Large folder with plastic envelopes to collate and categorise your new ideas

When you have completed the Positive Attitude Training Programme, you even have a certificate to insert your own name if you wish.

Tip 4

Choose a specific time per day or week that you allot for this programme or spend a short period daily.

This programme is a journey. It is your choice the speed you work through the programme. However, I suggest work at a pace that enables you to make changes in your life. If you read it quickly and then try to make a few changes, you will not benefit as much. Keep your progression constant

Tip 5

When you have set your goals and affirmations, keep them in view or read or watch them daily.

I hope you enjoy the books...as mentioned at the beginning, the books are FULL of tips and tricks that I've learned over 20 years of self-development and running courses, seminars, workshops etc. they do work....I can vouch for them. I've used them ALL on myself. I am achieving my dreams...SO CAN YOU.

Tip 6

Don't get discouraged. Remember learning to walk or use your first mobile phone, computer or drive a car....you didn't learn it immediately. It took some practising and goofing up before you achieved it. THIS is the same.

Some of the tips and poems may be included more than once and again this is because the number of times you read something the more chance you will remember it.

As you journey through the Positive Attitude Programme you will be succeeding in new areas of your life. I would LOVE to hear your success and join our community on my blog.

www.attitudespecialist.blogspot.com

Good Luck and become the person of your dreams!

Kind regards

Janice – the lady with nice in her name



Janice Davies
Attitude Specialist

24 Quotes to help keep your Attitude Positive as you work towards your goals and dream life!

You can make any dream real if you work away at it long enough - Sir Peter Blake

Life is about achieving your dreams...The goals you set yourself at the beginning of the year, should be coming to fruition. Every action you take forward is a step in your right direction. You can work towards your dreams daily or weekly...but keep on moving forward. Sir Peter Blake also says: If it wasn't difficult, it wouldn't be worth doing.

**Do not follow where the path may lead...
go instead where there is no path and leave a trail**

When you're setting goals it's important to make your goals and live your life. Everyone is an individual and if you're in a partnership there may be a compromise...
But...remember you have a gift and talent for the world...find it and unleash it.

Enthusiasm is contagious and a vital key to your success.

Enthusiasm is working towards your goals...it is empowering you.

Enthusiasm is about Passion...

**You need to be passionate about your future...
this journey is a oncer!**

Being passionate and enthusiastic is food for your mind, body and soul. You feel it when you're achieving and on 'track' with your life. If you're in short supply at present...reassess your actions.

Just go for it!!

Athletes following their passions and make sacrifices to achieve their goals!

You can to...the only thing stopping you is your thoughts.
Fear is FALSE EVIDENCE APPEARING REAL
Overcome your fear and set in motion steps to work towards your goals. If getting on track is a challenge ask for help...
Do it now! Take your first step...
Visualise or daydream what you desire in life.
Write it down and everyday make one action step towards achieving it.

Awe and Wonder...and Risk...and freedom

Sometimes you look at others with awe and wonder how they achieve their goals, what has made them happy, what keeps their attitude positive. There is one way to find out, and that's to ASK.
However if you can't ask and if you wonder how they achieved what they did?
The answer is: they took a risk and aimed for their goal.
You can too!

One of the keys when working towards your goal, is to take calculated risks.

It can be a goal in either your professional or personal life
Set yourself daily or weekly goals, each a small step towards a large goal you may have.
And...if you don't have a goal but want to improve your life...write down the areas of your life you're not happy with and find six solutions that might change it. Find the easiest and set about achieving it.

I never came upon my discoveries through the process of rational thinking - Albert Einstein

If you want to create something new in your life, think creatively.
If something in your life is not working, think creatively for a solution...
are you struggling in one area of your life at the sacrifice of another area of your life...

When making major choices...be guided by what is most precious to you.

Your feelings are indicators of your direction in life.
Honour them and yourself.
Take action on your rational feelings and follow your heart and passions...
to give you a happy fulfilled life.

Life is not something we find, it's something we create - Martin Luther King Jnr.

Businesses create strategic plans, but most people don't think about creating a plan for their own life.
However, Sir Elton John sings in the song, Yellow Brick Road, from the film The Wizard of Oz, 'any road will take you there if you don't know where you're going.'

Here are a few tips:

Assess your values...for your 6 different areas of life...
Create a goal for each area...this ensures you lead a balanced life
Assess your challenges...and find methods to overcome them.
Create yourself a time management system, which includes your goals as your priority.

You can have anything you want - if you want it badly enough.
You can be anything you want to be,
have anything you desire, accomplish anything
you set out to accomplish,
if you hold to that desire with singleness
of purpose - R Collier

If you haven't discovered your dreams and set your goals
take a walk on the beach or park and give yourself time to dream.
Then...and only then make every decision and action you take a
stepping stone towards your goal.

The greatest thing in this world is not so much
where we are, but what direction
we are moving - Oliver Wendell Homes.

It's time you looked at your diary and scheduled in your activities and actions that are
your future. If you haven't done your goals, it's not too late.

Establish an action plan and put it into motion.
Every day you take one more step towards your dreams.
Failure to do so is failure to make your dreams come true.
It's wonderful to dream your dreams. It's great planning your dreams.
It's pleasurable taking action to creating them...but
it is even better LIVING THEM.

Insanity is doing the same thing and
expecting a different outcome.

If you didn't achieve what you wanted last year, it's not too late to
start making changes in your life. One little change in your life will
have one little change in your dreams,
many changes ...many changes in your dreams...a big change
in your life...a big change towards your dreams. Which path are you on?
A big change begins with little steps...are you going forward...or are you standing
still? If others can do it - SO CAN YOU!

Dreams are the stuff that makes life worth living.

Give them up and you give up all that truly matters

Every day, every decision can take you one step closer to your dreams.

If your decisions are side-tracking you from your dreams or zig zagging you towards them, you need to make changes in your life.

Discover your values, your rules, your direction and then make dream making decision.

Live with intention. Walk to the edge. Listen hard. Practise wellness. Play with abandon. Laugh.

Choose with no regret. Continue to learn. Appreciate your friends. Do what you love. Live as if this is all there is. -

Mary-Ann Roadacher-Hershey

Life is really for living, and today is the first day of the rest of your life. Are you experiencing the magic of life? When did you last watch the moon in the sky, the stars of the milky way, hear the sound of a bird sing feel the love of a child or a person you love, smell a flower, did something just for you and helped another human being?

Is your job one that you would do for free, because you enjoy doing it? If you are missing some of these things, it's time to get back to the land of living, loving and laughing. Appreciate life...it IS a real treasure!

It doesn't matter what you are thinking or what fear you have. **ACTION** is the only thing that matters. I can see that at the end of my life, I'm going to look back and say. 'Gosh. I wish I had taken more action'. – **Dianna von Welanetz Wentworth**

Everyday take one small step towards your goal...even if

you've only time for visualising it. Every action causes a reaction

and there action is towards creating your goals.

In the 21st Century, the edge goes to those who can see the invisible.

The edge goes to those who 'know' and trust themselves and their instincts to make winning decisions and develop winning relationships.

In the pursuit of your dreams, goals and targets, you are constantly stretched out of your comfort zone.

In this century tapping into your gut instinct and intuition and understanding the laws of the universe synchronicity, coincidences and the advantages of creative thinking in finding your magical solution and then allowing your analytical side of your brain action your idea...are vital keys to your success. Be open to guidance.

Challenges can be stepping stones or stumbling blocks. It's just a matter of how you view them.

When you're working towards your goals, there's likely to be some 'tests' that you encounter.

These are the challenges. If you view them as stepping stones you're viewing them with the thoughts: what do I need to do differently, what do I need to improve on, what do I need to change?

Then you make the necessary adjustments and move forward again. If you view them as stumbling blocks...you've a different outlook. You're viewing them with the thoughts: I'm not good at this or I'm a failure. That doesn't help you. Instead you need to concentrate on turning your thoughts to positive, then begin making the changes.

You may be wondering how you do that: Everyday start your day with a positive quote, use affirmations, read positive books or surround yourself with positive people.

Accentuate your positive traits and negate, but conquer your negative ones.

Twenty years from now you will be more disappointed by the things that you didn't do, rather than by the ones you did do. So throw off the bowlines. Sail away from the safe harbour. Catch the trade winds in your sails. Explore. Dream. Discover. - Mark Twain

Plan one new thing or reinvent an old thing or start up a hobby.
If you're bored in life, do something different each week!

In each of us are places where we have never gone. Only by pressing the limits do you ever find them. – Dr Joyce Brothers

Your dream life is a work of art in creation. Ensure that daily you are taking another step to creating what you want in life. You owe it to yourself and you owe to the world. If you are not working towards your dreams...life becomes boring. So...if you're feeling uninspired, not achieving, getting depressed, bored, lonely, unhappy, feeling dispirited...make a positive step in the right direction...and if you haven't already got your life goals...make a goal to start searching for them.

Events move you toward your ultimate goals. You probably won't get there in a day, or even in a year, but it's essential that you keep going. So, here's a key question, "Where do you think you are going in life?" Whatever your ultimate destination, whatever your dream, think about it all day long, every day, until one day you wake up to discover you've arrived.

If you're not doing this now, or on track, make a list of 5 activities

and as Nike says just do it!

Consult not your fears but your hopes and your dreams.
Think not about your frustrations, but about your unfulfilled potential.
Concern yourself not with you have tried and failed in,
but with what it is still possible for you to do. - Pope John XXIII

For you to be a winner, your self-belief must believe in you achieving. You must have the confidence, the tenacity, the drive, to see yourself as a winner. Your self-esteem, self-image and self-belief must be aligned with winning thoughts.
If they're not, you can do lots of hard work and still not arrive at your goal.
What thoughts do you need to change?

Low -self-esteem is like driving through life with your
hand break on - Maxwell Maltz

If you believe in yourself and your abilities, you will claim
'the world as your oyster.'
You will set your mind to achieve anything you wish
and as Nike says 'Just do it'.
Having a healthy positive esteem is critical to your success.
You have your own unique gifts and talents...
and you have free will whether you embrace those
and live to your potential.
Please do, the world is waiting for you!

Freedom is actually a bigger game than power.
Power is about what you can control
Freedom is about what you can unleash - Harriet Ruben

Walking away from things in life that are not fulfilling you and are not part of your dreams is the first of a series of small steps towards your freedom to be you. Your role is to unleash your potential, learn to be you and offer all the wonderful aspects, talents and gifts that you possess back into the world. Firstly, by looking after you and secondly your immediate sphere of influence and then out into the community and the world.

Past Present and Future,
every second you have a choice.
Choose positive and
be your own success story.

With over 30,000 thoughts per day, it's important that the
ones you are thinking,
deal with what you can do next, to grow and develop into
the great person you have the potential to be.
Keeping positive 24/7 is a challenge. Turn off the negativity
in your mind and turn on the positivity.
If you want to climb to the top of the mountain,
you do it in stages...one step at a time!
It's the same with changing your mind,
one thought at a time!



PART 1

Say
'YES'
to a
Positive
Attitude



*Dealing with a challenge...
It's 10% what happens and 90% your reactions*

Develop a mega-attitude to make you a success in your personal and professional life.

Janice Davies – Attitude Specialist
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INTRODUCTION

Janice works with motivating and inspiring people's thinking and attitude to springboard them to success. She's an expert she says, because she had to do it for herself.

She thought happiness, fulfilment and success would just happen. She didn't realise that she had to create it. She learned the hard way by changing her self-belief from that of a person with low self-esteem, to a person with high self-esteem who believes that the world is her oyster!

Her greatest journey, after many stumbles along the way, was discovering her real self.

Re-aligning her dreams, and years of working towards making them a reality followed that realization.

A few of her successes include surviving fifteen years as a single parent and raising two daughters, 'the greatest learning curve out' she says, 'and the most rewarding'. Also, volunteering to work in the patrol boats for the 2000 America's Cup and self-publishing her first book, *Sailing a Different Course*.

Her business is called Attitude Specialist and she works with corporates, groups and individuals, steering them towards success. Her presentation topics for conferences and conferences include Attitude, Stress, Work/Life Balance, Communication, Personalities, Goals and Tricky people and more. She has authored four books. Details on back page.

She is adamant that self-esteem is the key to success and shares a little of her knowledge in this book. Her goal is to expand The Purple Tick for Healthy Thinking into an annual event promoted here in New Zealand and then overseas.

MY LOGO



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

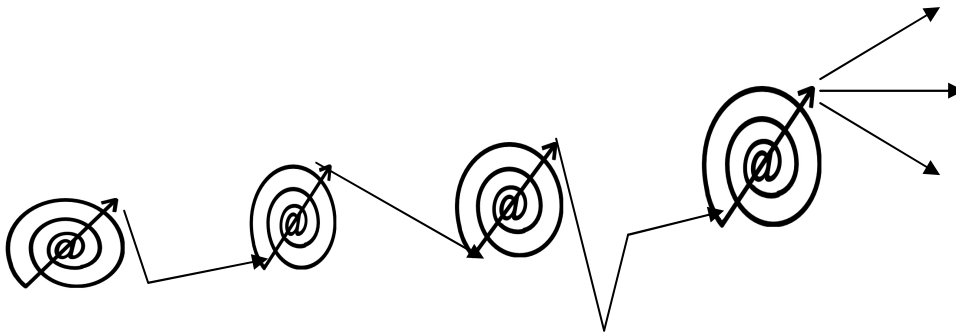
You can stay AT one place in your life, never learning new skills and going around and around in one place, repeating the same mistakes, 'stuck' in a rut OR you learn new skills and then move forwards and upwards in your life.

When you learn one skill, you integrate that skill 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 up or down 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!**



About this book

Say 'Yes' to a Positive Attitude is a book about success.

It's about your own pathway to success, as you become the greatest person you want to be.

Everyone has free will so you can make choices in life. This book urges you to take every positive choice to help you achieve your dreams.

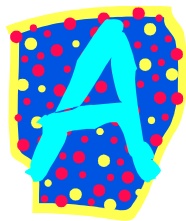
Every chapter expands your thinking in different areas with the aim of helping you take the next step upwards in your life.

As you learn and grow in life, you'll be challenged in ways that may be 'tricky' to overcome. I encourage you to remain positive as you work towards success.

As you complete the exercises, be open-minded to your discoveries.

Some of the challenges you may not be ready for or appreciate or even want in your life. However, they're presenting themselves to you in different areas of your life - personal, professional, health, financial - to help you grow to the person you want to be...living your own personal dreams.

Good Luck. *Say 'Yes' to a Positive Attitude* and enjoy your journey.



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Attitude

*Attitude is more important than facts.
It is more important than the past, than education, than money,
than circumstances, than failures, than success,
than what other people think or say or do.*

It is more important than appearance, giftedness or skill.

*It will make or break a company...a home... a relationship.
The remarkable thing is we have a choice, every day, regarding the
attitude we will embrace for the day.*

*We cannot change our past.
We cannot change the fact that other people will act in a certain way.
We cannot change the inevitable.*

*The only thing we can do is play on the one string we have, and that is
our **attitude**.*

*I am convinced that life is 10% what happens to me
and 90 % how I react to it. -*

Charles Swindoll

Advance and Aim for an Awesome life

Your health is critical to achievement

Success or failure depends more upon attitude than upon capacity. Successful people act as though they have accomplished or are enjoying something. Soon it becomes a reality. Act, look, feel successful, conduct yourself accordingly and you will be amazed at the positive result -

Dupree Jordan

Your attitude will determine your future. It sounds simple, but it's hard to do. Television and newspapers are full of negativity so it's easy to 'tune in' to that type of thinking. BUT you have a choice. Advance and aim for an awesome life...or not. The choice is yours.

If you want to have a fun and exciting life...follow Nike's advice...

Just do it!

Your past has created who you are today. It's been based on the decisions that you've made and for most people some have been good and some 'not so good'. You've probably learnt more from the 'not so good'. You've had some failures and some successes. That's okay because that's what life is about.... creating stepping-stones to your future. The key now to your future success is to release your past, and move onto your future.

Often you've had 'critical turning points' in your life. This is where you've had a 'situation' that prompted a major decision about your future. Here's an example. If you've had a major health scare, it may be that you've had to change your diet dramatically and exercise regularly to ensure future good health. It was an opportunity to create a healthier you.

Statistics worldwide prove that good health is maintained by regular exercise. It's not an old wives' tale and unfortunately our younger generation is having major health challenges with diet and exercise.

Most baby boomers (like me) walked, or biked or, like my mother, rode a horse to school. So we exercised regularly. Today many children are transported to school in a parent's vehicle or the bus, so the early morning exercise is non-existent. This includes adults as well as we've become couch potatoes who watch television, use the remote to change the channel, sit at the computer and generally do not get as much exercise as previous generations.

I'm sure there are not many people who spend time digging the vegetable garden anymore! Congratulations to those who do.

So.... if you're feeling sluggish and not enjoying life as much as you'd like, here are seven steps to help you.

Step One Turn off the television.

Step Two Find a type of exercise that suits you – walking is great.

Step Three Block off three or four sessions a week as *make you healthy* time.

Step Four Write out the Attitude poem at the front of the book and read it regularly.

Step Five Get a health check-up if necessary.

Step Six Write yourself an affirmation. *Eg: I am exercising and my body is trim and taut.* With an affirmation you write it as if it has happened and repeat it 2/3 times per day.

Step Seven Get your gear on...and.... JUST DO IT!

Your health physically, mentally spiritually or mind, body and soul, is critical to your success and having a positive attitude.

A great New Zealand motivational speaker Tony Christianson always inspires me. Tony has had a sign writing business, he has a pilot's licence, a black belt in a martial art, and was a regular competitor at international sports in a number of fields, his list of accomplishments goes on and on.

A biography has been written about Tony and when people hear his message they are in awe of him, you would be too as...Tony lost both his legs when he was nine. He's overcome huge physical and mental challenges, and it's Tony's attitude that's helped him succeed.

If ever you're not achieving, it helps to remember people like him and others who support charities, achieve great things and overcome their obstacles. They've become winners, and no matter what their physical hurdles, their mental thoughts and attitude have ensured their success.

In a local newsletter I had a chuckle over some of the new fitness classes that were advertised. I especially liked 'Born Again Bodies'. Another was 'LEGS – Linda's Easy Going Strollers', for women who have various health challenges.

I walk through a gully with native bush and a 20-foot waterfall. It's a little known haven in the centre of the city. It's wonderful to hear the birds sing, watch the ducks diving in the stream and the dewdrops glistening on the leaves with the morning dew.

I ensure each of my senses is 'sparked' up, as these are the 'real moments' in life and it's important to stop and take time to breathe them in. This is what makes life 'special'.

What are you doing? If not much, I urge you to go and explore. Seek out these moments during your physical exercise programme. You need to take care of your health to ensure you can advance and aim for your awesome life. It helps you *say 'Yes' to a Positive Attitude.*

Your Choice

You can walk in valleys, but I'm not coming too,
Cause I'll be climbing mountains, where I can see the view.

You can look through windows, and see the world from far,

But I'll be out there reaching to catch a rising star.

You can lie there watching the best of life go by,

But I'll be out there dancing on a hill where eagles fly.

You can sit in shadows, wishing you could see,

But I'll be out there achieving, wherever I want to be.

And if you want the secret of how to win or lose,

Then listen and I'll tell you – all you do is choose!

Anonymous

There is little difference in people but that little difference

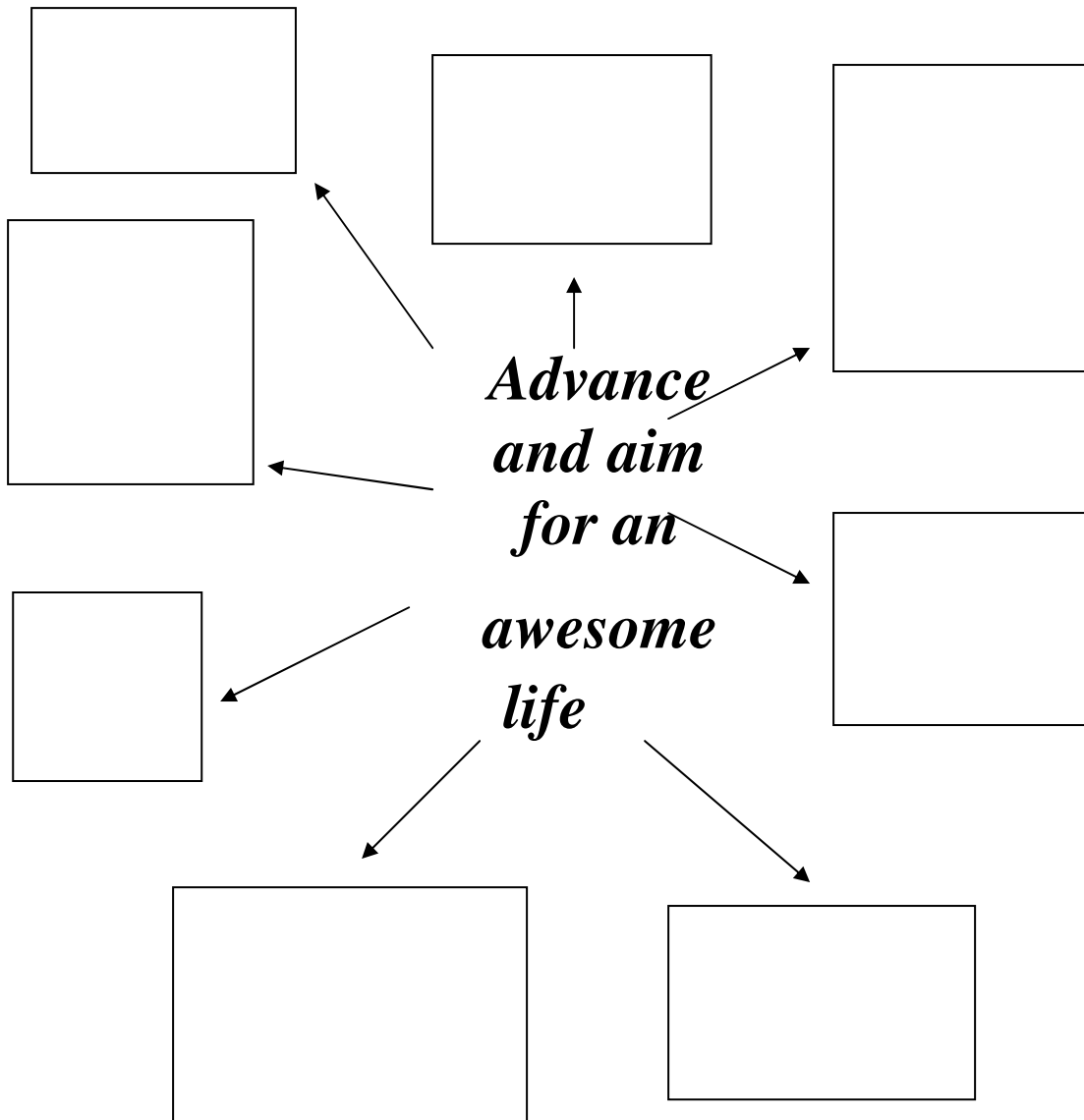
makes a big difference. That little difference is attitude.

The big difference is whether it's positive or negative -

W Clement Stone

ATTITUDE

Fill in these boxes with dreams or goals you would like in your life.
E.g. Own a BMW car, have a loving relationship, commence your study programme.



Life is a fun filled adventurous journey – embrace it with attitude –

Janice Davies

**Thoughts Need Tenderness
Thoughts need Time in Training!**

Learning to be yourself is critical to your success

Your living is determined not so much by what life brings

you as by the attitude you bring to life: not so much by

what happens to you as by the way your mind looks at what happens -

John Homer Miller

One of the many benefits of 'time out' for yourself is that it gives you time to think. It gets you time to unscramble your thoughts. Our brain thinks between 30,000 and 40,000 thoughts per day. If you want a positive life, you need to ensure that most of those thoughts are POSITIVE.

I have a postcard I give out which says:

Past, Present, Future... every second you have a choice... Make it Positive!

Another quote I use regularly is:

A positive attitude is the right attitude.

There is oodles of negativity in the world and it's easy for your thinking to be influenced by it. However, you can choose to be affected by this pessimistic outlook on life or not. You also have a choice whether you'll be influenced by other people or do what you want to do in your life.

On a walk one day I was amused as I watched the antics of four ducks in a creek. Approaching the rapids, the male ducks sped up and glided through. At the bottom they stopped and stood on a rock and quacked to the females following them. The females weren't quite so adventurous and took a gentler route before jumping up the bank. The male ducks didn't like this

and flew up after them, quacking. Not pleased with the intrusion, one of the females immediately bit one of the drake's tail feathers, and he quickly waddled away.

It's like that with your thoughts and actions. At times you'll allow yourself to be influenced and led. Other times you have your own ideas about what you want to do.

If you're not motivated and goal-orientated you're likely to be one of two things - content with your life or not happy with it. The disadvantages of the latter are that your days will be mundane and boring and you'll have a feeling you're wasting your life.

You can change that by designing some excitement for yourself. Doing this will create new challenges for you. Of course as soon as you've mastered those, yet more problems will crop up and they'll also need to be overcome.

It's a continuous cycle and it's up to you to decide how fast you'll tackle each phase. Going on this quest requires positive thoughts and attitudes – and even retraining yourself to be optimistic, can be a challenge.

Alternatively you remain at the same stage in life, going around in circles, getting in a rut, not choosing to step out of your comfort zone, overcome your fear and develop as a person.

For years I struggled to maintain a healthy lifestyle as I strove to 'get ahead' and become the successful person I chose to be. One of best books I read then and always recommend is *Feel the Fear and Do It Anyway*, by Susan Jeffers. She writes about choice A and choice B and the consequences of each.

It's like when you're including exercise into your regular routine. Choice A is you feel great and allow yourself that 'make me beautiful time', choice B is you remain feeling unhealthy, negative and unhappy.

Changing your thoughts to positive is something you need to constantly work at. Everyday I read a quote to programme my thoughts to positive. I carry this book in my handbag and my teenage children scoff, saying 'there's nutty mum, onto the positive stuff again'.

Helen Keller once said '*Life is either a daring adventure – or nothing.*' If you're living on the edge, taking risks, overcoming challenges and making lifestyle changes, you may need a constant reminder to keep positive. Subscribe to receive regular quotes from the Internet, or purchase some books with positive quotes. (www.inspirationpeak.com is good for this)

When you're reprogramming your thinking, you need to release the past. It's gone. You can't change any of your actions, so forgive yourself and others and begin to move forward. When you've decided to aim for a goal you need to focus on creating it.

John Kehoe in his book *Mind Power* says it's a two-pronged attack. First create your goal in your mind and see yourself achieving it. Secondly, set out to physically achieve what your mind has created.

Affirmations can really help. When you re-write your goals as affirmations you are focusing your ATTENTION on a creative thought. Then 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 learn to be me.*

Step Two

Re-write your goal AS THOUGH YOU HAVE ALREADY ACHIEVED IT!

'I have discovered my own interests and self. I do whatever it takes to achieve my goals. I create what I want today. I am a do it now person!'

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 achieving your goal.

‘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 mind by opening my mind to the possibilities!’

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

Changing your thoughts takes time and practise...and you need to be gentle on yourself!

Instead of thinking I don’t want to exercise and it’s too cold outdoors on a walk ...think NO... I don’t want to think that thought, and change it to an affirmation.

Sometimes when you’re changing your thoughts, it’s not from negative to positive; it’s about choice A or choice B that I mentioned above.

For years I’ve had a cruise on my wish list. I dreamt I’d laze in the sun, dance in the moonlight, watch the sunset over the sea, snorkel in warm lagoons, and wine, dine and get spoilt with no household chores. A week prior to departure my partner chipped his ankle and had his leg put into plaster.

Consequently this changed some of my thoughts about my dream holiday. These started with, ‘should we go’, ‘should we delay’ and ‘if we do go, what will change’? We had to make a choice.

We did go (with my partner on crutches) but it took some mental agility to get my thoughts positive again. Some aspects of my dream holiday changed. However, my thoughts have changed to include a new choice and I'll book another cruise in the future.

It's the same with you, choice A or choice B when you're instigating changes in your life. You're learning a new skill. Visualise yourself and then put it into action. If you don't, the only person you're cheating is yourself. You need to *Say 'Yes' to a Positive Attitude* as you make changes towards your success.



*The greatest discovery of my generation
is that human beings
can alter their lives
by altering their attitudes of mind -
William James*

The Man in the Mirror

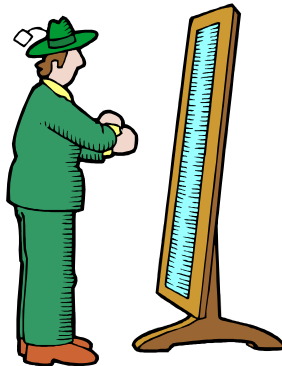
When you get what you want in your struggle for self
And the world makes you king for a day:
Then you go to the mirror and look at yourself,
And see what the man has to say

For it isn't a man's father, mother or wife,
Whose judgement upon him must pass
The fellow whose verdict counts most in his life
Is the man staring back from the glass.

He's the fellow to please, never mind all the rest
For he's with you clear to the end
And you've passed your most dangerous, difficult test
If the man in the glass is your friend.

You can fool the whole world down the pathway of years
And get pats on the back as you pass
But your final reward will be heartache and tears
If you've cheated the man in the glass.

Author Unknown

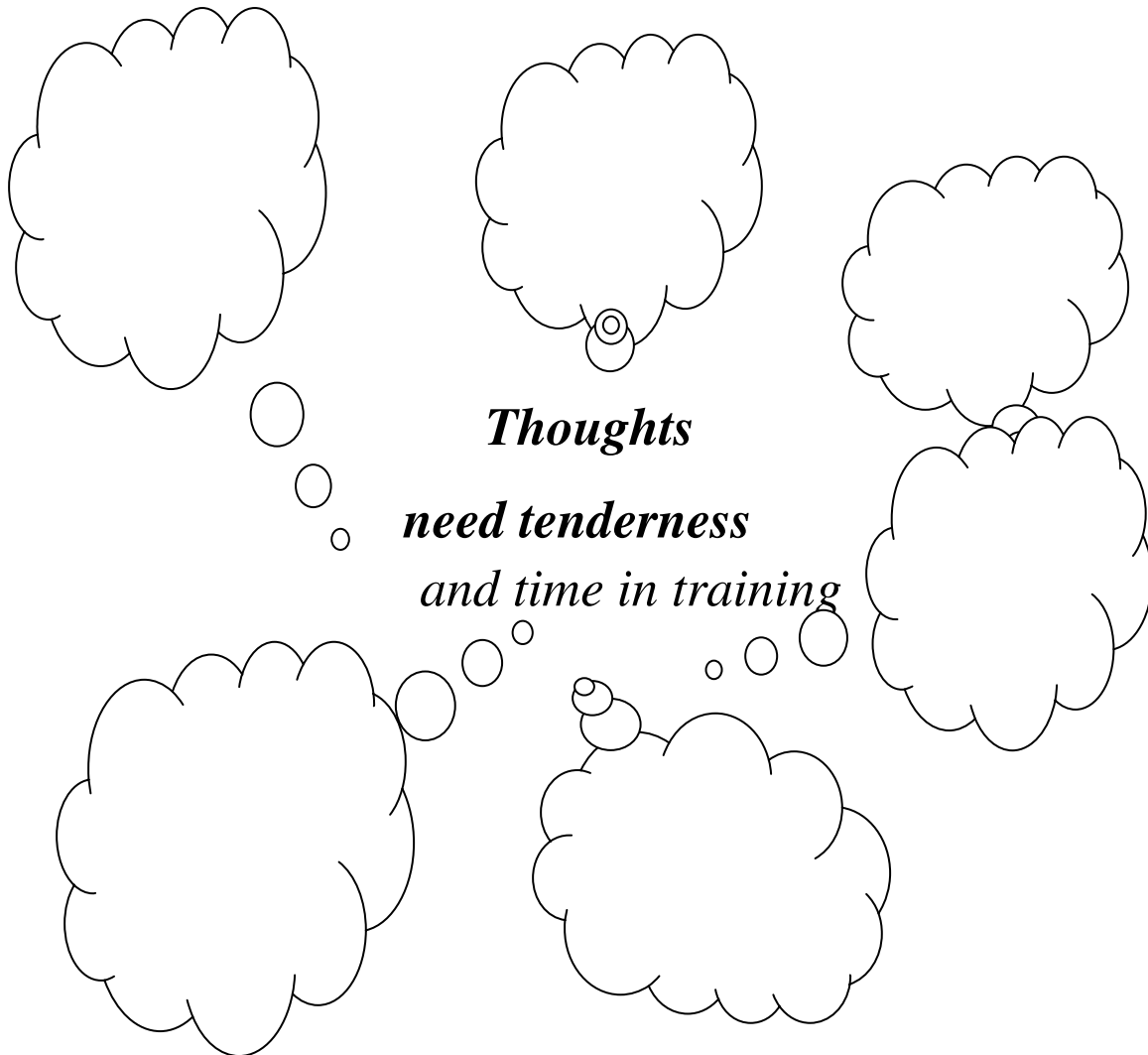


The past existed in multitudinous ways. You only experienced one probable past. By changing this past in your mind now, in your present, you change not only its nature, but also its effect and not only upon yourself but upon others - Seth

Attitude

Write any negative thoughts you need to change to positive.

Eg. I am worthy of love, I deserve success



*Have a positive attitude towards life and reap the benefits of your thoughts –
Janice Davies*

Take Time for What Thrills You

Discover your passions and enjoy them

Ability is what you're capable of doing

Motivation determines what you do

Attitude determines how well you do it -

Lou Holtz

Some events in life you remember because of certain places you were at the time. I'll always remember the first time New Zealand won the America's Cup. It was the year I was tramping the Waikaremoana Track in 1995, the regatta was in San Diego, USA, and Team New Zealand were sailing on Black Magic.

The group of adventurous business people on the tramp all wore red socks to support the overseas sailors. Because of our location we assumed cell-phone coverage would be minimal. As staunch kiwis and fans of sailing we thought we'd miss hearing the results, but little did we realise how wrong we were. After hiking for hours, we were met by a group of enthusiastic Japanese students, who greeted us with, 'we won, we won'!

Who??? We wondered, 'us' of course, they chanted.

After hearing that news of Team New Zealand's dream coming true, the rest of the climb to the first summit had me daydreaming. I wanted to be involved in the America's Cup regatta when it came to New Zealand in 2000. For five years I dreamed about being involved with something that I was passionate about and eventually it was as easy as making a phone call.

That's what life is about. Enjoying the things that thrill you, the things you are passionate about. These give you an extra 'buzz' in your life.

We grow great by dreams. All men (and women) are dreamers. They see things in the soft haze of a spring day or in the red fire of a long winter's evening. Some of us let our dreams die, but others nourish and protect them, nurse them through bad days till they bring them to sunshine and light -
Woodrow Wilson

Taking time to enjoy the things you enjoy in life takes some commitment.

Every four years we see athletes competing at the Olympic games. We read articles and hear television interviews where they discuss their commitment to their sport and years of hard work. Some athletes have been on the brink of leaving the sport, but encouragement by family members and coaches has helped them overcome their negative times and continue.

It's exactly the same with you when you have challenging times when working towards a goal. It doesn't have to be a sports goal. It can include anything from learning to cook or learning to fly, to saving for a holiday.

If you're not sure what your passions are or what you really enjoy follow these steps.

Step 1

Recall your past and remember the things you enjoyed doing. Make a list. Maybe you always wanted to play golf, but the opportunity never arose. Include anything that has interested you. I heard a story about a seventy year old grandmother who did her first skydive. Start a vegetable garden or change to a new career - one you are passionate about.

Step 2

Once you've found something you'd like to try, find information about it through citizens advice bureaus, local papers, community schools, internet or clubs. Get brochures or ask people. Alternatively start your own group in a new activity.

Step 3

If you want to attend university or upgrade your skills, visit the careers advisors at the university or technical college. If it's a new club you want to join, attend as a guest. If you're shy, try to speak to the president, secretary, or someone before attending. Then you've got someone to ask for when you arrive for the first time. Introduce yourself to other people. Ask if you can join them and tell them you're a newcomer.

Step 4

If you're trying a new activity be aware that there are three learning stages. Remember when you learnt how to drive a car...or a computer.

Stage One Everything is unfamiliar and you think you'll never master this.

Stage Two Your new skill is becoming easier. You're thinking, there's a chance you might be able to master this.

Stage Three You've mastered it and you now do it automatically.

When seat belts were first introduced into New Zealand that was a learning curve for many people. Most people had driven for years and it took months and even longer to integrate this new habit into their lives.

Another important factor to remember when you take time to enjoy what thrills you, is that it's part of your 'enjoying life time'. Of course it's also a great boost for your self-esteem when you master something new.

But that's what life is about...trying something new. Statistics show the number of people involved in sports is down. People spend more time at home watching television and DVDs and becoming less active. It affects all

walks of life and ages, so people need to make a 'real effort' to get physically active and do something for themselves that they enjoy. Obesity in our children is reaching a critical point and as lifestyle changes occur, people need to adapt accordingly. A day on the computer is great for work productivity but lousy for the waistline.

Discovering your passions and taking time to enjoy them is critical to your well-being and being successful in your life. You get an adrenalin buzz every time you achieve, whether it is a great tennis serve or a fabulous flower arrangement. You're with people who have similar interests and you're happy and laughing, which releases endorphins circulating in your body.

However, sometimes you might think it's a risk to learn to be yourself and enjoy your passion. You could be a thrill seeker and wish to abseil, or crawl through caves, or learn to play the bagpipes. Your friends, partner or family may prefer you to do something that suits them. This is when you have to communicate effectively and share your dreams. Of course, sometimes you may need to find a compromise.

Nevertheless, it's important you find time to be yourself, enjoy your passions and stop wasting your life. If you don't, you're the only person who is suffering. Life is about happiness and fulfilment and as you work towards creating it *Say 'Yes' to a Positive Attitude.*



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

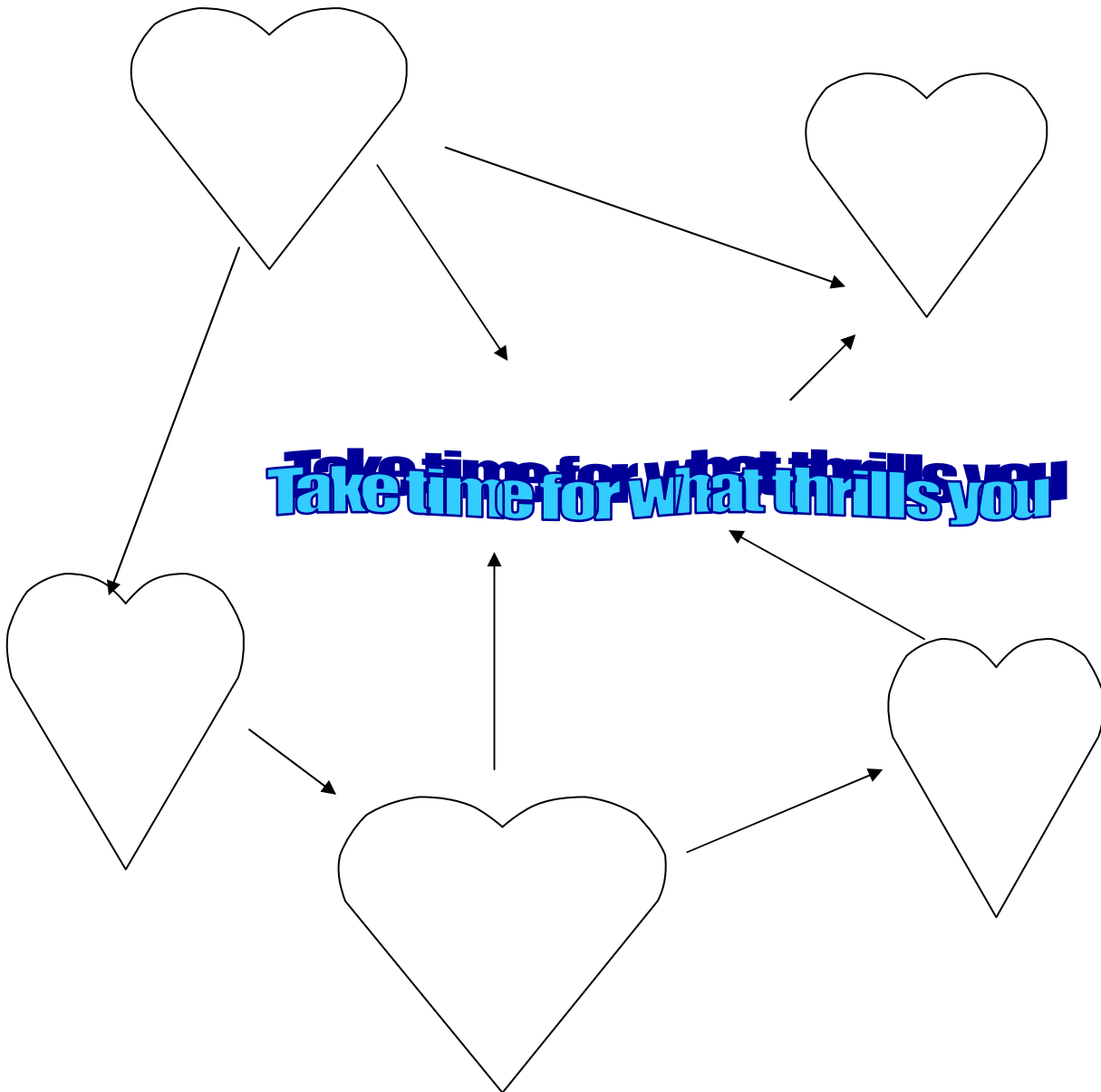
THE ONE WHO RISKS IS FREE



*Attitude is your acceptance of the natural laws or your
rejection of the natural laws - Jim Rohan*

Attitude

Write some activities/hobbies you wish to incorporate into your life. E.g. Learn to - ride a motorbike, speak Italian, fly an aeroplane



Have the attitude to love your heart and soul and you'll love the life you lead –

Janice Davies

Innovative Insights are significant...

Be Inspirational and Impulsive

Your 'aha' thoughts give you direction.

Our attitudes control our lives. Attitudes are a secret power working 24 hours a day for good or bad. It is of paramount importance that we know how to harness and control this great force -

Tom Blandi

Wandering along a pathway, listening to the birds, or watching the clouds while you walk along a mountain ridge, are moments in your life when you need to be in the 'present', using all your senses to enjoy living.

Exercising your body, panting and puffing and breathing fresh air are all great stress releases. And...if you want to be a success in your own life, finding ways to 'free up your mind and body' are steps to your success.

However, sometimes when you're supposed to be enjoying the bush walk, your mind is racing with thoughts, problems, answers, reasons, negativity, dreams, ideas and you don't experience the fullness of the moments of your walk.

The 'voices' in your head are your subconscious, your inner spirit, sixth sense, inner critic or whatever name you wish to use. These thoughts or insights can lead you to either success or failure. If your thoughts are negative, filled with fear and depression and you let them control your life, then they're hindering you.

However, you've got the ability to change them to positive thoughts. It's challenging but it is possible. Alternatively, if they're positive, they're supporting your dreams and goals.

Once when I was experiencing a challenging time in my life, my thoughts were thinking positive, even though I was feeling very negative. My mind was trying to help me feel better about myself. It took some personal development courses to align my positive thoughts to positive feelings. That's a great lesson. Unfortunately, many people push that negativity under a mat and ignore it, only to lead an unhappy life.

We all have our own way of describing innovative insights. Many great businessmen have professed to make decisions based on 'gut instinct' whereas females are more likely to use the word 'intuition'. Elton John admitted that his past recordings and albums had all been made on gut instinct.

Recall any innovative insights you've had in the past. If you're currently not feeling on track think about how you can incorporate them into your life. These insights are pointers to your direction.

Sometimes they come from song lyrics, a book or even a message on the computer. You think 'aha' and suddenly the idea makes sense. You're getting an understanding or an answer that 'feels right'.

When you have these insights, you need to accept them and act accordingly. You may need to release something negative in your life to create something positive. Be impulsive. If it feels 'right', make that change.

My own insights have also come to me in different forms. I've heard clearly the words in my head, seven years before it happened, that I would be divorced with two children. I've woken at 3.00am hearing that I needed to write books and my life story. That was many years before I had thought of writing and now it's part of my career.

My first book on poems was a series of continuous words, jostling for recognition in my brain. I had to write them down to clear my head, only to have more flow through soon after.

I've had messages to pass on to people that wouldn't leave my mind until I had shared the words. And I've had a deep voice tell me to start a self-esteem day and programme in New Zealand. So, now after these and other 'unusual' experiences I've learnt to trust these messages and include them in the direction of my life.

If you're thinking you've never experienced anything similar, that's okay. This is your opportunity to be open and inspired to 'getting in tune' and making positive changes.

Here's a guided imagery, which I suggest you read through first. Alternatively, you could also ask someone to read it to, or tape it yourself.

Sit in a comfortable position, close your eyes and relax. If this is the first time you've done anything like this, you may find your mind wandering, but try to, control your mind and return your thoughts to the exercise. Also, during the 'silent' time allow your mind to think of your location and be open to receiving any innovative insights to flow into your mind. You may find this a challenge, but continue doing the exercise. These are insights for your success.

American author Shakti Gawain has numerous tapes and additional reading on this subject, which is available from most bookshops.

Here is the exercise:

Close your eyes...Imagine yourself leaving the area where you live...Leave the daily hassles and fast pace behind...Imagine yourself going across a valley and moving closer and closer to a mountain range...You are going up a winding road...Find a place on the winding road to stop...Find a path to walk up...Start walking up the path... Find a comfortable place to stop on the path... At this place take time to re-examine all the stress and tension in your life...Give your tension and stress shapes and colours...Look at them very carefully and after you have done this put them down on the side of the

path...Continue walking up the path, until you come to the top of the hill...Look out over the hill...what do you see? Find an inviting, comfortable place and go there...Be aware of your surroundings...What is your special place like...Be aware of the sights, smells and sound... Be aware of how you are feeling...Get settled and gradually, start to relax...You are now feeling totally relaxed...Experience being released totally and completely... (Pause for three to five minutes thinking about this place you have created and let your mind be open to new thoughts,)...Now it's time to leave...Look around at your special place once more...Remember that this is your special place to relax, and you can come home here anytime you want to ...Come back to the room and tell yourself that this imagery is something you have created, and you can use it whenever you want to feel relaxed.

If you're confident, rather than experience this exercise in your mind, incorporate this exercise into your walking routine.

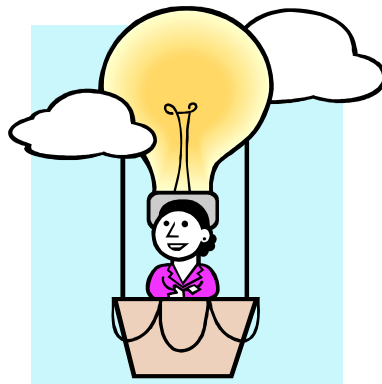
Innovative insights come in many forms. Innovation and creativity are attributes New Zealanders are known for around the world, from number 8 fencing wire to The Lord of the Rings. Innovation starts with the thought and then goals are set.

Inspirational thoughts often 'pop' into your mind in unusual places like in the shower or while you're doing dishes or having a workout at the gym. It doesn't matter when you have them as long as you can remember them and they try to incorporate them into your life.

If you're prone to waking up in the middle of the night with a great idea to a problem or an idea, have a piece of paper and pen next to your bed so you can write it down. Many people have thought they would remember the idea, only to wake in the morning struggling to recall that midnight brainwave.

Your innovative thoughts, gut reactions or intuition can relate to any area of your life. It may be about a new job, or relationship, a street to turn down, a place to visit, a movie to see or a course to attend.

Your mind is not selective except to give you a nudge to move forward in a certain area. It's up to you to be 'in tune' with yourself to understand these and have faith and courage to follow them. They are leading you towards success but remember you will have hurdles and challenges to overcome. However, don't let them get you down, Say 'Yes' to a *Positive Attitude* and triumph over them.



A healthy attitude is contagious, but don't wait to catch it from others, be a carrier -

Author Unknown

I PROMISE MYSELF



To be so strong that nothing can disturb my peace of mind

To talk health, happiness and prosperity to every person I meet

To make all my friends feel that there is something special in them

To look at the sunny side of everything and make my optimism come true

To think only of the best, to work only for the best, and to expect only the best

To be just as enthusiastic about the success of others as I am about my own

To forget the mistakes of the past and press on to the greater achievements of the future

To wear a cheerful countenance at all times and give every living creature I meet a smile

To give so much time to the improvements of myself that I have no time to criticise others

To be too large for worry, too noble for anger, too strong for fear and too happy to permit the presence of trouble.

To think well of myself and proclaim this fact to the world, not in loud words but in great deeds

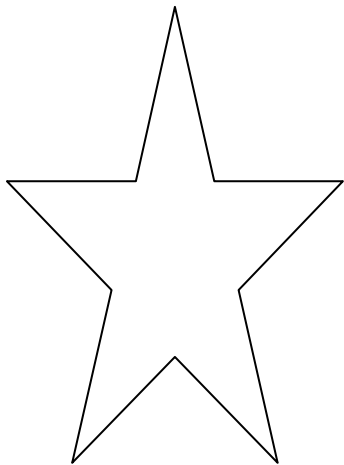
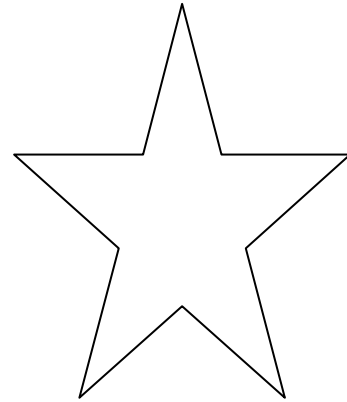
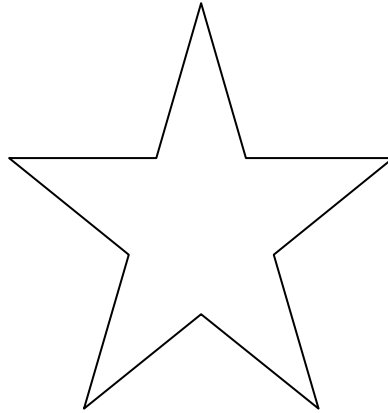
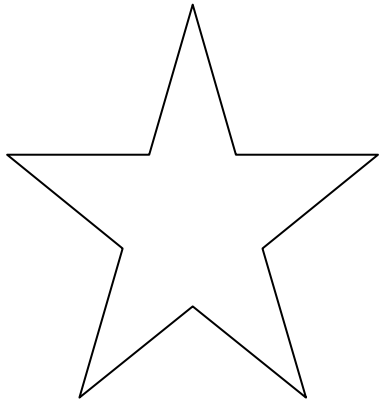
To live in the faith that the whole world is on my side, so long as I try to be the best that is me -

Author Unknown

Attitude

Write any past insights you have experienced and haven't acted upon.

E.g. An urge to - buy a book, attend a meeting, visit a place, a solution to a problem and rethink them.

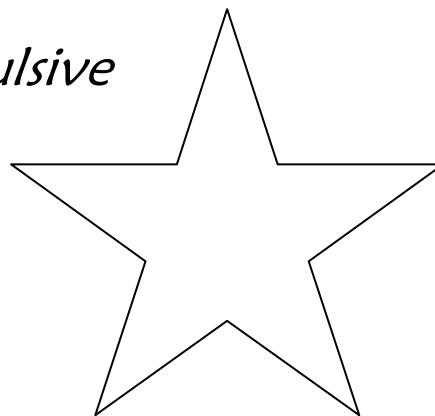
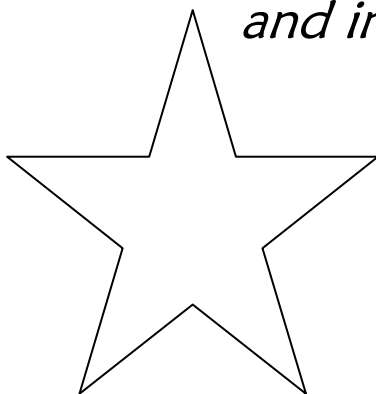
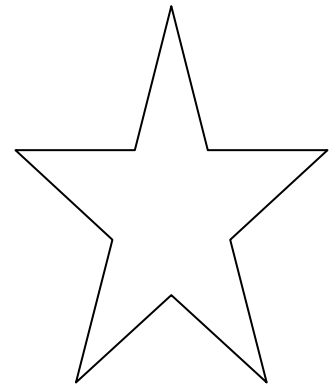


Innovative Insights

are significant,

be inspirational

and impulsive



Targets Give You Tunnel Vision

Goals, targets, intentions give you focus

A positive attitude can really makes dreams come true – it did for me -

Zina Carrison

Performing a task better, quicker or more skilfully makes you *feel good* about yourself. Maybe you've never paced yourself on your morning walk, or maybe you're one of those people who 'clock' themselves on as they cross the starting line of a race and then the finish.

In any area of your life, whatever your target maybe, you'll always feel better when you've achieved it. It can range from starting a new career or learning how to use a new mobile phone. Focussing to achieve something in your life gives you a purpose.

Watch a youngster learning to master the process of walking. They never 'give in' until they've achieved their goal or target. As an adult you can learn something from that, because when you were a youngster that's exactly what you did.

If you have struggled to reach a target, remember once upon a time as an infant, no challenge was too big for you to attempt. Somewhere your thinking has slipped into another mode of programming. It's time to readjust it.

The word *goal* has certain implications attached to it, which may or may not hinder you.

When I was at home with young children, I set daily goals for myself. However, if my children were sick or some other challenge arose during the

day and I didn't achieve my goal, I had a sense of failure. I might achieve the goal the next day, but I felt I should (a negative word) have achieved it the previous day. Thankfully I stumbled onto the work 'intentions'. That word didn't have the same connotations attached to it.

Strange as it may seem, I felt much better achieving my intention, either on the same day or later. Then, I always felt like a winner.

Target, goal or intention, they're all words associated with you overcoming a challenge and entering the winners gallery.

Margaret Young says:

*Often people attempt to live their lives backwards:
They try to have more things,
or more money in order to do more of that they want,
so they will be happier.
The way it actually works, is in reverse.*

You must first **BE** who you really are
Then **DO** what you need to
In order to **HAVE** what you want

So what does this actually mean?

Your most important target, goal or intention, is to learn to BE you. Often that's your greatest challenge. Sometimes, your family, friends, partners, work colleagues, often try to mould you to match their beliefs, ideas and needs. This usually happens when you're a child but as you experience your teenage and then adult life and become independent, you can be in control of your own choices.

BEING YOU is critical to your happiness. This means indulging in your own life and enjoying your own hobbies, interests, employment, partner, friends, and sports, having your own opinions, thoughts and feelings and

living your life accordingly. It's eating the food you like, having your own health regime, following your own intuition or gut feelings.

This may sound like an easy task, but for some people it's a life long journey to *discover themselves*. That's because they're living with outdated and limited beliefs that are strangling their life.

Other people never *discover themselves* and BE themselves. They live their life making everyone else happy, putting other people's happiness ahead of their own and exclude their own happiness. Then they wonder why they're not happy.

DOING what you need to in life aligns with your life purpose or your gifts and talents.

It's about being you, doing what you enjoy and helping other people and by doing so, helping make the world a better, happier place to live in. If you're mechanically minded and enjoy tinkering and fixing things, find employment in that area. Don't be stuck behind a computer if you hate it.

If you love working with children and are working in an office, change your job. If you can't change your job, incorporate volunteer work like a Lifeline counsellor, which is counselling people or a volunteer in the children's department in the hospital.

Once you're being you and doing what you enjoy, you can incorporate the things you want to HAVE in your life. Maybe you want to travel. Both of the above jobs can include travelling.

It's thinking creatively and outside the square box. As a mechanic there's always employment in the army or navy. As a childcare worker, there are great jobs for nannies overseas.

As the population ages, and the baby boomers realise they haven't 'experienced life' enough there's a wealth of creative ideas emerging to incorporate new goals, targets and intentions into their lives. A qualified nurse who wants to travel to England but is on a limited budget, is offering her services as an escort for an elderly person who may not be comfortable travelling alone.

Other baby boomers are travelling to around the world and finding employment either in their usual field or something different.

My question to you, is if you're not feeling happy and fulfilled in life, what are you willing to do about it? Many negative people who continually moan about life are not willing to step out of their comfort zone and experience something exciting and new. Here are some steps to help motivate you and make changes to any area of your life.

Visualise or Daydream

Find yourself a quiet place and allow your mind the opportunity to dream about what you'd like in your life. If your mind continually wanders, keep returning your thinking to your dream. Previously I mentioned Shakti Gawain and meditation. If you haven't tried that, you might find helpful.

Write down your dream

Once you've finished visualising or daydreaming, write down your thoughts. Be as explicit as you can, describing everything in detail. The more information you have, the better you can focus your target, goals or intentions.

Brainstorm your dream

Let your mind wander with different ideas about your dream and write them down haphazardly. Following the same tactics as for the mechanic or childcare worker, think of different avenues you could undertake. Write

down ALL ideas at first. Then read through them, discard unsuitable ones and create a sequential plan. Eg. If your plan is to lose weight, one of your ideas may have been to change your diet. Your first goal would be focussed on that.

Create a goal, Target or Intention

Your next task is to create some specific goals, targets or intentions for your first and subsequent items on your plan. Your first goal could be to discard all the unhealthy food from your pantry. Your second goal is to create a new healthy diet for the week. Your third goal is to go food shopping.

If your dream and goal were to lose weight, dieting will be only one part of your programme as getting fit will need to be included in your daily life. Your second phase of target setting, may start with a walk every second day for two kilometres. The next week, three kilometres and the third week four kilometres etc.

Daily affirmations will be a helpful part of your daily regime.

When you're navigating the process of change, there are often little hiccups along your journey. This is absolutely normal. Some are easier to overcome than others. Remember, however, that to be successful, you need to have your goals, targets or intentions aligned to your values.

You'll need to incorporate new time-management strategies into your routine.

You may need to learn some new communication skills to ensure you're not tempted to say yes, when someone's trying to coax you to go to the movies when it's your night to enjoy a five kilometre walk.

When you've set targets and are focussed on improvement in your life, you always experience little tests. These come in the form of things like this: you get sick on week four of your new fitness programme...and it's hard to restart again. OR... you've started saving for a holiday and your car breaks down and you need the money to repair it. Your determination is challenged, as you have to restart getting fit or saving money again.

It takes willpower and sometimes you need a friend or mentor on your side, a motivational book, affirmations or some other positive force can also give you support. All the great sportspeople have coaches and managers, so there's no reason you can't.

Conquering the challenge will boost your self-esteem and make you feel better about yourself. So, if you focus your attention on your intention, you will get the results you want even though you'll have to cope with change along the way. However, saying 'Yes' to a *Positive Attitude* means you will be happier as you work daily towards your success.



Attitude is the forerunner of conditions –

Eric Butterworth



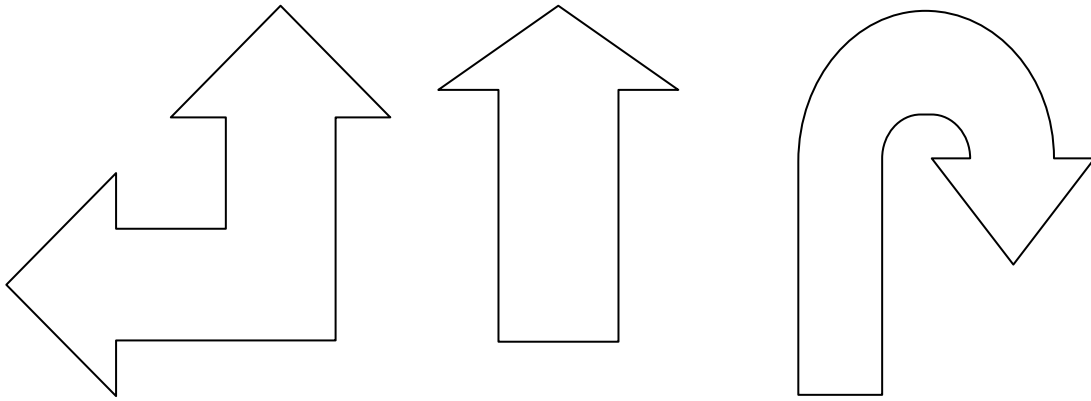
Do You Dare?

Do you dare to succeed at all that you do
To set a clear course and follow it through,
To dream without limit, to see yourself there
To map out your journey with detail and care?
Do you dare to take action, to take that first stride
Which most people shoot and then set aside,
To sometimes risk losing all that you've won
And start out again with your eyes to the sun?
Do you dare to build friendships, to touch others lives
To nurture and cherish, to constantly strive
Knowing that sometimes false words will be spoken
And friendships you value will fade or be broken?
Do you dare to keep trying through sometimes it seems
That to try any harder will shatter your dreams?
Do you realise that often life's path takes a turn
That doesn't make sense? Are you willing to learn?
My friends, it's so easy to give up and say,
I'll do it tomorrow or some other day.
But triumph belongs to those who dare,
To dream and take action, to risk and to share -

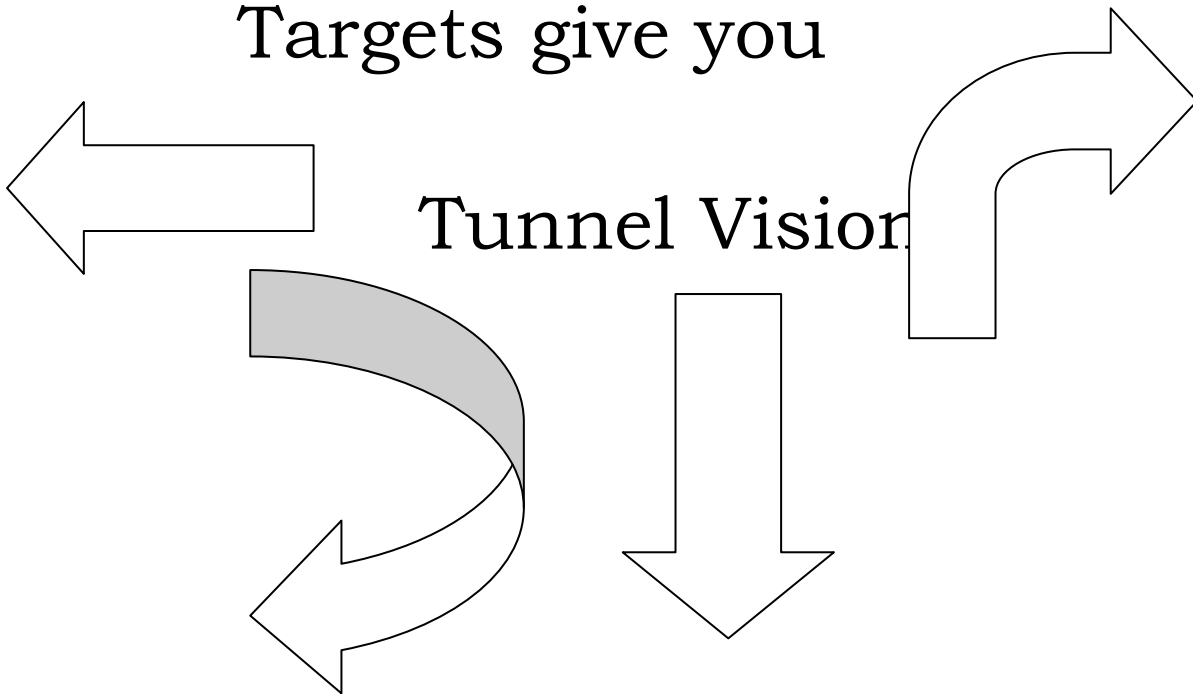
Michael Harrison

Attitude

Write some goals, targets or intentions you want to incorporate into your life. E.g. You want to - start a catering business, visit Paris, be a millionaire



Targets give you



Reach high, for stars lie hidden in your soul Dream deep for every dream precedes the goal -

Pamela Vaull Starr

You are Unique – become yourself

Your greatest gift to yourself is to be you!

Our attitude towards life, determines life's attitude towards us -

Bella Karolyn

Everyday fun, happiness and enjoyment need to be incorporated into your daily life. Watching the sunrise from the top of a mountain after an early morning walk on a weekend tramp might not be everyone's idea of an adrenalin rush, but if it's what you enjoy, you need to ensure you're doing it in your life. You are unique, there's no one in the world like you and it's up to you to become yourself.

Your life is about fulfilment and enjoyment and it's your choice to create them in your life. Maybe it's the beach, or forest, or golf course where you experience tranquillity. You need to discover it as well as your ideal relationship, job, financial situation and lifestyle on your journey to become yourself.

When you have a goal, target, intention or mission in life, you have a sense of urgency in life and an 'energy' to achieve. You are more motivated and enthusiastic.

It's human nature to keep repeating the same habit until discontent arises or you are forced into change by a redundancy, relationship break-up or health challenge or some other issue. Anytime you reassess your life, you need to do a quick appraisal of what went wrong. Instead of looking at it with regret, reverse your thinking and focus on the positive aspects, see it as an opportunity for you to work more towards discovering what you can achieve and who you can be.

It may be the perfect time for you to consider more personal development or if you want to start a business or new career, now you can align yourself to that. Take time out to ponder on what you didn't like in your past situation and make sure you don't include it in your future.

Once you've made some decisions, you can move forward to set yourself new goals. If you're struggling with achieving targets you need to analyse why. Here are a few possible reasons:

1 *Did you need to do some 'background' work before you could achieve those goals?*

Some big goals require a series of small goals (the background work) to be achieved before achieving the 'big final goal'. That's fine because each step is progress in the right direction. I.e. To find a suitable partner you need to be open to learning about yourself and have the opportunity to meet people. Watching television alone at home won't achieve that; joining clubs and groups might.

2 **Did you lose motivation?**

When you're working towards achieving a goal, it's important that it's what YOU really want. If someone else wants you to be a lawyer, because everyone else in the family is, you're less likely to be motivated. You could be feeling you 'should' do it to keep them happy.

However in the process, you are making yourself unhappy. This is a common occurrence. In some instances it feels easier to 'go with the flow' rather than cause a disagreement. It's not an intentional cop-out of being responsible for your own life. It's that you are lacking the personal-development skills, communication, self-esteem and knowledge about how to break the cycle. Perhaps you're *being kind to others* first instead of *being kind to yourself*. To change, learn new communication, assertiveness and confidence skills.

3 *Were you afraid of losing friends because you were changing your life?*

In the process of working towards a goal, you are experiencing change. If losing weight is your goal, the people who you might have gone out with before, may encourage you NOT to change. They liked you 'as you were'.

When you choose to become healthier, the decision to change is *your choice*. However, your associates are having change *forced* upon them. Your weekly routine may have included two visits to a local restaurant, which serves ‘unhealthy’ food. Now you’d rather go to the gym. They are lonely and feel forced to accept your decision.

Rather than be pleased that you wish to address your health issues, they push you to remain as you are, because it suits them. So remember that you have chosen to be uniquely you – a fit and healthy person.

And, don’t be dismayed about losing a friend; new people will enter your life as you continue to make positive changes.

4 *Did you change your goal?*

Not achieving because you’ve changed your mind is great. You weren’t on track with the right goal. Now you have the opportunity to refocus.

You want to achieve your dreams and live the life you want as early in your life as possible. Some people seem to have the knack of achieving it early in life. For others it takes longer and some people zigzag through life without ever feeling fulfilled. Most of us want to zero straight towards our dreams – assuming we know what they actually are. Far too often, we get caught up in other people’s dreams.

If you understand your values, beliefs or rules for your life, you will set goals that will be specific to your dreams and desires. By that I mean there’s a *WIIFM* - *What’s in it for me*. Eg. If a health-related goal involves losing weight and building stamina for your marathon, the additional benefits you may experience might include: more vitality, feeling good, looking attractive, opportunity to modernise self-image, purchase new clothes, have a sense of achievement, have increased enthusiasm about life, and more energy to include new activities in life.

All of these factors raise your levels of enthusiasm towards achieving your goals.

Often you’ve never thought about your values, so when you’ve been setting goals they may have been contradictory to who you are and what you believe. In your goal to be yourself it’s important you take time to assess your values as the first step. Then as you start setting your goals, every one needs to be aligned to your values. Failure to do so will inevitably mean failure of your goals because of inner conflict. Eg. You want to be healthy, but you continue to smoke.

Here are ten tips that will assist with your goals, intentions or target setting, as you learn to become the unique person you are.

10 Tips towards achieving MAGIC in your Goals.

- 1 Take time to daydream and write down or draw your goals.
- 2 Create your MAGIC from your right-brained creative thinking (the first thought to come to your mind).
- 3 Use the left, analytical side of your brain to plan out HOW to achieve it.
- 4 Understand that you will be challenged and it's okay to ask for help.

- 5 Visualise achieving your goal.
- 6 Be prepared to make sacrifices and changes.
- 7 Take the risk and enjoy life as you're achieving.
- 8 Value your health, have fun, laugh and love along the way.
- 9 Don't sweat the small stuff.
- 10 Pat yourself on the back and reward yourself constantly.

In your quest to be yourself you will strike obstacles. The opportunity to be you is exciting, scary and even daunting for some. It takes personal growth, understanding, communicating, and overcoming fear, courage and knowledge to align your mind, body and soul (or mental thinking, physical direction and spiritual self) to work together harmoniously. When they do you'll find fulfilment, happiness, love for yourself and others, and inner peace. It's a great way to live.

You may need to attend courses, read books, ask questions and be open to learning. Across your path will come signals about which path to follow. It's up to you and your free will to make your choice and enjoy the ride. The fabulous thing is you don't need to conform to others. Here's an example.

Some months ago I enjoyed a round of golf with my partner who has a very low handicap and my 74-year-old mother who is midway handicap. I'm ...a novice. I had a wonderful time. It was a beautiful walk, surrounded by lovely trees and bird life. Out of the hundred or more shots I played, maybe fifteen percent went in the direction I aimed and travelled a reasonable distance.

Throughout my game, I replaced my ball on the green patches of grass. When my ball 'flew' over to another fairway, rather than disrupt other people's game, I explained how new I was and asked them if they could please throw my ball back. They obliged. My mother was shocked!

I will never make a golfer. My putting on my partners \$500 putter was good (I'd practiced as a child up the hallway when we had family parties), so it was an enjoyable time...for me. However, I'm not sure my mother will play again with me unless she understands this is fun for me, not a serious game.

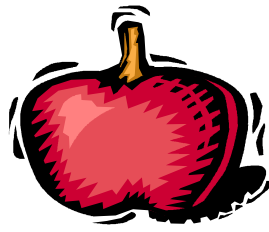


In spite of this, I'll go for a walk and pull my partner's trundler and when I chose and when we're ready for a laugh, I'll play a game of golf. If I chose to continue with golf, professional lessons will definitely benefit me and in that year I'll include it in my goals.

Meanwhile, it's a lovely environment, good exercise, fun and enjoyable and that's what golf is about for me. I don't need to conform.

Sometimes you encounter people who look happy and fulfilled in life and it's a shock to discover beneath that happy exterior is a person who doesn't love themselves, and are living someone's else's dreams. Don't let this happen to you.

Learning to be you is a challenge as you journey through life. Keep positive by daily using affirmations, quotes and being with positive people. You are who the world is waiting for and saying '*Yes*' to a *Positive Attitude* as you work towards success, helps you to remain on track.



On being yourself

You must learn that you cannot be loved by all people.
You can be the finest apple in the world – ripe, juicy, sweet
succulent and offer yourself to all.
But you must remember that there are people who do not like apples.

You must understand that if you are the finest apple
And someone you love does not like apples,
You have the choice of becoming a banana.

But you must be warned that if you choose to become a banana
You will be a second rate banana
But you can always be the finest apple.

You must also realise that if you choose to be a second rate banana
There will be people who do not like bananas.

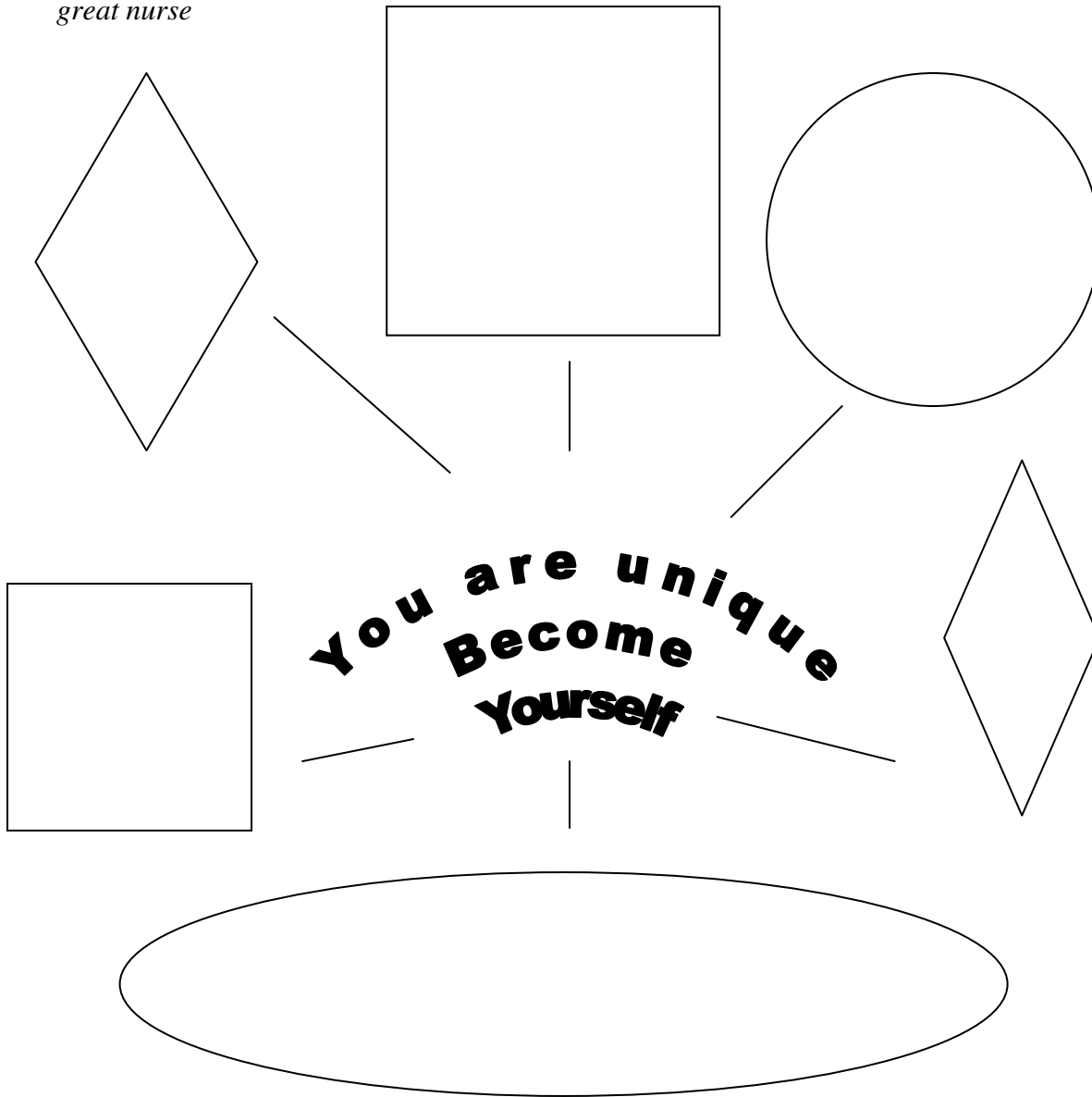
Furthermore,
You can spend the rest of your life
Trying to become the best banana
Which is impossible if you are an apple
Or you can seek again and be the finest apple.

Author Unknown

*When you're in conflict with someone, there is one factor that
can make the difference between damaging your relationship
and deepening it. That factor is attitude -
Timothy Bentley*

Attit**U**de

Write some things you like or love about yourself. E.g. I am friendly, I have lovely eyes, I am a great nurse



Do you want to be a power in the world? Then be yourself -

Ralph Waldo Emerson

**Design your Direction
then Dance the Distance**

Go for gold on your life plan!

**Eagles come in all shapes and sizes,
but you will recognise them briefly by their attitudes -**

Charles Prestwich Siox

When you're designing your day and the direction of your future life there are some key questions you need to ask yourself.

- 1 What do you enjoy doing?
- 2 What's important to you?
- 3 What makes you feel good?
- 4 What is your life purpose?
- 5 What is your gift or talent?

An architect has a plan of a house, an engineer a plan of a bridge, a business owner a business plan, an author a plan of the book, an artist a plan of the painting. What about you? Do you have a plan or a map for your future?

John Kehoe, author of *Mind Power*, says life is a journey. Each day we encounter decisions and choices. If you are clear on a direction in your life, you decide on the choice that supports that. If your direction includes regular exercise with the aim of climbing to the top of the mountain, you choose that rather than sitting on the sand looking at it.

As this quote says:

*It is the old lesson – a worthy purpose,
patient energy for its accomplishment,
a resoluteness undaunted by difficulties
and then success -
W.M. Punshon.*

In her book *Feel the Fear and Do it Anyway*, Susan Jeffers explains the simple concept behind decision-making. Choice A, you get fit and choice B, you don't. It's as simple as that.

Choice A means you join a tramping club or the gym and feel more positive and energetic in life.

Choice B is you don't. Approaching your choices in this clear light takes the fear away from making any decision about your life.

There are six areas to think about when designing your life. You don't spend equal time in these areas, but they are vital to your happiness. The key is to enjoy quality time across all aspects of your life so as to achieve balance.

When you're designing your life, you will find that one area of your life may become more important than other areas at certain times. When that happens you become focused mainly with that goal. Eg. If you're starting a new business and have to establish it, some areas of your life may suffer intermittently as you work towards achievement. However, re-establishing that balance afterwards, is important.

SELF

This is the most important area of your life to be focussing on. This is you learning and living, to be you. You eat the foods you enjoy, do the exercise and activities you like, are employed in a job you're passionate about, love your family and friends, visits places you want and have your beliefs about spirituality that 'fit you'.

With your communication skills you're able to ask for your needs to be met as well as being willing to help others. In your relationships you endeavour to create win/win situations. You have high self-esteem and the confidence to design your life.

The Californian Task Force has defined high self-esteem as:

Self Esteem: *is to appreciate my own worth and importance and have the strength to be in charge of myself and act responsibly towards others.*

The Five components of Self-Esteem are:

Security, Identity, Belonging, Purpose and Competence.

Veronica de Andres the Argentina Director of SEAL, states these ten indicators of a person with high self-esteem as:

Knows his/her strengths and weaknesses

Feels admiration for successful people

Sets professional and personal goals

Establishes harmonious relationships

Takes responsibility for his actions

Expresses wants and needs

Knows how to set limits firmly and with care

Expresses him/herself creatively

Is optimistic

Develops transformational relationships

Furthermore, in having the confidence to be yourself, you have stopped making others responsible for your life and have found in yourself the keys for success, personal well-being and fulfilment.

Once you view life with a sense of *abundance* you'll want only the best for yourself in your decision-making process. Choices incorporate the following values:

Excellence and Progress

Cooperation

Inner Peace

Flexibility

Responsibility

Admiration and acknowledgement

Optimism

If so, you will move forward. If not you may want to reassess the situation.

Of course the opposite of expecting abundance is having low self-esteem, which is where you're not confident and do not feel 'good enough'. Your relationships are not win/win situations. Instead one party is dominant over the other, versus an equal partnership where both are mutually respected, thus giving both people high self-esteem.

Veronica de Andres the Argentina Director of SEAL, states these ten indicators of a person with low self-esteem:

Is unaware of own abilities

Is very jealous and over-critical

Sets unrealistic goals or no goals at all

Establishes competitive relationships

Blames others. Makes others feel guilty

Does not express real feelings, wants and needs

Cannot set healthy boundaries

Is afraid of making mistakes

Copies or imitates others

Is pessimistic

These people view life from the thought of *deficit*. They include the following ways of thinking:

Perfectionism

Rivalry

Violence

Rigidity

Guilt and blame

Jealousy and envy

Pessimism

Such people do not have a set of personal boundaries to help form their daily decisions. Either they do not value themselves or they over-value others, who they see as more capable and confident. Sometimes they can only feel good about themselves by achieving dominance through bullying. To move forward in life, they need to start soul-searching and make daily efforts to improve their self-esteem. It's challenging, but it is possible.

Every day they need to be asking themselves, what am I doing today to make me feel good about myself? Gradually as they start to value themselves, they begin their personal journey of self-development, which is the stepping-stone to their success.

It's the ability to have a positive attitude and improve your thoughts and feelings about yourself on a daily basis that will see you become the successful person you choose to be. It's learning to love yourself and sharing your uniqueness with other people that will assist you to help the world become a better place.

*Love has to be put into action and that action is service -
Mother Teresa*

The other five areas of importance, that need to be considered when designing your life, are:

HEALTH – are you living a healthy life?

FAMILY/RELATIONSHIPS– what are you doing to nurture and help them?

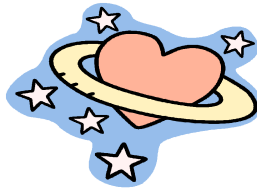
BUSINESS/CAREER - are you using your gifts and talents in a job you love?

FINANCIAL – are you secure with your financial situation?

COMMUNITY – what are you doing to help others?

Success is certain if you imagine great possibilities and daily take small steps that move you forward to positive results. Final results don't always come instantly, but if you are patient through the process and enjoy the journey towards achievement, know that you can create anything. If you focus positive attention to your project every day, it produces positive results.

What are dreams if they're not designing your life direction to your fulfilment and happiness? Saying '*Yes*' to a *Positive Attitude* every day will help your dreams become a reality.



*My attitude is never to be satisfied, never enough, never -
Bella Karolyn*



It's Okay To

Be Myself -

To exist and be here in the presence of others

Do what I want -

And take responsibility for myself

Be human -

I am not an animal, machine or trash

Love myself -

Physically, mentally, emotionally, spiritually

Grow -

Make mistakes, learn, make changes

Think -

Reason, imagine be aware, know

Decide -

Be unconfused, independent, definite

Love Others -

Be close, relate care, as well as be separate

Change -

Myself, my beliefs, my behaviours

Be Different -

To differ with others, to be different from others

Be Concerned -

With the world with all existence but not worried

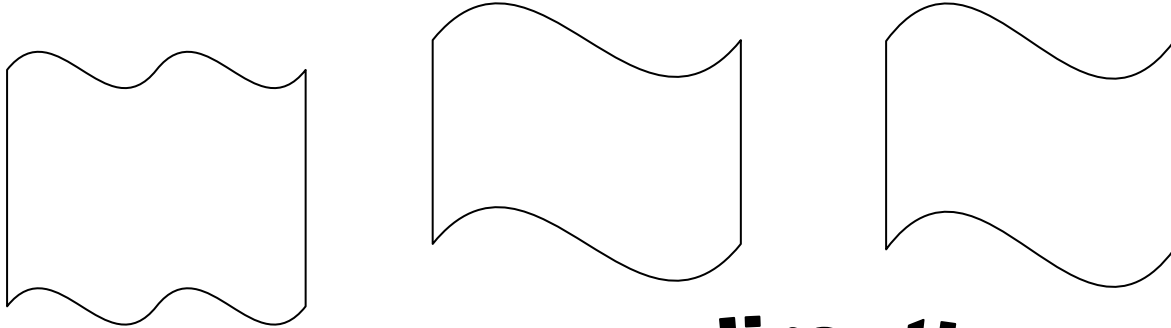
Worship -

Forces, energy, existence greater than myself –

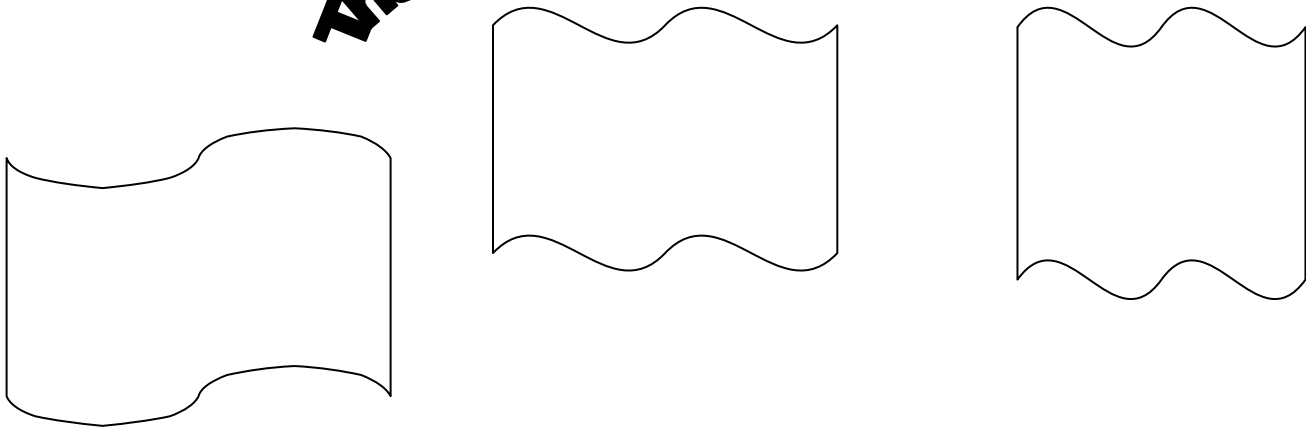
Anonymous

Attitude

Write down one new dream, goal or intention you want to incorporate in each area of your life.
E.g. Finances – purchase rental property; Relationships – go away once a month with my partner; Business – Upgrade my computer, Health – lose weight



**Design your direction
Then dance the distance**



Whether a glass is half full or half empty depends on the attitude of the person looking at it.

Author Unknown

Everlasting Effervescence and Energetic **Enthusiasm Equals** **an Excitable You**

Have fun and enjoy the journey!

The world belongs to the energetic - Emerson

Exercise is one of your keys to success. It gets your body moving and makes you feel more energetic, to enable you to include the other activities in life you enjoy. It may be walking, running, playing golf, or doing line dancing - the most important thing is you are being true to you.

Your goal in life is to be yourself, use your gifts and talents to make the world a better place and be the best possible person you can be. This means having your mind, body and soul (or mental physical and spiritual self) aligned. What you think, is what you do and what makes you happy.

Everyone has been blessed with free will, so there is no rule that says you must live your life in the role you currently live in. The choice is yours.

When we look around at other people, we see some are fit and healthy, full of energy and enjoying life. These are the people with a positive attitude to life, who enjoy living, doing what they enjoy and helping others. These are the people you want to use as mentors.

Unfortunately we also see people who are the opposite. As the world's population is ageing you need to ensure you're in the first group of people.

The term 'geriatric gypsies' is a term that describes some of these positive people. They are always away from home 'living' and enjoying life. Sometimes I have to 'book' time to be with my mother. She's either at

Hospice (helping others) or golf (getting fit) or Friendship Club or quilting or gardening, or fishing or boating, or visiting and helping friends or family. There are hundreds of older people like this and it's up to us younger ones to ensure we live a similar life. Sitting at home becoming a 'couch potato' does no good for anyone.

Life's a pretty precious and wonderful thing

You can't sit down and let it lap around you

You have to plunge into it

You have to dive through it -

Kyle Crichton

Here are some tips to help ensure you become a person who has everlasting effervescence with loads of energy and enthusiasm to ensure you become an exciting you.

BE YOU

Often in life you can become a product of your environment. If it's all healthy and positive that's great. If not, you'll have challenges to overcome. However, people have a choice and can learn and grow towards being successful.

As children grow through their teenage years and into adulthood they have the opportunity to 'let go' of old ways of life that are detrimental to them and grow towards success. It takes discovery of their own dreams and a positive attitude to overcome the challenges that come their way and to blossom into the unique you.

Do not follow where the path may lead,

go instead where there is no path and leave a trail – Anonymous

INTEGRITY and HONESTY

These are really important values to apply to yourself. We're often taught to use these traits in our dealings with others, but it's most important to respect ourselves first. Remember you are a unique being ...be honest to you!

*Any path is only a path; there is no affront to oneself
or others in dropping it,
...if that is what your heart is telling you - Carlos Castaneda*

BE HEALTHY

Walking, jogging, swimming, bike-riding, it doesn't matter what you do, as long as you're stretching your body, breathing fresh air, and making your insides work. Of course the best places are beaches, mountain tracks, and places away from pollution and noise, so try to include some of those in your exercise regime. Eating healthy food is paramount as well...so stop eating the unhealthy takeaways and start enjoying healthy food.

*He, who has health, has hope: and he who has hope has everything –
Arabian Proverb*

BE PASSIONATE

Your gifts and talents make up, who you are, enjoy them.

I'm an avid believer in pre-school education and my youngest daughter started playcentre at 10 months. She loved to paint. Now she is studying for a Bachelor of Arts and working in interior design and architecture.

When she's on holiday she still loves to paint. That is passion – doing what you love and doing it without payment. Discover it and include it in your life.

*If we resist our passions, it is more through their weakness than from our strength -
Rochefoucauld.*

SMELL THE FLOWERS

Life is for enjoying. Nature has provided us with untold beauty. It is up to each individual to 'experience' them in their real form.

Television provides us with programs of exciting destinations and awe-inspiring glimpses and close-ups of the physical and animal world. However, you still need to ensure you live by experience. If you see a place you'd love to visit, save the money and visit in the flesh. I'm sure sunsets over the Grand Canyon are fabulous but remember, watch the sunset from your own backyard as well.

Take time to smell the flowers – Anon

HELP OTHERS

When the Boxing Day 2004 Tsunami disaster struck, it was amazing how united people become to help others less fortunate than themselves. It's a human trait to help one another, whether it's helping another person on a walking track, or donating time and money to your favourite charity. It's good for your soul.

*We are each of us angels with only one wing
and we can fly by embracing each other – Luciano de Crescenzo*

HAVE FUN

Life is for enjoyment, doing the activities you like, being with the people you like, having the pleasures you enjoy. Laughing is one of the best medicines of the world. It gets your endorphins circulating in your body and laughing uses lots of muscles on your body...again leading to a sense of well-being.

He who laughs, lasts – Mary Pettibone Poole

Living an effervescent energetic life with enthusiasm doesn't mean you're going to have a life with no challenges. It's your attitude that will determine how well you overcome them. Charles Swindoll in his poem about Attitude writes 'it's 10% what happens to us and 90% of how we react to it'.

A balanced life is juggling work/life balance. It means making time for yourself, time for those you love, your work, and your health. Giving one area of your life more priority than another can lead to stress and unhealthy living.

The good old-fashioned values taught to us by your parents and grandparents are some of the basics we need to reinstate in our lives. Honesty, trust, respect, healthy food and good exercise, fun, love, enjoyment and fresh air are all-important to our well-being.

Today, many people have jobs that require sitting at computers all day and they need to make a determined effort to get more exercise. Without it, your body mind and soul will suffer the consequences of ill health. You and the rest of the world cannot afford that.

We want you to help yourself, help others make the world a better place. Remember that in every situation you experience you have a choice about how you think about that occurrence. By thinking 'it's 10% what happens to me and 90% my reactions' you are *saying 'Yes' to a Positive Attitude* in life.

Balance

Stay loose

Learn to watch snails

Read everyday

Imagine yourself with magic

Giggle with children

Listen to old people

Open up, Dive in, Be free

Bless yourself

Drive away fear

Play with everything

You are innocent, entertain your inner child

Build a ford with blankets

Get wet

Hug trees

Write love letters

Plant impossible gardens

Invite someone dangerous to dinner

Do it now, Do it for love

Make little signs that say yes

Make friends with freedom and uncertainty

Look forward to dreams

Cry during movies

Take lots of naps

Swing as high as you can on a swing by moonlight

Refuse to be responsible for once

Give money away

Believe in magic

Laugh a lot

Take moon baths

Have wild imaginations

Celebrate every gorgeous moment -

Cookie the Clown

AttitudE

Write down some things you can do to give you zest and enthusiasm in your life. E.g. Listen, dance and enjoy your favourite music, include soul-enhancing activities, plant some flowers, watch comedies, soak in a bubble bath.



An Attitude Equation

Ever wonder about those people who say they are giving more than 100%? We have all been to those meetings where someone wants over 100%. How about achieving 103%? Here's a little math that might prove helpful.

If:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

is represented as:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26.

Then:

H A R D W O R K

8 1 18 4 23 15 18 11 = 98%

K N O W L E D G E

11 14 15 23 12 5 4 7 5 = 96%

But,

A T T I T U D E

1 20 20 9 20 21 4 5 = 100%

Sometimes the only way for me to find out what it is I want to do is go ahead and do something.

Then the moment I start to act, my feelings become clear -

Hugh Prather

PART 2

200 PowerTips

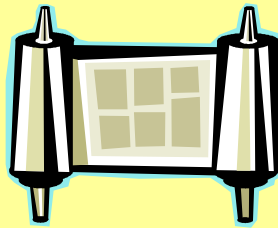
To Keep YOUR

Attitude

Positive

200 Tips to Motivate & Inspire YOU

in your Professional & Personal Life



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INTRODUCTION

Janice – works with motivating and inspiring people’s thinking and attitude to springboard them to success. She’s an expert, she says, because she had to do it for herself. She thought happiness, fulfilment and success would just happen. She didn’t realise that she had to create it. She learned the hard way by changing her self-belief. She has gone from being a person with low self-esteem to someone with high self-esteem, believing that the world is her oyster!

Her greatest journey, after many stumbles along the way, was discovering her real self, re-aligning her dreams, creating them and then crossing them off her ‘wish’ list as they were achieved.

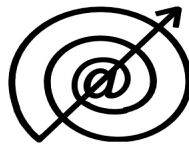
A few of her successes include surviving fifteen years as a single parent and raising two daughters, which has been “the greatest learning curve out and the most rewarding”. Additionally, volunteering to work in the patrol boats for the 2000 America’s Cup was great fun and self-publishing her first book “Sailing a Different Course” was exciting.

Her business is called Attitude Specialist and she works with corporates, groups and individuals, steering them towards success. Her presentation topics for conferences and corporates include Attitude, Stress, Work/Life Balance, Communication, Personalities, Goals and Tricky People. Her other books include: How to Get What you Want in life, Say “Yes” to a Positive Attitude and due for release is “Successfully Single and Parenting.”

She is adamant that self-esteem is the key to success and shares a little of her knowledge in this book. One of her goals is to expand The Purple Tick for Healthy Thinking (a national self-esteem day) into an annual event in New Zealand and then overseas.



MY LOGO



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

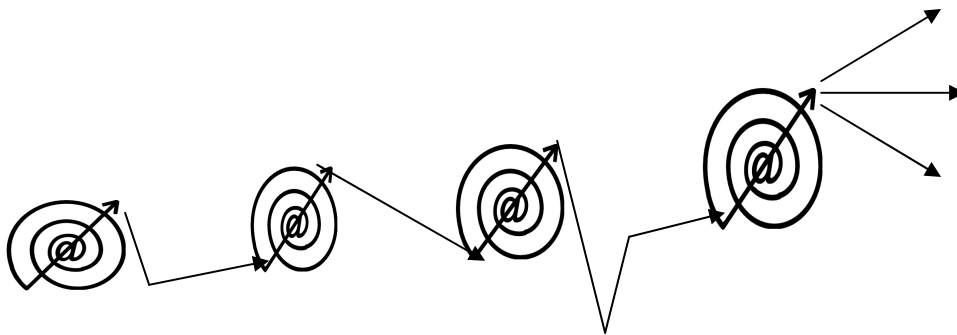
You can stay AT one place in your life, never learning new skills and going around and around in one place, repeating the same mistakes, 'stuck' in a rut

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

When you learn one skill, you integrate that skill into your daily life. You remain at that point in your life, for as long as you choose. You either get stuck again, zig zag or progress up or down 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!**



What are *PowerTips?*

PowerTips can be used as guidelines in your professional and personal life.

They're based on the principles of giving to yourself and others, by learning, achieving, following your passion, having fun, finding contentment and enjoying win/win situations.

PowerTips align your mind, body and soul, or mentally, physically and spiritually.

Using *PowerTips* in your life, means

- ✓ what you *think*
- ✓ will align with your *actions*
- ✓ with your innermost *feelings*
- ✓

so that you live as one united energy field in your life.

PowerTips allow you to live a passionate, less stressed life, with more fun and contentment and large doses of happiness and joy sprinkled throughout.

PowerTips apply to ALL areas of your life. They're categorised into PERSONAL, CAREER and BUSINESS to assist you.

Choose the area that's applicable to you.

Mastering living using *PowerTips* means you are the '**master**' of your life!

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My Logo

What are **POWER TIPS**?

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PowerTips to Keep Your Attitude Positive

Contains

30 Topics

120 Tips

60 Quotes

For your Business, Career and Personal Life

Thanks

To Laura, Claire & Kerry

Dedicated to Mum and Dad who have supported me through my challenges. We've sung the song together "One Day at a Time" as they've helped me to be positive and enjoy life.

Attitude

Attitude is more important than facts.

**It's more important than the past, than education,
than money, than circumstances, than failures,
than success,
than what other people think or say or do.**

It is more important than appearance, giftedness or skill.

It will make or break a company...a home...a relationship.

**The remarkable thing is we have a choice,
every day regarding the attitude we will embrace for the day.**

We cannot change our past.

We cannot change the fact that other people will act in a certain way.

We cannot change the inevitable.

**The only thing we can do is play on the one string we have,
and that is our attitude.**

**I am convinced that life is 10% what happens to me
and 90% HOW I react to it.**

Charles Swindoll

ACHIEVEMENTS

and

Patting your own back!

To get back the ‘feel good’ factor in your life, make a list of the things you have achieved in your professional and personal life. Pat yourself on your back, and relive those positive times. As you recall some of your earlier achievements, recall the feelings you were experiencing for each of them.

When you accomplish something, you feel good about it for a short time. Then you focus on new goals and desires. You leave behind the good feelings of your accomplishments. You forget the struggles, deadlines or sacrifices you made as you strove for your goal. In hindsight you may pass those off as insignificant. You also forget the adrenalin rush and feelings of ecstasy, joy, or happiness you felt when you achieved.

The Body Shop has ‘idea boards’ and many other businesses have ‘suggestion boxes’. These ideas are *potential* achievements for the company.

There’s a story about a cleaner at a company which was in financial strife. She came up with the one simple idea that turned the firm around. To get consumers to use more of the product, she suggested they make the hole bigger in the top of the toothpaste tube.

An employee in another company suggested the answer to lowering production costs was to leave the skin on the potato chips. Great simple and effective ideas, which I hope these companies are remembering as ‘top-line’ achievements.

At work, achievements need to be remembered frequently, which means more than just at the annual dinner. It’s a greater boost for employee morale if these achievements are recognized at weekly or monthly meetings or certificates are issued, and presented.

BUSINESS TIP

Write a list of the company's achievements at the end of each meeting and display it in your lunchroom or an appropriate place.



PERSONAL AND CAREER TIP

Remember back into your past events, either at school, work, family or sports. Maybe you excelled at a sport or a subject, won some prizes or trophies, achieved great marks in a subject you studied, won business awards, achieved great sales targets, or completed projects at work. Alternatively you may have traveled overseas or have been on some exciting adventures, given birth, re-decorated a house, excelled at cooking, dressmaking or become a fabulous 'do it yourself' person. Recall & relive the 'feel-good' factor from these events.

Results??? Why, man, I have gotten lots of results!

If I find 10,000 ways something won't work,

I haven't failed. I am not discouraged,

because every wrong attempt discarded is

often a step forward. - Thomas Edison

AFFIRMATIONS for Success

Yes...I can do it!!

These have been used for centuries throughout the world in spiritual and magical practices in the forms of prayer or mantras. Today they are used by people in all walks of life, business, sport, healing and in other ways. Affirmations are positive statements that affirm the challenge you want to overcome. They're *your* statements to own because you have chosen the words. You repeat them to yourself, either silently, spoken or in writing. However there are some important points to follow.

You don't necessarily have to believe them at the beginning. Your goal is to believe them at a later stage. You are working towards changing the thoughts in your head. The more you repeat your affirmations, the quicker you change your thoughts. Your affirmations need to be short, so they're easy to speak, write and repeat daily. Your affirmation must be in the positive form:

Not I mustn't fail this exam BUT

..... **I can pass this exam**

Not I don't want my business to fail BUT

.....**My business is successful**

Not I can't talk to her BUT

.....**Yes, I can talk to her**

Not I'm not good enough to be loved BUT

..... **Yes, I am good enough to be loved**

Ian Brooks in his book *Second to None*, states that having a mission and vision statement that puts the customer first, and which stresses the customer's primary position in the commercial transaction, are important leadership tools. An example given is for an insurance company, which states, "We provide peace of mind". It's a positive statement and affirmation about the business.

BUSINESS TIP

Re-look at your mission statement and ensure it's positive.

PERSONAL & CAREER TIP

Have your personal affirmation written out and attached to your mirror, or a copy in your purse or wallet. Every time you see it, you are affirming yourself. Using a combination of methods can be extremely effective.

BUSINESS TIP

Print your company motto, mission statement or a positive quote on your marketing material. I like the large removal trucks displaying them on the rear panel, where you can read them when you're sitting at the traffic lights. My marketing name is *Janice – the lady with 'nice' in her name*. People remember that because it's catchy. Some people may not remember my surname, but, because of my 'quirk' tagline, they can remember that we spoke two years ago

PERSONAL & CAREER TIP

The best time to use your affirmations is in the first half hour of waking. This sets your thinking for the day. The earlier you have positive thoughts at the beginning to your day, the sooner you will enjoy it. Two or three minutes daily will soon have an effect. However, you can repeat them as often during the day as you wish.

BUSINESS TIP

Be decisive. Take action. Nothing kills a good idea or an opportunity faster than procrastination. Survey the options, make the call, move on it and never second-guess yourself. There is nothing gained from regret.

BUSINESS TIP

Display quotes, graphics and artwork with positive affirmations around the office. Regularly change them. Have competitions to help stimulate a positive feeling at work.

BUSINESS TIP

Meetings should be held to gather information, make decisions or develop actions. If they do not they achieve these objectives, they are failing. You must develop clear actions as a result of every meeting. Failure to do so results in wasted energy. Action lists should include responsibilities and time frames and should be used for ongoing activity. Regular updates, praise and acknowledgment of successes are important to keep people motivated towards the goals on their action list.

BUSINESS & PERSONAL TIP

A good networker must learn to be comfortable with sharing achievements. That doesn't mean monopolizing every conversation with your success, but if people you meet know you've landed a prestigious account, achieved record sales, or won an important award, they know what your achievements are and recommend you to others.

BUSINESS & PERSONAL TIP

Take credit for your successes. Be proud, not pompous, about them and spread the news.



***Whatever the mind of man can conceive
and believe, the mind of man can achieve.
Napoleon Hill***

BALANCE at

Work and Home

Work/Life Balance is a “HOT” topic now. Websites and courses are held on the topic. In the age of the superwoman or superman, it’s easy to exhaust yourself. If you want to achieve in life both professionally and personally, it is important to live a balanced life. Thus work/life balance is becoming a major issue in the workforce internationally.

Over the past ten years Microsoft has moved from being a company staffed by people in the twenty something’s age bracket to a company of mainly thirty something’s – which is now the average age of Microsoft employees. Worldwide their employees now have families and children, so work/life balance has become an important issue.

Microsoft New Zealand allows employees to work flexible hours to meet family commitments, and supports employees working from home. This ensures employees are living happy and healthy lives, and are able to contribute fully in their work environment.

PERSONAL AND CAREER TIP

Assess six different areas in your life - self, health, career, family, spiritual and emotional. It’s important to spend some time on each of these areas. You may have different things that are important, but balance is the key. However, there may be times you need to spend extra time on your career or a particular area. That’s okay, but it’s important you return to your balanced life ensuring time for your self, family and friends.

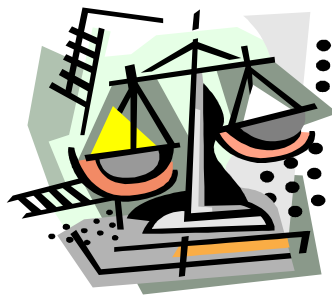
BUSINESS & PERSONAL TIP

You may need to delegate at work, employ more staff, learn to say NO, employ a cleaning lady, or someone to mow your lawns at home. Discover your pressure areas in your life and find ways to relieve them and return to a more balanced healthy, less stressful life.

You know you're spending too much time at work, when...

- **You're on first-name terms with the night cleaners at work**
- **You don't remember what hobbies you had and don't miss them**
- **Your skin has turned pale from going to & from work in the dark**
- **You eat most of your meals at work**
- **Your kids have to send emails to you to get your attention**

Excerpt from: You Won't Die Laughing: Patricia Cameron-Hill & Dr Shayne Yates



BELIEFS or 'Your' Life Rules

When you were a child, words were repeated to you about a variety of everyday situations. These words you constantly heard are ingrained in your mind. Often these are the same words that are holding you back from further successes. Sayings like “*money is hard to come by*”, “*only selfish people have the good things in life*”, “*you are useless*” or “*you are no good*” are a few examples. With these beliefs ingrained into your mind, when you want to make positive changes in your life the thoughts that emerge are the negative beliefs you heard when you were a child. If that’s happening then you need to examine your beliefs. Are they really true? Are they helpful or a hindrance to your present everyday life?

If you believe *money is hard to come by* you have a belief of “lack” whereas if you believe *money is easy to come by*, you have a belief in abundance.

In your career, business or personal life, if you have limiting thoughts about yourself your subconscious will pick up the worry or negativity and increase it.

In his book *Mind Power*, John Kehoe writes: In almost all problem areas of your life, *you* are the problem and *you* are the solution. It may not seem that way but you are encountering your resistance not from outside sources, but from inside yourself – your beliefs. When new beliefs are accepted by your subconscious mind, whole new realities will open up.

PERSONAL & CAREER TIP

When you want to improve an area in your life, start by writing down the beliefs you have about that area. Examine them, discard what you don’t need, then imprint into your mind thoughts that are positive and beneficial.

PERSONAL & CAREER TIP

92% of the things you worry about won’t happen. What were you worrying about one year ago? You don’t remember? Well, that’s the point! Instead, master your weakness, because it is your greatest strength to your success.

PERSONAL & CAREER TIP

Worry is the nuisance of the mind. Don't worry and change your thinking to positive. Instead go to bed with the challenge on your mind and open your subconscious to a solution.

BUSINESS TIP

If you think you are beaten, you are. If you think you dare not, you don't. In your business if you have a business plan to refer to for your sales, marketing, finances, human resources and more, you have set your work 'rules'. Be realistic and set targets, search out answers and be open to solutions coming your way.

**Whatever you can do or dream.....begin it.
Boldness has the power and magic in it. - Goethe**

***Foresight provides the ability to influence the
future rather than predict it. -
Richard Freeman, Chief Economist ICI***

***When you meet anyone, remember it is a holy encounter. As you see
him, you will see yourself. As you treat them, you will treat yourself.
As you think of him, you will think of yourself. Never forget this, for in
him you will find yourself or lose yourself.
- Marianne Williamson, A Return to Love***

CAREER or PROFESSION

I believe we all have a life purpose. We are naturally gifted with certain talents and skills. Each person has his or her own unique strengths. Your gifts and talents are aligned with your passions, those things you would do without being financially rewarded. Mastering your gifts enables you the opportunity to become the greatest person you choose to be.

Throughout your life, you encounter regular challenges that expand your awareness of self. However, because everyone is blessed with free will, you can choose whether to overcome these challenges. If you do, it will steer you towards achieving your life's purpose and the ultimate happy, fulfilled life. It can also lead to a rewarding career for you. You spend many hours working so it's wise to spend those hours enjoying yourself. Consequently you stay motivated, positive and enthusiastic and enjoy your life to the maximum at work and play.

BUSINESS & CAREER TIP

If you aren't happy in your career, discover what your talents are. Often you don't see them as talents yourself as they are WHO you are. E.g. You have green fingers and can grow plants easily...so you don't see it as a gift. However, many people are not good gardeners, so rethink, a career in horticulture may interest you.

BUSINESS & CAREER TIP

If you're unsure about your gifts or talents, ask friends or family to give you a truthful answer. Also visit career advisors, who can help you find your career by assessing your talents, skills and personality type.

BUSINESS & CAREER TIP

An excellent book to read is 'What Colour is My Parachute' Richard Bolles

Do what you love...the money will follow. - Marsha Sinetar

BUSINESS & CAREER TIP

Learn about your personality. It gives you an indication of where you're best suited and will find the most enjoyable career. If you're an owl, you'll enjoy working with figures. If you're a peacock, you'll enjoy working with people. (Refer to Personality types on page 48)

BUSINESS & CAREER TIP

If you have motivation and desire to succeed in your current career, you are in the right employment at present. If this changes, think about making changes to your career, either applying for a promotion or switching to a new company.

BUSINESS & CAREER TIP

Michael Gerber writes in the E-myth about the 3 stages every business goes through. If your business is struggling, read the book, employ a coach, or get a mentor. If you are passionate about it, think outside the square and look for solutions.



Women who were once thought to be inferior leaders because they were 'too emotional' now turn out to be excellent leaders because they can exhibit 'special' emotional qualities. - Harvard Business Review

COMMUNICATION – say it right!

Effective communication is having the ability to express what you want and be listened to. It results in a win/win situation for both parties concerned. It's important for both your professional and personal life. You need to be able to express your wishes, desires and needs. However, there are traps and many people are ineffective communicators.

When communicating there are three parties: the sender, the message and the receiver. That's three opportunities to make a mistake.

Firstly, the sender, might not be effective in communicating the message.

Second, the message might not be heard because of interference by noise or faulty technology in sending it, and lastly, the receiver might not be listening. If you're unsure of the message, ask for it to be repeated or clarify it back to the sender.

PERSONAL & CAREER TIP

You need to be able to converse using “I think” or “I feel” statements. Nobody can say you are wrong when you state your feelings using an “I” Statement. These are your thoughts and feelings, and belong to you, and no-one else. An example is “I think politics is a boring subject to discuss”. No-one can say you are wrong, because it is your opinion, which every individual is entitled to. This communication skill is vitally important in your professional and personal life.



CAREER & BUSINESS TIP

When using email, it's important to craft your messages carefully. It is very easy to write a message and imply anger with the use of an exclamation mark.

PERSONAL & CAREER TIP

Many people have difficulty saying the word "NO". People ask you to do things and you may be thinking 'NO' but you agree because you can't verbalize that two lettered word "NO". You resent doing the task and further problems can occur.

CAREER & PERSONAL TIP

Assertive communication is important in both your professional and personal life. It's communicating without anger, but with the ability to express yourself well. If you are exposed to situations where you don't have the appropriate skills or confidence to express yourself, there are courses you can attend or books to read.

**Don't be afraid to ask for help –
it can bring balance into your life.**

***Go placidly amid the noise and haste
and remember
what peace there may be in silence.***

CRITICAL TURNING POINTS

These are events that result in people drastically changing their life. The event can have either a physical, mental or spiritual impact on their life. People may have a car accident, or suffer redundancy, have a major business challenge, a relationship break-up, illness, or financial crisis. All these can be critical turning points in their lives.

The challenge is what you do as a result of that event. You can either view it as the worst thing that has ever happened to them and time is spent wallowing in pity, self-denial or moaning and you stay negative for rest of your life.

Alternatively you can view the positive aspect of the event and turn it into a time for improvement and change. If it's a health issue, you can change your lifestyle to stop smoking and include exercise and healthy food in your daily routine.

This is when your mental attitude, positive or negative is crucial. You may have to overcome your fear, find courage or tap into other physical or mental resources you never knew you had. Your success lies in conquering the challenge. These are the factors that will determine the outcome of your situation

Many people have gone on to excel in different areas in their life, have had a new career, business or partner, and some have even become celebrities,. Their level of happiness in life has increased as a result of the worst thing that has happened to them.

Understanding your critical turning points helps you realize the challenges you have conquered in your personal and professional life. You can have many critical turning points in your life....or just one. Acknowledge your successes!

***Life begins when you accept that you are responsible
for your own destiny – take charge now***

CAREER & BUSINESS TIP

Think back and assess any situations that have been critical turning points in your life. Don't be harsh on yourself if you would make a different decision now. You did the best you could do back then. Congratulate yourself on any lessons learnt. If you've been repeating the same mistake, make a different decision next time. Remember they're all stepping stones to who you are today.



***When making major choices, be guided
by what is most precious to you***

FEAR of SUCCESS or FAILURE

The word FEAR can be translated as **False Evidence Appearing Real**. Your fear comes from the negative thoughts inside your head. These say ‘*you can’t do it*’, or ‘*you’d make a fool of yourself*’, or ‘*it’s too much of a challenge for you*’, or ‘*you’ll be rejected at the sales call*’. Your head talk is the false evidence and it does appear real.

The outcome is you believe your thoughts and don’t conquer the challenge. You feel and think like a failure and so your negative cycle continues. As you are presented with each challenge which involves overcoming your fear, you have the choice whether to overcome it or not.

Remember as a baby you were never afraid to learn to walk. You didn’t think about fear. You probably hurt yourself when you fell, but eventually despite the bumps and bruises - you conquered it. Not the first time, but you started small. You had no fear, you just did it! Now imagine yourself as an adult being too fearful to try. The thoughts in your head didn’t stop you as a baby, so why should they now.

Overcoming your fear involves changing your negative thoughts to positive. It’s reprogramming your thinking. It involves assessing your beliefs, using affirmations and other tips in this booklet. These are all steps to improve your self-esteem and become a winner.

If you choose to overcome your fear, you conquer your challenge. Your self-awareness increases to another level as you master success in your life. Your pathway to personal success is being paved.

PERSONAL TIP

An excellent book to read is ‘Feel the Fear and Do it Anyway’ by Susan Jefferies

PERSONAL & CAREER TIP

When you are following your passion in a job, or running a business you love, you’re willing to take risks and overcome your fear to help you achieve your goal.

PERSONAL & CAREER TIP

“Life is either a daring adventure or nothing” said Helen Keller. If you are not taking risks you may not be living to your potential.

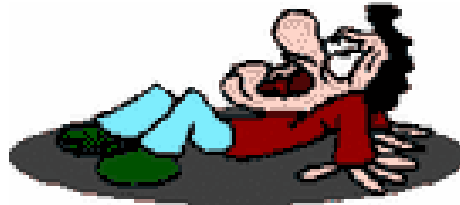
PERSONAL & CAREER TIP

Overcoming your fear can have you living your life on the edge. That is what gives you an adrenalin buzz and puts magic in your life.

I would rather go to any extreme than suffer anything that is unworthy of any reputation or of that of my crown. - Queen Elizabeth 1st

Recognize and accept, that some situations are beyond your control then rise above your disappointments.

2



Life's much easier when you work together with others to achieve a common goal

Hard work and honesty generate inner peace and a sense of accomplishment

FORGIVENESS of Yourself and Others

Forgiveness is important! It frees you from negative thoughts and feelings which waste your energy. It opens your mind to new ideas and thoughts. Forgiveness allows you to move ahead in your life and business.

Many businesses have been 'robbed' financially by their employees. It is difficult to forgive these people. However a lesson that may be learnt is that your systems may not be efficient, or some other factor failed. It allows you the opportunity to make changes that will benefit your future. Employees can make "miss-takes" and some companies have lost millions of dollars through an individual's wrong decision. It is only the employer with insight who can forgive the employee and keep them on the payroll. They realise a lesson has been learnt and that same 'miss-take' will never be made again.

Holding onto anger about incidents means every time you think about them, your body reacts as if you are actually in the situation again. You get stressed or upset again.

Forgiveness does not happen as soon as you say "I forgive myself for my actions" or "I forgive (the other person) for the way they acted". Forgiveness is a feeling from within. It may take you weeks of repeating the words, before you can feel a difference.

However, continue, because it's worth the effort. With persistence you will create a sense of inner peace. Talking to friends, colleagues or counselors will also help.

Whatever the situation, remember you (and anyone else involved) acted the only way you knew back then. Now, in the present day, release the situation and move forward in life.

In 'Principle Centered Leadership' Stephen R. Covey writes: Managers forgive themselves and others. They don't condemn themselves, they forgive, they don't brood, they live sensibly in the present. Their self-honesty is revealed by their sense of humour, their willingness to admit and then forget mistakes, and their ability to cheerfully do the things ahead that lie within their power.

BUSINESS TIP

At work or in your business, empower your staff. Give them both the responsibility and authority needed to create value for your customers. If there is a 'miss-take' learn to forgive. Coach them again and re-look at your initial delegating, teaching or coaching process. Maybe you didn't explain it well enough. Coaching is a four-step process. How many did you use?

Tolerance for failure is a very specific part of the excellent company culture – and that lesson comes directly from the top. Champions have to make lots of tries and consequently suffer some failures or the organization won't learn.

- Thomas J Peters & Robert H Waterman Jnr In Search of Excellence

***Accept ALL your emotions, even the negative ones,
to begin the healing process***

Give yourself time to grieve, only then can you move forward



***A frog grows from an egg to a tadpole to a frog
It takes times...just like forgiveness***

FUN, HUMOUR or LAUGHTER

Food for the soul, laughter is the world's best medicine. Something everyone needs large doses of in life.....BUT few rarely do.

When you laugh the brain's pleasure centres are tickled, which releases endorphins. These are the natural painkillers, which are produced during laughter. Endorphin release accounts for pain relief and the feeling of being naturally "high" which most people experience after a long period of laughter. This shift or switch in your perceptions can cause you to feel pleasure which makes you feel better

Everyone has a different concept of fun and humour. What one person considers comedy may not appeal to others. Children have no inhibitions and have a wonderful sense of freedom and humour. If you have children, play with them and have fun. Lose your inhibitions and act silly. If you don't learn to 'chill out' the only person you are cheating in your life is yourself.

PERSONAL TIP

You need to discover what you consider funny. If you're not sure, try a new activity, watch a comedy, tell jokes, or do some outlandish things.

PERSONAL & BUSINESS TIP

Don't play jokes on other people or laugh at them. You may find it amusing but it shows a sense of immaturity. It can hurt the other person's feelings. It's best to laugh at yourself.

PERSONAL TIP

If you need something to make you amused, look at yourself in a mirror and start laughing. To begin with the laughter may be forced, but keep on forcing yourself to do it, and eventually your mind will catch on and some real laughter could come out.

BUSINESS TIP

Many people oppose fun at work. There's all the serious stuff like budgets, taxes, or re-structuring. Statistics worldwide prove that the hidden cost of stress and ongoing sickness is a huge drain on company resources. Research

also suggests those workplaces which encourage fun, but work seriously, have less absenteeism. Re-introduce appropriate fun.

BUSINESS & PERSONAL TIP

Some suitable activities at work: Baby photos of the staff. Best decorated desk. Dress up or theme day. Best Joke. Cooking competitions.

I treasure the company of women. I love their laughter. I am astounded by their ability to keep communities together around the world. - Anita Roddick



Life is short – eat your dessert first

***A smile is a powerful weapon –
you can even break the ice with it***

GIVING with Heart

The second spiritual law of success is the Law of Giving. It's a Universal Law that applies to us all and operates through dynamic exchange.

Paul Newman, the movie actor, gives money to charity from the food products his company makes. Many businesses do the same and larger numbers of companies are joining together to sponsor and support communities in numerous ways. Consumers are becoming more conscious of this win/win situation and supporting the companies by purchasing their products.

If you have a sense of abundance in areas in your life, find a way you can reach out and help others. Support a charity or coach a team. It becomes a win/win for both parties and rewards you. Remain open-minded; you may be surprised what comes your way as a result of your generosity.

BUSINESS TIP

Discover the problems your customers have and give them some solutions.

PERSONAL, CAREER & BUSINESS TIP

Give compliments to people around you. Leave notes, send e-cards. Your praise can be for a task completed on time, or well done, learning a new skill or helping another person.

BUSINESS TIP

Give your clients and customers something extra as a surprise.

CAREER & BUSINESS TIP

Find creative ways to say 'Thank You' to others. Include those people who are often missed such as cleaning staff.

CAREER & BUSINESS TIP

Give a door prize at meetings, or upon entering work for Fridays. Delegate and have different people or allocate departments each week. Prizes could include: lollies, pens, balloons, chocolate bars or cake for morning tea.



Genuine giving profoundly impacts others

Business must be run at a profit, else it will die. But when anyone tries to run a business solely for profit...then also the business must die, for it no

longer has a reason for existence. - Henry Ford

One of life's greatest pleasures in giving

***'Business has a role in building a community that goes well beyond giving back. Charity is not enough.'* - Min Kyong Choon, Samsung**

HAPPINESS, DELIGHT & GLEE

Happiness is a state of mind! It's a choice and you have the free will to choose your thoughts, positive or negative. You've heard about grumpy people at work and sometimes they need a happiness jolt!

Dwelling on unhappiness and mistakes in your past, can continue making you feel unhappy. However, you can't change any experiences. At that moment in time you 'did what you did' but that time has gone. Five minutes later you may have acted quite differently. Looking back won't change the outcome. Your best decision is to learn from any miss-takes and think 'this too will pass.' And it does! It's a wonderful opportunity to make changes in your life and plan a new future filled with delight.

With happiness being a state of mind, and if you believe you can choose your thoughts, if you want to be happy...JUST BE HAPPY! It is just as easy to choose to be unhappy, so why not choose the positive alternative and live life with glee.

Unhappiness is a source of stress and when we think about all the reasons to be happy, it is surprising that some people choose to be miserable writes Patricia Cameron-Hill and Dr Shayne Yates in their book, *You Won't Die Laughing*.

PERSONAL AND BUSINESS TIP

Change your physical surroundings. Take flowers or new posters to work, go for a walk, to the gym, organize a social outing with team mates, have a long leisurely bath, play your favourite sport, treat yourself something for morning tea, meet up with a friend, find something that suits you.

PERSONAL & BUSINESS TIP

Music is a great mood change. My favourites include 'The Greatest Love of All' and 'When You Believe' by Whitney Houston; 'Search for the Hero' by M People; 'My Way' by Frank Sinatra. Find your own positive and uplifting songs.

PERSONAL TIP

Count your blessings! Think of activities you can enjoy, your friends and family, your possessions, experiences you've enjoyed, smell the flowers, breath the air or be childlike and have fun.



The purpose of life is to be happy. - Dalai Lama

***Life is not something we find, it's something we create.
- Martin Luther King Jnr***

***Some cause happiness wherever they go: others
whenever they go - Oscar Wilde***

Laughter is a celebration of the human spirit

HEAD SAVVY

You may have wondered, what are those constant thoughts in your head? Some people call them your subconscious, or your intuition, or the universal spirit within you. Decide what you think they are. However, the most important thing is to understand they are there and they work in funny and interesting ways.

At a challenging time in my life, I had lots of opposing thoughts in my head. Generally, the most dominant *weren't* telling me *I couldn't do* something, they were telling me *I could*. Even though I was feeling negative, my inner thoughts were positive.

However, your inner voice doesn't always act that way. As you face challenges in both your personal and professional life sometimes you have thoughts of fear. Meeting a new client, cold calling or introduction calling, presenting a new project - any of these situations may cause you sleepless nights. It's your fear of failure or rejection, of not being good enough or your inability to achieve a goal or intention. This is common but these inner thoughts are ones you can learn to manage.

Understanding there is Choice A or Choice B with your actions, diminishes the fear of failure. Seek your success, it lies in the control of your thoughts in your head.

CAREER & BUSINESS TIP

*If you have a negative thought, think 'No, I don't want to think that' and replace it with a positive one. As Nike says, **Just Do it!***

CAREER & BUSINESS TIP

Affirmations, coaching, journal writing and goal setting are a few methods that can help to overcome your fear.

Look for the beauty in everyone you meet

PERSONAL & LIFE TIP

We think about 30,000 to 40,000 thoughts a day. Imagine every thought as a unit of creative energy. If half of those are negative thoughts, at least half of your life will be unhappy. Turn all those thoughts into positive thoughts and your life will change. The universe says “Yes” to whatever you think...so take care with your thoughts.



Be Open and non-judgmental – life’s teachings can come to you in disguise

Exercise caution in your business affairs: for the world is full of trickery but let this not blind you to what virtue there is: many persons strive for high ideals: and everywhere life is full of heroism

HEALTH or WELLBEING

Statistics indicate that 10% of us die of old age, 10% die because of bad luck, and 80% of us die before our time because of illness. Logically if we can avoid the illness we will have a longer life and die of old age. It's your life and your responsibility to ensure you have the least amount of illnesses.

My naturopath believes we have allergies to certain foods and once these are eliminated from our diet we improve our health. Our allergies are the ones our body craves. For some people this entails a huge change in diet, supplemented with minerals and vitamins. They achieve tremendous results. I follow this regime. It gives me energy that helps me sustain a busy working day and throughout the evening.

For others the changes are too drastic and they still suffer the same symptoms. However, there are many different theories about what you should eat. Keep searching until you find a suitable stable healthy diet for yourself.

PERSONAL TIP

Eliminate junk food and eat fruit, vegetables, protein and carbohydrates. Eat a healthy breakfast and exercise regularly. Laugh many times each day.

PERSONAL TIP

Drink eight glasses of pure water a day. It washes the toxins from your body.

PERSONAL TIP

Your thoughts can also affect your health, so be conscious to think positively. There is an old saying: If you think you will get sick - you will... If you think you won't - you won't.

PERSONAL TIP

Take time to replenish your soul. Walk on the beach or in the bush, attend church, discover your needs, or ground yourself and re-connect with the earth and the universe.

***Be committed to self-improvement –
you will lead a healthier more enjoyable life***



3

Taming the Dinosaur Gene in 7 Steps for Optimum Performance

Pam & David Mitchell

- 1) Don't skip meals
- 2) 50% of every meal must be protein
- 3) Eat low glycaemia carbohydrates
- 4) Exercise regularly
- 5) Minimise stress
- 6) Stop smoking
- 7) Add specific vitamins and minerals

INTENTIONS or GOALS

Setting small goals for yourself and achieving them improves your self-esteem. When I was at home with my children I'd set myself small daily household goals. I always felt better achieving them. When I didn't, I had a sense of failure. Then I discovered a better word, *intention*. If I didn't achieve my task that day, but the following day, my intention had been set and I lost that sense of failure. I do the same in my work environment now.

The S.M.A.R.T. process of Specific, Measurable, Achievable, Realistic, and Time specific goal setting can also be applied to intentions. However if self-imposed deadlines are set, the word doesn't have the *expectations* around it like the word *goal*. As an employee, deadlines (goals) are results-driven and must be met.

If your goal or intention is to run a marathon you will focus on fitness, diet and endurance. It's not an overnight goal. However if it is your intention to run a marathon, you will need to focus your attention on your intention to achieve your results.

Writer Peter Legge says setting big lofty goals (or intentions) – but obtainable – objectives that will help you focus your efforts to be the business that you would do business with. “It will also enable you to determine the steps you need to take to get there. Visit your goals on a weekly basis and measure your success”.

CAREER & BUSINESS TIP

If you are the president of your own company, you are the goal setter, planner and sales manager, as well as being in charge of finance, communication and administration. Question: If you were a new customer looking for the latest product or service, would you purchase from your own company? If not, why not? What changes would you need to implement? Set goals to make those changes.

A strong positive attitude can overcome the biggest obstacles

PERSONAL & CAREER TIP

Assess your values before you do your goals. This refreshes your mind to your 'life rules'. When you set a goal it needs to align with your values. Deciding to live a healthy life and keeping on smoking, is contradictory.

PERSONAL TIP

Being healthy means not smoking. Aligning your value and goal means your goal needs to be 'Give up smoking' to live a healthy life.



Any desire that I persistently hold in my mind will eventually seek expression through some practical means.

- Napoleon Hill, Think and Grow Rich

INTUITION (*females*) or GUT REACTIONS (*males*)

This is another 'name' given to a feeling, sense, gut reaction, subconscious or messages from the spirit within us. It's your personal choice what you label it, most importantly you acknowledge it's part of you. Intuition is the silent partner within you, to offer support and provide you with solutions. This may appear to be nothing tangible, except it feels right or wrong, and it just is.

It is said that women are the most intuitive, apparently more *in touch* with their feelings and able to tap into them easily. Many businessmen use intuition called gut instinct in their business dealings and in their everyday life.

The great master Mozart, claimed he received his inspiration from within. Einstein, Edison, Henry Ford and others have attributed much of their success to their intuition or gut instincts. When Robbie Williams was writing his hit song *Angel*, he claimed he received inspiration and input from the late great singer and composer John Lennon.

Why do I get my best ideas in the shower? - Albert Einstein

PERSONAL & CAREER TIP

Start paying attention to your intuition or gut reaction in your personal and professional life. It enables you to make better decisions. You have creative ideas, deeper insights and are open to finding the smoothest, most direct route to your fulfillment. Your intuition allows you to go beyond the obvious and come up with fresh innovative ideas.

PERSONAL & CAREER TIP

Tuning into your intuition is an easy task. If you have a problem to solve, immerse yourself with all the facts and information. Think about it for a while, and then forget about it and start occupying yourself elsewhere. Let the details simmer in your unconscious mind. Suddenly out of the blue, will come your answer. It may be in the middle of the night, driving the car, walking the dog or doing the dishes. Be patient and open...it will come.

PERSONAL & CAREER TIP

Entrepreneurs base many of their decisions on intuition or gut feelings. They are right-brained creative people who think outside the square box. Peter Jackson was such a man and with support from others, he created the Lord of the Rings Trilogy. As Michael Gerber says in his book, *The E Myth Revisited*, it takes more than the entrepreneurial spirit, it takes the technician and manager.

CAREER & BUSINESS TIP

Human resource professionals say they usually know within the first few minutes of an interview whether the candidate is right or wrong for the job. Similarly, when we meet a person for the first time we form a reasonably accurate assessment within the first few minutes. Our experiences and rational mind (left brain) say first impressions can be wrong. However, our working model, is driven by intuition (right brain) at least in the beginning of a relationship.

Intuition: Knowledge or perception not gained by reasoning & intelligence: Instinctive knowledge or insight. - Collins Dictionary

LOVE is all around!

Love is what human beings seek most. Love is universal. Love is unconditional. The love of your families, children and friends is important to your sense of belonging. In the work context, 'love' sounds out of place but everyone enjoys getting trust, respect or caring from their workmates. Acknowledge, rejoice and treat it gently. Love can be frail, so tenderness is needed. The more love you give, the more love you receive.

“Next to physical survival, the greatest need of a human being is psychological survival – to be understood, to be affirmed, to be validated, to be appreciated”. - Stephen M. Covey, in The 7 Habits of Highly Effective People

It's what your customers and employees want as well...but in a different form.

Some companies have discovered that giving people gifts or gift vouchers is good for business. - Ian Brooks, Second to None

CAREER & BUSINESS TIP

Make sure your good employees feel supported. Just because they're performing well doesn't mean they don't need to know you're there. A good person who feels ignored will look for another situation where they do feel appreciated. - Sharon Good - Managing With a Heart

PERSONAL TIP

Share love it's as simple as a smile, to helping someone. Look around and you will find ways to bless the universe with random acts of kindness, disguised as love.

PERSONAL TIP

Don't take love, respect, trust, caring, or compassion for granted. You may lose it.

BUSINESS TIP

Act like you love your customers even if they are being a 'pain in the neck'. They are paying your wages.

PERSONAL & BUSINESS TIP

Live the law of love! A universal wish of the human spirit is to make a difference in the world, to have one's time and energy count in a positive lasting way. For our soul's satisfaction to be complete, we want to be remembered for the contributions and creative solutions, we brought to daily life.

BUSINESS TIP

*The newest type of branding of products is called Lovemarks. At the core of every Lovemark is Respect. No Respect? It's not a Lovemark. The Love/Respect Axis is a fast and intuitive way to give any brand or experience a reality. Check.
www.lovemarks.com*

***There's no tellin' where love may appear.
Something in my heart keeps sayin' my someplace is here. - Dean
Martin***

If love is the answer, could you please rephrase the question

NEGATIVES – Get rid of them!

Get rid of the negatives in your life!

Unfortunately the media and many television programmes report doom and gloom and are negative. Turn off the violence. Don't read the newspaper or only read the headlines, as the tragic details are morbid, soul destroying and disheartening. You can't change the world events but you can express empathy and sympathy. Your only resolution is that you can affect the daily environment in which you live and work. Make that positive, through your thoughts, words and actions.

Some of us don't know what to do without people and papers to push around: others don't know what to do without people to push them around. -

Charles Handy, Beyond Certainty

As you learn to be more positive and make changes in your life, you'll start to 'drift away' from some of your old friends. They want you to remain 'the same' because it suited *their* needs, but not yours. It's a win/lose situation. New nourishing friends will replace these old friends. This is more difficult and challenging if it is family members who are negative. It's much easier to leave a negative boss.

PERSONAL TIP

You can't think both negative and positive thoughts at the same time. One or the other must dominate. The mind is a creature of habit, so it becomes your responsibility to make sure that positive emotions and thoughts constitute the dominating influence of your mind.

PERSONAL TIP

Past, Present, Future. Every second you have a choice, make it positive!

Avoid self-pity – focus your thoughts and energies on what you can achieve

PERSONAL & BUSINESS TIP

Keep away from negative people. The negative energy is in organizations and in our society. It's on the motorways, in the supermarkets. People with negative energy will blame you and others for their mistakes. Keep away from them. Sometimes they are called whiners. It can be a beautiful sunny day, but in their mind something will be 'wrong' with the day. You can't change them...don't waste your precious energy, they will only change when it suits them.



Listen to the annoyances in your life and the lessons they may be trying to teach you

PASSION – It gives you a ‘natural’ high

Passion is a word usually used in connection with relationships. However there is another use of the word passion. It is finding what you are *passionate* about. Discovering what gives you that extra buzz. It’s something that you wouldn’t want to live your life without and epitomizes who you are. You may be a wine or food buff, skier, diver, gardener, car enthusiast, rugby or a soccer player.

Discover it, enjoy it, relish in it and include it in your life. When you can look forward to *indulging* in your passion, it makes life exciting. The anticipation and organisation helps give you positive actions and purpose and makes your life more enjoyable. If it’s a skiing trip, it’s deciding which ski field to visit, when to go, what new equipment you need, who you’re traveling with etc. The time spent organizing and anticipating your trip is pleasurable, as well as the actual trip.

PERSONAL TIP

If you don’t know what your passion is, take the time to try new activities. Join clubs and try different activities. Take night classes that interest you. Wander around a bookstore where there might be a book that’s begging you to buy it.

CAREER TIP

If you’re not happy with your present career and dread that daily drudge at work, the chances are you’re not in a career you’re passionate about. Try and incorporate your passion into your career. If it’s dancing and you are unable to perform yourself, try teaching others. You are still involved in your passion, but in a different way.

BUSINESS TIP

*Starting a business in an area that you're passionate about makes sense. However you've tapped into the entrepreneurial side of your brain and as Michael Gerber says in his book, *The E Myth revisited*, you still need to address the technical and managerial side of your business to make it a success. If you're in business, read this book.*

For all of them, it was their work in life that was the ultimate seduction. - Charlotte Chandler



A life without passion is a missed opportunity!

In its simplest forms, creativity is about making connections between two or more seemingly unrelated things in life.

- Bryan Mattimore

PERSONALITY STYLES - Yours & Others

There are four personality styles, grouped under many different names. The easiest to remember is bird types as we relate certain traits to the birds.



People interested in facts and figures are *owls* and become the specific and technical workers.



Caregivers and nurturers, like doctors, teachers, counselors who look after other people, are the *doves*.



Creative people are the *peacock* type personalities and work in sales and advertising.



The managers, directors and CEO's who prompt others to achieve goals are *eagles*.

These career types mentioned are to be used as a demonstration only, other careers fit into each of the categories. EG. A support person for computers is a combination of technical staff and customer service career and will use traits from the owl and dove personality groups.

We have a range of each group in our personalities. Each of these personality styles has its own characteristics regarding car type, clothing, reactions, desk and wall displays and more. As you learn about personalities the better you 'interact' with people and the increased results you get, both at work and home. There are many books on the subject.

BUSINESS & PERSONAL TIP

Learn about your personality, your strengths and weaknesses. The more you learn and master your weaknesses, the greater success you will have.

BUSINESS & PERSONAL TIP

Adjust your style to suit theirs. Monitoring your behaviour to match the common behaviour of another person is empathising while altering your actions. If you want a positive result from your interaction with a person, matching their behaviour will benefit you. A CEO who wants results will be interested in your proposal for office administration changes, if you present him with the resulting benefits from the move. - Des Moss

BUSINESS TIP

In a successful business you need all four personality groups represented. In a large corporate it will be your accounts, sales, customer service and CEO. In a small business you need to have the traits of all the groups. Often this is a challenge, so it's better to outsource the different parts of your business you do not excel in.

The meeting of two personalities is like the contact of two chemical substances: if there is any reaction both are transformed. - Carl Jung

POSITIVE ATTITUDE –

It's the right Attitude!

The easiest definition is the song '*Looking on the bright side of Life*'. On a rainy day, instead of thinking "what a lousy day it is", look on the bright side, and think "what a great day for lighting the fire and reading a book". Just because your plans for the day are disrupted, rather than be disappointed, find a positive alternative where you still have a happy and enjoyable day.

Looking on the bright side and having a positive attitude, is assessing your situation with a positive outcome in mind. There are many calendars, books or the internet, which have daily quotes that are great to keep you positive.

Living with a positive attitude is believing in yourself. It's having faith and trusting that you have the ability to achieve or do something better or are worthy of something greater than what you have at this moment in your life.

There's a saying '*your cup is half full or half empty*'. Half full, is a positive view and half empty is a negative outlook on life.

BUSINESS, CAREER & PERSONAL TIP

Your positive attitude is your greatest asset! Employers want an employee with a good positive, work ethical attitude. Always display a positive and supportive attitude at work and at home. Show it in deed and word.

BUSINESS, CAREER & PERSONAL TIP

Your attitude will display a desire to help others, either your customers or workmates. A person with a positive work attitude wants to do his/her job. They will be quick to chat with clients, will volunteer to do things, smile while working, and not moan or grumble about doing what they are paid to do.

PERSONAL TIP

Maintain a positive attitude and you'll always be 100 per cent. If you add numerical values to the alphabet the word attitude adds up to 100. A=1, T=20, T=20, I=9, T=20, U=21, D=4, E=5. Attitude =100

BUSINESS, CAREER & PERSONAL TIP

A dvance and aim for an inspiring life

T houghts need tenderness & time in training

T ake the time in life for what thrills you

I nnovative insights are significant, be inspirational and impulsive

T argets give you vision

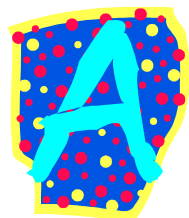
U are unique, become yourself

D esign your direction, then dance the distance

E verlasting effervescence and energetic enthusiasm equals an excitable *U*

We sell cosmetics, but much more than that. Think of it as ‘skin, care and attitude’. Anita Roddick (The Body Shop) – Business as Unusual

The attitude of persistence and determination are strong allies to the creative process



TTITUDE

REAL MOMENTS – They make life Special

Every day there are moments that make each day special, moments that give you an extra buzz! However, sometimes you are too busy to notice them. You let them slip past without acknowledging them, like seeing a brilliant sunset, reaching a new target at work, finalizing a business deal, getting a kiss or a cuddle from your children, or helping an elderly or young customer.

Some television advertisements re-live these ‘special moments’, like when a young girl rings the pet shop to purchase a new budgie. Her last one had been ‘food’ for a cat. When she hasn’t enough money, the pet shop owner says it costs exactly the same amount she has got. That’s a real moment and tugs my heart strings!

When I’m visiting my mother, I treasure having a cup of tea and a chat in the morning in her bed. My children do the same at home with me. These are fifty-year family traditions. These are those *real moments* that make life special.

Sometimes you are being guided, even though you may not know it or even accept it. Once my inner spirit led me to a park when I was feeling a bit low. When I saw the tree-lined drive, yellow daffodils and frolicking lambs, it cheered me up. Later that night I was beach walking and was spellbound at the magnificent sight of a huge orange glowing moon peeking its head over the hilltop and the golden ripples on the ocean. This is the magic of the universe! Open your mind to acknowledging these *real moments*.

For years the covers of magazines have shown photos of women and their babies. These days it’s fabulous to see photos of fathers with their children. Portraits of love. Today it’s considered more acceptable and ‘macho’ for men to have ‘true’ real moments with their children...and it’s great!

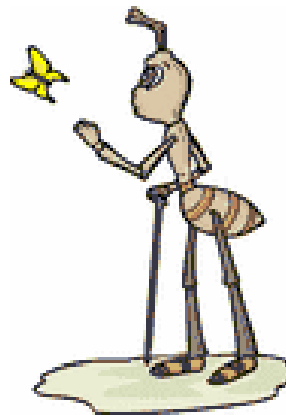
PERSONAL & BUSINESS TIP

Recall your real moments at work & play...and create more. It’s what makes life a joy!

Search beneath people’s actions to learn their true intentions – do they act out of love?

BUSINESS, CAREER & PERSONAL TIP

Make a conscious effort to acknowledge real moments. They might catch you unawares, and there's a sense of joy attached to them. Watch a butterfly hatch, or a full moon, or a child eating an ice-cream, or smell a flower, go the extra mile to help your customer, offer to help your workmate.



***Always look for that glimmer of life then nurture it
and watch it blossom again***

RELATIONSHIPS – Personal and Professional

In today's society there are different challenges that affect personal and professional relationships than there were twenty years ago. In personal life, divorce, single parenting and remarriage is common. In professional life, more women are becoming leaders and these changes in gender leadership and boss/employee relationships create new challenges.

For some people it takes practice to get any relationship to move forward from a lose/lose, win/lose or lose/win stage to become a win/win relationship where both parties benefit. This applies to both personal and professional life.

Unfortunately some people never learn the skills required to enjoy a good relationship. They are stuck in 'unsatisfactory' situations and don't have the opportunity to learn new skills. However, their most important skill is very simply learning to say 'no'.

When a personal relationship breaks up, both parties have the opportunity to learn something. It could be about trust, communication, self-esteem or many other factors. They may encounter several relationships until they find their ideal. That's okay, because they are all lessons on a journey to finding the ultimate relationship for themselves.

In professional relationships, most people are looking for a win/win situation. The employer will pay an employee. It sounds easy but not so easy to create. Employees may feel underpaid and employers may feel they underachieve. There are many different factors that contribute to a win/win situation and it isn't always working for money. A person working with their passion may be willing to receive a lower wage because they enjoy the situation.



John Kehoe, author of Mind Power has some good advice on how to attract business contacts; “Picture in your mind the type of person you want to work with, the contacts, skills, information or knowledge you would like them to have. Focus on what you can give this person. Solicit the help of your unseen mind – your subconscious. Contemplate these points. (Repeat these steps to attract the relationships you desire”.

Stephen Covey says in his book ‘Seven Habits of Highly Effective People’ that for a successful relationship to bloom, two people must have resolved most of their personal issues through self-discovery, personal growth and be independent. People need to be reliant on themselves for a fulfilling life and not need someone to cling to. They need to be happy on their own. Having a loving partner adds a special ‘buzz’ to life.

In today’s society, personal relationships for baby boomers are becoming a challenge. Many people hold on to anger and bitterness from past relationships. They can’t find the right ‘new’ relationship and single clubs are increasing. Consequently many people are lonely. If these people learnt new skills, they would have a greater chance of success in a new relationship.

BUSINESS & PERSONAL TIP

Any relationship has four possibilities. It can be a lose/lose relationship, a lose/win, win/lose or a win/win. Aiming for the later is imperative for both your personal and professional life. A good book to learn more about these is by Thomas A Harris. MD, is I’m OK – You’re OK

BUSINESS TIP

Work relationships can be a challenge if personal boundaries are crossed. Always keep a professional approach at work.

PERSONAL TIP

We are all at different levels of personal development in our lives. I urge you to continue your own self-discovery and be open to the right relationship appearing with the right person at the right time.

BUSINESS TIP

If two or more employees are not getting along, help them to negotiate their differences. Don't just leave them alone to fight it out, especially if it's work-related or affects their work. Listen to each person's story. Bring in an outside consultant or counselor if the problem is big enough or requires greater objectivity.

BUSINESS TIP

When you build a relationship with your customer, use it to learn about how you can increase benefits. Ian Brooks – Second to None

When a relationship has finished, try to understand the reason as well as what you learnt and why it was part of your life

BUSINESS & PERSONAL TIP

Get your ego out of the way and be willing to be wrong, take a back step and have an open ear to listen to the person with whom you are having a personal or business relationship. It takes two positive parties, to create a win/win situation

BUSINESS & PERSONAL TIP

Be open to the people you encounter daily. Your past decisions have created you to be who you are and in the position you are 'right now'. You can learn from the relationships you are having. If it's not win/win, you have the choice and free will to take steps to alter your life. Sometimes it takes courage to leave a job or partner, especially if you're in a lose/win situation, but it gives you the opportunity to create better relationships in your life. Refer previous tip and the book I'm Ok –You're OK.

We are it – the ultimate team. We're on this planet together and whether we like it or not, we sink or swim together: all the money and power in the world will not help us when we have no air left that is fit to breathe and no water left that is fit to drink. Money cannot fix those things, no matter how much money we have. Business and the economy are the ultimate married couple: we cannot have one without the other. - Ann Andrews, Finding the Square Root of a Banana

SELF-ESTEEM at Work and Play

The dictionary defines self-esteem as having a good opinion of oneself. According to B Youngs from the USA it's made up of six different ingredients. Safety, Emotional Security, Who am I, Belonging, Direction and Capabilities. Balance in these areas of life leads to good self-esteem.

If you've high self-esteem you have positive thoughts and take risks and achieve. If you've low self-esteem you have a negative thoughts and have a challenge achieving.

I've spoken to numerous adult audiences and when I've asked the question, "who has suffered from low self-esteem at sometime during their life", most people have raised their hand. It's not just the younger generation who suffer self-esteem issues; it affects society across the board.

BUSINESS TIP

Every day do activities that boost your self-esteem and at work boost others self-esteem by praising them for their work and actions.

PERSONAL TIP

Say, " I love me" to yourself. If you have difficulty with this exercise you need to spend some time building up your self-esteem.

BUSINESS TIP

Issue a Certificate of Achievement, Excellence or Appreciation for a special accomplishment. Offer awards for teamwork, customer service, greatest improvement, increase in quality, sales or service. - S Good, Managing with a Heart.

PERSONAL TIP

The key to your success is to constantly overcome your fears and gradually, you 'feel and think' better of yourself and your self-esteem rises.

PERSONAL & CAREER TIP

To learn more about boosting your self-esteem, attend courses and read books. Communication and assertive courses will also be helpful to you. Attending these are all positive steps that will benefit your personal and professional life.

BUSINESS TIP

Appreciation raises self-esteem. Self-esteem increases productivity. When you acknowledge someone for just being here, it can make a world of difference to his/her level of productiveness. - Mary Robinson, You are a Success

We do what we can to challenge the concept of femininity as portrayed by the beauty industry and we work instead to promote self-esteem, cultural and physical diversity and encourage the celebration of the unique qualities that make each of us who we are. - Anita Roddick (The Body Shop), Business as Unusual

The Six Vital Ingredients Of Self-Esteem

Self-Esteem is a composite of six vital ingredients that can empower or detract from the vitality of our lives. The six are:

- 1** **PHYSICAL SAFETY** - Freedom from physical harm.
- 2** **EMOTIONAL SECURITY** - The absence of intimidations and fears.
- 3** **IDENTITY** - The “Who am I?” question.
- 4** **AFFILIATION** A sense of belonging
- 5** **COMPETENCE** - A Sense of feeling capable.
- 6** **MISSION** - The feeling that one’s life has meaning and direction.

BETTIE B YOUNGS

The 6 Vital ingredients of self-esteem

How to develop them in your students

Printed courtesy of Gordon Dryden – The Learning Revolution

STRESS SAVVY

Stress is the biggest cause of all illness. It comes in the form of strokes, heart disease, diabetes, and many other illnesses. Once it was men who suffered most from stress related illnesses, however as society is changing, more women are being affected. Some stress is important. We need it to keep us motivated and learning. However, an overdose can be tragic.

Everyone has his or her own 'stressors' and individual reactions, which can range from sweaty palms, to dizziness, getting spots, insomnia, burnout, ulcers. Some people have higher tolerance levels than others and what stresses one person does not stress another.

BUSINESS TIP

Some stressful work situations may need to be discussed at a meeting. E.g. not meeting deadlines, or constantly late. Often the best way for changes to occur is to suggest solutions and benefits at the same time as you discuss the problem. People are then more likely to oblige.

BUSINESS TIP

Look at your own life at work and play. What is causing you stress? Check out what needs to change. It's not an overnight change and if other people are involved you will need to discuss the changes both at work and home.



BUSINESS & PERSONAL TIP

You solve 50% of your stress problems by understanding WHAT stresses you, WHAT your stress levels are, and HOW you react to stress. Then you start to seek solutions.

BUSINESS & PERSONAL TIP

Juggling your time can be stressful. Delegate work and household chores. Take breaks at work to replenish your body with food and water. If you're working and running a home, employ help. Read books on time management.

BUSINESS TIP

Prioritise your work. Work on the urgent, not necessary and organize a system that works for you. Eg. Accounts on Monday mornings, sales telephone calls on Monday afternoon.

THE TEN COMMANDMENTS FOR REDUCING STRESS

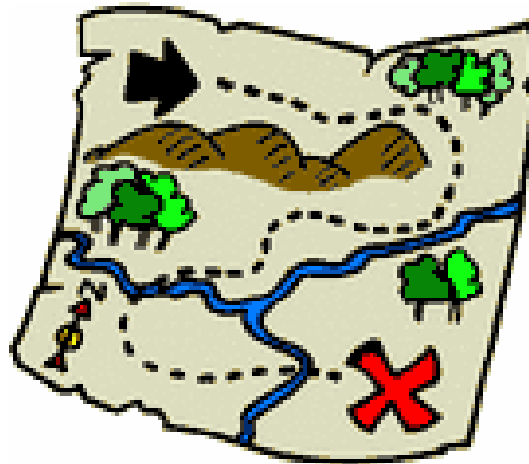
1. THOU SHALT NOT BE PERFECT, NOR EVEN TRY TO BE.
2. THOU SHALT NOT TRY TO BE ALL THINGS TO ALL PEOPLE
3. THOU SHALT LEAVE THINGS UNDONE THAT OUGHT TO BE DONE
4. THOU SHALT NOT SPREAD THYSELF TOO THIN
5. THOU SHALT LEARN TO SAY 'NO'
6. *THOU SHALT SCHEDULE TIME FOR THYSELF AND THY SUPPORTIVE NETWORK.*
7. THOU SHALT SWITCH OFF, AND DO NOTHING REGULARLY.
8. THOU SHALT BE BORING, UNTIDY, INELEGANT AND UNATTRACTIVE AT TIMES
9. THOU SHALT NOT EVEN FEEL GUILTY
10. ESPECIALLY, THOU SHALT NOT BE THINE OWN WORST ENEMY, BUT THY BEST FRIEND.

TREASURE MAPS and WRITING GOALS

Your past has gone, now start planning your future! Many people don't plan their lives, instead they just 'cruise' along with other people's dreams. Creating direction for yourself is powerful. It gives you a blueprint to make your daily decisions.

Depending on your personality depends how you plan your future. Peacocks and Doves may like this method of creating a visual treasure map. Get a large piece of coloured cardboard, magazines and find pictures of places, and things you desire for your future. Glue it and display it where you can view it often. Include outlandish things, as they are the 'magic' in your life.

Owls and Eagles like a more methodical and organized method. Write a list or brainstorm ideas and then categorise them. You might like to write a 1, 3, 5, & 10 year action plan. Spread your goals evenly over those years. Create big dreams and desires and start living towards them.



BUSINESS TIP

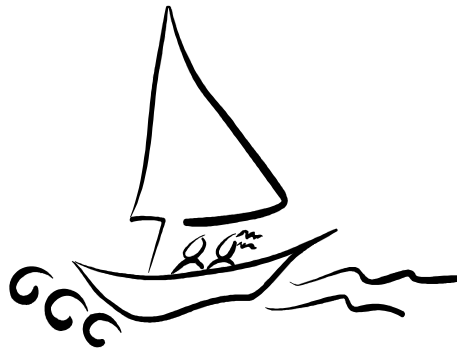
A Business Plan is important if you're setting up a new business. It gives you direction with your goals, a budget and marketing plan. It also assesses your strengths and weaknesses and looks at different areas of your business, such as human resources, innovation, competitors and your mission statement. Strategic Planning is goal setting for your business.

BUSINESS TIP

Be on the Ball! Know what's important and what's not important. Only those who are on the ball score goals. Find out where the action is, go there and stay there. If it's not in your business plan but it fits your business, be prepared to make changes.

Although Switzerland remains a neutral country, it is fully prepared to deal with any emergency, including invasion. Consider any possible threats against your organisation and be sure you're ready for them. - P Legge.

You can make any dream real if you work away at it long enough.
Sir Peter Blake



You will go around in circles or drift like a shop without a rudder back and forth with the tide...or go down the road of life like an automobile without a steering wheel until you set upon a goal. - Brian Tracy

Universal Laws

Universal laws are ‘unwritten’ laws, which govern the way we live. Many people don’t follow them and struggle through life. One law is ‘the more you give, the more you receive’. Following this law you will be supported to reach your goals and obtain your greatness. Gifts, in the form of compliments, unexpected happenings, coincidences or synchronicity, are ways in which you are being supported by the universe. Being in the right time at the right place for a business contract or a job, or meeting your partner unexpectedly, are just a few indicators of support.

A ‘chance’ meeting on the sideline of his daughter’s hockey game led to the CEO of Team New Zealand gaining sponsorship for the 2007 America’s Cup Challenge. He met a pilot from Emirates Airlines, who suggested he contact the airline. A meeting was organized and millions of dollars of sponsorship was granted to Team New Zealand which is helping towards them sailing in the challenge in Spain in 2007. Without this they may have not been able to contest the world’s most renowned sailing regatta, which they have won twice in the past.

PERSONAL TIP

One of life’s goals is to love and care for yourself. Many people find this a challenge and have low self-esteem. We were not born to be subservient; we were born to be equal. Those who have found love for themselves and support the universal laws of giving have mastered their lives.

BUSINESS AND PERSONAL TIP

Serve the community. Deep down, individuals and companies are only truly admired for the role they play in the community. Never before have our communities needed more leadership, compassion and vigour. Whether chairing a committee or organising a fundraiser, take time to get involved. Do it and do it well. Take time to give back. -P Legge.

Every action generates a force of energy that returns to us in like kind...what we sow is what we reap. And when we choose actions that bring happiness and success to others, the fruit of our karma is happiness and success. - Deepak Chopra

BUSINESS TIP

Become a company with a future, caring face. Use integrity and honesty in your business transactions. Being nice, honest and caring is 'back into fashion'. For some companies it was always there. "Tomorrow's successful company can no longer afford to be a faceless institution that does nothing more than sell the right product at the right price. It will have to present itself more as if it were a person, an intelligent actor of upright character" – Editorial in 'The Economist' concerning Shell/Esso's Brent Spar.

To enter into an unpredictable situation and accept it openly is to flow with its energy.

Be augmented in your own energy and relax its stresses and tensions accordingly.

- Joseph Chilton Pearce



The universe operates through dynamic exchange...giving and receiving are different aspects of the flow of energy in the universe. And in our willingness to give that which we seek, we keep the abundance of the universe circulating in our lives. - Deepak Chopra

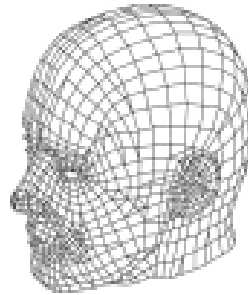


The universal law is impartial. It will give you anything you believe. It will throw you garbage or roses depending on the energy you put in. You are the one in charge and you must accept that and stand alone. If you think God is coming down to fix things for you, forget it. God is out playing golf. - Stuart Wilde

‘WHO AM I’ at Work and Play

In your professional life, you apply for an employment position because it suits your skills. Alternatively, you have a job description, so you understand what is required of you. If certain tasks don't match up, you can discuss this with your boss. If you don't understand something, you can ask someone or get further training. However, in your personal life it's not quite so easy. You're given no 'blueprint' to follow. Instead you're left to stumble along on your own journey. That is...unless you learn to understand some of the signs.

Everyone has a different childhood, and upbringing; everyone has different situations and circumstances that arise in their life. That's life's uniqueness. What's right for one person possibly isn't right for another. Therefore everyone has different challenges to overcome. Maybe financial, health, relationships or other areas of life. For you, the key is to overcome your particular challenge and rise to be a star out of it. However.... it's a continuous uphill journey until you decide to stop any further challenges and be content with 'where' you are in life.



Your thoughts control your actions, so keep those positive.

The trick is deciding when to stop! For some people it may be that being financially secure is the most important issue for them. However when their stress is high and health is suffering or there's a family or relationship breakdown, it's time for them to reassess the importance of their finances goal. One area of their lives is dominant at the sacrifice of other areas. That's when people may choose to leave the city and move to live in the country. Alternatively, they continue with their former life, don't understand the signs and suffer a major illness.

It's the same with everyone having *free will* to make choices to be 'who they are'. Therein lies the challenge. Nonetheless, the easy part is that you will experience coincidences, synchronicity, your intuition or gut feelings will run rife, and opportunities will present themselves to you. Trusting and having faith in yourself allows you to 'grow' and learn about yourself. Consequently as you overcome your greatest weakness, you are mastering your life.

Once upon a time I would think about myself as an ex-wife, a mother, a daughter and a sister. But to get the real me to stand up, well, I didn't really know who I was, so my search started. You may feel the same about yourself.

PERSONAL TIP

If you are in this position, look through magazines, collect pictures, or words or sayings that appeal to you. Group them together and notice any similarities. Your subconscious has chosen these, so acknowledge these as areas for you to explore.

PERSONAL TIP

Extend this exercise, by drawing your body outline on a large piece of paper and create a 'me collage'. Group and glue the pictures and represent areas of your life. Mine had one leg with things for my house; another with things I liked as a woman, like perfumes, roses; an arm had destinations I wanted to visit; and my head was filled with words about how I felt about myself. Over the years, it's been fun creating my 'me collage' into reality. The best change was in my head with positive and constructive words. Try something similar.

PERSONAL TIP

Buy different food, visit new restaurants and places, art galleries, museums. Seek places for laughter, comedy clubs, or funny movies and enjoy and have fun on your journey. Go window-shopping or try on clothes, decide what you like and dislike. For women get a free makeover at a cosmetic counter.

PERSONAL & BUSINESS TIP

Remember your passion! It's an interest to you and you've been given those gifts for a reason. Firstly, for you to enjoy and secondly to share with others. Pursue areas of passion, especially in your career.

BUSINESS & PERSONAL TIP

The most important person to be honest with, in both your personal and professional life, is yourself! Integrity to others is also paramount, but ensure you're being "you" in your relationships and your work environment. It's a learning process to live like this. Your final outcome will be your mind, body and soul aligned, working towards your success and happiness.

*FOR THIS EXERCISE, PLEASE USE THE 'WORD' THAT SUITS YOU:
Universe, Spirit, Cosmic Force, Good,*

*Excerpt from: - What Colour is Your Parachute – Richard Nelson Bolles
A Practical Manual for Job-Hunters and Career Changers*

THE THREE STAGES OF MISSION

Your first Mission on Earth – is to seek to stand hour by hour in the conscious presence of God, the one from whom your mission is derived.

Your second mission on Earth – to do what you can, moment by moment, day by day, step by step to make this world a better place, following the leading and guidance of God's spirit within you and around you.

Your third mission on Earth - is to exercise that talent which you are given, your greatest gift which you most delight to use, in the places which appeal to you most, and for those purposes which God most needs to have done in the world.

WOMEN and MEN or 'The Sexes'

We are each of us angels with only one wing. And we can fly only by embracing each other. – Luciano de Crescenzo

The books *Men are from Mars, Women are from Venus* by John Gray and *Why Women Can't Read Maps and Why Men Can't Listen* by Allan & Barbara Pease, are popular books which differentiate the traits between the sexes. They are enlightening and help us understand the opposite sex.

Society on the whole is undergoing a huge change. It was different for our parents and it will be very different for our children. The changes benefit both sexes. However many people are lost or bewildered in their new roles. The main changes for men are more involvement in family and the household and for women to financial providing and leadership roles. Men don't know whether to open the door for women and women don't know if they want it. Some men like an independent woman and some don't. So confusion is rife in both business and personal relationships.

PERSONAL & BUSINESS TIP

Both sexes have fantastic skills which complement each other. Re-learning to work together with a new set of beliefs and values, along with understanding and communication, is the key to a successful relationship, both in your personal and professional life.

I recall hearing this discussion by two astute businessmen. Both of them were single 'new age' and cook for themselves. The discussion moved onto recipes. The recipe in question was "which was the best way to cook corned beef". One of the men defrosted it, and then cooked it up with a few herbs and spices. The other put it frozen in its sealed bag and cooked it that way. Both insisted it tasted delicious and theirs was the best recipe. A group of females were entertained.

PERSONAL TIP

Many people enjoy learning new skills and improving their lives. It's takes an open mind and a willingness to embrace change. At times a person might embrace dual roles, but when they enter a relationship some compromises may be needed.

We mistakenly assume that if our partners love us they will react & behave in certain ways – the ways we react and behave when we love someone. - John Gray

Falling in love is actually a powerful experience of feeling the Universe move through you. The other person has become a channel for you, a catalyst that triggers you to open up to the love, beauty and compassion within. - Shakti Gawain.



The meeting of two personalities is like the contact of two chemical substances: if there is any reaction both are transformed. - Carl Jung

When negative feelings are suppressed, positive feelings become suppressed as well, and love dies. - John Gray

***A partner will bring up all your patterns.
Don't avoid relationships: they are the best seminar in town.
The truth is that your partner is your guru.
- Sondra Ray***

VISUALIZATIONS for SUCCESS

According to Steven Covey, visualization is based on the principle that all things are created twice: first mentally and then physically. Learning to visualize helps you realize and create your potential.

Visualizing is using your imagination and visualizing yourself in a future situation, doing what you want and achieving your goal. It's a technique used by many people including sports people, professionals, and people with health challenges. It can be visualizing a sales call, finishing a project or receiving a medal at the Olympics.

Many people have written books on the subject. Shakti Gawain is one of the many people who have recordings, which can help guide you through the process.

John Kehoe in his book *Mind Power*, states two conditions for a successful visualization.

- 1 Always visualize your goal as if it's actually happening to you right now. Make it real in your mind: make it detailed. Enter the role and become it in your mind.
- 2 Visualize your goal at least once a day, each and every day. There is power in repetition.

Statistics have proven that people who visualize but don't physically practice a skill, will achieve more than those people who practice only.

BUSINESS & PERSONAL TIP

Here's the process to a successful visualization:

Decide on what it is you want. Spend a few moments relaxing and unwinding both your mind and body. Then spend five or ten minutes visualizing what it is you want. Think about having attained the goal, what it feels like, smell the flowers, hear the clapping, see the smiling faces. Visualize how you want your life to be for you. Some aspects of the visualization will be specific but at other points you may need to let your mind flow until you can find a situation you feel happy with. Make it real.

BUSINESS & PERSONAL TIP

Doing this exercise once or twice will have no effect. You'll need to continue for some time, weeks, months or years. A good time is when you first wake in the morning when nobody knows you are awake.

BUSINESS & PERSONAL TIP

A vision statement for your business is the start of visualization for your company. You visualize where you want it to be and the direction you want it to take and then daily, through your actions, you strive towards that. Without any foresight you are aiming into oblivion. As Elton John sings in the song 'Yellow Brick Road' any road will take you there if you don't know where you are heading.

***Any thought put into your mind, and nourished regularly,
will produce results in your life. - John Kehoe***

CONCLUSION

Remember there is no rehearsal. This is it! It is your life that you're living today. Don't waste it. There are many fabulous and fantastic things to do on planet earth and added to that you can have a lot of fun and enjoyment.

Because it's your life and you have 'free will', you have the potential to be the greatest person you want to be. You can have your dreams fulfilled!

You are NOT being selfish by loving yourself and looking after your needs. You need to do that first and then you have the greatest 'you' to offer your services to the universe. (Most people do it around the other way).

Use the different methods in this ebook that suit you. I've used them all at some time on my journey. Visualize your life, as you want it. There will be ups and downs in your life. But that's life. Ride out the storms, and enjoy the calm waters.

So as Shakespeare says:

To thine own self - be true.



Shakespeare

PART 3

How To Get What YOU Want In YOUR LIFE and *ACHIEVE SUCCESS*

A workbook to achieve *your* dreams!



*Learn new success strategies
Understand how your personality affects your success
Tap into your values and become a winner*

Janice Davies

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

Introduction

Janice works with motivating and inspiring people's thinking and attitude to springboard them to success. She's an expert, she says, because she had to do it for herself. She thought happiness, fulfilment and success would just happen. She didn't realise that she had to create it. She learned the hard way by changing her self-belief. She has gone from being a person with low self-esteem to someone with high self-esteem, believing that the world is her oyster!

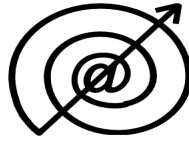
Her greatest journey, after many stumbles along the way, was discovering her real self, re-aligning her dreams, creating them and then crossing them off her 'wish' list as they were achieved.

A few of her successes include surviving fifteen years as a single parent and raising two daughters, which has been "the greatest learning curve out and the most rewarding". Additionally, volunteering to work in the patrol boats for the 2000 America's Cup was great fun and self-publishing her first book 'Sailing a Different Course' was exciting.

Her business is called Attitude Specialist and she works with corporates, groups and individuals, steering them towards success. Her presentation topics for conferences and corporates include Attitude, Stress, Work/Life Balance, Communication, Personalities, Goal Setting, and Dealing with Tricky People. Her other books are: *200 PowerTips to Keep your Attitude Positive*, *Say "Yes" to a Positive Attitude*, and due for release shortly, is "Successfully Single and Parenting."

She is adamant that self-esteem is the key to success and shares a little of her knowledge in this book. One of her goals is to expand The Purple Tick for Healthy Thinking (a national self-esteem day) into an annual event in New Zealand and then overseas.





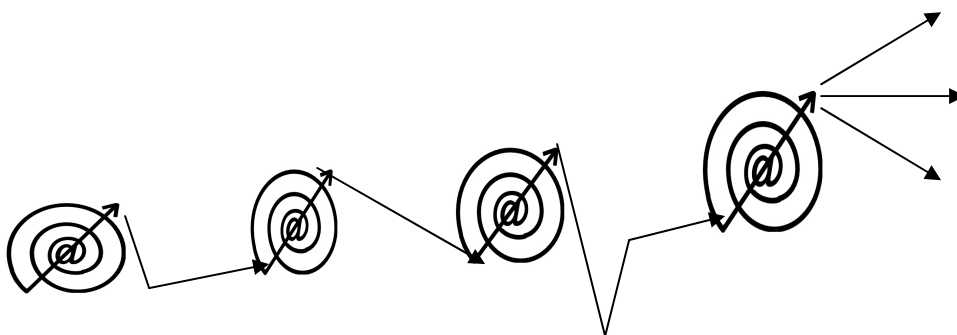
My logo is based on the @ sign you see on any keyboard. I see a similarity between that and life.

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 one skill, you integrate that skill into your daily life. You remain at that point in your life, for as long as you choose.

You either get stuck again, zig zag or progress up or down 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!**



About this Workbook

Do you want to be a winner? Most people do...but lack the skills to achieve. Nobody is born with them! It is life's experiences, good and bad that create the urgency for you to achieve things.

Your first challenge is deciding **WHAT** you want.

Your second challenge is **HOW** you can get a hold it.

Your final challenge is **ACHIEVING** it.

This workbook will make it easier for you. Understanding you are unique and accepting yourself to be on your own journey, with your own dreams, is important.

These dreams, desires and goals are yours. You may wish to share some of them with other people. You may need to compromise, but ultimately they are what **YOU** want.

Past

In the past you may have wondered why some people appear to have everything in life that you would like, or achieve things more easily. I want you to remember again...you are **UNIQUE**. You have had your own journey in life, your own experiences, values, and dreams. Your path in your future is yours. You have your own lessons and challenges to reach your goals.

Personality

You have your own personality. That is your greatest strength and also your greatest weakness. Each individual has all personality types as part of their makeup, but in varying degrees. As you learn to overcome your weaknesses (either by learning new tasks or delegating them to others) and master your challenges you become more balanced as you step forward on your path to success.

Knowledge

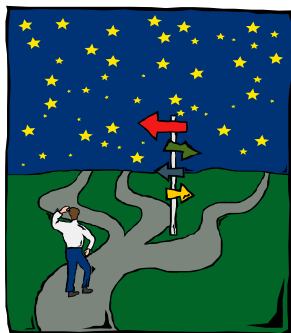
Understanding your personality means some sections of this workbook will be easier for you to handle than other parts. If you like to write the lists you're an analytical, left-brained person. These sections requiring structure will suit you.

However, the brainstorming areas and 'thinking' creatively will be more challenging. If you like to draw pictures of your goals and have entrepreneurial ideas, you're right brained and creative. In that case the opposite regarding structure and brainstorming (mentioned above) will apply to you.

4 Be, Do, Have

UNDERSTANDING yourself, BEING yourself, DOING what you want will make it easier for you to HAVE what you want.

If not you will be like this person, not know which road to take.



Important Message:

This workbook will stretch your thinking. If you are experiencing difficulty with a section take 'time out' for an hour or day, then resume.

PERSERVERANCE IS THE KEY TO YOUR SUCCESS!

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My Logo

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Values are YOUR Core Desires

YOUR Rules.

Everyone lives their life by a set of rules. Sometimes the rules are supportive and sometimes they are destructive. Either way, these are the values you live your life by.

The key to success is to have your values (rules) aligned with your desires.

The trickiest thing is that often people have never thought about their values and so defining them can be a challenge.

The Collins dictionary defines *values* as:

The moral principles and beliefs or accepted standards of a person or a social group.

Often people operate on 'automatic' with their subconscious determining their decisions. This means they've made past decisions based on their values without being conscious of their thinking.

Ask yourself these questions to determine what your values are:

What do I desire from this?

Why is it important to me?

What feeling/sense do I require from and/or 'experience around' this?

Your values for good health may include words like: energy, look good, feel healthy, choices and fun. Knowing your values helps determine your goals. However if you're smoking, eating junk food, not exercising and sitting at home in front of television...your values and your life are misaligned.

If the values (rules) are what you really want in your life...change is ahead. You might need to change your diet from junk food to healthy food, attend a gym, take additional nutrients, stop drinking alcohol, go tramping instead of being a couch potato and have some fun meeting new people.

These become your goals and you work towards them daily. Therefore, establishing your values is the *key to success* for this workbook. You may need to take several hours or days determining your values before you continue the workbook. However, it is *critical* for your success that you find out what they are.

Operating out of your value system as Stephen Covey says

“Is working from the inside, out”

Assess Your Values for Your Personal & Work Life

Choose 5, 6 or 7 important areas in your life.

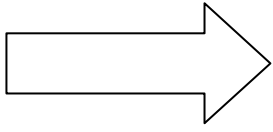
For example: Career/Business, Health, Relationships, Personal/Self, Financial, Community, Lifestyle

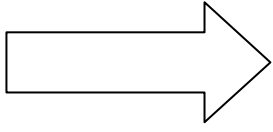
These titles are suggestions only. You may wish to use different words that are important for you.

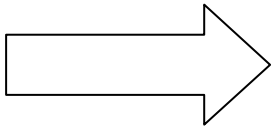
For Example: Financial could be Wealth or Abundance

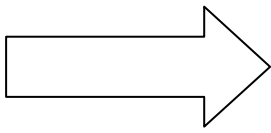
Assess your values by deciding for each one ‘Why is this are important’. Then write your reasons on each line.

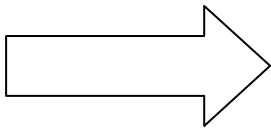
For Example: Financial values are important to you because money provides security, peace of mind, lifestyle, enjoyment and fun.

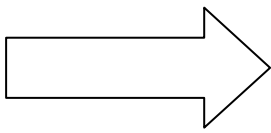


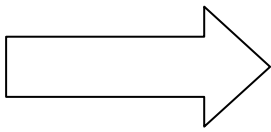












VALUE Words that may be of use to you

Honesty, Achievement, Empowerment, Love, Abundance, Enthusiasm, Security,
Fun, Teamwork, Role Model, Peace, Wisdom, Courage, Independence, Lifestyle,
Awareness, Inspirational, Passion, Understanding, Channel, Challenging,
Accountable, Attitude, Inner Strength, Learn, Truthful, Flexibility, Belonging,

These Character Traits are essential to primary greatness

Integrity – *I define as the value we place on ourselves*

Maturity – *I define as the balance between courage and consideration*

Abundance mentality – *Our thinking is that there is plenty out there for everybody*

**“Intense desire creates not only its own opportunities,
but also its own talents”**

Stephen Covey



Work/Life Ratio and Priorities in Life

Here are two very important questions. Are you living to WORK? *Or* are you working to LIVE? In other words, what's the most important thing in your life?

Life is for living, enjoying, sharing, learning, loving and having fun. To live a balanced and fulfilling life, you need to spend your time doing things you enjoy.

Now that you're goal setting, allocating time becomes crucial. Don't waste time mowing lawns if you dislike it. Employ a gardener and devote your time and energy to other areas. However, if you enjoy fresh air, exercise, the smell of new cut grass and the sense of grounding with the earth, then continue with it and delegate something else.

In this next exercise you are assessing your results against time invested. This allows you to rate each of your different areas of life, to your level of satisfaction.

If some of your time involves a monthly meeting of 2 hours, allocate 30 minutes per week. Alternatively, you may need to alter or include additional focus areas. Do the following exercise to calculate your average normal sleeping and then waking hours per day.

<u>Step A</u>	Sleep Hours Per Day (Circle)	Awake Hours Per Day (Circle)
	5	19
	6	18
	7	17
	8	16

Step B

Calculate this per week:

- 19 daily awake hours x 7 days = 133 hours per week
- 18 daily awake hours x 7 days = 126 hours per week
- 17 daily awake hours x 7 days = 119 hours per week
- 16 daily awake hours x 7 days = 112 hours per week

Step C

Distribute these hours per week into the five to seven areas of your life from your values list on page 10. Eg. Self 20, Career 80 etc. to the chart on page 13.

Your goal for the next part of this exercise is to decide how well you are doing in getting what you most desire out of life. Then, when you set your goals for the year, you allocate more time to areas of your life you want success in.

Are you spending 20 hours a week watching television? If your goal is getting fit, and you spend only two hours per week on health then you will need to make changes to devote more time to exercise. You may need to allocate some of your television time to your health programme.

	(Step 1)	(Step 2)	(Step 3)
Areas of Life (Rename if needed)	Hours devoted each week	Results Achieved	Satisfaction Level
Self/Personal			
Career/Business			
Health			
Financial			
Relationships			
Family			
Community			
(Your choice for anything else)			

Step 1 Decide how much time you devote to these areas of your life

Step 2 Rate each area in the results you achieve in relation to time invested. 1 = good, 2 = average, 3 = poor

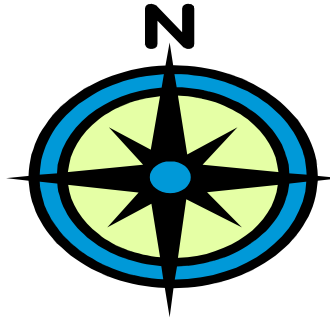
Step 3 How satisfied is you with the results achieved?

1 = good, 2 = average, 1 = poor

If you rated your results as 1 (good) and your satisfaction as 1 (good), you don't need to make changes to that area of your life. However if you rated results as 3 (poor) and satisfaction as 3 (poor), you need to make that area a priority goal for the next year, because you've now discovered it's important to you. For other areas you may need minor changes to hours devoted per week to increase your results and satisfaction level.

Additionally you might need to change the 'nature' of what you are doing. For example, you may enjoy working in a certain industry, but want to move from data entry or computers to reception. I.e. Working with computers to working with people.

Designing your Life



(This following exercise covers the next few pages. Please read the instructions first. Then take the steps described.)

For this exercise, find yourself a quiet spot where you won't be interrupted for 30 minutes. This exercise involves tapping into the right side of your brain, which is your creative side and creates the 'magic' in your life. Afterwards you use the left side of your brain, which is your logical side for discovering solutions.

Once you begin this exercise, write the first thoughts that enter your mind. DO NOT analyse them (that's left brained thinking). That area of your brain will find an excuse why you cannot achieve.

Eg. Your thought is.... *Travel to London* Your left-brain will think, *I haven't got the money...* however discovering your solutions may include... *I could take a business trip and have the company pay for it, or maybe I could nanny for a family who lives in London* or many other alternatives.

A simple exercise, which *frees* up your brain before you start, is to stand up and cross your right hand to touch your left foot. Repeat this with your alternative hand to foot. Continue this for 20 times each side and then repeat with your hand and foot behind your back, 20 times each. This helps you to tap into the right side of your brain.

THEN ASK YOURSELF THIS QUESTION:

What do I really want to do in the next ten years of my life and longer?

Step 1

(Do this to fill in the Lifetime Goals Dreams Desires on Page19)

Set yourself a time of 10 minutes in which to answer the question above. Write as fast as you can, don't give any detailed thought to it – just let your mind run free. This isn't what you think you can get – this is what you want. If it all happened and you could have everything you wanted in the next 10 years, what would you do?

Examples might include: places to visit, investments, education for you or your children, personal or business aspirations, properties to purchase, skills or languages to learn, paintings to see, books or songs you want to write, projects you want to support or even a ride on a Harley Davidson motorbike in a Santa suit.



Keep thinking:

What would give ME the most incredible life in the next 10 years?

What would give ME the greatest satisfactions, pleasure and happiness, in this unbelievable life?

When you begin this exercise it's easy to write down your first goals. Your flow of ideas may slow down after awhile, but it's important to continue for the ten minutes, as it allows you to start thinking again and re-tap into your right side of your brain.

It's okay to have more than 40 goals...that means you want to live a fulfilling life, so have more paper available.

Step 2 (Page 171)

Write down your goals under *Goal*. Then in the *Area* column, write down which of your preferred area of life (as listed on page 10) it relates to. You could abbreviate categories by putting H for health, F for finance etc. Check to see whether you have them balanced across your life i.e. your goals aren't all financial or all health-related. If they don't, rethink and make any adjustments. Alternatively, repeat the first part of this book.

Step 3 (Page 171)

Using the year column, write down approximately when you want to achieve each goal – 1, 3, 5, 10 years and more. Again these need to be balanced, not all in year one or year 10. If you've got 50 goals, be realistic. However, if you want to travel to Europe and you've listed ten places you want to visit, treat that as one goal.

Step 4 (Page 171)

In the rate column on your chart, allocate the importance of your goals for each year, 1, 2, 3, etc, with 1 meaning your goal is quite important to you, 2 meaning very important and 3 meaning it's of top importance. You will be using these later in the exercise again.

Step 5 (Page 173)

Count the number of goals for each category eg. Health, Career, etc. from page 19. Write them in the number column of the Fantastic chart on page 21. Then distribute them to the appropriate years.

Also, re-assess your goals with your values.

When your goals are aligned to your values, you will have a higher *success* rate. Eg. If under Health, your values include, looking good and having more energy, it means your goals could include: stop smoking, learning to relax, lose weight, eat healthy food, get a check-up from the doctor and get fit. These are all aligned to your desire to be healthy.

Being healthy and eating junk food is a mismatch.

If you're happy with your decisions, tick your goal. If not put a cross next to your goal.

You need to reassess any areas with a cross. List these in the section for adjustments on page 22. Be realistic. Continue with the rest of the exercise and questions.

Step 6 (Page 174)

Now you're going to decide which of your goals really matter most, so you know which ones go give the *most* attention to. If it's hard to decide, it may help to write the reasons why they're important. This helps you clarify your goals.

Step 7 (Page 175)

If there are any goals you have not clarified write a paragraph including them into your life. Remember, the more goals you have the more fulfilling your life can be.

LIFETIME GOALS/DREAMS/DESIRES in the next 10 years

Self/Business/Career/Financial/Personal/Health/Family/Relationships/Community

	<i>Step 1 GOAL</i>	<i>Step 2 AREA</i>	<i>Step 3 YEAR</i>	<i>Step 4 RATE</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				

GOAL AREA YEAR RATE

20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				

FANTASTIC *Step 5*

Eg. Health 10 4 1 1 1 ✓

AREA OF LIFE	NO	1	3	5	10	✓/✗
Personal/Self						
Career/Business						
Health						
Relationships						
Financial						
Community						
Environment						

Urgent and VERY VERY Important!

Are the goals that you have rated as important aligned to your values?

If yes – fantastic – you are on track!!

If not – what is incongruent?

- 1 Do Your VALUES need to be REASSESSED?
- 2 Do Your GOALS that you rated as IMPORTANT need to be REASSESSED?
- 3 For you to be successful – your passions, dreams, desires
VALUES & GOALS – MUST BE ALIGNED!!

List any adjustments you will need to address later

Be Specific

Your dreams/desires are now rated over a one, three, five and ten year plan.

Re assess – Are YOU Short-Term Focused versus Long-Term Focused?

Re balance your goals if needed



Select the 3 most important Goals for Year One

List WHY each goal is important

What are they going to do for you?

What will they accomplish?

Why did you pick those goals?

1 _____

2 _____

3 _____

Select the most important Goal for Year 3

List WHY – the goal is important

- What is it going to do for you?
- What will it accomplish?
- Why did you pick that goal?

1 _____

Select the most important Goal for Year 5

List WHY – the goal is important

- What is it going to do for you?
- What will it accomplish?
- Why did you pick that goal?

1 _____

Select the most important Goal for Year 10

List WHY – the goal is important

- What is it going to do for you?
- What will it accomplish?
- Why did you pick that goal?

1 _____

Write a paragraph about other goals on your short list and why they are important to you having a fantastic, fun-filled, happy and fulfilled life.

Write down any steps you may need to achieve on your path to reaching your goals.

My S.M.A.R.T. Check

The next step for your success planning is to do some practical planning.
You will need extra paper or copy this page.
Complete this exercise for each of your important goals.

SPECIFIC – What information or training do I need to achieve this/these outcomes?

Training courses, correspondence courses or evening courses.

MEASURABLE – What are the measurables here?

Can I afford it? How long will it take? Who can support or help me?

1 Cost/budget?

2 Hours/Time?

3

People/help?

ACCOUNTABLE – Who am I accountable to for reaching my target?
Family, partner, boss.

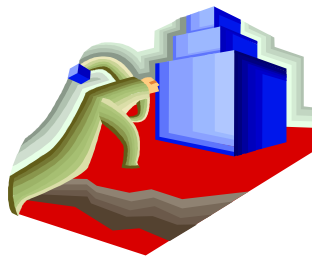
REALISTIC – Do I see any obstacles in the way of achieving this/these results?
Study time, lack of finances, work, family commitments.

TIME FRAME – Have I set a realistic deadline/time frame/time line?
Can I complete this full-time in one year or is two years part time more suitable.

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'*.

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.

*“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 goals. Finding that time is often one of the major challenges in hitting your target. Determining your work/life ratio and priorities 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 tackle 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/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.

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 if you can, 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 is cooking a new skill that will benefit their career prospects in the future *or* is learning to cook an essential part of living and necessary for when they go flatting.

If you are delegating at work, ask yourself if the task is part of their job description. People won’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 flatmates to do an equal share of household duties, you may meet with some additional challenges. This depends on the person.

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 Offer to write the instructions down. It saves them continually asking you.
- 7 Ask the person to repeat your instructions back to you.

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 _____



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.



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 any solutions.

Negative Procrastination	Can/Can't be changed	Solutions
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

Positive Procrastination	Can/Can't be changed	Solutions
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

Time Management System

Failing to plan is planning to fail. It's a quote used frequently in financial planning. However it's also applicable to achieving success. Balancing your life to include times of nurturing and times for goals is a key ingredient of success. Failure to do so can result in burnout and failure.

Step 1

In your next exercise you are establishing a Time Management System. Refer back to the areas of life you used on pages 9 & 12. Write them in the left hand column of the box overleaf.

Step 2

Decide which is your MOST important goal and allocate your daily time slot on your planning sheet. If it's getting fit, schedule gym visits on Tuesday, Thursday and Saturday mornings at 7.00am (or whatever suits you).

Step 3

Allocate the rest of the time for your additional goals. Ensure you have a balanced life and be realistic with your times. If you don't achieve this, you have a sense of failure and may sabotage your goals. However if you achieve more, you experience the feeling of success. Throughout your week, events will occur that may force you to deviate from your plan, but that's normal. If this happens, return to your plan as fast as possible.



Establish a TIME MANAGEMENT SYSTEM

Weekly Planning Sheet (Copy this page for a weekly sheet)

Step 1 Slot in TIME FOR YOUR IMPORTANT goal first.

Step 2 Designate time for goals 2, 3, 4, etc.

Step 3 Look at each to check goals from all your important areas in life.

Step 4 Ensure you have a balanced lifestyle with your goals.

<u>Goals for Week</u>	<u>Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
<i>Self/Personal/Health</i>	<i>6am</i>							
	<i>7am</i>							
	<i>8am</i>							
	<i>9am</i>							
	<i>10am</i>							
<i>Business/Career/Financial</i>	<i>11am</i>							
	<i>12noon</i>							
	<i>1pm</i>							
	<i>2pm</i>							
	<i>3pm</i>							
	<i>4pm</i>							
<i>Relationships</i>	<i>5pm</i>							
	<i>6pm</i>							
	<i>7pm</i>							
<i>Community/Lifestyle</i>	<i>8pm</i>							
	<i>9pm</i>							
	<i>10pm</i>							

Design your Own Accountability Plan

Accountability means that you have someone who is checking or acknowledging your successes with your goals. These people will ask you how you're doing. These act as little 'reminders' and will subconsciously push you the extra mile to succeed.

In the process of change, which you are undertaking, every bit of assistance can help you on your path to becoming the winner you want to be.

For this exercise, you will need to refer back to your areas of life and the goals for each area on pages 10 & 13. Write the areas in the arrows. Then decide whom you are accountable to for the different areas and goals.

In your business or career, it might be your boss or business partner. If you're undertaking a physical fitness programme at the gym, it may be your gym instructor or private trainer. Alternatively, you may not have any other person to whom you are accountable. In that case it has to be you!



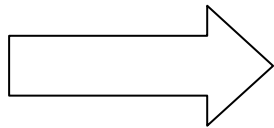
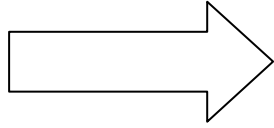
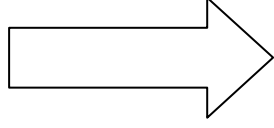
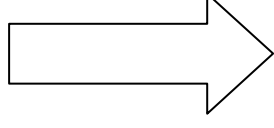
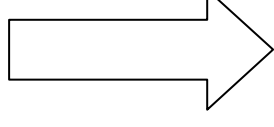
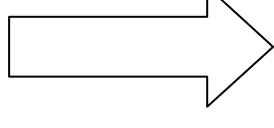
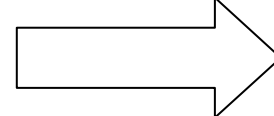
Important note: If you ask someone, choose the person carefully. You want someone you can communicate well with and who wants you to succeed. Someone who will be encouraging and understanding, not someone who will 'put you down'. Finding either a coach or to a mastermind group works well. The latter are small groups of like-minded people who meet regularly to discuss, support and encourage each others progress.

Design Your OWN Accountability Plan

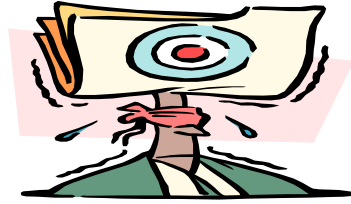
Whether at work or at home, being accountable can help keep you on track. For work-related goals, it may be yourself (if you're the boss), your sales manager, or your customers.

For personal goals that relate to family – this may be your partner, spouse, children, a personal trainer at the gym, or your doctor if you're on a special health programme.

Write your goal in the arrow and list people you are accountable to and when.

	_____
	_____
	_____
	_____
	_____
	_____
	_____

Stress Management



As you work towards your goals you are likely to experience additional stress. Understanding the symptoms is part of your success process.

Try to take note of how your body reacts. It could be that your hands get shaky, your palms start sweating, or your skin breaks out in spots. Once you are aware of your telltale signs of stress you can take the steps to alleviate them. Have a relaxation or anti-stress plan ready to put into action.

If you allocate time for relaxation, you will be in control of your stress and may not need to do this exercise. But most of us know that even small things in your daily life can 'push your buttons'. Some you can change, but others are out of your control.

The weather, an accident on the motorway, the economic situation, is all out of your control. When these events affect your stress level, you need to take time out to implement your personal relaxation plan. Soaking in a bath, watching television, cooking a meal, walking on a beach, playing your favourite sport, squeezing a 'koosh' ball are just a few.

Events that you do have the power to change are what you'll assess in the next exercise. If you are constantly stressed and late in the morning, then deciding what you're going to wear to work and ironing your clothes the evening before, is something you can control. It is much better for you to get organised ahead of time to avoid being stressed in the morning.

Being organised in your life keeps you more relaxed and allows you to focus on your goals. For best results your relaxation techniques need to be non-addictive and easily accessible.

Stress Management

DIS-EASE – Statistics show that **STRESS** is one of the biggest killers of mankind. It is a major reason for the cancers, strokes, heart attacks and illnesses that many suffer.

Understanding what pushes up your stress levels, allows you to organise your life so you can eliminate as many of those situations as possible. They create **NEGATIVE** energy, which should be focused on your goals.

List things that make you feel stressed.

For example: Morning traffic, untidy desk, dishes left on the sink,
Solutions: Leave earlier in the morning, tidy desks at night, install a dishwasher

<i>What makes me STRESSED</i>	<i>Is it solvable</i>	<i>Solutions</i>
		<i>Yes/No</i>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____



Rewards

Patting yourself on your back and acknowledging your success is important for your progress.

You are working hard, making sacrifices and overcoming challenges in your life. These are all important achievements you need to be proud of. The most important person in your life is yourself so it's imperative that you 'look after' and 'love' yourself. Having a reward system is an important part of this process. Make sure you consciously implement it.

Your reward does not need to be expensive. The most important thing is that it's something you value and appreciate in life. Make a list below of all the things you can treat yourself.

Taking time to read a book you've had on your shelf for two years, or having a round of golf with old friends, may be activities you've stopped doing lately. Of course, gold jewellery or new shoes are equally as rewarding. The most important factor in your reward is being good to yourself.

As Nike says 'Just do it'.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

Track Your Progress

Do this Later

It's important to assess your progress to ensure you're on course.

*To tack a boat, to sail a zigzag course
Is not to deny our destination or our destiny
Despite how it may appear to those...
Who never dare to take the tiller in their hand?*

*Just the opposite..... It's to recognise that obstacles
stand between ourselves and where we want to go
And then to manoeuvre with patience and fortitude
Making the most of each leg of our journey,
Until we reach our landfall.*

Richard Bode

This can be assessed for each individual goal or for your 1, 3, 5, 10 year goals.

	Weekly	Monthly	Yearly
Goal 1			
Goal 2			
Goal 3			
Goal 4			
Goal 5			
Goal 6			
Goal 7			
Goal 8			
Goal 9			
Goal 10			

Achieving Success



In your quest for success and working through this workbook, you will have encountered challenges to your thinking. They may have been ‘aha’ thoughts or you might have realised there are issues that have blocked you from progress previously.

As you make changes, some of your friends, family or work colleagues will want you to remain the same. If you’ve always caught the bus to work, but now cycle for fitness, the friend you chatted with on each trip will be encouraging you to return to the bus. They miss your time together. However, this is when you have to make a choice. Either you can return to the bus and please them, or be true to yourself and your goals.

Reaching success in big goals starts with small steps. Becoming a vet or a doctor is a long-term goal. Years of training are undertaken before being employed. Each passed exam is a step towards the big plan. Enjoy the steps, because each one is leading to your fulfilment.

On your journey towards your goal, you will be challenged from many directions. Being true to yourself is your ultimate goal. Your life is precious, offering huge rewards for learning, loving and enjoying. Live each day to the fullest. Yesterday has gone, so have no regrets for tomorrow has yet to come.

Nelson Mandela in his inaugural speech said:

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.

The choice is now yours!

Last Tips

In our quest for success, negativity is rife. It's in the newspapers on television and in the media. Keeping positive is a challenge. I suggest you become selective with your time. Here are a few tips.

1. Seek out the positive people. Join clubs where people are achieving and learning.
2. Read positive books. Bookshops are full of great books. If you can't afford them, borrow them from friends, or join the local library.
3. Listen and read about positive stories. In the newspapers, magazines, television, only read and listen to success stories where people are helping and achieving.
4. Read positive quotes. Subscribe to my regular quote from my website.

Bibliography:

Mind Power – John Kehoe

Brain Switch – Brian Head

Getting a Grip on Time – Robyn Pearce

Beating the Monday Blues – Clive Litten

PART 4

Be a winner by boosting your Esteem

You owe it to yourself!

*Create positive, healthy thinking
on your way
to overcoming obstacles
and achieving success in your life.*

JANICE DAVIES
Attitude Specialist

Founder-  * self esteem = life fulfillment

International Self Esteem Day

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Introduction

Janice – the lady with *nice* in her name, works with motivating and inspiring peoples thinking and attitude to spring load to success. She's an expert she says, because she had to do it for herself. She thought happiness, fulfilment and success would just happen. She didn't realise that she had to create it. She learned the hard way by changing her self belief from a person with low self-esteem, to a person with high self-esteem believing that 'the world is her oyster'.

Her greatest journey, after many stumbles along the way was discovering her real self, re-aligning her dreams and then enjoying working towards creating them

A few of her major successes are: Surviving 15 years as a single parent and raising two daughters... 'the greatest learning curve out' she says 'and the most rewarding!' Also, volunteering to work in the patrol boats for the 2000 Americas Cup and self publishing her first book *Sailing a Different Course*.

Her business is called Attitude Specialist and she works with corporates, groups, and individuals steering them towards success. Her presentation topics for conferences include Attitude, Stress, Work Life Balance, Communication, Personalities, Goals, Tricky people and more. She is the author of 6 books.

She is adamant that self-esteem is the key to success and shares a little of her knowledge in this book. One of her goals is to expand a self-esteem day into an annual event promoted here in New Zealand and then overseas. Some one has to be on the Oprah Winfrey show she says, other New Zealanders have done it, so 'why can't I.' It's all about Humanity!



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I didn't think
I was good enough!

NO, I didn't, NOT good enough to be loved!

I'd had a great upbringing but somewhere in my teen years between being a head prefect at the primary school (aged 10 years) and being asked to be a prefect at the high school, (aged 15 years) I got lost.

I can't recall how or where, but somewhere in those impressionable years, I started saying 'no' to me.

Somehow, my mind was un-controlled and I was sabotaged by my own thoughts – so years later, I married some one because I thought I was 'lucky' someone wanted to marry me.

But don't get me wrong I travelled the world and enjoyed an adventurous life. I just wasn't being true to me and happiness avoided me.

Now after years of personal growth I realise that I had low self-esteem. I discovered I needed to make major changes in my life and gradually over the years I did. I searched for answers on my journey of freedom to discover me.

However, when I finally made my move towards creating a happier life for myself, it was with two young children to parent.

Still it wasn't until some years later that I started to create new dreams and believe that I could achieve them. That was when I had developed my esteem to the level where I valued me.

When I mention my lack of self-love I discover many people think the same about themselves. My story about lack of self-esteem isn't new. There appears to be thousands or more likely millions who think the same. Loads of people think they're not good enough to be loved. Mine isn't a new story, it's just being shared.

The greatest thing is that I've done something about it and so have you, because you're reading this book. Now it's time to continue on your journey of self-discovery, starting with this book and its ideas. This is only the tip of the iceberg, continue this journey all your life.

I've also discovered, when a person lives their life learning and developing themselves, they are constantly out of their comfort zone.

Albeit, another 'new revelation' I've learnt, is that I'm always testing my esteem level. That's because I am constantly out of my comfort zone and mastering a new skill as I grow into the person I choose to be.

That's what I believe life is about. Every one is on their personal journey to a greater person than who they are, today. That... is if they choose. Good Luck on your journey!



This book includes: definitions, activities, poems, quotes and exercises that can assist on your journey to boosting you towards your greatness.

Our Deepest Fear

Nelson Mandela's Inaugural speech

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.

From -The Course of Miracles, by Marianne Williams

Self-Esteem

Your partner in success

Low self-esteem is like driving through life with your hand break on – Maxwell Maltz.

If you believe in yourself and your abilities, you will claim the *world as your oyster*. You will set your mind to achieve anything you wish and as Nike says *just do it*. Having a healthy positive esteem level is critical to your success. You have your own unique gifts and talents and you have free will whether you embrace those and live to your potential.

Some people use the term self-image to reflect the meaning of self-esteem. In my mind it doesn't matter as long as you feel positively about yourself.

As a child your concept about your *worth* was formed. If your parents were loving and supportive, you most likely grew up with a healthy image of yourself. However, unfortunately, the opposite could occur and you'll have more steps to climb up the ladder to success. You'll need to spend some of your life, unlearning your negative thoughts and replacing your mind with positive ones. The earlier it starts in your life, the more beneficial for you.

Albeit, no matter what age, pat yourself on the back, when you start this journey of boosting your self-esteem and self-worth, Many people never start and spend their complete life with low esteem.

Having negative thoughts about oneself and others telling you negative things like *you're useless* is how low self-esteem evolves. Additionally, negativity, frustration, anger and many other types of negative behaviour filters through into ones' life and actions. It's fair to say that many social problems are the result, directly or indirectly from a low concept of self. So, how can this be changed?

Everyone has the opportunity to help in the process of reversing this world-wide trend. My way is to annually organise a self-esteem day

and write this book. Your role is to start with boosting your esteem, followed by boosting another's. Both of these avenues are steps towards creating a better world within your sphere of influence of your family, friends, work colleagues and people who you interact with daily. Additionally, when you join clubs, groups and associations and are involved in community work locally, national and international, you are helping to reverse the trend and improve the world.

Understanding that your life is a work of art in progress means that you recognize the growth periods you experience. It's easy to see the physical changes and skills acquired, but impossible to see the positive mental changes and personal development skills that you develop.

One of those learning curves is making a choice to either dwell on the disappointments and down turns, which are inevitable in life, or learn to quickly overcome the challenge and move forward and upward to the next phase of your life.

My logo represents that you are *at* a certain place in your life and can either stay stuck in a rut and go around and round in circles, or quickly move through it. Dwelling on the negative aspects of a disappointment is certain to decrease your esteem thinking.

When you look in the mirror, what do you see? Do you see a person with sloping shoulders, leaning a little forward with the weight of the years, not much of a smile, and somewhat tired looking? How do you feel when you look at that image? Is that the person you dreamed of being a few years ago?

What you see is your self-image. The image that you have created has been based on your own thoughts and actions. You can't blame the fatty foods, because you chose to eat them. It was your thoughts and following actions that placed them on your plate and had you eating them.

If you believe the idea that your thoughts and actions have led to your present self-image, it's understandable that changing your thoughts and actions will lead you to a different outcome.

Self-esteem is an upward or downward journey. What you do affects the way you feel. How you feel affects the things you do. The things you do affect what you and others think of you, which in turn, affects how you feel about yourself.

You're either building yourself up or tearing yourself down. A quick way to make positive your thoughts and actions and overcome disappointments in life, is to find something positive to do. It can range from weeding the garden to training to run a marathon.

I always use many quotes and poems when I write. That's because I've found them helpful in my twenty years of personal development. I could not write about this if I had not experienced it myself and I am continually reading and experiencing new 'aha's' in my life from other inspirational people.

Michael Humphries in an article wrote that *one of the biggest awareness* he had was that he was not his feelings. He had feelings, but they were not him. I hadn't thought about that before, but so true.

He also had faith in the Universal Spirit and that everyone has a unique purpose and because he thought *God doesn't make junk*, he was determined to find his unique purpose. Again they made me think about another way to assess our uniqueness. Everyone is here for a purpose, he worked on his, I'm working on mine, now it's now your turn to discover yours.

John Kehoe after three years on his own in wooded seclusion wrote his book *Mind Power*. He refers to self-image rather than esteem. He states that a car that isn't maintained properly will inevitably break down. It's the same with self image. Therefore continually uplift your self-image. He suggests these useful concepts to think about.

- 1 You are unique – there's no-one else on earth the same as you
- 2 You can do anything – there's thousands of opportunities for you
- 3 You have unlimited power – you can create, build and strengthen your life

He writes, you will become whatever you consistently think about yourself. YOU are responsible for your self-image and YOU are responsible for creating and maintaining it.

Self-love is part of self-esteem. It's being aware of your strengths and weaknesses, accepting who you are and nurturing yourself. It's also giving yourself permission to make choices about which person you choose to be. A great mathematician or a mediocre mathematician.

The choice is yours.

Your Choice

You can walk in valleys, but I'm not coming too,
Cause I'll be climbing mountains, where I can see the view.
You can look through windows, and see the world from far,
But I'll be out there reaching to catch a rising star.
You can lie there watching the best of life go by,
But I'll be out there dancing on a hill where eagles fly.
You can sit in shadows, wishing you could see,
But I'll be out there achieving, wherever I want to be.
And if you want the secret of how to win or lose,
Then listen and I'll tell you – all you do is choose!

Author Unknown

Here are some additional tips to increase your esteem level:

- 1 Decrease negativity in your life – people, television**
- 2 Read positive, uplifting, inspirational books**
- 3 No matter how small, every day complete positive tasks**
- 4 Rewrite your goals or discover them**
- 5 Create affirmations about yourself and goals**
- 6 Get a partner, friend or coach to talk to**
- 7 Focus on your strengths**
- 8 Achieve something new regularly**
- 9 Find a hobby or sport and include it in your life**
- 10 Learn, learn and learn some more.**

Life is a journey and as you achieve, your self confidence expands. You move out of your comfort zone, try something new or conquer a weakness, master that and progress to your next challenge. Every achievement is another step to raising your esteem level...and that's your journey in life.

Confidence is contagious, so is lack of confidence.

– Michael O'Brien.

***The Five Vital Ingredients Of
High Self-Esteem***

Definition One

The Californian Task Force has defined high self-esteem as:

Self-Esteem:

***is to appreciate my own worth and importance and
have the strength to be in charge of myself and act responsibly
towards others.***

The Five components of Self-Esteem are:

Security, Identity, Belonging, Purpose and Competence.



It's a feeling of being on top of the world!

The Six Vital Ingredients Of High Self-Esteem

Definition Two

Self-Esteem is a composite of six vital ingredients that can empower or detract from the vitality of our lives:

The six are:

- 1 PHYSICAL SAFETY
Freedom from physical harm
- 2 EMOTIONAL SECURITY
The absence of intimidations and fears.
- 3 IDENTITY
The *Who am I?* question.
- 4 AFFILIATION
A sense of belonging
- 5 COMPETENCE
A sense of feeling capable.
- 6 MISSION
The feeling that one's life has meaning and direction.

BETTIE B YOUNGS
The 6 Vital ingredients of self-esteem
How to develop them in your students
Printed courtesy of Gordon Dryden – The Learning Revolution
www.thelearningweb.net

The Ten Vital Ingredients Of High Self-Esteem

Definition Three

Veronica de Andres the Argentina Director of SEAL, states these ten indicators of a person with high self-esteem as:

Knows his/her strengths and weaknesses

Feels admiration for successful people

Sets professional and personal goals

Establishes harmonious relationships

Takes responsibility for his actions

Expresses wants and needs

Knows how to set limits firmly and with care

Expresses him/herself creatively

Is optimistic

Develops transformational relationships

Furthermore, in having the confidence to be yourself, you have stopped making others responsible for your life and have found in yourself the keys for success, personal well being and fulfilment.

Once you view life with a sense of *abundance* you'll want only the best for yourself in your decision-making process. Choices incorporate the following values:

Excellence and Progress

Cooperation

Inner Peace

Flexibility

Responsibility

Admiration and acknowledgement

Optimism

If so, you will move forward. If not you may want to reassess the situation.

Of course the opposite of expecting abundance is having low self-esteem, which is where you're not confident and do not feel *good enough*. Your relationships are not win/win situations. Instead one party is dominant over the other, versus an equal partnership where both are mutually respected, thus giving both people high self-esteem.

The Ten Vital Ingredients Of Low Self-Esteem

Definition Four

Veronica de Andres the Argentina Director of SEAL, states these ten indicators of a person with low self-esteem:

Is unaware of own abilities

Is very jealous and over-critical

Sets unrealistic goals or no goals at all

Establishes competitive relationships

Blames others. Makes others feel guilty

Does not express real feelings, wants and needs

Cannot set healthy boundaries

Is afraid of making mistakes

Copies or imitates others

Is pessimistic

These people view life from the thought of *deficit*. They include the following ways of thinking:

Perfectionism

Rivalry

Violence

Rigidity

Guilt and blame

Jealousy and envy

Pessimism

Such people do not have a set of personal boundaries to help form their daily decisions. Either they do not value themselves or they over-value others, who they see as more capable and confident. Sometimes they can only feel good about themselves by achieving dominance through bullying. To move forward in life, they need to start soul-searching and make daily efforts to improve their self-esteem. It's challenging, but it is possible.

Every day they need to be asking themselves, what am I doing today to make me feel good about myself? Gradually as they start to value themselves, they begin their personal journey of self-development, which is the stepping-stone to their success.

It's the ability to have a positive attitude and improve your thoughts and feelings about yourself on a daily basis that will see you become the successful person you choose to be. It's learning to love yourself and sharing your uniqueness with other people that will assist you to help the world become a better place.

ON BEING YOURSELF

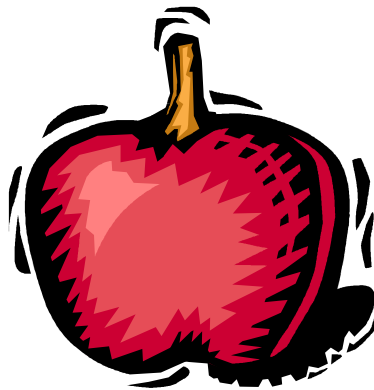
You must learn that you cannot be loved by all people.
You can be the finest apple in the world – ripe, juice,
sweet, succulent and offer yourself to all.
But you must remember that there are people who do not like apples.

You must understand that if you are the finest apple
...and someone you love does not like apples,
You have the choice of becoming a banana.

But you must be warned that if you choose to become a banana
you will be a second rate banana
But you can always be the finest apple.

You must also realise that if you choose to be a second rate banana
there will be people who do not like bananas.

Furthermore,
You can spend the rest of your life trying to become the best banana -
which is impossible if you are an apple
or you can seek again and be the finest apple.



Self-Esteem

Self

Emotion

Love

Fulfilment

Enthusiasm

Safety

Thinking

Energy

Expertise

Magic

Self

It's important for you to look after and love yourself. It is YOUR life and you have the choice what you want to achieve. It's important to discover and learn about yourself. As a child you are influenced by your parents, however once you become an independent person, working, supporting and living by yourself you have the opportunity to learn more about you.

You are with yourself from the moment you're born, to when you leave the planet. You owe it to yourself to begin your path of self-discovery and be important to yourself.

Self-Esteem

Emotions

Your emotions are your feelings. They're fickle but critically helpful in your learning about yourself and your life. If you're feeling confused it's a great feeling because it means that your *inner self* is wanting your *outer self* to make some changes in your life. They're important for you to use as guidelines.

Angry, sad, happy, scared or excited, sometimes we're not taught how to express them or understand them and so confusion develops. It's okay to be angry, but it's how you express it that is important. Punching a punch bag or pillow is great. It's okay for both males and females to cry when you're sad. Happy and excited are great feelings, it's you being joyous and the essence of life. When you feel like that, your esteem level is high.

Love

The most important person to love is you. However, often it's the last person you chose to love. Many people search for love in another person and when they can't find it, wonder why it's elusive. If you can't love yourself, it's more difficult to love other people.

There are many different kinds of love, including parents, family, friends and partners. Sharing and experiencing love and friendship gives you a sense of belonging in a family, a community group or a sports team. It's comforting to feel wanted and needed and when you've established an equal adult win/win relationship, with another adult, you've reached a high esteem level.

Self-Esteem

Fulfilment

Many people have dreams and think they're 'just going to happen'. Winning a lottery is a common dream and many people try to create their dreams that way. However, feeling fulfilled needs to be more realistic. When you're involved in activities, which you enjoy, your feeling of fulfilment in life escalates. The more 'interesting things' you include in your life the better you feel. It could be coaching the local netball team to to passing your exams or learning to use the computer.

Fulfilment gives you a feeling of being a winner! When your esteem level is high you seek out fulfilment and feel contentment.

Enthusiasm

When you're achieving goals, enjoying life, working on a project or towards something you've dreamed about, you feel enthusiastic. It's a hard emotion to describe. It's mostly seen in young children when they're learning to walk, talk, swim, paint or involved in something new. They laugh, they're determined and they try again. It's a shame we can't remember how many times we fell over, only to get up and start again when we were toddlers.

Unfortunately as children grow older and become teenagers and adults, their enthusiasm about life disappears. They may have been constantly 'put down' because of their enthusiasm or excitement about something...so they stop.

If you're missing this 'sparkle' in your life, search for activities that you enjoy and your enthusiasm will return. Every time you feel enthusiastic and are laughing, endorphins circulate in your body, which make you feel great. You feel confident and your esteem runs high. It's a cycle, the more you do in life, the more you enjoy it, with the ongoing positive effect of raising your esteem level.

Self-Esteem

Safety

Personal safety is important to everyone. It's an aspect of life that makes you feel secure and confident in life. It applies in your home, school, work and public areas. It is paramount where children are involved that measures are taken to ensure their safety. As an adult you have more choices about your life and are independent. If you don't value yourself, you allow negative situations in your life. As you raise your level of esteem, you make positive changes in your life...your safety being vital.

Thinking

Every second you have a choice whether your thinking is negative or positive. You have over 30,000 thoughts per day, so if they're negative, you'll find it difficult to have a good esteem level and achieve what you want in life. You have control over your thoughts, even though at times there's a 'voice in your head' that appears to think whatever it wants.

When you get a negative thought you need to think NO I don't want to think that and reverse your thought to say YES and think something positive.

If your thought is *I'm a failure*, change it to *I am a winner!* It takes practise but it can be done.

Energy

You need to be healthy and energetic to be successful. Every thing you eat affects your energy levels. Your food must sustain your body. Your body also needs regular exercise. Walking 30 minutes a day or 3 or 4 times weekly is a good start. Swimming, rowing, dancing or any sport where you move your body is good for you. Lying watching television is not good for your body, energy levels or self-esteem. It just makes you feel tired and sleepy which is non productive for you.

Water, vitamins, relaxation are other vital ingredients to make you feel better and boost your esteem.

Self-Esteem

Expertise

Learning a new skill is invigorating. It makes you feel good and raises your self-esteem level. The more you learn and the wider range of skills you acquire, the better you feel about yourself. You can be a good cook, mechanic, parent, computer technician, musician or anything. It doesn't matter as long as you're enthusiastic about it and it gives you a sense of fulfilment. It may be your passion or just something you're interested in. Being capable in different areas of life is great for your esteem.

However, when you're feeling low, you need to remind yourself what your skills are and boost your esteem back upwards again.

Magic

The most wonderful thing about you is that there's no one else on the planet exactly like you. You are unique! You have a right as a human being to be you. Your thoughts and feelings belong to you and you can express

them by using words like *I think* or *I feel*. No one can say they are right or wrong because they are your thoughts and feelings.

However, often when low self-esteem is experienced, people allow themselves to be led by others. They become submissive and do what other people want them to, not what they want. Using the word *no* after people ask you to do things you don't want to, gives you back the power in your life. It's saying *yes* to you. Living your life as you want is empowering stimulating and exciting. That gives you the *magic* you want in your life and you realise you're worthy of it. It shows you have high self-esteem and respect for yourself.

Something we were withholding made us weak, until we found it was ourselves - Robert Frost

Exercises

Carry these with you in your wallet and refer to them when you need a reminder of how great you are.

Write down 5 things your like about your physical self.

eg. nice hair, nose, feet.

1 _____

2 _____

3 _____

4 _____

5 _____

Write down 5 qualities you like about yourself.

eg. friendly, kind

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Write down 5 things you do well at work.

eg. answer the phone, say hello to colleagues

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Write down 5 things you do well with friends or family.

eg. keep in touch, remember birthdays

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Write down 5 things you do well around your home or where you live. eg. good cook, keep room tidy

1 _____

2 _____

3 _____

4 _____

5 _____

Write down another list of 20 things you've thought of that doesn't fit into one of the above groups. eg. good at tennis, won school competition, star employee of the month, good driver

The Man in the Mirror

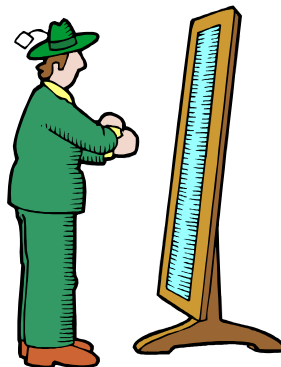
When you get what you want in your struggle for self
And the world makes you king for a day:
Then you go to the mirror and look at yourself,
And see what the man has to say.

For it isn't a man's father, mother or wife,
Whose judgement upon him must pass
The fellow whose verdict counts most in his life
Is the man staring back from the glass.

He's the fellow to please, never mind all the rest
For he's with you clear to the end
And you've passed your most dangerous, difficult test
If the man in the glass is your friend.

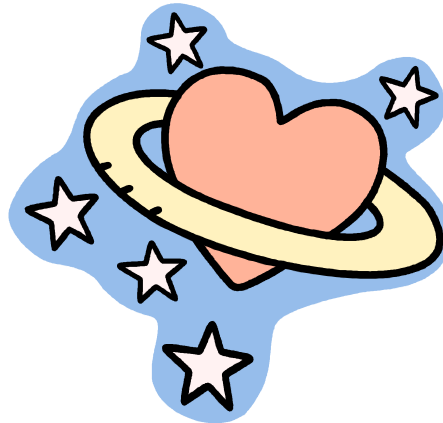
You can fool the whole world down the pathway of years
And get pats on the back as you pass
But your final reward will be heartache and tears
If you've cheated the man in the glass.

Author Unknown



5 Activities to Boost your OWN Self-Esteem

- 1 Pamper or treat yourself eg. Massage, flowers, go fishing
- 2 Write 5 things you do well at work and congratulate yourself.
- 3 Meditate and visualise or get in touch with nature – enjoy a beach or bush walk.
- 4 Write 5 goals and 5 action steps. eg. Tidy desk and clean your top drawer.
- 5 Express your feelings say *I think* or *I feel* statements and say NO to something you don't want to do and YES to you.



5 Activities to Boost ANOTHER PERSON'S Self-Esteem

- 1 Spend time with the people you love – tell them they're important to you.
- 2 Do things to surprise people at work – send flowers, an e-card, a letter or an email.
- 3 Say thank you to someone who's helped you and help others back in return.
- 4 Plan an activity for others or outing to help someone relax and de-stress.
- 5 In a group, circulate a piece of paper with a person's name on it, everyone write a positive statement about the person and give it back to the person.



5 Activities to Boost Children's Self-Esteem

- 1 Praise them for positive thinking, decisions and behaviour.
- 2 Make your home a learning centre where there are resources and reasons to read, write and develop a lifelong love of learning.
- 3 Hug your child when she is most unlovable the most prickly and negative.
- 4 Allow your child to prepare a meal for you.
- 5 Have photos of them in your purse or wallet and tell them, every time you look at the photo, you think how much you love them.



5 Activities to Boost Teenagers Self-Esteem

- 1 Listen to their opinions and value their differences.
- 2 Engage in adult to adult conversation.
- 3 Have faith in their ability to complete tasks, even though it may involve a learning curve for them.
- 4 Show them affection without making them feel self-conscious.
- 5 Let your teenager know their presence makes a difference, that you value their input on matters of importance by putting into practice one of their creative ideas to solve a problem.



5 Activities to Boost Parents or Grandparents Self-Esteem

- 1 Remind them of something you enjoyed doing together when you were younger.
- 2 Tell them you appreciate them attending any events you were in when you were young.
- 3 Visit them, phone them, email or send them letters to keep communicating with them.
- 4 Keep them updated with new photos.
- 5 Tell them you love them.



5 Activities/Goals to enjoy to help the World

- 1 Donate or give away something to charity, community group or friends.
- 2 Find positive quotes and stories that motivate you and share with others.
- 3 Offer to help someone.
- 4 Organise something fun at work – morning tea, best photos.
- 5 Do something to help make the world a better place to live, smile, say hello, help someone, or pick up a piece of rubbish.



I LOVE MYSELF

I love myself – the way I am
There's nothing I have to change
I'll always be – the perfect me
There's nothing to re-arrange
I'm beautiful and capable of being the best me I can
And I love myself – just the way I am

I love you just – the way you are
There's nothing you have to do
When I feel the love- inside myself
It's so easy to love you
Behind your tears, your raging fears I see your shining star
And I love you – just the way you are

I love the world – the way it is
Cos I can clearly see
That all the things – I judge are done
By people just like me
So till the birth of peace on earth
That only love can bring
I'll help it grow by loving everything

I love myself – the way I am
And still I want to grow
The change outside – can only come – when deep inside I know
I'm beautiful – and capable – of being the best me I can
And I love myself – just the way I am

*Author Unknown
Inspired by Louise Hay*

Conclusion

Action Steps to do now:

- 1 Maintaining healthy and positive thinking is a daily event. Sometimes it's a minute and hourly event when challenges are occurring in your life. Change your thinking from negative to positive. Carry quotes with you. Get books from libraries or bookshops with quotes. Register online for my regular weekly motivational quote.
- 2 Rid negativity from your life. Turn off the TV when it's negative and refrain from discussing negativity. Some people love it and thrive on it. Change your view. Invest in my book *Say Yes to a Positive Attitude*.
- 3 Use affirmations to reinforce the great things you feel about yourself. Search the library or bookshops for books and ideas using affirmations. Invest in the book *Beating the Monday Blues on my website*. It has 100 affirmations in 5 areas of life.
- 4 Setting a goal and take action steps towards achieving it. You feel better and it gives you the *buzz* in life you're looking for. Invest in my book *How to get what you want in life and achieve success*.
- 5 Keep positive by investing in my book *200 PowerTips to keep your Attitude Positive*.
- 6 Get a coach, or join a group of people who want to achieve goals and be successful. Register for online for my free coaching e-course.
- 7 Visit the self esteem page on my website for more ideas on building your esteem.

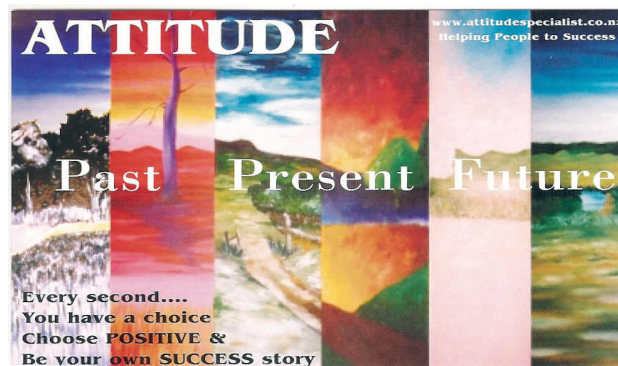
4 Bonus Products Combined

65 Goal Tips Ebook

117 Recession Tips Ebook

Happiness Scale Ebook

7 Keys to Success Eposter



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**65 Goal Tips to help
create a life
full of happiness and
fulfillment for you.**

Janice Davies

Attitude Specialist

*Professional Conference Speaker * Business Trainer * Success Coach.*



Author of:

Sailing a Different Course

Say Yes to a Positive Attitude

200 PowerTips to Keep your Attitude Positive

How to Get what you want in your life & achieve Success

Be a Winner by Boosting your Esteem

The Purple tick for Healthy Self Esteem (ebook)

Dealing with Difficult People & Tricky Situations (ebook)

7 Steps to ensure YOU get what YOU want in life and Achieve Success

If you want more enjoyment, money, better health, less stress, and the ‘great to be alive and feeling good’ state of mind, it’s time to set some goals and strategies in your life.

If you’re like the majority of people and you haven’t set any goals in the past, now is a great time to start. The influx of life coaches shows that society has a need to ‘plan’ for success and happiness. People from rugby players to opera singers have coaches and goals, so join the list of achievers.

Here’s a list of seven steps:

1. List your ‘life rules’ for six areas of your life: self, health, work, relationships, financial, community
2. Brainstorm goals for each these areas of life.
3. Categorize them in 1, 3, 5, 10 year groups.
4. Chose the most important for each area for year one.
5. Design a programme for each goal for the year. (Continue this for the other goals)
6. Set a monthly and weekly programme intermingling all the goals for year one.
7. Ensure you have a life/work balance of goals.

22 Tips ABOUT creating a better life for you.

1. Spring clean your life – analyze what you don't want.
2. Brainstorm what you **do** want.
3. Be your own driver and travel down your road in life – not other peoples.
4. Achieve the goal rather than changing the goal post when you get close.
5. Stay focused – with goals written down it's easier.
6. Winners make it happen – losers let it happen.
7. Face the hurdles, jump over them, move around them, dig under them. It's better on the other side
8. Don't put change off for another day, do it now.
9. Chose which positive people you want to spend your time/life with spend less time with negative folk.
10. Understand you'll never be able to please everyone – so don't try – PLEASE YOURSELF it's your life.
11. Make it happen - Why settle for less than you deserve.
12. Take risks – you'll fail some but you'll achieve some as well.
13. Take time to daydream and write down or draw your goals.
14. Created your MAGIC from your right brained creative thinking (the first thing to come to your mind).
15. Use your left analytical side of your brain plan out HOW to achieve it.
16. Understand that you will be challenged and it's ok to ask for help.
17. Visualize achieving your goal.
18. Be prepared to make sacrifices and changes.
19. Take the risk and enjoy life as you're achieving
20. Value your health, have fun, laugh and love along the way.
21. Don't sweat the small stuff and decide what is the small stuff.
22. Pat yourself on the back and reward yourself constantly.

30 Tips and Tricks for Happiness and Fulfillment

Yourself

- ✓ Wear clothes you love
- ✓ Discover your inner self by meditating alone
- ✓ Use ‘I Statements’ when you are expressing yourself. I am, I think, I feel
- ✓ Live with integrity to yourself
- ✓ Learn about yourself so you can align your mind, body and soul

Health

- ✓ Reassess where you need to make changes
- ✓ Drink more water
- ✓ Use more olive oils and less saturated fats in your cooking
- ✓ Create better sleep patterns, with bath, deep breathing, walks and relaxing before bed
- ✓ Increase your fitness gradually and to achieve a minimum fitness level you need to exercise for at least twenty three minutes, three times a week.

Relationships

- ✓ Make time for your friends – they’re your angels when you need help
- ✓ Communicate your feelings
- ✓ Relationships are about giving not taking – check your ratio
- ✓ Let go and spend less time with people who ‘grate your nerves’
- ✓ Open up to new people coming into your life

Career/Business

- ✓ Make sure you’re following your passion – you’ll enjoy your work lots more
- ✓ Don’t let time wasting task ruin your productive time
- ✓ Stop making excuses for what you’re not achieving – just do it!
- ✓ Ask for new opportunities for you to achieve at work
- ✓ Keep up skilling – our world is changing at a rate that we need to keep up

Wealth or Abundance

- ✓ Give things away – clothes, furniture, food, toys and make way for the new
- ✓ Count how many stars in the sky and realize that abundance is unlimited
- ✓ Reassess where you can accumulate more in your business or work environment
- ✓ Read books and learn about financial abundance and start making new goals
- ✓ Smile more – it's free, makes you feel better and easy to share

Spiritual and Mental

- ✓ Invite angels into your life – physical and spiritual
- ✓ Relearn how great you are – and love being you
- ✓ Hold a good opinion of yourself and use affirmations to remind yourself
- ✓ Take yourself to a quiet, solitary place and allow your mind to become free
- ✓ Create the 'feel-good' feeling by laughing more and giving compliments



10 GREAT questions
to ask when setting your
Business Goals and Strategies.

Where do I want my business to be in 5 years?

1. Are our products or services likely to be relevant in 5 – 10 years time?
2. Will our currently high value product or service just become another commodity in 5 – 10 years time?
3. What new product could I develop?
4. Which technologies are being developed that might affect our current products or services?
5. Who are my consumers going to be in 5 – 10 years time (age group, relative demographic importance, lifestyles, and characteristics)?
6. How am I going to be able to deliver the solutions that customers require?
7. What channels will I use to access my consumers – direct mail, advertising, marketing, and internet?
8. Do I need to operate effectively both locally and virtually(via internet)
9. How will the increasing focus on sustainability affect my business?
10. How is increasing globalization going to affect my business?



117 Recession Tips

to keep
YOUR

Attitude Positive



Whether you *buy in* to the recession or not,
Or whether it is affecting your or not,
Here are some tips to keep your attitude positive.

34 for professional life

73 for your personal life

Janice Davies

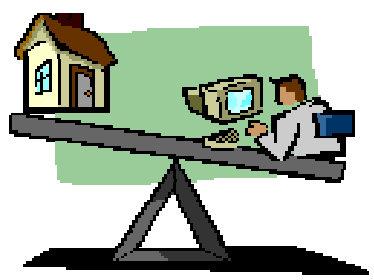
the lady with nice in her name

ATTITUDE SPECIALIST

34 Tips to Keeping a Positive Workplace Attitude

1. In times of challenge decide what you can change and what you have control over, rather than negate what you can't...like rent, wages, petrol and food.
2. Decide what you can 'pull back on' until the economic tide turns.
3. Use any 'quiet times' productively.
4. Get prepared for the tide...systematically assess each area of your business.
5. Invite staff input to their area of expertise...and discuss any improvements.
6. Start implementing the improvements (from above) that will have the most impact first or the ones that are free and work upwards towards.
7. Think creatively (right brained) for solutions.
8. Get staff involved in motivating each other and thinking positive.
9. Give compliments freely – they feel good to receive and good to give.
10. When employees get a promotion, train them for the new skills required – don't leave them to flounder and expect great results.
11. Get 'ego' under control, and out of work relationships –everyone is equal, just with differences that make us unique.
12. Create a vision and share it with your staff – then abide by it.
13. Receive customer feedback as gifts and ways to make improvements.
14. Celebrate regularly work successes, birthdays and include fun at work
15. Find ways to boost employee's self-esteem – people perform better when they feel good.
16. Listen to ideas from employees – they are on the coal-face.
17. Share tips about how you stay motivated and circulate their tips as well.
18. Subscribe to motivational tips and share these.
19. Remember you've been promoted to your job as you learnt new skills....so encourage, promote and up skill your staff.
20. Difficult people usually need additional interpersonal training...give it to them.

21. Find the WIIFM (What's in it for them -their dreams and purpose for coming to work) for your employees, that is their motivation.
22. Enjoy your pay packet – it helps you achieve your dreams.
23. Create win/win situations at work – if people stay late to finish a report let them leave early tomorrow.
24. Include plants and nature in the office – statistics prove they are beneficial and has a calming affect on people's senses.
25. Ensure you've got places for people to relax – it helps creativity because the mind has a chance to rest and open to new ideas.
26. Have social interactions at least every three months – get different groups or departments to organise them.
27. Find time to listen to your staff...people have resigned because bosses undervalue them and don't find time to discuss their challenges, giving the impression they are not important.
28. Value your staff - Change for them also has challenges.
29. Find a community project your business can support – it's good for your business soul.
30. Distribute certificates to staff members for achievements.
31. Establish a healthy well-being programme – exercise, safety and good food.
32. Give compliments freely.
33. Contact me for the appreciation feedback tool – it works and people learn and you get better results through appreciation.
34. If you want to have some fun at work, tell funny stories about what YOU have done, Never, ever make fun at another person's expense. You wouldn't like it done to you, so don't do it to another person.



73 tips to keeping a positive attitude

1. Appreciate that New Zealand is a fantastic country.
2. You can breathe fresh air and smell the bush, farm and sea.
3. You can make the first footprints in the sand on the beach.
4. You can catch fish in our seas and rivers.
5. The stars glisten brightly in the atmosphere at night.
6. Opportunity is rife if you look for it.
7. Our grass is greener than other overseas countries.
8. People are friendly and you can walk down the street and say hello.
9. You live in a country of world leaders – you might be one in disguise.
10. Use your potential, keep learning and developing to mould the person you are now, to the great person you can become in the future.
11. Join your local library and read books about other winners.
12. Ask for help because it is only a few words away.
13. Value your health and eat healthy food.
14. Discover your passions and dreams from your right brained creative thinking (your first thought) – they provide the ‘magic’ in your life.
15. Use your left analytical side of your brain to plan how to experience, enjoy and achieve them.
16. Discover your spirituality – wherever it is...church, beach, bush, mosque.
17. Cherish yourself – you are with you from the beginning to the end.
18. Take to time to write, list or draw pictures of your goals.
19. Visualise achieving your goals and take some action every day, no matter how small towards achieving them.
20. Be prepared to make sacrifices to achieve your goal.
21. Listen only to the positive people around you.
22. Use “I” think and “I” feel statements and express yourself – no one can say your opinions are wrong – they are yours, but remember respect the other person as well.

23. Take risks, use bright colours – life is boring without them.
24. Have fun and laugh – it's a stress release and good for your health.
25. Make jokes about yourself not others – we all do silly things.
26. Be willing to change if it doesn't feel right – your intuition and gut reactions have been given to you for a reason – they are your untapped internal guide.
27. Sing in the shower and stimulate your thoughts towards success.
28. Constantly reassess your steps towards achieving your goal – stop zigzagging in life and change direction if you get off track.
29. Don't sweat the small stuff – it's pointless, instead look for a solution.
30. Value your staff - change for them also has challenges.
31. Enjoy your pay packet – it helps you achieve your dreams, family, and friends.
32. Turn off the television and go outside for a walk.
33. Say hello to your neighbors or help other people and the community.
34. Smile – even if you don't feel it, eventually your feelings will change.
35. Overcome your fear – it didn't stop you from learning to walk.
36. Talk and play with children and other people.
37. Get organised in your life, with your health, your finances, your relationships.
38. Love people around you....they'll love you back.
39. Smile and wave to strangers, make their day and give them get a lovely surprise
40. Value our elderly people – they've overcome more challenges than we will experience.
41. Have confidence – walk tall, stand straight.
42. Wear your best clothes and nice underwear...it makes you feel good.
43. Spend 45% of your time listening – that's why you've two ears and one mouth.
44. Attend assertive communication courses and learn about confident communication.
45. Use your manners and say Hello and Thank You and be polite.
46. Be Interactive –make appointments, approach new clients and people.
47. Join social, hobby or evening clubs and groups.
48. Be victorious - acknowledge that you've achieved something and reward your successes for completing a task, especially a task you did not enjoy.
49. Try different foods, sauces, drinks and recipes.
50. Praise others and give compliments – it makes you feel good as well.
51. Be an enthusiast about living – find the 'it's great to be alive' feeling.

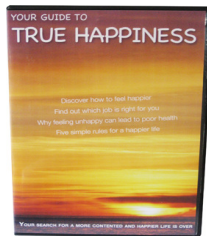
52. Make yourself busy if you're feeling negative - it changes your energy.
53. Appreciate nature –examine flowers and trees and take time to smell the roses.
54. Watch some plants grow or better still plant your own.
55. Reduce your stress levels by taking time to think how you can manage it.
56. Breathe properly, take a deep breathe count to ten and chill out.
57. Search for solutions to your challenges...they are the keys to you living a great life.
58. Find your vitality in life from within – you have got it, discover it.
59. Enjoy your free will when making decisions, some countries don't have the luxury.
60. Play a game of monopoly or any other board, card or game.
61. Join a charity and enjoy the feeling of helping others.
62. Discover new ways you can help the planet with recycling.
63. Go outside at night and watch the stars.
64. Dance as if no one is watching, if they are invite them to join in.
65. Listen to your some new music and rediscover your voice and sing.
66. Learn to sew and make your clothes.
67. Plant and grow your own vegetables.
68. Borrow or share books and magazines with your friends.
69. Have a dinner party with friends and everyone bring some food and drinks.
70. Enjoy a night at home and hire videos and games.
71. Purchase your clothes from Trade me or a second hand shop or swap with friends.
72. Forgive yourself for past miss-takes, they were hiccups on your journey to success.
73. Never, ever give up on your dreams!

The
HAPPINESS SCALE 😊©



**Created by
Janice Davies – Attitude Specialist**

**Presenter in
TRUE HAPPINESS DVD.**



*The great essentials in happiness in this life are
Something to do
Something to love
Something to hope for.....Joseph Addison*

Janice Davies - the lady with nice in her name

The Dictionary defines HAPPY as:

*feeling,
showing or expressing joy
pleased
causing joy or gladness.*

Therefore seekers of happiness must decide what will bring them joy or gladness in life and pursue it. For some people deciding what brings them happiness can be the challenge.

Your ONE goal in life is to discover yourself.

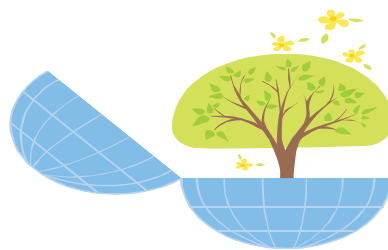
Instead of honoring the abundance in their lives, some people limit their thinking to what they don't have, getting stuck in thoughts of negativity. If happiness is expressing a feeling which is created with our thinking, people must examine and choose their thoughts.

It's about aligning YOUR:

- feelings, thoughts and action
- or
- soul, mind and body.

When you are watching a bee looking for pollen from a flower, they don't choose the first flower. Instead they examine many before deciding whether to delve in and collect the pollen from the flower.

It's like that with our lives. We examine different areas and then decide what we need to delve into to bring us happiness.



Happiness depends upon ourselves. - Aristotle

Here's an exercise where you can rate your level of happiness in each area of your life.

The column headed 'others' could be spiritual, community and project may be a big goal, i.e. saving for a holiday.

These two areas are optional. However the score ten is the highest and one is the lowest for any column.

It's imperative you tap into your heart for this exercise instead of your head. Your heart creates the magic in your life (makes you happy) then your head has to create HOW you can make it happen. Often this works in reverse.

Do this exercise with your pen in your opposite hand, using the FIRST answer that comes into your head.

Yourself Health Relationships Work Finances Others Project

10	10	10	10	10	10	10
9	9	9	9	9	9	9
8	8	8	8	8	8	8
7	7	7	7	7	7	7
6	6	6	6	6	6	6
5	5	5	5	5	5	5
4	4	4	4	4	4	4
3	3	3	3	3	3	3
2	2	2	2	2	2	2
1	1	1	1	1	1	1

Your areas where you have the rated yourself the highest marks, are the area you've had the most successes.

The areas with the lower marks are the areas of your life where you need to focus your goals.

The successful areas make you feel like a winner (and you are) the other areas make you feel like you're a loser (which you're not) you just haven't achieved your goals in that part of your life YET!

You have free will so you can do it, if you choose.

As the author of *How to get what you want in life and create success*, and also a presenter on the new DVD *True Happiness*, I have had to recreate a happier, more purposeful personal and professional life.

It is a challenge but worth the effort to become your greatest.

Believing in yourself and overcoming your challenges gives you the confidence to move out of your comfort zone, and move onwards and upwards in your life, to happier times that you are experiencing this moment in time.

As Nike says: JUST DO IT!



The world is waiting for your best input
and
to put your best foot forward!

One of the key ingredients in being happy is to look after yourself and if you don't know one else will, instead they will use you and your relationships will be one sided. They will get what they want and you don't. Consequently, they are happy and you are not.

Additionally, your life is for you to learn to be yourself and live being that person.

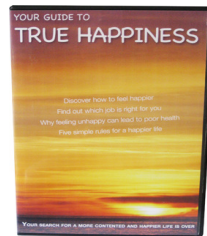
Life is a journey that is constantly changing which means you have to be continually learning something new to keep on your self development journey.

It's the old adage....Love yourself first and others will love you.

However....this takes a journey in self-awareness to your success and happiness.

*The supreme happiness in life is the conviction that we are loved —
loved for ourselves, or rather, loved in spite of ourselves.
Victor Hugo*

YOUR GUIDE TO TRUE HAPPINESS DVD



When I was invited to be part of the DVD Your guide to True Happiness, I had a huge sense of coming home. Here are some excerpts which I shared.

Put yourself first

Your lifelong goal is to create happiness in your own life. And that means learning to be who you are, living who you are, being that person. Then doing what you want to do is going to bring you happiness and you will get what you want to have.

Self, Health, Relationships, Work/Career, Finances, Community.

Putting yourself first means learning to love yourself. It's moving from having low self-esteem to high self-esteem, to believing in yourself. When you do that, you're going to be able to have the confidence to overcome any challenge that comes into your life.

Challenges

We're always going to have challenges. We've got a whole lot of things that we're working on in our life. But the tests that the universe sends us are going to be tests that you are going to be able to overcome. So you've got to make a choice now. .

Your career

Life is about understanding that you've got choices – that choice

1. it's going to take you down a happier path, and choice
2. you've got a bigger fear to overcome.

So, that's also another thing to take into consideration when you're thinking about happiness, and also the can and the can't change; that we can be unhappy about something that we can change, and that is (a) our job, our health, our relationship. But we can't change some things, and so being unhappy about things that we can't change is really wasting our time and our energy.

Your key is to learn to create your happiness.

Here's some information about the DVD.

**TRUE HAPPINESS DVD
REVAMPS 2000 YEAR OLD SECRETS
FOR 21ST CENTURY**

Former New Zealand Herald Careers editor Steve Hart has produced the True Happiness 70-minute DVD which features some of the country's top motivational speakers as well as GPs, a psychologist and spiritual leader.

“Research shows that is not the case and that a person's set point of happiness can be raised with positive thinking and looking at life in a more positive way. If you are feeling unhappy about your life, relationships or work then a new DVD may be able to help you.

He says the basic thrust of the video is that money doesn't raise people's levels of happiness.

“We all need money,” says Steve. “But once you have the basics covered, more money doesn't translate into more happiness. For example, people live for the Lotto, saying that if they won the big prize they'd be happier.

The experts say that acceptance of your circumstances is really the start of becoming more contented – not wishing your life away hoping for a big win or waiting to retire from your job.”

Steve says the idea of the video came to him more than two years ago.

“At the time I was working full time at the newspaper and frequently got calls from people asking for advice about their careers. A lot of them seemed plain miserable with their lot.

“At the same time I was speaking with life coaches and career coaches and thought it would be good to bring some of them together in one positive, inspiring and motivational video.

about the DVD

If you have been searching for the secrets to feeling happier, need guidance about the job that's right for you or simply want to see the light at the end of the tunnel during these tough times, then your search is over.

The True Happiness DVD has already helped thousands of people discover new meaning in their lives. To bring life into perspective and help them look at what really matters: health, well-being, relationships and contentment.

This wonderful DVD is full of practical help and advice, delivered by people who are experts in their field. It really helps people who are feeling depressed, are seeking a happier life or want guidance on their career or job.

Among the nine New Zealand experts featured are Dr Tom Mulholland, The Attitude Doctor; leadership coach Dr Clive Littin; self-esteem guru Janice Davies; the Rev Rhonda Joy Gola; change agent Jon Winder and holistic physician Dr Robin Kelly.

This excellent and thought-provoking video will help you recognise why you may feel unhappy and give you solid ideas on things you can do right now to start changing your life.

The True Happiness DVD will help you feel better about yourself and see the world in a whole new light. It is spiritual – but not religious – it is motivational but not unrealistic – and above all it provides you with the tools you need to help you change your life for the better.

After watching the video in the comfort of your home you will start to discover a more positive you and become a person who smiles, embraces life and helps others to become more contented. Every time you watch the DVD you'll pick up something new to help you.

If you are feeling unhappy then is time to be bold and make the changes you want in your life. Watch True Happiness today and let the changes begin.

DVD Chapters



How to be happy at work – The best job is one you would do even if you weren't paid for it. You should be passionate about what you do at work, so

you look forward to going to work. A job that uses your strengths and incorporates the things you are good at is what you should be looking for.

How to find happiness – Understand that everything is temporary – especially the bad things you go through. You control how happy you feel – other people do not make you happy or unhappy. Your level of happiness is down to you and what you tell yourself about your world.

Coping with depression – Understand how to cope with those low spots and discover what you can do to help yourself and who to see to get the help you need.

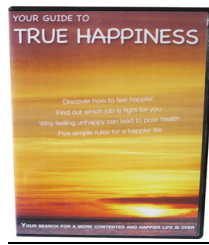
The route to happiness – The route to true happiness is right now – today. Always thinking about the past or the future robs you of being happy today. If the way you are living your life is not working then it may be time for change.

Buying happiness – While buying stuff can make you happy, the buzz can soon wear off. Happiness is a state of mind, an attitude. Learn to think differently and feel more happier and contented as a result.

The key to happiness – Self belief and accepting who you are and where you are is the start of finding happiness in your life.

Where to find happiness – Look within. Discover the link between being happy and being contented. Contentment is a stable attitude of mind – learn how to feel contented by being grateful for what you have and what you enjoy.

It doesn't matter how long we may have been stuck in a sense of our limitations. If we go into a darkened room and turn on the light, it doesn't matter if the room has been dark for a day, a week, or ten thousand years - we turn on the light and it is illuminated. Once we control our capacity for love and happiness, the light has been turned on. - Sharon Salzber



NZD\$39.95 plus GST & Postage...

<http://www.attitudespecialist.co.nz/dvds4sale.htm>

Janice Davies – *the lady with nice in her name*

Attitude Specialist

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Founder of International 

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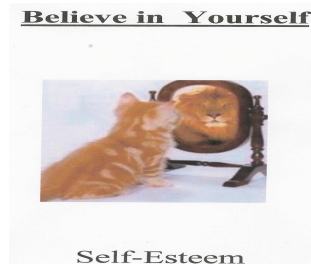
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The Seven Keys to Success

- 1 Develop and Maintain a Positive Attitude.
- 2 Believe in yourself.



- 3 Develop Positive Habits.
- 4 Set and Achieve Goals.
- 5 Use Creative Imagination.
- 6 Be Persistent.
- 7 Create Win/Win relationships.



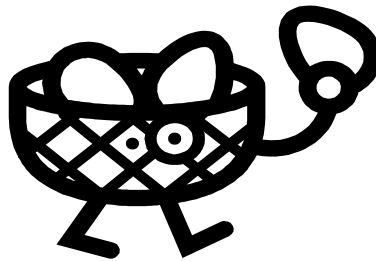
This is based on research. by Judy Zerafa in Colorado of winners of the Horatio Alger Association Of those entire interviewed only one lady picked them all. Known mainly for her TV programme and more recently her work in helping others, Oprah Winfrey is a successful business woman and inspiration to all men and women include.

Positive Poems

To keep

YOUR

Thinking Positive



Janice Davies APS
Professional Motivational Speaker
Author

www.attitudespecialist.com

Positive Poems

These poems and quotes have been collected over the last twenty years when I first began my journey of personal growth. Over the years the messages I have been seeking answers for has continually changed. Each poem or quote has had a significant message for me, at the time of collecting it. This has been my continuous journey of personal growth...from changing my negative thoughts to positive thoughts and changing my low esteem to high esteem. During that time, I have copied and displayed them around my home or carried them in my handbag and read them when I needed to change or refocus my thinking onto a positive thought.

I suggest you read through the poems and copy or write them out, display or carry them with you during the day and reread them when you need them, as you continue your search for your success and happiness.

Remember life is a journey not a destination. Once you have decided on your dreams and goals each hurdle you overcome is one step closer to your goal. You won't achieve it over night, but it will happen if you consistently take small positive steps ahead. Even if you have made a choice or set a goal and then along its journey, you make changes or it doesn't feel right for you, your actions have been positive. The reason is because your initial choice where you've change your direction, is now one more 'thing' you can cross of your list of 'not for me' on your journey to your goal. You are doing small 'zig zag's as you set towards your target. Keep journeying!

Where possible I have given the name of the author and I thank them for the help they have given me and sincerely hope they offer you the same guidance.

Also, on my 20 year journey, I once shunned spirituality, however, gradually I have embraced it. When you read a poem that doesn't align with your present thinking, put it aside and hopefully one day your thoughts and action swill align to these words. From experience I can guarantee it happens...as you create peace of your mind, along with your dreams (heaven on earth.

.Lots of other ideas are also available on my website and other books and DVD's.

Good Luck with your journey

Janice Davies - *The lady with 'nice' in her name* Attitude Specialist

INDEX

These poems are in alphabetical order and have been used by me on my journey to help keep my attitude positive on my journey.

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*Attitude is more important than facts.
It is more important than the past,
than education than money,
than circumstances, than failures, than success,
than what other people think or say or do.
It is more important than appearance, giftedness or skill.
It will make or break a company
...a home... a relationship.
The remarkable thing is we have a choice,
every day regarding the **attitude**
we will embrace for the day.
We cannot change our past.
We cannot change the fact that other people
will act in a certain way.
We cannot change the inevitable.
The only thing we can do is play on the one string we
have, and that is our **attitude**.
I am convinced that life is...
10% what happens to me
and 90 % how I react to it.*

Charles Swindoll

BEING YOURSELF

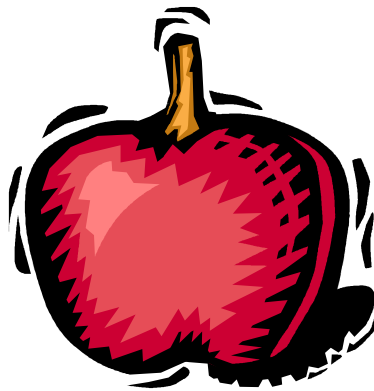
You must learn that you cannot be loved by all people.
You can be the finest apple in the world - ripe, juice,
Sweet, succulent and offer yourself to all.
But you must remember that there are people who do not like apples.

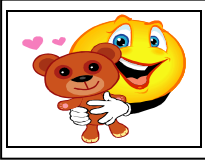
You must understand that if you are the finest apple
...and someone you love does not like apples,
You have the choice of becoming a banana.

But you must be warned that if you choose to become a banana
You will be a second rate banana
But you can always be the finest apple.

You must also realise that if you choose to be a second rate banana
There will be people who do not like bananas

Furthermore,
You can spend the rest of your life trying to become the best banana -
Which is impossible if you are an apple
Or you can seek again and be the finest apple.





CARE

They talk to me because they care
They tell me things because they care
I hear the message often

It is – because others care
They care, if I'm around in their lives
They care if I'm happy
They care if I'm healthy
They care because they do!

If I imagined my world with no-one caring,
If I imagined my world without anyone telling or talking or guiding me
If I imagined my world – alone
I would feel no-one cared.

But people talk and guide me ...because they care.
Who I am, How I am
And that is a unique, special person, being me and sharing in the world
They want me around because they care.
They want me in their lives – because they care.
They're caring for me in ways they know how
BUT - Am I listening or Am I not?

They treasure me and love me
Even though it might not feel that way.

But do I treasure me and love myself enough
To acknowledge they care ...
That others care for me and want me.

Life is not for-ever
Whilst on this earth – it's comforting to know people care.

If I listen – I am wise – the universe is talking
The friends, family guides, mentors, coaches, and angels
If I don't – am I a fool?
Am I unwise? Or am I a martyr?
My life will not go on forever
My life today is 'my present'
'My present' to create Heaven on Earth for me and with those who care.

Janice Davies

Desiderata



Go placidly amid the noise and haste and remember what peace there may be in silence.

As far as possible without surrender be on good terms with all persons.

Speak your truth quietly and clearly; and listen to others

Even the dull and ignorant they too have their story.

Avoid loud and aggressive persons; they are vexations to the spirit.

If you compare yourself with others, you may become vain and bitter

For always there will be greater and lesser persons than yourself

Enjoy your achievements as well as your plans.

Keep interested in your own career, however humble

It is a real possession in the changing fortunes of time.

Exercise caution in your business affairs, for the world is full of trickery.

But let this not blind you to what virtue there is

Many persons strive for high ideals, and everywhere life is full of heroism.

Be yourself.

Especially do not feign affection.

Neither be cynical about love, for in the face of all aridity and disenchantment it is perennial as the grass.

Take kindly the counsel of the years, gracefully surrendering the things of youth.

Nurture strength of spirit to shield you in sudden misfortune.

But do not distress yourself with imaginings.

Many fears are born of fatigue and loneliness.

Beyond a wholesome discipline, be gentle with yourself.

You are a child of the universe, no less than the tress and the stars, you have a right to be here.

And whether or not it is clear to you, no doubt the universe is unfolding as it should.

Therefore be at peace with God, whatever you conceive Him to be

And whatever your labors and aspirations in the noisy confusion of life keep peace with your soul.

With all its sham, drudgery and broken dreams, it is still a beautiful world.

Be careful.

Strive to be happy.

Found in old Saint Paul's Church, Baltimore, Dated 1692

Energy

Never waste your time and energy,

wishing you were somewhere else, doing something else.

*Accept your situation and realise you are,
wherever you are,*

Doing what you are doing, for a specific reason.

*Realise that nothing is by chance, that you have
certain lessons to learn*

*And the situation you are in
has been given to you to enable you to learn these lessons
as quickly as possible....*

*So that you can move forward and upwards,
along this spiritual path*



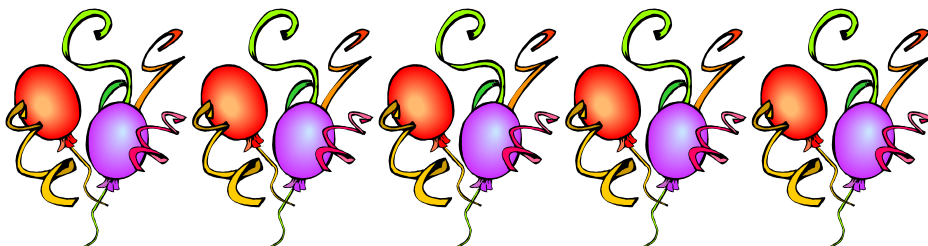
As Dr Wayne Dwyer wrote in his book
Your Sacred Self....
These are your exams in your life

FUN filling and JOY filling Life
10 Questions to ask yourself



1. How many blessings can I be thankful for today?
2. Who can I positively surprise today?
3. What can I do to promote peace today?
4. Whom can I spread positive gossip about today?
5. What can I do today that will take me where I want to go?
6. Have I gone out of my way to make someone's day today?
7. Is there someone I can forgive today?
8. How can I maximize my uniqueness today?
9. What can I celebrate today?
10. Have I given myself an opportunity to laugh at myself today?

Courtesy of Scott Friedman,



GREATEST LOVE OF ALL (Sing along if you know the tune)



I believe that children are our future
Teach them well and let them lead the way
Show them all the beauty they possess inside
Let the children's laughter remind us how we used to be

Everybody's searching for a hero
People need someone to look up to
I never found anyone who fulfilled my need
A lonely place to be and so I learned to depend on me

I decided long ago never to walk in anyone's shadow
If I fail, if I succeed at least I'll live as I believe
No matter what they take from me, they can't take away my dignity
Because the greatest love of all is happening to me
I found the greatest love of all inside of me
The greatest love of all is easy to achieve

Learning to love yourself, it is the greatest love of all

I believe that children are our future
Teach them well and let them lead the way
Show them all the beauty they possess inside
Give them a sense of pride to make it easier
Let the children's laughter remind us of how we used to be

I decided long ago never to walk in anyone's shadow
If I fail, if I succeed at least I'll live as I believe
No matter what they take from me, they can't take away my dignity
Because the greatest love of all is happening to me
I found the greatest love of all inside of me
The greatest love of all is easy to achieve

Learning to love yourself, it is the greatest love of all

And if by chance that special place that you've been dreaming of
Leads you to a lonely place, find your strength in love

Written by Michael Masser and Linda Creed * Performed by Whitney Houston

Have What You Want



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

I PROMISE MYSELF

TO BE STRONG THAT NOTHING CAN DISTURB MY PEACE OF MIND.

TO TALK HEALTH, HAPPINESS AND PROSPERITY TO EVERY PERSON I MEET.

TO MAKE ALL MY FRIENDS FEEL THAT THERE IS SOMETHING SPECIAL IN THEM.

TO LOOK AT THE SUNNY SIDE OF EVERYTHING AND MAKE MY OPTIMISM COME TRUE.

TO THINK ONLY OF THE BEST, TO WORK ONLY FOR THE BEST, AND TO EXPECT ONLY THE BEST.

TO BE JUST AS ENTHUSIASTIC ABOUT THE SUCCESS OF OTHERS AS I AM ABOUT MY OWN.

TO FORGET THE MISTAKES OF THE PAST AND PRESS ON TO THE GREATER ACHIEVEMENTS OF THE FUTURE.

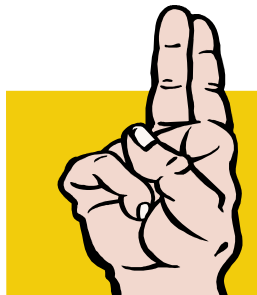
TO WEAR A CHEERFUL, CONTENTED EXPRESSION AT ALL TIMES AND GIVE EVERY LIVING CREATURE I MEET A SMILE

TO GIVE SO MUCH TIME TO THE IMPROVEMENT OF MYSELF THAT I HAVE NO TIME TO CRITICISE OTHERS.

TO BE TOO LARGE FOR WORRY, TOO NOBLE FOR ANGER, TOO STRONG FOR FEAR,
AND TOO HAPPY TO PERMIT THE PRESENCE OF TROUBLE.

TO THINK WELL OF MYSELF AND PROCLAIM THIS FACT TO THE WORLD,
NOT IN LOUD WORDS BUT IN GREAT DEEDS.

TO LIVE IN THE FAITH THAT THE WHOLE WORLD IS ON MY SIDE SO LONG AS I AM
TRUE TO THE BEST THAT IS ME.



IF I HAD MY LIFE OVER



I'd like to make more mistakes next time
I'd relax, I would limber up
I would be sillier than I have been this trip I would take fewer things seriously
I would take more chances
I would climb more mountains and swim more rivers
I would eat more ice cream and fewer beans
I would perhaps have more actual troubles
BUT I'd have fewer imaginary ones
You see, I'm one of those people who live sensible and sanely,
hour after hour, day after day.
Oh, I've had my moments, and if I had to do it again,
I'd have more of them...in fact I'd try to have nothing else.
Just moment one after the other, instead of living so many years
Ahead of each day.
I've been one of those persons who never goes anywhere
without a thermometer, a hot water bottle, a raincoat and a parachute
If I had to do it again I would travel lighter than I have.
If I had my life to live over,
I would start barefoot earlier in the spring and stay that way later in the fall
I would go to more dances
I would ride more merry-go-arounds
I would pick more daises.



NADINE STAIR

If I Could

If I could catch a rainbow,
I would do it just for you
and share with you its beauty
on the days you're feeling blue.

If I could build a mountain
you could call your very own
a place to find serenity
a place to be alone.

If I could take your troubles
I would toss them in the sea.
But all these things I'm finding
are impossible for me.

I cannot build a mountain
or catch a rainbow fair
But let me be what I know best
A friend that will always care.



JANICE

This is a name game

You need to allocate a positive word to each of the letters of **YOUR** name that describes a positive attribute about yourself.

EG.

Juggler (I juggle work, family, exercise, relationships etc)

Adventurer (I love going on adventures)

Nice (I have nice in my name and in the past have been nice at my own expense)

Intelligent (I have an intelligent with my creative talents)

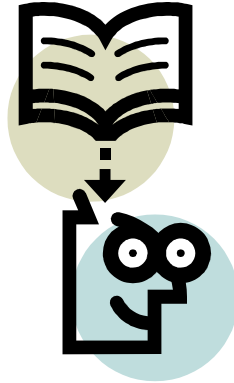
Cuddly (We all are)

Enthusiastic (I am enthusiastic about life and positive thinking)



Carry this list of words with you and read it when you need a positive lift to your day. Keep adding other words that describe yourself.

KNOWLEDGE IS POWER



**Knowledge is said to have power,
and it is power in the same sense that wood is fuel.**

Wood on fire is fuel.

Knowledge on fire is power.

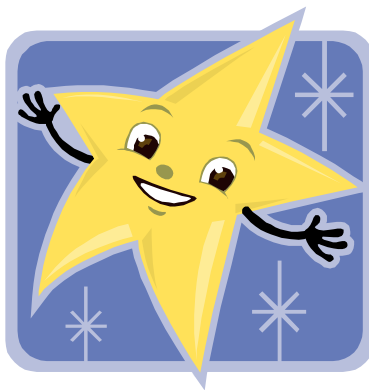
**There is no more power in knowledge
than is in the stones
or stars unless there be a spirit and life
in the knowledge which give it its energy.**

**In proportion as people have the
spiritual power they become strong
in the world. - A Mackenzie**



Lucky Star

On a spectacular midsummer's night
I gazed at the stars and their magnificent sight
As I hugged the breeze
I felt your touch
I don't think you'll ever realise that I miss you this much
All my dreams and wishes disappear
When I heard you cry
You were lying on the ground
As you softly said goodbye
Some people have angels
Who watch them from afar
But I know heaven is watching me
Because you're my lucky star.



Man in the Mirror

When you get what you want in your struggle for self
And the world makes you king for a day:
Then you go to the mirror and look at yourself,
And see what the man has to say

For it isn't a man's father, mother or wife,
Whose judgment upon him must pass
The fellow whose verdict counts most in his life
Is the man staring back from the glass.

He's the fellow to please, never mind all the rest
For he's with you clear to the end
And you've passed your most dangerous, difficult test
If the man in the glass is your friend.

You can fool the whole world down the pathway of years
And get pats on the back as you pass
But your final reward will be heartache and tears
If you've cheated the man in the glass

Author Unknown



Mother (given to me by my eldest daughter)

*I believe you once were an angel
a soul as pure as gold
no other creature more pure
in the heavens to behold
I believe the Lord sent you here
to help me keep my faith
and with your love and honesty
to help me change my way
before I could crawl
you've taught me right from wrong
no matter how far I've strayed
in your heart you say I belong
I want to thank you mother
from the bottom of my heart
without your strength and courage
I would surely fall apart
not a kinder, sweeter mother
I believe this to be true
and I give thanks each night
to the Lord for him giving me to you*



NEVER

IF YOU WANT TO GET
WHERE YOU HAVE
NEVER GONE BEFORE,



YOU HAVE TO DO
WHAT YOU HAVE
NEVER DONE BEFORE



Our Deepest Fear

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.

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



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

The Path



There is a path that you must follow
To our destiny it will lead
With many life experiences
That God believes you need
The path is sometimes bumpy
And can seem more like a hill
The path can easily wear you out
And that's when it can kill
The path is often challenging
Leading you to sin
It's the people who keep on walking
Who in the end will win
The path can change so suddenly
And take you by surprise
But to always know just where you're going
Never follow your eyes
If you always follow your heart
And do things only for you
At the end of the path you'll find
A world so pure and true.

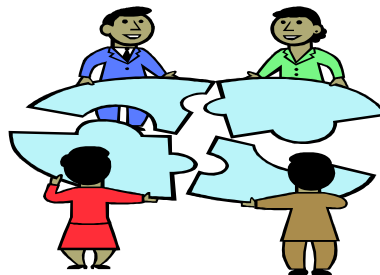
The People You Encounter

People come into your life for a reason, a season or a lifetime.
When you know which one it is, you will know what to do for that person.
When someone is in your life for a REASON, it is usually to meet a need you have expressed.
They have come to assist you through a difficulty, to provide you with guidance and support,
to aid you physically, emotionally or spiritually.

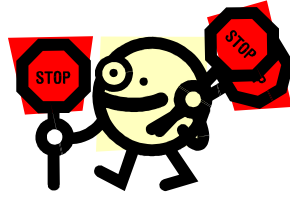
They may seem like a godsend and they are.
They are there for the reason you need them to be.
Then, without any wrongdoing on your part or at an inconvenient time,
this person will say or do something to bring the relationship to an end.
Sometimes they die. Sometimes they walk away.
Sometimes they act up and force you to take a stand.

What we must realize is that our need has been met, our desire fulfilled, their work is done.
The prayer you sent up has been answered and now it is time to move on.
Some people come into your life for a SEASON, because your turn has come to share, grow or learn.
They bring you an experience of peace or make you laugh.
They may teach you something you have never done.
They usually give you an unbelievable amount of joy.
Believe it, it is real. But only for a season.

LIFETIME relationships teach you lifetime lessons,
Things you must build upon in order to have a solid emotional foundation.
Your job is to accept the lesson,
Love the person and put what you have learned to use in all other relationships and areas of your life.
It is said that love is blind but friendship is clairvoyant.
Thank you for being a part of my life, whether you were a reason, a season or a lifetime.



Don't Quit



When things go wrong, as they sometimes will,
When the road you're trudging seems all uphill,
When the funds are low and the debts are high,
And you want to smile, but you have to sigh,
When care is pressing you down a bit,
Rest, if you must, but don't you quit.

Life is queer with its twists and turns,
As every one of us sometimes learns,
And many a failure turns about,
When he might have won had he stuck it out;
Don't give up though the pace seems slow--
You may succeed with another blow.

Often the goal is nearer than,
It seems to a faint and faltering man,
Often the struggler has given up,
When he might have captured the victor's cup,
And he learned too late when the night slipped down,
How close he was to the golden crown.

Success is failure turned inside out--
The silver tint of the clouds of doubt,
And you never can tell how close you are,
It may be near when it seems so far,
So stick to the fight when you're hardest hit--
It's when things seem worst that you must not quit

Author unknown



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

STRUGGLE

Life was never meant to be a struggle

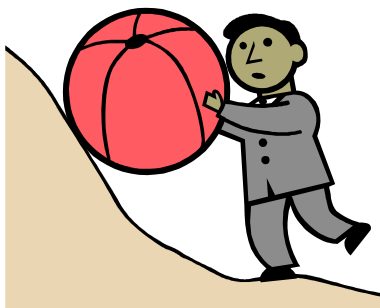
Just a gentle progression

From one point to another,

Much like walking through

A valley on a sunny day.

Stuart Wilde



TEN COMMANDMENTS FOR REDUCING STRESS

10. THOU SHALT NOT BE PERFECT, NOR EVEN TRY TO BE

11. THOU SHALT NOT TRY TO BE ALL THINGS TO ALL PEOPLE

12. THOU SHALT LEAVE THINGS UNDONE THAT OUGHT TO BE DONE

13. THOU SHALT NOT SPREAD THYSELF TOO THIN

14. THOU SHALT LEARN TO SAY 'NO'

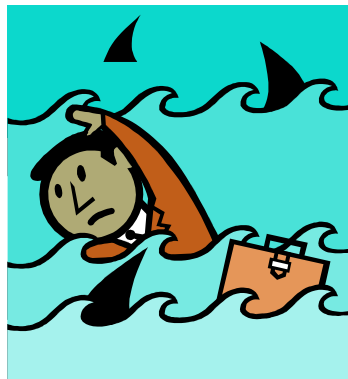
15. THOU SHALT SCHEDULE TIME FOR THYSELF AND THY SUPPORTIVE NETWORK

16. THOU SHALT SWITCH OFF, AND DO NOTHING REGULARLY.

17. THOU SHALT BE BORING, UNTIDY, INELEGANT AND UNATTRACTIVE AT TIMES

18. THOU SHALT NOT EVEN FEEL GUILTY

19. ESPECIALLY, THOU SHALT NOT BE THINE OWN WORST ENEMY, BUT THY BEST FRIEND



UNIVERSE



You ARE a Child of the Universe
No less than the trees and the stars
You have a right to be here
And whether or not it is clear to you
No doubt the universe is unfolding
...as it should

Max Ehrmann

VISUALISE

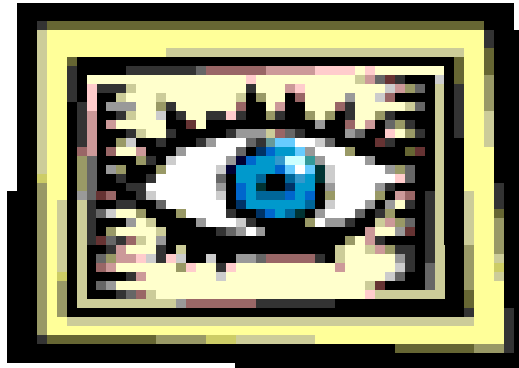
**How was Einstein able to conceive
the theory of Relativity?**

**He said the one crucial thing
that helped him**

Was his ability to VISUALISE:

**What would it be like to be...
...riding on the end of a light beam.**

Anthony Robbins



Walking down the Street, learning Lessons.

I walk down the street
There is a deep hole in the sidewalk...I fall in
I am lost...I am helpless
It isn't my fault...It takes forever to find a way out

II

I walk down the same street
There is a deep hole in the sidewalk
I pretend I don't see it...I fall in again
I can't believe I am in the same place
But, it isn't my fault...It still takes a long time to get out

III

I walk down the same street
There is a deep hole in the sidewalk
I see it is there...I still fall in...it's a habit
My eyes are open
I know where I am
It is my fault...I get out immediately

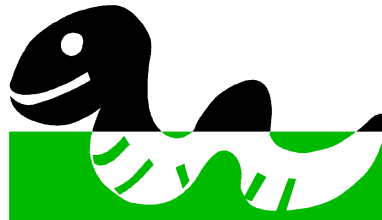
IV

I walk down the same street
There is a deep hole in the sidewalk
I walk around it

V

I walk down another street

Autobiography in five short chapters by Portia Nelson



What I've Learned

- I've learned that I like my teacher because she cries when we sing "Silent Night" *Age 6*
I've learned that you can't hide a piece of broccoli in a glass of milk *Age 7*
I've learned that when I wave to people in the country, they stop what they are
doing and wave back *Age 9*
I've learned that just when I get my room the way I like it,
Mum makes me clean it up *Age 13*
I've learned that if you want to cheer yourself up, you should try cheering
someone else up *Age 14*
I've learned that although it's hard to admit it, I'm secretly glad my parents are
strict with me *Age 15*
I've learned that silent company is often more healing than words of advice *Age 24*
I've learned that brushing my child's hair is one of life's pleasures *Age 26*
I've learned that wherever I go, the world's worst drivers have followed me there *Age 29*
I've learned that if someone says something unkind about me, I must live so that no one
will believe it *Age 39*
I've learned that there are people who love you dearly but just don't know how to show it *Age 41*
I've learned that you can make someone's day by simply sending them a little care *Age 44*
I've learned that the greater a person's sense of guilt the greater his need to cast
blame on others *Age 46*
I've learned that children and grandparents are natural allies *Age 47*
I've learned that singing "Amazing Grace" can lift my spirits for hours *Age 49*
I've learned that motel mattresses are better on the side away from the phone *Age 50*
I've learned that you can tell a lot about a man by the way he handles these three
things: a rainy day, lost luggage and tangled Christmas tree lights *Age 52*
I've learned that keeping a vegetable garden is worth a medicine cabinet full of pills *Age 52*
I've learned that regardless of your relationship with your parents, you miss them terribly
after they die *Age 53*
I've learned that making a living is not the same thing as making a life *Age 58*
I've learned that life sometimes gives you a second chance *Age 62*
I've learned that you shouldn't go through life with a catcher's mitt on both hands,
You need to be able to throw something back. *Age 64*
I've learned that if you pursue happiness, it will elude you but if you focus on
your family, the needs of others, your work, meeting new people and
Doing the very best you can, happiness will find you. *Age 65*
I've learned that whenever I decide to do something with kindness, I usually make the
right decision. *Age 68*
I've learned that everyone can use a prayer *Age 72*
I've learned that it pays to believe in miracles and to tell the truth.
I've seen several *Age 73*
I've learned that even when I have pains, I don't have to be one. *Age 82*
I've learned that every day you should reach out and touch someone
People love that human touch — holding hands, a warm hug,
or just a friendly pat on the back. *Age 85*
I've learned that I still have a lot to learn *Age 92*
I've learned that you should pass this on to someone you care about.
Sometimes they just need a little something to make them smile.

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

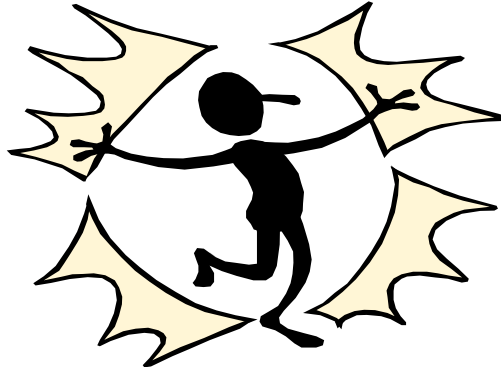
If you think you are outclassed, you are
You've got to think high to rise
You've got to be sure of yourself
Before you can ever win a prize

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

TODAY

14 ideas for a positive day



1. Choose **joy**
2. Live on **purpose**
3. **Acknowledge** others often
4. Ask for what **you** want
5. Be **willing** to be uncomfortable
6. Explore **new** possibilities
7. Maintain a **positive** disposition
8. Take **small** actions towards a **huge** outcome
9. Openly express your **gratitude**
10. Have some **fun** and adventure
11. Smile, Laugh and love **more**
12. Look for the **ease**
13. **Always** expect success
14. **YOU have the power!**

Caterina Rando. USA

Xtra Helpful – A Collection of Quotes I have used

If you have built castles in the air, your work need not be lost, that is where they should be. Now put the foundations beneath them. – Henry David Thoreau

Once you make the fundamental choice to be the predominant creative force in your life any approach you choose to take for your own growth and development can work, and you will be especially attracted to those approaches which will work particularly well for you. - Robert Fritz

YOUR GOAL IS TO FIND OUT WHO YOU ARE – COURSE OF MIRACLES

Notice the difference between what happens when a man says to himself 'I have failed three times' and what happens when he says 'I am a failure'. –
S I Hayakawa

The purpose of life is to matter, to count, to stand for something to have it make some difference that we lived at all. – Leo Rosten

The more you are willing to trust yourself and take risks to follow your inner guidance, the more money you will have. The Universe will pay you to be yourself and do what you really love. – Shakti Gawain

DO WHAT YOU LOVE AND THE MONEY WILL FOLLOW – MARSHA SINETAR

When one door closes another opens. Expect that new door to reveal even greater wonders and glories and surprises. Feel yourself grow with every experience. And look for reason for it. – Eileen Caddy.

If you are never scared or embarrassed or hurt, it means you never take chances – Julia Soul

At some point you will experience a plateau – as if everything had stopped. This is a hard

point in the journey. Know that once the process has started it doesn't stop. It only appears to stop from where you are looking. – Tam Dass

Even a happy life cannot be without a measure of darkness and the word happiness would lose its meaning if it were not balanced by sadness. Carl Jung

WE outgrow people, places and things as we unfold. We may be saddened when old friends say their piece and leave our lives...but let them go. They were at a different stage, and looking in a different direction – Kirstin Zambucka

Your Choice

You can walk in valleys, but I'm not coming too,

Cause I'll be climbing mountains, where I can see the view.

You can look through windows, and see the world from far,

But I'll be out there reaching to catch a rising star.

You can lie there watching the best of life go by,

But I'll be out there dancing on a hill where eagles fly.

You can sit in shadows, wishing you could see,

But I'll be out there achieving, wherever I want to be.

And if you want the secret of how to win or lose,

Then listen and I'll tell you – all you do is choose!



Z E A L

Z
E
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LIVE LIFE WITH
ZEAL
ENTHUSIASM
ATTITUDE
LOVE

This means giving your full attention to your present situation albeit that you are on the journey of life. Be passionate about what you are presently focussing on at each time and stage of your life.



You and your life are a work of beautiful art in progress...keep on journey...pick yourself up when you need to...then take the next step...remembering there are always people to help...just ask the right ones.

In Celebration of
International Self Esteem Awareness Day



Over 125
Self Esteem Tips
for
YOUR
Success

Compiled by

Janice Davies – APS

The lady with nice in her name

Attitude Specialist

Contributing Authors:

*Bob Wickham – Clive Littin – Kirsty Cooke – Laura Wilson – Pat Armitstead
Maria Carlton - Rhonda Gola – Shona Hammond Boys – Susanna Tuya - Janice Davies*

The importance of self esteem is starting to be recognized globally as individuals, families, schools and companies are beginning to understand its importance as a key to success. The Selfday recognizes this, spreading the word and inviting you to make a difference to yourself as well as spread the word to your sphere of influence.

www.internationalselfesteem.com

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Esteem tips - Generalised

The History of this WORLD FIRST!

SelfDay on 25th June 2008 started in New Zealand as the National Self Esteem Day.

Janice Davies the Attitude Specialist, got the idea of the New Zealand Esteem Day at the beginning of the millennium in the year 2000. After four years she created the event. In 2006 the event became the International Self Esteem day with people in Australia and the USA starting to support the concept.

Janice has been appointed as New Zealand's first representative for the International Council of Self Esteem. A charitable non-profit organization dedicated to sharing research, resources and information and strategies to enhance human effectiveness, globally.

Janice believes low self-esteem is one of the reasons we have many of our social, and educational problems, additionally, in the workplace there's underachievers and people lacking in the confidence to perform", she says. "The self-esteem day is an idea whose time has come - everyone can learn to believe in themselves!"

In 2007 the International Think Tank was created in Auckland New Zealand. This is a group of talented, dynamic interested people who are working together to expand this idea globally. Some of these people and others have shared their tips with you to help you journey towards greater success.

A new logo and name has been created and the Self Esteem Day is now known as the

Selfday

+Self Esteem = Life Fulfillment



<http://www.internationalselfesteem.com/>

ON BEING YOURSELF

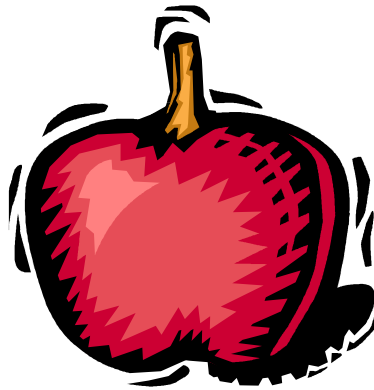
You must learn that you cannot be loved by all people.
You can be the finest apple in the world – ripe, juicy,
sweet, succulent and offer yourself to all.
But you must remember that there are people who do not like apples.

You must understand that if you are the finest apple
...and someone you love does not like apples,
You have the choice of becoming a banana.

But you must be warned that if you choose to become a banana
you will be a second rate banana
But you can always be the finest apple.

You must also realise that if you choose to be a second rate banana
there will be people who do not like bananas

Furthermore,
You can spend the rest of your life trying to become the best banana -
which is impossible if you are an apple
or you can seek again and be the finest apple.



INTRODUCTION

Janice – the lady with *nice* in her name, is adamant that self-esteem is the key to success and shares a little of her knowledge in this book, along with tips from other experts works.

She was out walking one morning in the first year of the millennium in 2000 and a blueprint for this idea, scrambled into her mind. For four years she shelved this idea, thinking *Who do I think I am to create this?*

Over this period, she continued her personal development and as she learnt so her self-esteem grew. During this time she read the words in a poem written by Marianne Williamson and made famous by Nelson Mandela. One line in the poem struck a chord with her....

YOUR PLAYING SMALL DOES NOT SERVE THE WORLD.

...And so the self esteem day began.

Janice works with motivating and inspiring people's thinking and attitude to spring load to success. She's an expert she says, because she had to do it for herself. Somewhere in her teenage years, her self esteem plummeted and stayed that way for eighteen years. She thought happiness, fulfillment and success would just happen. She was waiting to be rescued and of course that did not happen and she did not realise that she had to create her dreams.

She learnt the hard way by changing her self-belief from a person with low self-esteem, to a person with high self-esteem believing that the world is her oyster!

She calls herself the Attitude Specialist and she works with corporates, groups and individuals steering them towards success. Her presentation topics for conferences and conferences include Attitude, Stress, Work/Life Balance, Communication, Personalities, Goals and Tricky people.

She travels around New Zealand with her hot topic workshop called Dealing with Difficult People and Tricky Situations and Boosting Workplace Attitudes, where she teaches people about empowering themselves, including self esteem in most presentations.

International Think Tank group. Other dynamic people and some members of National Speakers Association in Auckland, New Zealand have joined the group of committed people involved in the International Self Esteem Think Tank.

The are: Ann Andrews, Ian Mandeno, Maria Carlton, John Shackleton, Rhonda Gola, Clive Littin, Hanna Frederick, Althea Tollemache, Steve Hart, Kelvin Muggeridge, Kay Lindley.

Other people have been invited to participate in this book and the International Think Tank group continues to group. I would like to thank these people for their participation and belief in my dream of the International Self Esteem day.

Our Vision

TO RAISE THE AWARENESS OF THE POWER
AND THE EFFECTS OF A
HEALTHY SELF ESTEEM
IN OUR LIVES,
OUR WORKPLACES,
OUR FAMILIES
AND
OUR COMMUNITIES

Our Self Esteem Definition

A sense of Purpose -

Self awareness, care, respect and appreciation.

A sense of Talent and Identity –

Authenticity in creating and living being me

A sense of Security and Worth –

Being empowering, and communicating positively

A sense of Belonging and Others –

Healthy relationships and awareness of differences

A sense of Competence and Consequence –

Inner peace with abundance and balance

Esteem *Friend or Foe*

By Janice Davies

Everyone at birth is born with a zero esteem level and attitude towards themselves and life. Over the next few weeks, self-worth begins to develop. Little do we realize its impact on us for the rest of our lives.

If parents are aware, they'll ensure they engage in actions that boost their childrens' esteem, while still teaching a child about discipline, responsibility and the many other attributes that are necessary for development. If not, parents do the best they can, with some teaching their children well and enhancing their self esteem and others not.

An ongoing task requiring constant reappraisal, esteem levels need to be 'healthy' for children and people to perform at their peak. Unfortunately this does not always happen and below par performance is commonplace.

As children develop into teenagers and become adults along their journey of life, they encounter opportunities to learn about life and make choices and changes to their negative thoughts which are not supporting their life. Some people do make positive changes, others don't.

Ninety five percent of people appear to have experienced low self-esteem at some point in their life. Sometimes hard to detect, if you're aware of the symptoms, you probably have. If this fits you, do not despair, you're not alone. The trick is how to change it. This ebook has tips to help you. Esteem is something you need to work on constantly as you learn and develop throughout your life.

Though we travel the world over to find the beautiful,

We must carry it with us or we find it not.

Ralph Waldo Emerson

Ten indicators of a person with high and low self-esteem as listed below:

Ten Vital Ingredients of Low Self-Esteem

- *Want to be right all the time*
- *Criticise other people and make them feel jealous*
- *Makes others feel guilty and blames others*
- *Do not know what they are good at but scared to try other things*
- *Either have no goals at or sets too big goals that are likely to fail. Eg. win Lotto*
- *Can not express what they want to say*
- *Too scared to say no to their needs, please others*
- *Is afraid of making mistakes and looking foolish*
- *Copies others*
- *Is negative about others and what life offers*

Such people do not have a set of personal boundaries to help form their daily decisions. Either they do not value themselves or they over-value others, who they see as more capable and confident. Sometimes they can only feel good about themselves by achieving dominance through bullying. To move forward in life, they need to start soul-searching and make daily efforts to improve their self-esteem. It's challenging, but it is possible.

Every day they need to be asking themselves, what am I doing today to make me feel good about myself? Gradually as they start to value themselves, they begin their personal journey of self-development, which is the stepping-stone to their success.

People with low self esteem have not YET started their inner journey to create themselves. Every day is an opportunity to begin the journey. Do not be harsh with yourself as this is your beginning...

Ten Vital Ingredients of High Self-Esteem

- ✓ Have been on personal growth and understands themselves
- ✓ Knows what you are good at
- ✓ Thinks happy and successful people are okay and have worked to achieve
- ✓ Sets personal and professional goals at home and work
- ✓ Has win/win relationships
- ✓ Takes personal responsibility for their actions
- ✓ Tells people what they want
- ✓ Assertive communication and sets their limits
- ✓ Seeks help and ask for feedback and ideas
- ✓ Is positive and optimistic

It's the ability to have a positive attitude and improve your thoughts and feelings about yourself on a daily basis that will see you become the successful person you choose to be. It's learning to love yourself and sharing your uniqueness with other people that will assist you to develop to your potential and help the world become a better place.

Bob Wickham

One of my defining moments in life.

Bob Wickham remembers how his father said "well done son I could not have done without you today", when he was mustering sheep in the king country and seven years old. That praise spurred him on to become a brilliant farmer and a successful business man and educator.

Bob is the Founder of Kiwi Can New Zealand, a programme which is in many New Zealand schools.

Bobs ten tips are:

- 1 Praise the little things and the big things
- 2 Encourage do not criticize
- 3 Challenge with praise
- 4 Praise yourself as well as others
- 5 Accept praise with gratitude
- 6 Praise all ages
- 7 Praise yourself in good times and in bad
- 8 Practice praising unknown people
- 9 Think of new ways to praise
- 10 Praise where it is least expected

Bobs upcoming book, *Praise your way to brilliant success*, is a winner.

His contact is <mailto:wickhams@xtra.co.nz>

Clive Littin & Associates Ltd

Self Esteem Tips For Business Leaders

One of my defining moments in life

A few years ago I worked as Human Resources Manager for an International Company. I was the 'messenger' between management and staff. Almost every day I listened to complaints from staff of how management wasn't showing much interest in what they were doing. (I thought they were certainly doing their best.) They became increasingly disengaged. They felt their contribution to the Company was not being appreciated and eventually they started to leave and look for employment elsewhere. I myself felt like a voice in the wilderness in my efforts to express recognition to staff. But they wanted to hear it from the boss.

Ten Tips for Bosses

- 1 A personal 'thank you' from the boss is a highly valued incentive for your employees.
- 2 Notice people doing thoughtful things and acknowledge it on the spot.
- 3 Get to know your employee's personal preferences – sports interests, hobbies, recreations
- 4 Small gifts of recognition are always an option.
- 5 Invite an employee to share their success or special initiative with the whole team.
- 6 Memorise their names so you can use them!
- 7 Celebrate special occasions. (Birthdays, targets reached, anniversaries etc.)
- 8 Sponsor selected up-skilling training courses for your staff.
- 9 Encourage team awards, trophies or recognition.
- 10 Treat everyone out to a meal/movie/entertainment.

Clive Littin & Associates Ltd - 'Simply helping you have a better life'

Coaching. Workshops in Staff Appreciation and 80/20 Thinking to get better results faster.

Your first session is complimentary! <http://www.getacoach.co.nz/>

Kirsty Cooke



Tips for the new professionals of the Network Marketing and Direct sales Industry. Including Real estate sales and other self employed sales people

One of my defining moments in life.

In 1993 as a confident, committed and enthusiastic actor and professional singer, I experienced, first hand, the true meaning of not being in control of your life. A vindictive venue owner decided to put us in our place after he cancelled a gig last minute and was forced by the union to repay us with replacement gigs. What shock when we turned up to the new gigs and were forced to perform in a storeroom with a tape recorder running to make sure we performed for the 3 ½ hours. The anger and humiliation was so painful yet we returned the next night to complete the agreement because we needed the money!!! This was the turning point that led me to take charge of my life and build financial freedom. Now I get to sing and act for FUN.

1 Successful people make decisions quickly and change their minds slowly.

It is very easy to doubt your decision when things get tough. It's easy to take the path of least resistance and quit. Make a commitment to do whatever it takes to succeed. Commitment means you cut off any other avenue of retreat. Make ONE decision to be successful. It takes too much energy to make a new decision each day whether to continue or not.

2 Persistence wins every time.

Becoming successful in Network Marketing or any other business venture takes time. People often overestimate what they should be achieving in the short term and underestimate what they can achieve in the long term. They often give up just before the windfall. Resist the desire for immediate gratification. This need for security keeps you trapped. Business people know that you will work days, weeks, months and sometimes years to see results.

3 What you consistently think about will create your future reality.

You must control the thoughts that you habitually think. 95% or more of your daily thoughts are negative or of the past which cannot be changed. Focus on what you want rather than repeatedly dwell on what you don't want. Eliminate talking and thinking about lack or worrying about whether you will fail. Think and speak only of what you want. Don't waste time complaining. Repeating positive affirmations is a great way to stay focused on that you want.

4 Success is no more than consistently applying the fundamentals of success to life and to your business.

One BIG event doesn't create failure. The same for success. It is the ability or inability to do the small but necessary things every day. Even when you don't feel like it. When you do what you say you will do each day then you build your own personal confidence. You trust and respect yourself that you are a person who does what they say. This affects most things you do. If you don't trust yourself to follow through then that comes across to others. Do what you should do when you should do it even if you don't feel like doing it. This is called SELF DISCIPLINE and it is the means to freedom. Make those prospecting calls. Follow up that lead. Make that presentation. And do it NOW.

5 Contribute to others.

In network marketing your success depends on the success of others. You won't succeed in this business or many others if you don't care about people. Find a way to fill a need and you will have abundant success. The best way in Network marketing to contribute to others is to teach your team what you know and work with them in the beginning to enjoy quick success. As well as making more money by doing this YOU will learn faster as you teach. You will also find satisfaction in watching those people succeed.

6 Goals.

What pulls you over the obstacles and through the challenges is having a clear reason why you are doing it. Don't base your goals on what is reality NOW. Take the lid off your expectations and create a vision of a new reality. Write a list of 101 goals. All shapes and sizes. Don't stop until you have 101. Then read those detailed goals EVERYDAY. I mean EVERYDAY!

7 Feel good NOW.

To tap into your true potential you must feel good. You must be in a positive and resourceful state. Otherwise action can be useless. Don't expose yourself to thoughts, people or unnecessary negative information (like newspapers and TV) that make you feel bad. Focus on what is great right now, find things to be grateful for, look at your goals, talk to your team, listen to a positive CD, go out for a run, take a long bath but do whatever it takes to feel good before you take action.

8 Find the passion in what you are doing and sell that.

Is it your product? Your company? The lifestyle you can create? What are you passionate about? Passion creates enthusiasm and enthusiasm is contagious. Leadership is about influence and nothing influences people more than passion.

9 Be the president of your own life. Be the president of your company.

If you were the president of a multi million dollar business how would you act? What sacrifices would you be willing to make, what work ethic would you have? Would you make excuses if you were sick? Develop a business owner mentality.

10 Enjoy the journey now.... Don't just wait for some future event.

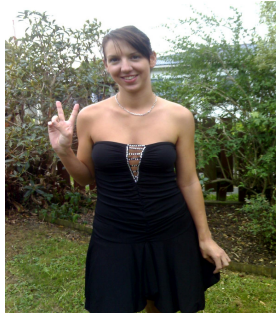
Success in this industry and any business takes time. It is not a sprint but more like a marathon. Enjoy the intangible successes along the way. People's lives you have touched, personal change you have experienced, friendships and breaking through challenges.

Kirsty Cooke is a "Do it Now Person".

Her coaching and speaking concentrate on personal and mental habits that make all the difference to success and happiness.

Visit <http://www.doitnowperson.com> or email <mailto:kirstycooke@xtra.co.nz>

Laura Wilson 21 years



One of my defining moments in life

When I started high school I spent time with the right crowd. I had braces and was sort of brainy. Then I was invited to sit with the "cool" kids. These girls are still my good friends to this day but I started thinking more about when we were going to sneak out for a cigarette and which class we would wag today, instead of focusing on school.

When I was in class I was a good student. I do not like letting people down, which is something I think I got from that constant pressure from my father. However, that trait also made me stick to things I did not enjoy and I felt like I needed to do what people wanted, just so they would like me or I would feel accepted. I still do it a bit now but I have got a lot stronger.

Since leaving high school and getting out in the real world, I have made many new friends. A lot of them are people my high school friends would not have spent time with so I would not have spent time with them. My best friend at Unitec in my vet nursing course was a lady 8 years older than me and I didn't care. She was from Rarotonga and we shared a passion of animals. We studied together, sat together in class and did what made us happy in life not what made other people happy with us.

Here are 7 life lessons that I've learnt.

1 Make your own decisions and remember what you do, defines you.

You have to live with yourself everyday so make decisions that make you feel proud when you look in the mirror. I know sometimes we make decisions that are hard or we really regret later on or even straight away, but at least you realized they were a mistake, and you changed.

2 Make changes to improve things.

I always told myself things couldn't get any worse, only better. If you want your life to improve, there are always things that only you can do. Like maybe getting a second job. Not only does this earn you more money but if you do it on a weekend and don't go out that night and spend money on alcohol, taxis etc, and another bonus is you feel great the next day. Also, you have cash in your pocket and you don't have a hangover like all your friends.

3 Make new friends.

If you have friends that are only there for you when you are happy and non existent when you need help, there is a reason for that. I have slowly moved away from a lot of my high school friends because I realized they weren't real friends. One girl who I thought was a good friend, I realized she wasn't worth a speck of dust when she called me something hurtful in front of my friends and family at my 21st birthday party. When things like that happen, you realize who really cares about you. A male friend came up to me straight away to check if I was okay. He then went and found that girl and asked her how dare she say that.

4 Learn about jealous friends.

One thing that guy said to me was she was only saying something awful about me to make herself look good, and that's true. If a supposed friend makes fun of you or brings up something embarrassing, most of the time they are just trying to make you look stupid and they look cool and funny. Some people will see straight through them and the ones that don't....who cares? They have just made themselves look stupid in front of others, my other friend saw straight through them...so have I now.

5 Make yourself feel good.

When life does look like its just stopped and nothing would make you happy again, like you break up with a boyfriend, or you get a letter for overdue bills, or you are just stuck in a rut, you don't feel like you are going anywhere, your job may be getting boring, your friends don't make you feel good (you shouldn't need people to make you feel good, you need to do that on your own by changing downs in your life to ups)...do something different to make yourself feel good. It can be as easy as cleaning out your drawers, having a bath, doing your fingernails, exercising or something else positive.

6 Adjust your thinking.

Instead of thinking, what's wrong with me, what can I change to make a guy like me or I'm sure you can come up with some things that you have thought of in this situation, change your thoughts. There is nothing wrong with you. Remember that sometimes it can be a simple reason, such as, it just didn't work out, you weren't right for each other, and one day you'll just click with someone and it'll be perfect. If he was with another girl behind your back and you find out and he leaves you for her, don't think why was she better than me, what did she have that I don't.....because she's the one that's with the cheat now, you can go on and find a honest guy. Learn what you don't want in your next relationship.

8 Keep looking for the right relationship.

Men are not actually worth all the time we spend thinking about them, but maybe one day, one will be. If a guy hurts you mentally or physically, in any way he's not worth it. The sooner you realize that and start feeling good about you, the better. Don't look for someone, they will find you and the best feeling is actually finding that new person and that old guy seeing his face when you are looking fabulous and smiling and being able to talk to him like nothing happened... because you have grown and he hasn't.

Laura left school and worked in an office job for a year. She learnt she did not like it and remembered her dream job from childhood, was to work in a wildlife park.

After a year at work, she returned to become a student again and did not miss any classes. This time she passed every exam in topics she had not studied at school, in her first attempt.

She studied to become a vet nurse and qualified. She now works in this field, shortly leaving to live in Australia, where she will extend her knowledge and save for the next course in Captive Wildlife on her journey to her dream job.

Maria Carlton

One of my defining moments in life.

I am Maria Carlton, and in my working life, I'm a professional inspirational speaker, author and publisher who specialises in brand communication for business owners. My personal life as a single mother raising two boys inspired me to write this section – you see I was first married to an abusive husband, and then after we divorced, ended up widowed after my second husband (best friend and soul mate) died unexpectedly while I was pregnant with our second baby. Let me share some of my hard learned lessons about wading through the ups and downs of surviving some of life's curve balls.

1 Don't forget to take the rubbish OUT

When you end up single for whatever reason, and especially with young children, you have to know that you will have baggage. Whether you think you were the good one or the bad one in the relationship, chances are pretty high that you are going to carry some heavy rubbish around with you for a long time if you don't get very objective about the reality of this and do some personal development in order to move forward and eventually start a new healthy relationship one day. Buy books, read them, talk to a coach or a counselor – find out who you are really and what you want from your life. Bury the rubbish of your past relationship fully before moving on to the next one.

2 Talk about it

You'll have some heartache, questions, self doubt and probably be wondering 'why me?' Well 'why not you'? The only way you are going to make sense of what your life is like now is to talk with someone else who has some empathy (not just sympathy) for your situation. If you are a young widow like I was, then do what you can to find another one who can reassure you that you're not the only one on this path – regardless of how empty and lonely it may be. It is

this that gives you perspective about how hard it is, how long it takes to move forward, and where you've so far come from. Same goes for a bitter divorce, abusive relationship or ongoing real battles – talk to someone who *really* understands.

3 Be selective about your friendships

Don't just form a support group of friends who are bitter, unmotivated to move ahead in their own lives, or like to blame others for their misery. You will have a big change in your friendships at the end of your marriage or relationship – however it ends. Hanging out with people who keep you lost in your own unhappiness are not people you need to have in your life. If you had friends who no longer understand you or appreciate your new situation, they are not really your friends – find some new ones who will love you and support you regardless of your marital status.

4 Update your rolodex!

Keep evolving your friendships and acquaintances until you find people who are like you really want to be like – this is part of shaping who you will be.

5 Don't be so hard on yourself

Relationships don't always work out for a number of reasons – beating yourself up does not serve who you really are. This is a lesson that's hard to learn, but necessary. Your children don't deserve to see you continuing the same abusive behaviour you may have been putting up with from your former partner – you are a good person – just because someone else did not appreciate your wonderful self does not mean you can't start to appreciate yourself, and encourage your children to appreciate each other's great qualities too. Look for the greatness in each other and you'll find it – teach your children to do the same – this is the first step to putting the abusive behaviour and attitudes of someone else firmly behind you.

6 Laugh! Laugh again and then laugh some more!

Find a great funny movie, go to a comedy show, and get hooked on the sitcoms that make you feel good – do whatever it takes to bring laughter into your life. It maybe escapism of TV or hanging out with friends who make you see the funny side of life, but this is still therapy that your body and mind will use to move you forward towards a new happier and healthier you.

7 Have a contingency plan for everything – even the end of your marriage!

I heard a saying once that “when you make plans, God laughs”. I’m sure this must be true – even the best plans can end up awry. A relationship that makes you miserable is not something you have to put up with – plan how you can move out and start over. Having this plan – even if not fully detailed – will give you strength you need to make the move when the time comes. Don’t risk your sanity or your life by staying in an unhealthy relationship – you can’t fix this while you are buried in it.

8 Be your own best friend... trust yourself to know what you need

Would your best friend tell you to stay miserable? Would he or she insist on your keeping a low self esteem? So - why do you do this to yourself? You know in your heart what you need for yourself, for your children, and for your sanity to survive and thrive. You have choices in every single part of your life, every situation. Trust yourself and know that what you really need is there waiting for you. Sometimes a change of scene, new town, job, lunch with a friend or even just a day off can work miracles.

9 Look for the hidden blessings – know that there are some

Whatever you are learning to live with – however hard it may be, you’ll find there is something good if you look for it. A new friendship or loving partner, happier children, your own independence, or even a fresh perspective on your life and how it could be – these are all wonderful upsides that you may find come out of your pain and past trials.

10 This too shall pass

When I came out of my abusive marriage, I thought I was useless, and totally dirty and unlovable – fortunately I discovered this was untrue. When my second husband died, I thought I would too, but because I was pregnant and had another young child to care for, I just *had* to keep going, as much as I wanted to crawl into a corner and wait for my life to end. Everything comes to an end and time is a magnificent healer. Daily the strength of endurance grows you! One day I promise that you will watch your past and know that life is good or even great again.

Resource Box:

Maria Carlton's company Maruki Books Ltd is a specialist publisher of books for entrepreneurs and business people seeking inspiration and tools for business and personal growth. She is also the author of several books, and an advocate for professional speakers in the publishing world. If you have a book inside you or wish to access expert information by professional knowledge merchants please visit <http://www.marukibooks.com/>

Pat Armitstead

RGN, Dip Ed, Dip FTM



Business – *supporting others to live into their life purpose with humour, joy and creativity*

One of my defining moments in life.

Seven years ago I experienced a series of losses and a period of depression as a result. I met 2 people, one the father of a young boy who fell to his death in the IMAX cinema in Auckland and the other a magician by the name of Peter Salerno in South Australia. In that space I coined the term Joyology, and became the worlds first Joyologist! I created my own path to wellbeing and found engagement and meaning in using my signature strengths and doing what I love. I have conducted over 600 programs based on the role of humour and joy in business and life and founder of the Business in Humour Awards.

Top 10 tips to engage staff

1. Catch people doing something right
2. Manage by walking around and personal communication
3. Be a stand for creating a high trust environment
4. Acknowledge the contribution others make
5. Use what you know to enable others to succeed in work and life
6. Exude vitality and vigor and use that in encouraging ways
7. Commit to creating a high nurturance environment
8. Be the change you wish to see
9. Be impeccable with your word and come from integrity
10. Inspire others to find the courage to ask questions and to express what they really want.
- 11.

2008 NZ Humour in Business Awards - <http://www.jodyjelas.com/joyology>

Get Your 7 Free Lessons on the Science of Getting Rich - <http://www.wealth.joyology.co.nz>

Fostering creativity - free web site for artists - <http://www.exhitonline.co.nz>

Rhonda Gola

Reverend Rhonda Joy Gola is the leader of
Unity in New Zealand and a participant in the True Happiness DVD.

TEN THINGS TO HELP YOU FEEL GOOD

1. When you wake up, quickly remember to say, thank you to your body for the wonderful job it does for you every moment of every day.
2. Get up a little earlier so you can eat your breakfast leisurely, as if you are on holiday.
3. Linger in the shower or bath a moment longer and let go any feeling that you are wasting water or need to hurry.
4. Smile at yourself in the mirror and tell yourself you are wonderful, repeat it until you feel it.
5. Write a short note of appreciation to yourself and pop it into a jacket pocket that you don't plan to wear that day, when you find and read it again at a later date, it will give you a lift.
6. Place an affirmation in your wallet next to your credit cards saying: I am a wonderful being of the universe, and I deserve all the good that is mine to have.
7. If you are dishing up the evening meal, place the food on your plate first.
8. Remember to take several mini vacations throughout the day such as, stop what you are doing, take a deep breath and look around you with fresh eyes, see the beauty of the clouds, notice the trees that you usually pass by without noticing.
9. Give someone else a genuine compliment; it also gives you a "feel good" to praise others.
10. Remember to laugh at least three times each day... It is called "Inner Jogging."

For more information about Unity NZ visit: <http://www.nzunity@yahoo.com/>
Ph 09 846 1406.

Silent Unity and Prayer line with a recorded inspiration message at: 09 846 1406
There are also meetings in Tauranga and Wellington in NZ and throughout Australia.

Shona Hammond Boys QSM

National Director
New Zealand Childrens Art House Foundation

One of my defining moments in life.

My green Humpty Dumpty for the School Calf Club day fairytale exhibition was green because that was the only paint available. This day was the highlight of the school year and my parents wanted me to win the best calf but I wanted them to see my art work. The judge said to my teacher “Who did that?” and “What are you going to do about it?” I knew she could not do anything about it, but decided I could. I was six years old .Those comments triggered my art education career and the New Zealand Childrens Art Clubs and Houses.

Ten Tips for youth and childrens creativity.

- 1 Plan your own exhibition, the time, place, size and then work steadily towards it.
- 2 Your own idea is the best place to start. Your art is not your friends or fathers art
- 3 Plan to do your own art ongoing throughout your life. Three hours a week in your own art world is vital to your health and well being.
- 4 Decide to put the happiness of creating, the process, above any commercial value for product.
- 5 Expect the unexpected .There is no precedence or blue print to creativity.
- 6 Recycle everything, teach yourself to make something new out of old scraps.
- 7 Work hard on your own idea and do not quit.
- 8 Accept other people’s comments as helpers not as criticism.
- 9 Believe in your dreams and in magic.
- 10 Celebrate your art by sharing it with others.

Shona Hammond Boys is the Founder of the New Zealand Childrens Art House Foundation which encourages childrens creativity in the communities of New Zealand. The Art Houses have two rules, Love Art and Be Kind to each other. For philosophy successes art houses and history see <http://www.arthouse.org.nz/>

Susana Tuya from La'qua Image

"The style & image experts"



Top 6 Tips for Flaunting Your Fabulous Style

What is style? As we live in a highly image conscious world, does this represent a wardrobe full of 'snobby labels', the latest trends or spending a lot of time on our exterior?

Think of the last time you went to a function/party or wedding and you admired a certain woman's sense of style. Was she naturally the slimmest, the youngest and the most beautiful woman in the room? Most probably not. However, there was a sense of flair, of confidence; maybe consciously or subconsciously she knew how to maximise 'her' unique features and how to camouflage those less flattering areas which we all have!

Isn't it interesting that societies marry style together with beauty? However, style is all about having a healthy, positive self-image and expressing 'your' unique personality with total confidence.

Here are some simple tips on how to flaunt your fabulous style for a healthier self-image.

1 Take stock of yourself!

Confused? Believe it or not, looking fabulous starts by recognising 'your' unique features. Isn't it also interesting that we all know our 'not-so' good' areas? We constantly hear women pinpoint all those challenge areas and when we ask them what are their 'unique' features we often witness a memory blank. Does this sound familiar? To make this awareness step simple we came up with our 'Quick Alien Test'.

Hypothetically thinking, if you were to be abducted by an Alien and you could only keep three of your favourite body parts before he/she turns you into some green blob, what would they be? Your face, arms, back, waist, top of your legs, lower legs?

I did this exercise in front of 300 women and interestingly hardly anyone answered this the same way. These are yours truly. Write yours below.

1:

2:

3:

Why is this challenging? Isn't it interesting that if I were to ask you what your challenge areas are which you are not too comfortable with we could have quickly exceeded three examples? Women, aren't we funny creatures? The internal communication which we have with ourselves can be so negative; we wouldn't talk to our best friend like we do to ourselves. So once we identify our 'unique assets' when can we begin to flaunt them!

2 Market 'your' unique features.

Now that we have taken stock and we have three (or maybe even more) of our unique assets in our self-image balance sheet we need to market ourselves. What do I mean? These are your best features (remember, out of 300 women hardly anyone had the same three), so what are you currently doing to flaunt them?

For example, if you have beautiful eyes or face, why not get yourself a new hairstyle? If your facial face shape permits, why not a fringe that frames your beautiful eyes so others can notice? Or get a haircut that will enhance your facial features even further.

An Oval face is the perfectly balanced facial shape and that is the illusion we try to achieve. For example, I have a round face and a mistake I have made in the past is having a straight fringe (creates a horizontal line on my face and horizontals create width) making my face chubbier, too much bulk around my cheeks, which is my widest part.

As hair colour it is so close to your face, ensure that you know what colours flatter your skin complexion. I learned the hard way that I do not suit Sophia Lauren red even though I am olive skin as I am olive skin with a cool undertone making me look like I have just come out of hospital. (However, ensure that your hairdresser understand the principles of your facial structure and your colour complexion).

Inside Fact: Did you know that the two things that will outdate your look the most is hair & shoes? Not that women need another pair, but I have just given you another excuse to hit the shoe stores!

Another example to help you brain storm before you continue with your exercise. If you have nice lower legs. ... gosh, you know how many women wish they were you? Flaunt them! Wear the appropriate lengths of $\frac{3}{4}$ pants, in winter leggings, skirts etc. How, could I market 'my' unique features?

1: (Write down types of clothes you could try, who do you need to see to assist i.e. hairdressers, stylist etc)

-
-
-

2: (Write down types of clothes you could try, who do you need to see to assist i.e. hairdressers, stylist etc)

-
-
-

3: (Write down types of clothes you could try, who do you need to see to assist i.e. hairdressers, stylist etc)

-
-
-

3 Have a 'Present Marketing Plan'. Enjoy who you are now!

It is really important that you feel good with whom you are now, specially if you are in a weight loss programme. We at times get trapped in the old thinking of "once I." Once I loose the weight, I will treat myself to new clothes. Once I loose the weight, I will get a professional to help me with my self-image. .. 'Once I.' however, you know what happens often to the "once I": it never comes.

I cannot emphasise enough how important it is to feel happy about yourself NOW! Just as small negative habits such as those described above can result in significant negative results, so can small incremental positive actions result in a successful outcome.

What happens if you learn to look good & feel great now? What is one of the first things we do every day before we start our day? We get dressed. Is this an enjoyable process for you or is it a 'must-do' chore as not engaging on this may cause you to get arrested? How important do you think is to enjoy this daily process?

You put on something on that makes you feel good and you get a compliment from someone (maybe a stranger) and how great are you going to feel? You wake up in the morning and you are inspired as you start your day knowing that you feel good with your self-image. How will this affect your self-esteem? Would you feel happier about yourself that you maybe made a positive decision, like choosing to eat a salad for lunch instead of the deep fried snack or taking the stairs instead of the old fashion lift? And what do you think it would do to your stress levels and your hormones?

4 Remove Negative Hanger Ons.

So, if you are one of these people who has been hanging onto their 'skinny clothes', don't you think it is time to get rid of them? If this theory really worked, a lot of women would be skinny now. If you truly believe that you can reach your previous weight, that is great - you do not need to throw your past clothes away. Just take them out of your every day window, or should I say wardrobe. You do not need a negative reminder everyday when you wake up on how you are not where you want to be

5 Refresh your wardrobe without the old habits

If you are thinking of taking a trip to the stores these holidays and wish to make some purchases for yourself, make sure that these items are adding value to your

1:- Natural Assets

2:- To your existing wardrobe.

Remember that style is not about having a full wardrobe (we all know that now). It is not about having the latest fashion or the most expensive labels. It is about expressing your unique

personality, maximising your unique assets and learning to camouflage those less flattering area, which we all have.

So make investment purchases. Ask yourself before you purchase any new garment: Does it suit my:

1:-Colour: - do these garments compliment my skin tone and make me look healthier & more alive? Remember that black is not a colour. Inject some fun back into your wardrobe and use the power of colour.

2:-Style: - Remember the 'art of optical' illusion. Whenever you put on a garment or purchase one always remember your Verticals (lengthen) & Horizontals (widen). If you do not pay attention to them, they will pay attention to you, and mostly not to the areas you wish to attract attention to.

3:-Personality (believe it or not, there is such a thing as clothing personalities). Wish to find out yours? Visit our website <http://www.laquaimage.co.nz/site/1515562/page/934099> and do our online quiz.

4:-Lifestyle:- spend your money where you spend most of your time. Avoid having segmentations in your wardrobe. Buy clothes which you can easily dress up and make casual. Use the power of accessories to maximise the use of your wardrobe. Get rid of the 'old' and inject some fun, save money and maximise the 'new you'!

6 Finally, let's feed our bodies & mind some healthy thoughts. Be kind to ourselves..... Would you say the things you say to yourself to your best friend?

At La'qua Image our goal is to share our knowledge in order to empower more New Zealanders maximise their self-image potential!

Wish to receive more of our media tricks? Subscribe to our "Stylish You", feel empowered and look fabulous!



La'qua Image "the style & image experts"

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Janice Davies APS

The lady with nice in her name – Attitude Specialist



36 Tips to Boost your Self-Esteem

1. Stop comparing yourself with other people and stop putting your self down. We are our own worst enemy. Instead make a list of your past successes. Take advantage of workshops, books and anything that comes into your life that will boost and teach you about improving your self-esteem.
2. The quality of your life is the quality of your communication. This means the way you communicate with others and, more importantly, the way you communicate with yourself. What you focus on is what you get. If you look for the positive this is what you get.
3. Light a candle beside you when you are reading in the evening. It is most relaxing and creates a wonderful, soothing atmosphere.
4. Make your home an oasis from the frenzied world outside. Fill it with great music, great books and great friends.
5. Use affirmations to boost your self-esteem.
6. Learn to be still. The average person doesn't spend even 30 minutes a month in total silence and tranquillity.
7. Make a list of your positive qualities
8. Associate only with positive focused people who you can learn from and who will not drain your valuable energy with complaining and uninspiring attitudes.
9. Set aside one hour every morning for personal development matters.
10. Face your fears - they aren't as bad as you think they are. Facing your fears increases your confidence.

11. Forget your failures - learn from them. Avoid making the same mistakes again. Try again, you're wiser and stronger. Don't be trapped in the past!
12. Know what you want and ask for it. You deserve your dreams to come true.
13. Reward yourself when you succeed
14. Ask questions - We often make assumptions about a situation or person which are not true. Your attitude and behaviour can be negatively affected so if you have any doubt or question ask and don't assume you know why or how.
15. Don't be defeated! Try something else. It took over 1000 to create the light bulb.
16. List things you like about yourself - include appearance, personality and skills
17. Change negative thoughts to positive thoughts by focusing on the positive ones and trying to forget the negative things that happen to you. Your mind can only think of one thought at a time. Make it a positive one.
18. Take up an exercise program - you will feel better and look better!
19. Remember good things people have said about you and write them down.
20. Question whether your view of yourself is accurate examine why you see yourself like you do. Get coaching or counseling to resolve any past issues. Life is a journey...everyone has challenges and experiences to overcome. Your key is how quick you overcome it, rather than bury it and be hurt or ashamed.
21. Make any changes you think would help you for example appearance, hair style, friends, foods or behaviour in certain situations
22. Accept things about yourself that are true and given to you as compliments and learn to think about them in a positive way. Your natural gifts are your strengths and part of your personality. Your weaknesses, which we all have, are areas which you can choose to improve.
23. Take yourself less seriously and lighten up!
24. Accept feedback as a gift and thank the person, then think about it. If you get the same gift (feedback) a number of times, assess it in constructive way. However, you don't have to agree with them, so discuss with others or decide what changes or action you might take.

25. Don't be limited by your internal image, step outside of it and break free, it doesn't have to control you or keep you down. Acting differently will change how others see you and will also help to change your own attitude towards yourself and your abilities
26. Take up challenges positively and surprise yourself!
27. Start an exercise program Walk or play sports as much as you can.
28. Eat healthy food and stay away from diets that you always fail. Instead join a group or change your lifestyle where you can succeed.
29. Don't smoke at all, take drugs or drink too much. Gradually, eliminate them from your life.
30. Straighten up, smile and look straight ahead - you'll look and feel more confident
31. Identify and accept your strengths and weaknesses--everyone has them, and no one is perfect.
32. Take an "I can" attitude and offer yourself encouragement along the way. Learn to be your own best friend.
33. Set realistic goals and then take pride in your achievements. Start small and build your goals bigger, then you are leaning the process of goal setting and success, which improves your esteem, rather than a big goal, failure and lowering your esteem.
34. Pay attention to your thoughts and feelings, they are your inner guide and given to you to learn from, and act on what you think is right for you. Any negative feeling is an indication you need to 'do some learning' in that area of your life. Your goal is to be feeling good 24/7.
35. Don't try to be someone else, but be proud of who you are.
36. Explore your own talents and gifts which come naturally to you which are for you to embrace and enjoy for your happiness.

Ask for support from friends

1. Ask friends to tell you what they like about you or think you do well.
2. Ask someone who cares about you to just listen to you "vent" for a little while without trying to "fix" things.
3. Ask for a hug.
4. Ask someone who loves you to remind you that they do.

Get help from your teachers

1. Go to your teachers, tutors, or advisors and ask for help in classes if this is a problem for you. **Remember:** They are there to help you learn! Every question is a great one. When I returned to study I was too afraid until I sat in the front row, then no one could see my face go red when I asked my question. Other students then came to me and thanked me for asking. They (like me before) had to been too afraid. It made me feel better and gradually, I stopped blushing.
2. If you lack self-confidence in certain areas, take classes or try out new activities to increase your sense of competence (for example, take a math class, join a dance club, take swimming lessons, etc.)

Your child's self esteem can be increased by you:

1. Appreciating your child
2. Telling your child that you love them
3. Spending time with your child
4. Encouraging your child to make choices
5. Fostering independence in your children
6. Giving genuine importance to your child's opinion and listening
7. Taking the time to explain reasons
8. Feeding your child with positive encouragement
9. Encouraging your child to try new and challenging activities

CONCLUSION

I hope you have enjoyed the Positive Attitude Training Programme. If you are having any challenges then re work through an area, or alternatively take a break for a few days and allow yourself some down time to relax before picking up the programme again.

Do not delay for weeks as this will slow your forward progress.

You will have worked through changing your attitude from negative in all situations of your life to becoming focused in certain areas.

Your goals will now be valued aligned to your life rules. Good Luck with creating them into your life.

Life is a continuous journey with ups and downs sideways and even at times it feels like you are going backwards. Your challenge is to keep positive as you overcome all of the hurdles that will be encountered on your journey of life.

Overcome them all and keep progressing forward and you will create your dream life.

You may be interested in the next phase of our programme which helps you work in more detail in certain aspects of your life.

Additional coaching is available with me if you stumble along your journey.

We will have some tele seminars and other online events occurring.

Then of course feel free to write about your successes on our blog.

Go Well. Go Positive and Be your Own Success.

Best Wishes

Janice

Janice Davies – the lady with nice in her name.
Attitude Specialist.

PS. Print off the certificate on the last page and insert your name.

CERTIFICATE OF ACHIEVEMENT CONGRATULATIONS

FOR COMPLETING THE

TO _____

POSITIVE ATTITUDE TRAINING PROGRAMME



JANICE DAVIES
THE LADY WITH NICE IN HER NAME
ATTITUDE SPECIALIST
WWW.ATTITUDESPECIALIST.COM