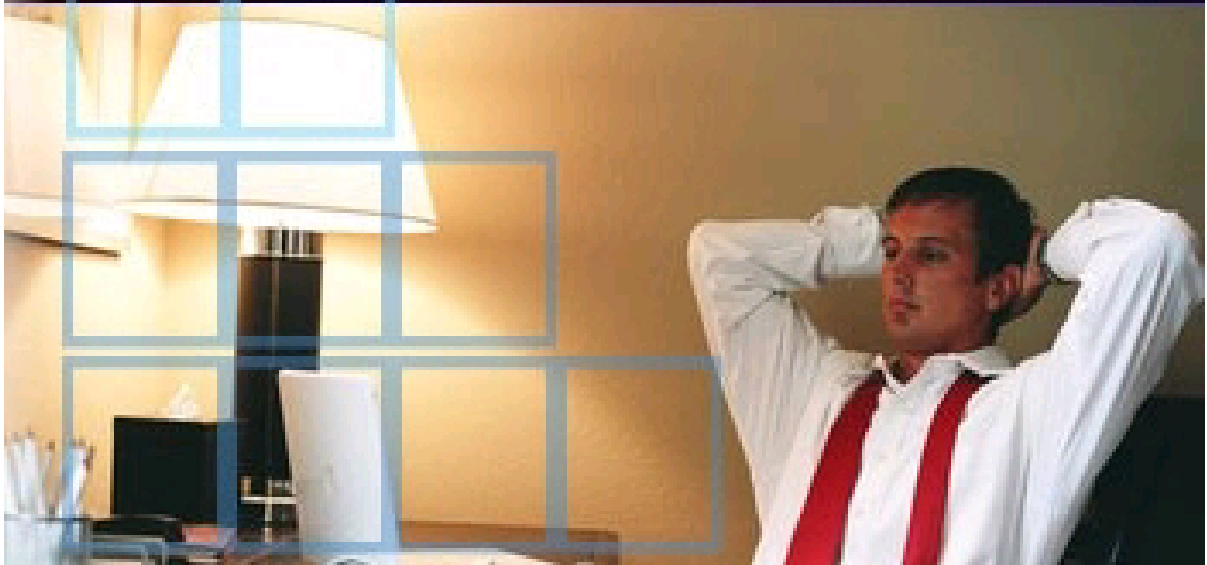


One Good Habit At A Time

Your Personal Guide To
Living An Exceptional Life

Be Present...Take Action...Be Successful

Laney Lockhart



One Good Habit At A Time

Exceptional Life Coaching

Laney Lockhart

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Introduction

Have you ever wondered why success and all of the good things in life seem to come so easily and effortlessly for some people but not for you?

Areas such as health, careers, financial matters, and relationships are just some of the areas in which most of us would like to excel.

Why is it that so many people tend to fall short when it comes to realizing their dreams and living happier more productive lives?

Maybe some people are just luckier than others, perhaps they have a knack for being in the right place at the right time, or maybe they just know the right people.

The truth of the matter is that success is no accident and it is no secret that successful people possess similar characteristics.

They include:

- **Ambition**
- **Goals**
- **Good Habits**
- **Coaching/Mentoring**

If you already possess qualities such as drive, desire, and ambition, I can show you how to greatly enhance the quality of your life by setting realistic goals, developing good habits, and utilizing the self coaching techniques explained in this book. The entire purpose of this text is to get you to take action and move forward with your life.

Successful people know two things:

- 1. Where they are going.**
- 2. How they are going to get there.**

So my next question should come as no surprise...

Where are you going and how are you going to get there?

What Do I Really Want?

We are all exceptional human beings in our own right and each of us possesses very unique talents or gifts.

In order to be happy we must seek out that which we were born to do, that which comes naturally to us otherwise we will be forever restless and unsure of ourselves.

I want you to think back to the time when you were only a small, innocent child.

I want you to think about what you wanted to be when you grew up or something that you really wanted to do.

What was it that made you happy?

Now, write it down. It's okay if you write down more than one thing.

Now that you are an adult, did you accomplish what you set out to achieve with your life?

Why or why not? What is missing?

Take a minute to answer these basic questions.

- What is your special gift or talent?
- What is your purpose or reason for being here?
- What will you be remembered for after you are gone?

As you begin to read through this book and slowly start to define your goals remember that you are unique and you do have a special purpose in this life.

“You are the only one who has the ability and insight necessary to bring about positive changes in your life and you can do it by developing one good habit at a time.”

Today is Yesterday's Tomorrow

Yesterday, I promised myself that I would do it tomorrow.

Tomorrow is here today, so now I must ask myself...

Have I kept my promise?

Have I been true to myself?

What is it that I am looking forward to?

What is it that I was meant to do?



All things are possible if you believe!

Where is Your Focus?

As human beings we have a natural tendency to focus on what is directly in front of us.

If we lose a job for example we may spend so much of our time worrying about why we lost it that we may not be able to see that it was meant to be and that there is another better job out there just waiting for us. The same is true of relationships.

We can expend so much time and energy worrying about how bad our **present** situation is and grieving over our loss that we become stuck and remain still.

In some instances we can even become stuck in the **past**.

Let me assure you of one thing, while we are busy being stuck and trying to figure out what went wrong and trying to go back to the past to the same old situations, life will continue to move on toward the **future** and we will surely run the risk of losing out on a magnificent opportunity that is sitting there right under our nose.

- **Past**
- **Present**
- **Future**

Don't miss out on all of the wonderful opportunities that are in store for you simply because you are unwilling to leave the past behind.

Learn to move forward and never retreat.

Let go of the past and use the present to enthusiastically prepare for the future!

The Key to Success

In today's fast-paced environment it is often easy to lose sight of the core values and concepts that enable us to maximize our productivity and move towards leading happier and healthier lives.

The principles outlined in this book are designed to help you develop good habits that will assist you in starting each day on a positive note making you a happier, more successful and well-rounded person.

Learning how to take a few minutes for yourself each day and focus on one key concept at a time will greatly enhance your ability to achieve personal success and growth.

“The key to your success lies in one thing...

At a time.”

Developing Good Habits

All too often when we decide to take on a new endeavor we bite off more than we can chew. We blindly rush into new projects without taking the time to set realistic goals for ourselves.

We over-extend ourselves or perhaps try to work beyond our capabilities. In this manner we sabotage ourselves and often lose interest or give up out of frustration before we have even come close to achieving our goals.

Learn how to set yourself up for success, not failure when taking on new endeavors. Think of this process as creating a chain. Each link must be carefully forged so that it has sufficient strength to support the others.

If one link fails then the entire chain falls apart along with all of the hard work that went into making it. Be prepared to proceed slowly and methodically when starting a new habit so that it will be well-crafted and able to withstand the test of time.

Get into the habit of developing good habits.

Positive Attitude

We all have a secret weapon, an ace in the hole so to speak and believe it or not, the most valuable tool that you have is your attitude.

Have you checked your attitude lately? If you haven't then perhaps you should.

Every important thing that you want to achieve should first happen in the mind.

You should learn how to visualize desired outcomes in your mind's eye.

Once you have a strong visual then you should meditate on it, believe it, and make it so.

Mental preparation is a must for those who want to be truly successful in accomplishing their goals.

So, begin by repeating the following passage aloud to yourself:

“Today I will have a positive attitude and I will deal with anything that comes my way in a calm and productive manner. I will not allow obstacles to prevent me from staying positive and productive.”

“I will laugh, smile, and have an optimistic outlook on my life because I possess the power to bring about positive changes in my life. I will live, love, laugh, and be happy because it is my destiny to do just that.”

Go ahead smile a little bit or laugh out loud if you want to because everything is going to be just fine...do not be afraid to have some fun.

If you are doing what you are meant to do then the experience will be enjoyable and very rewarding.

Learn how to maintain a positive attitude and seek out people and things which make you laugh.

Empowerment

“Empowerment comes through self-realization and developing your ability to see things as they really are and act accordingly.”

It's your life and the biggest mistake you could ever make would be to not live it as you see fit. So now you must ask yourself:

“Do I have the power to seek out and live that which is mine by birth, my natural right to be an individual and seek my own path?”

Sometimes it can take a great deal of strength and effort to be who you really are and stand up for what you believe is right.

Society places a great deal of stress on us to conform and behave in ways which are considered to be normal. Listed below are just a few of the areas in which society tries to mold us and shape our opinions about the way that we feel about ourselves.

- Appearance
- Social Status
- Wealth
- Possessions



Enjoy your life!

The Ideal You

Most of us would agree that it is extremely difficult, if not impossible to control the actions of others.

We would probably also agree that to a large extent, we have the power to create positive changes in our own lives that would make us healthier, more successful, and bring more joy to our lives.

If this is true then why do so many of us fall short of accomplishing these goals?

In order to grow stronger you must first objectively examine your weaknesses and develop a life map, or corrective action plan to guide you on your quest to improve or enhance your performance.

Stop for a second and take an honest look at yourself and your life.

If you could create the ideal you, what would you look like?

Write down the attributes or characteristics that the Ideal You would possess.

As you work your way through this exercise remember one thing:

People who get what they want find the courage and the drive to go after what they want.



Water for the soul!

The Ideal Me

Did your list look something like this?

- **Spiritual**
 - **Healthy**
 - **Happy**
 - **Loved**
 - **Successful**
 - **Financially Independent**
 - **Popular**
 - **Organized**
 - **Productive**
 - **Courageous**
-

Now out of all of the things that you've listed, which ones can you control?

Which one will provide the greatest benefit?

Manage what you can manage and don't worry about the rest.

Worrying about things that you cannot control only drains your energy and takes your mind off of the things that you should be focusing on.

Do You Already Possess Any of These Qualities?

Yes, is there room for improvement?

No, what's stopping you or holding you back?

Nobody's perfect, but we all have good qualities and by the same token we all possess a certain amount of bad qualities or undesirable behaviors that we would like to change.

So what are your strengths, what is it that you do really well?

How is it that you are able to do so well in these areas?

Do not allow your weaknesses to overshadow your strengths.

What's Holding You Back?

- Fear
 - Money
 - Age
 - Lack of Motivation
 - Lack of Knowledge
 - Other Priorities
 - Procrastination
 - Bad Habits
 - Recurring Patterns
-

Fear

Let's face it, we're all afraid of something, after all, fear is a natural survival mechanism.

Accept the fact that you have fears and doubts and embrace that which frightens you most.

Admitting to yourself that you are afraid is the first step in turning your life around and accomplishing your goals.

I am not sure that we can truly overcome fear or that we would even want to for that matter, but we can take the energy generated from fear and turn it into a positive influence in our lives.

Are you afraid of success?

Remember:

- We're All Afraid of Something
- Fear Is Natural
- What Are Your Fears
- Why Are You Afraid

Make fear work for you!

Money

Money is a material thing and therefore it can be managed and controlled, gained or lost.

So why would anyone let money stand between themselves and their pursuit of happiness?

The truth of the matter is that most of us will manage to somehow spend all of the money that we take in.

Yes to some extent the saying that “the more you make the more you spend” is true.

Let’s take unexpected expenses for example. Those nasty little things that pop up at the most inopportune times.

Most of us don’t plan or budget for things such as medical bills and automobile repairs.

Yet when these unexpected expenses arise and we are suddenly standing face to face with them, what happens?

We use our credit cards, take out loans, perhaps exhaust our savings, but in the end most of us figure out a way to get it done.

We somehow come up with the means to pay them. Imagine that, we manage to find money where there was no money.

If you really believe in your dreams and want to make them a reality then you will find a way to get the money if that is what is required.

Oftentimes lack of money is just an excuse for not taking action.

Do not let money stand in the way of you accomplishing your goals.

Age

“If only I knew back then what I know now.”

Have you ever made that statement before? Well if you have or know someone who has made this comment, I would be compelled to ask the following question:

Now that you know it what are you going to do with it?

We learn something from everything that happens to us in this life be it good or bad.

We must use all our life’s experiences to our advantage if we want to move forward and improve our lives.

We are never too old and it is certainly never too late to put our knowledge to good use.

While it would be easy to admit defeat and feel sorry for ourselves because of our age, this would serve no useful purpose, after all, we can’t change it so why not embrace it and learn to acknowledge our strengths rather than focus on our so called weaknesses.

List three advantages that you have gained from your age and experience.

- 1.
- 2.
- 3.

How are you currently using these advantages to improve the quality of your life?

- 1.
- 2.
- 3.

Lack of Motivation

It is extremely difficult if not impossible for change to occur without the proper motivation.

Motivation is the force, stimulus, or drive that propels people into action and causes them to engage in behaviors that will be rewarded by achieving a desired outcome.

While it is certainly possible for one person to motivate another, the strongest motivational force often comes from an internal need or desire.

This is perhaps best illustrated by our basic needs for food, clothing, and shelter.

If we are hungry for example, then we will actively seek out ways to get food so our physiological needs are often driven by our survival instinct. Without food we would die.

But what motivates us to seek out ways to improve our psychological needs?

The need for love, money, high self-esteem are important to us but are not necessary for our survival.

We can be unhappy, unpopular, and unloved but we can still survive as long as we have the basic necessities of food, clothing, and shelter.

Perhaps some of us choose to accept the fact that our psychological needs will not be met and therefore we give up and consider this to be a lost cause.

When we give up we lose all hope of ever becoming who we were truly meant to be.

If you are one who has lost hope and given up... my message to you is a simple one.

Don't ever give up... for you have the power to do whatever you choose!

Lack of Knowledge

We are without a doubt living in the age of information.

Anything and everything that we are curious about can now be explored and studied either on the internet or through other convenient mediums.

Just open up any home page on the internet, and look at all of the information that is at your fingertips.

News, Financials, Health and Fitness, Careers, Classifieds, Sports, the list is endless!

This information is not placed there randomly, it is there because people are interested and have a desire to learn more about these topics.

Not only can we now obtain a college degree on-line but we can research and study virtually any subject that our hearts desire.

The point is that knowledge is easily accessible if we have the desire to learn about a particular subject.

Printed material is now more readily available than ever and most of it is free if you know where to look.

Advanced technology in the form of television also makes it convenient for us to learn new things.

Let us not forget the old fashioned learning methods that teachers, coaches, and mentors bring to the table.

The possibilities for learning and expanding our horizons are literally endless so it very difficult to rationalize lack of knowledge or resources as a reason for not moving forward.

So, make up your mind, choose a subject, and invest the time to research and study your topic as this will pay big dividends in the long run.

Other Priorities

Of Course...

Most of us have them and they are important that's why they are called priorities.

Even though our lives are filled with activities such as family and careers we can still make time for ourselves if we decide that it is important and what do we call something that's important?

That's right, a priority. You decide, are you worth it?

Is it really important to you?

You don't need a lot of time and you don't have to take away from your other responsibilities.

Knowing what is important to you and establishing a system that allows you to allocate your time accordingly are the keys to juggling multiple priorities which compete for limited resources.

Fine tuning your ability to focus on one specific area of your life that you want to improve is a key factor when it comes to your personal development.

After you have decided on the area and made it a priority, you must then decide how to best accomplish your goal.

The easiest way to accomplish this is by taking very small steps at a time and consistently performing activities that will help you to accomplish your goals.

Remember, your initial goal is to establish and develop the habit.

If you can successfully complete this task then the results will follow.

Procrastination

Why on earth do we do it to ourselves?

The first and most important thing to understand is that we all have been guilty of procrastination at one time or another.

We often choose not to do things for various reasons.

Maybe we're too busy or perhaps we just don't feel up to it.

Maybe we're afraid of the consequences of completing a particular task.

The mere fact that you are guilty of procrastination does not mean that you are worthless and lazy.

With the proper mindset and the correct tools, anyone can learn to overcome this habit.

Try these simple tips:

- Be patient
- Don't beat yourself up
- Ask yourself why you procrastinate
- Develop a list of empowerment activities
- Set up a schedule
- Be aware that you do it and take small steps

Don't stress over the fact that you procrastinate. Simply examine the reasons that you do it and develop a plan to improve this area of your life.

A little structure and a few good habits can go a long way towards helping you achieve your personal productivity goals.

Bad Habits

Get into the habit of developing good habits. Trade bad habits for good ones.

This book is all about developing good habits. Do you have any bad habits that you would like to stop?

In a perfect world we would simply stop engaging in bad habits but that is easier said than done.

It takes motivation and commitment to stop bad habits and if you are not ready to stop, then there is nothing that anyone in this world can say or do that will change your behavior.

Here is one simple method that you can use to address bad habits until you are committed and strong enough to stop.

There is an opportunity cost associated with everything that we do, good or bad.

So if you have a bad habit that you are not strong enough to stop at this particular time then figure out how you can make it work to your advantage.

I have one good habit that you can start right away if you have bad habits that are preventing you from being successful in your life.

Calculate the cost of that bad habit and pay yourself every single time that you engage in that habit.

Associate a cost with the habit, everything has a price.

If you want to quit smoking, and cigarettes cost five dollars, then every time you buy a pack put five dollars into savings and do not take it out.

If you need to buy cigarettes and you don't have the money for the pack and self imposed tax then you do without.

Successful people understand the need for discipline in their daily lives.

Recurring Patterns

If you were to take the time to closely examine significant events which occurred in your life you would start to identify recurring patterns or habits.

If you were to look at all of the good things that happened to you and all of the bad things that happened to you certain patterns would start to appear.

These unique trends can either cause us to move backwards or they can be the catalyst which provides the motivation to propel us forward.

This is often very difficult for most of us to do because it involves being totally honest and unbiased when looking at our behaviors.

Let's take a look at love and relationships for example.

If you happen to be one of those lucky people who are in a wonderful relationship then you have obviously put in a lot of hard work and you understand the value of not only knowing yourself but also knowing and understanding your partner.

If on the other hand you are one of those people who are still struggling with finding the right person to be in a relationship with then I am sure you have also identified some patterns.

Have you ever stopped to ask yourself what you really want in a relationship, or better yet, have you even taken the time to write it down?

I want you to do this simple exercise:

1. Write down what you want to get out of your current or future relationship.
2. Write down what you have or had in your present or past relationships.
3. What is missing?

4. Which one of your patterns has prevented you from accomplishing your goal?
5. Which habits do you need to change in order to reach your goal?

Figure out exactly what it is that you want and go for it!



Of course you can fly!

Are you Living your Life in Color or Black and White?

Getting Started

What is the one new habit that you could develop that would have the greatest positive impact on your life right now?

Getting started is the most difficult part: therefore it is very important that you write a **mission statement** and establish **measurable goals**.

This is the cornerstone of the concept of trading bad or unproductive habits for good ones.

It will serve as a guide to keep you grounded and help you to re-focus your attention whenever you become distracted.

Whenever you feel tempted to engage in a bad habit or fall into a productivity slump, refer to your mission statement and your goals.

You must take an honest look at where you are now so you can set goals and begin to move forward with your life.

Remember, there are two things that you must know:

- **Where you are going**
- **How you are going to get there**

The coaching baseline is an exercise that will help you evaluate your current situation.

After you have completed the coaching baseline and established some preliminary goals you will be able to create your first mission statement.

Your dreams belong to you and you alone...have faith in yourself and you can make your dreams come true!

Personal Coaching Baseline

	Spirituality	Health	Relationships	Family	Career	Finances	Nurturing	Confidence
10								
9								
8								
7								
6								
5								
4								
3								
2								
1								
0	Spirituality	Health	Relationships	Family	Career	Finances	Nurturing	Confidence

Rate your current level of satisfaction with your performance in each of the areas listed on the chart using a scale of 1 to 10.

1=Not Satisfied

5=Average

10=Very Satisfied

Select a column and shade in the square that corresponds with the number of your current performance.

Shade in all of the squares below that to create a solid vertical bar.

Complete this exercise for each category to create a Coaching Baseline Chart.

After you have completed your chart write down the categories with the three lowest scores and rank them.

1 should be the item that is most important to you and 3 should be the least important at this particular time.

In the example above, Health, Family, and Career would be the first three areas that should receive attention.

Item number one should be the area that will bring about the greatest positive impact on your life right now!

Now you must answer one very important question.

Are you ready and willing to make a commitment to work on this priority?

Personal Coaching Baseline

10								
9								
8								
7								
6								
5								
4								
3								
2								
1								
0	Spirituality	Health	Relationships	Family	Career	Finances	Nurturing	Confidence

Use this chart to complete your own Personal Coaching Baseline Assessment.

Post it in a place where you can see it every day.

Goals

Now that you have completed your own personal Baseline Assessment, you should be very clear on which area you need to focus on most at this particular time.

It is critical that you choose one goal and focus only on achieving that goal.

If you can successfully complete the empowerment activity associated with that goal 25 times, then you will be well on your way to making this desired behavior a habit.

You should have identified one area in which you are willing to focus all of your attention.

If this is not the case and you are not totally focused and committed to improving one area of your life then you must start over.

Let's say you're preparing to take a road trip and drive to a place that you've never been before. What is the first thing that you would do before jumping into your car and taking off?

Would you simply pack your bags, grab your keys and head out?

Probably not. Most of us would at least take some time to gather information about how to get there. Be it researching directions on the internet, getting directions from someone who has been there before or looking at a roadmap.

After you have gathered the information, you will probably plan some sort of schedule...when and where to stop for gas, rest breaks, where to stay overnight and so forth.

The process of reaching your goals or your final destination is no different; you need to have a roadmap or a plan to achieve your goal.

So now that you have identified one area that you want to work on and you know where you want to go, it's time to decide how you are going to get there.

Are you ready to begin your journey?



The only way to know for certain where the river will end is to follow it.

Don't Re-invent the Wheel

When forming new habits there are some important things that you should keep in mind.

First of all, your time is very valuable so don't waste time on trying to figure things out through the trial and error method if you can learn from someone's experiences.

Why waste time on trial and error when you can easily get the information that you need from someone who has already done what you want to do.

The best way to start something new is to learn from someone who is already doing what you want to do!

Team up with a coach, friend, mentor, or acquaintance and ask them to share their knowledge with you.

Most people like talking about their hobbies or accomplishments and they will be more than happy to share information with you.

Experts are not only a good source of information, but they can provide inspiration and motivation as well.

After you have decided upon one and only one area in which you need to improve, you must brainstorm and come up with activities that will support your new habit and help you to accomplish your goal.

You must now use all of your resources to come up with empowerment activities.

Use your own ideas, research and study information on-line, read books, and talk to people who are knowledgeable on your particular subject.

Take a look at the empowerment activities chart on the next page to see how this process works.

Remember, the items that you list must be things that are within your control to change.

Empowerment Activities

Goal	Empowerment Activities
Health	Diet-lose weight
	Exercise-get into shape
	Walk at least three times per week
	Ride a bicycle at least three times per week
	Go to the gym and work out at least three times per week
	Stop Drinking Sodas
	Do not eat heavy meals after 7:00 p.m.
	Reduce my daily caloric intake
	Eat smaller portions at meal time
	Get a medical examination
	Get a dental examination
	Drink more water
	Give up sweets
	Eat more fruits and vegetables

Mission Statement

Once you have decided where you are going and exactly what it is that you want to accomplish, you will need to write a mission statement.

This will outline what you are going to do, how you are going to do it and how long it will take you to accomplish your goal.

"I will lose 10 pounds by August 4, 2008 because being overweight is bad for my health."

"I will accomplish this by maintaining a balanced diet and working out every day in my home gym."

There is power in the written and spoken word. The process of writing it down makes it real and binding, it makes it eternal. It will keep you grounded and become your source of inspiration when you are struggling.

Writing things down symbolizes a written contract with yourself. Are you willing to honor your contract?

If you are ready then complete the goal worksheet on the next page.

Rise above it all and see the big picture!



What is your vision?

Goal Worksheet

What is my specific goal?

What are the benefits of accomplishing this goal?

What is my time frame to reach this goal?

What specific steps will I take to reach this goal?

Do It Twenty-Five Times

Begin on a Monday and take small steps each day, Monday through Friday for five weeks. Use Saturday and Sunday as supplemental days.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

What will I do to get focused when I get off track?

Monday

In my opinion, there is no such thing as a bad day or a wrong time to begin working on a new positive habit.

But is it possible that starting on some days increase your chances of being successful more than others?

Consider this:

Give yourself a psychological advantage by starting new habits on Monday's. Yes, that's right, I said Monday.

In spite of all of the bad press that Monday receives about being the absolute worst day of the week if you look hard enough you'll find that this day offers some unique advantages when it comes to starting up new ventures.

Monday provides structure for many of us in the form of the beginning of a new work week, attending classes at school, or other activities.

So in a sense we have already developed some form of habit forming behavior associated with the start of a new week.

The success rate for newly formed habits greatly increases when linked to existing habits or patterns.

Starting on Monday makes it easier to track and monitor your progress. This is particularly handy if you happen to be one of those people who are bad about writing things down.

Starting on Monday allows you to use the week-end to prepare mentally for the task at hand, it also allow for what I like to call purge and binge time.

Successfully getting one week behind you can give you the motivation and the much needed momentum to keep going.

Remember anytime is a good time to start a new positive habit but if structure and motivation are important keys to your success when starting new projects, then starting out on Monday just might be the ticket that can help you achieve success.

Spirituality

The opportunities for us to improve ourselves are endless. I have ranked them in order of what is important to me and you should do the same. In my case everything begins with **spirituality** for this is my core...my belief system.

If I were to suddenly find myself in a hopeless situation facing life or death, I would turn to my spiritual side.

I always pray when things seem hopeless. It gives me strength and peace of mind. After I pray, I know that everything will be alright, no matter what happens.

What do you do when you are faced with hopeless situations? Do you rely on a higher power, or do you rely on yourself?

You can have all of the money and the power in the world, but if your **health** is failing and you are unable to enjoy it because you are at or near the end of your days, what difference does it make?

What's it all for, the struggle and the strife? What's the point if you won't be around to share it with someone?

What is spirituality and why is it so important?

- Faith, belief in a higher power.
- It gets you through the toughest of times.
- People are human and will fail you.
- They do not always do it intentionally.
- Spiritual people are happier and healthier.

Get in touch with your spiritual side through daily readings, prayer, and meditation, this will keep you grounded.

Pick one source and read a little every day.

Health

The subject of health is a very broad topic and covers a great deal of territory. For our purposes today let's narrow the field a bit and focus on things that most of us can control.

Simply put, there are two categories and we all know them by heart, everyone in the world will tell you that **diet** and **exercise** are the keys to good health in most situations.

Being physically strong and in good shape improves your confidence and your mental state of mind.

I hear it time and time again...diet and exercise...diet and exercise.

If so many people are saying that these are the keys to good health, then there must be something to this theory so we owe it to ourselves to at least try it out if we have not already done so. We need to test this theory to see for ourselves if diet and exercise do in deed improve our health.

Let's face it, if all we had to do to lose weight was to take a pill then there would be millions of skinny people running around!

When you take a look at the cold, hard facts, there is no magic cure that will help you lose weight and keep it off. To do this requires a lifestyle change, which means you must develop new habits.

Let's start with the diet, we must establish a baseline and in order to do this we must closely examine what we eat and drink on a daily basis and record the total calories at the end of each day.

Record this information every day for one week.

Date	Time	Food	Calories
10/14/07	6:00 a	Green Tea	0
	9:00 a	(2) Granola Bars	180
	11:00 a	Beef and Vegetable Soup	400
	2:00 p	(2) Sugar Cookies	300
	6:00 p	Chicken Breast and Brown Rice	800
Total			1680

Along with a good healthy diet comes, yes, you guessed it , exercise!

Set yourself up for success by setting small attainable goals and building upon them as your confidence increases.

It is far better to walk for 20 minutes, three times a week and keep it up than it is to try to walk for an hour every day and burn out and quit after a couple of weeks.

Below is a sample of a workout log that I use on a regular basis.

Cycling Log

Week 1	Date	Weight	Time	Goal	Distance
Sunday	10/14/07	190 lbs.	39 Min.	10 Miles	10 Miles
Monday					
Tuesday	10/16/07	191 lbs.	39 Min.	10 Miles	10 Miles
Wednesday					
Thursday	10/18/07	190 lbs.	39 Min.	10 Miles	10 Miles
Friday					
Saturday	10/20/07	189 lbs.	38 Min.	10 Miles	10 Miles
Total					40 Miles

You must have data in order to track progress.

Use the diet and Exercise logs on the following pages to establish baseline data to track your progress.

Do not get hung up or become pre-occupied with the numbers or values. They are there simply to provide a point of reference.

Your goal at this stage of the game is simply to establish the habit of working out and eating properly.

Consistency is the key. It is better to do a little three or four times a week than to do a lot once a week and give up on your goal.

Exercise Log

Week 1	Date	Weight	Activity	Goal	Actual
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Total					

Week 2	Date	Weight	Activity	Goal	Actual
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Total					

Week 3	Date	Weight	Activity	Goal	Actual
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Total					

Use this exercise log to set goals and track your progress.

Relationships

Enjoying a healthy relationship with a spouse or significant other is an area in which many of us focus much of our time and effort, after all, love makes the world go round!

If you are already in a healthy relationship nourish it and help it continue to grow.

Do the little unexpected things that keep life interesting. For example, when was the last time that you surprised that special person in your life by doing something unexpected?

Giving them a card for no reason, or better yet flowers or candy, or that special gift.

I'll let you in on a tremendous secret...spontaneity keeps the spark in relationships. Becoming predictable and taking each other for granted are perhaps some of the most common mistakes that prevent relationships from progressing to the next level.

Learn to show your love in little ways for example:

Your smile, your look, compliments, your touch. It doesn't hurt to show your appreciation from time to time by simply saying thank you, or better yet, I love you.

Plan and make time to do things together as a couple and don't take each other for granted.

Learn to communicate and talk about what you are feeling with your mate, this will go a long way towards developing the trust necessary to sustaining a healthy relationship.

If you aren't in a relationship you must learn to love yourself. You do this by engaging in activities that fulfill your life and make you whole. By doing this, you will be ready when the right person comes into your life.

Learn to love yourself so that others will also want to love you.

Family

Maintaining strong and healthy family relationships also requires a considerable amount of time and effort, but if done properly and a little at a time, this can soon become a labor of love.

How often do you spend quality time with family members living in the same household as you?

How often do you call or visit with family members who do not live with you?

For most family members, your time and undivided attention are the most valuable gifts that you can give.

Take a genuine interest in what they are doing and listen intently to what they have to talk about.

Don't hold back or be afraid to share what is going on in your life with them.

This two-way communication process strengthens family ties and relationships.

When dealing with family members you must try not to be too critical or judgmental as this will often cause them to shut down the communication process.

Remember always when dealing with family members that patience is the key.

Practice your listening skills and pay attention to what their body language is telling you.

People express love in many ways and oftentimes the greatest gift manifests itself in the form of a simple act of kindness.

Don't miss out on the opportunity to give or receive a special gift today!

Career

If you are like most families then you, your spouse, or perhaps even both of you must work to earn an income to support your household.

The key to being happy and successful with your career is to find a healthy balance and this is best achieved by periodically assessing your current job situation.

If you are good at what you do and you truly enjoy your career then both you and your employer will benefit. This is the ideal situation.

When the relationship between employer and employee becomes unbalanced then both parties will inevitably lose out.

If you are one of those people who feel like you are being held hostage by your job, then it's time to ask yourself some serious questions.

Are you doing what you love?

What do you really love about your job?

What do you hate about your job?

Is there room for advancement and personal development?

Do your personal beliefs and values tie into your job?

Where will you be in two years with your current company?

Be willing to step outside of your comfort zone periodically and objectively examine your employment situation to determine if it still meets the needs of you and your family.

Finances

Financial Independence should be the goal of each and every person that gets up every day and goes to work for a living.

The problem is that most of us are so busy trying to make ends meet that we cannot even begin to think about how we are going to save money.

If you are not already doing it, you should begin to spend less than you make.

This is the first key to financial freedom.

I recommend that you learn to save at least ten percent of your take home pay to start out but twenty-five percent should be your goal.

If you are not currently doing this, then you have some major work to do in terms of becoming financially independent.

What if someone told you today that you were going to get a full reimbursement for every car payment that you had ever made in your life? How would that make you feel?

The chances of that happening are slim to none but you can achieve similar results by simply paying yourself each and every time that you get paid...just as if you were paying a bill.

When you pay creditors, that money is gone, lost forever but when you pay yourself that money is there working for you and helping you on your quest for financial freedom.

How can you expect to effectively manage more money if you can't manage what you have now?

Financial independence begins with eliminating debt and systematically saving money.

You're probably never going to get rich by working for someone else so I challenge you to figure out what you do well and see if you can turn it into a profit making venture.

Credit card payments and automobile payments should be eliminated.

A common mistake that many people make is that they save money to spend it.

When they get a substantial amount in their accounts then they start thinking about what they can spend it on...big mistake.

If someone gave you \$50,000.00 dollars today what would you do with it?

Understand one thing, you will have a very difficult time achieving financial independence if you don't learn how to systematically save money.

You need to understand one thing when it comes to money, having money means power and leverage.

Let's say for example that two people go to purchase an automobile, Person A has \$20,000.00 dollars in savings and Person B has nothing in savings.

Which person will get the best interest rate when the time comes to finance the new car?

If you guessed Person A then give yourself 100 points.

The person who has no money will actually end up paying more money because they are seen as a higher credit risk because they either do not have money or can't seem to manage the money that they do have.

Develop the discipline to manage your money wisely so that you do not make bad financial decisions out of desperation.

Nurturing

Taking time out for yourself is very important.

You need to rest your body and revitalize your mind.

What are some things that you could do to pamper yourself?

- Eat at your favorite restaurant
- Read a good book
- Listen to music
- Watch a good movie
- Take a vacation

List three things that you could do to nurture yourself:

- 1.
- 2.
- 3.

You work hard and you deserve to treat yourself from time to time.

What's the point of putting in all of the hard work if you don't stop and enjoy your life every once in a while?

Our lives could be over with the blink of an eye, so why let all of the good things pass us by?

You owe it to yourself and your family to do something good that will bring joy into your lives.

Invest in yourself and work hard, but don't forget to play even harder!

Confidence

Self confidence and belief in yourself are the two most important traits that you must develop in order to successfully incorporate new positive habits into your lifestyle.

Bucephalus

Many years ago in a far off land an old horse trader visited the King's court to sell one of his horses to the royal family.

The horse that he presented to the King on this particular day was very wild and unruly, so wild in fact that not even the most experienced of the King's riders could mount and ride this ill-mannered steed.

The King became angry at the old horse trader for bringing such an unstable horse into his court and ordered him to take the beast away.

The King's young 12 year old son who had been quietly observing all that was going on quickly spoke up and told his father that he could ride the horse.

The young Prince even went so far as to tell his father that he would pay the full price for the horse if he was unable to ride it.

The entire court burst out in laughter at the challenge of the young Prince but his father agreed to let him try.

The young Prince ran to the horse, took the bridle and gently turned him towards the sun, for he had noticed that the horse was afraid of his shadow.

The prince continued to comfort the horse and reassure him and when the time was right he gently leaped onto the back of this magnificent steed.

He gently pulled in the reins and when the horse was at last settled, he let him go and off they went at full speed galloping victoriously together into the horizon.

When they returned, the crowd was astonished and amazed!

This young Prince later became known as **Alexander The Great** and he named his mighty steed **Bucephalus** and they went on to fight many great battles and they conquered many lands together.

Although many may laugh and taunt as you set out upon your endeavors, never stop believing that you can achieve your goals.

You cannot always depend on family and friends to support or understand you.

You must know in your heart that you can go and get whatever it is that you want.

You can achieve greatness on a personal level if you are dedicated and willing to take the time to pay attention to the little things.



Even rocks can bear fruit!

Daily Do-Littles

Daily Do-Littles are small activities that can help you accomplish a larger goal.

These activities should not exceed 5 minutes per day.

Breaking these items down into small manageable pieces allows you to be productive without seeming overwhelmed.

When starting new habits it is very important that you set yourself up for success.

After all, in the initial stages we are more concerned with developing the habit than we are with achieving the end result.

This concept is critical to your success.

People often fail to find their balance...they either procrastinate and do nothing at all, or they set unrealistic goals and burn themselves out.

It is important to start small and work your way up the ladder gradually and small daily activities can help you accomplish this.

Consider this simple example:

David who is a 44 year old man who has not worked out in over 15 years suddenly decides that he wants to build up his chest, arms, and upper body.

Now after doing no physical activity for 15 years, he can run out join a gym and set up a very expensive and aggressive weight workout.

This is fine if he can stay motivated and stick to it for the rest of his life.

A much simpler plan would be to link a basic exercise to something that he already does every day and repeat the activity in small intervals.

David could for example perform a basic exercise such as doing 20 push-ups each morning before he takes his shower and at the end of one year he would have gone from doing absolutely nothing to completing **7300 push-ups** and he would not have incurred any extra expense.

Chances are that he would have also developed a habit that he could easily maintain over the long haul. No need to pay for a membership or go to the gym because this exercise could be done anywhere.

Forming new habits should be done slowly and consistently so that the cumulative effect can take place and increase your confidence.

Don't get me wrong, it's certainly okay to do more if you are up to it but if you can't stick to one simple thing and do it twenty-five times, then it would probably be very difficult for you to successfully accomplish more aggressive goals.

Set yourself up for success by starting out small and linking the habit to something that you are already doing each day.

Activities can include things like:

- Do 20 push-ups per day
- Drink a bottle of water on your way to work
- Read a short motivational quote each day
- Save \$20.00 a week
- Tell someone that you love them
- Volunteer to take on a new assignment at work
- Call a friend or family member
- Try something that you've never done before

Do not concern yourself with doing what is popular or following the latest trends or fads.

Find something that works for you, something that you really enjoy doing, then set some goals, set up a schedule and stick to it.

Focus on developing the habit, not achieving the end result.

Your Daily Bread

If you focus your attention on self-development and helping others, then all of the rest of the areas of your life will be fulfilled.

Reaching out and helping other people will indirectly put you in contact with people who share similar interests...hence form the foundation for future relationships.

This selfless act will bear fruit in that people will come into your life under the right set of circumstances and it will not be a forced act.

Self-development will make you whole so that when someone special comes into your life through your interactions, you will be pure, whole, healthy, and ready to participate in the relationship without extra baggage.

We begin to accomplish this by developing good habits, our “Daily Bread”, this is the roadmap which will guide us along our journey.

Many different ingredients are mixed together to make a loaf of bread.

Each ingredient in and of itself is not so special but when mixed together they form bread which sustains all life.

When the bread is complete, the loaf can then be cut or broken into small pieces so that it can be consumed a little at a time, or shared with others.

Ask yourself...what becomes of a person who does not have bread or water?

This spiritual bread when taken in a bit at a time will make you whole.

Make a difference in someone's life today!

Ten Rules for Successful Habit Building

1. Be Present

Be realistic with yourself and decide once and for all that you are ready to make a positive change in your life.

2. Know Where You Are Going

Complete a Baseline Assessment to decide which area you should work on first.

3. Know How You Are Going To Get There

Develop a list of Empowerment Activities that will help you to achieve your goal.

4. Focus Your Attention On One Area

Once you have defined your target area then focus your attention solely on this area until you have successfully completed a related empowerment activity twenty-five times.

5. Write It Down!

You must write your goals down and keep them in front of you.

6. Get Organized

Prepare yourself mentally by clearing your mind, your space, and most importantly your schedule so that you will be able to work on your goal.

7. Don't Re-invent the Wheel

Don't waste your valuable time by trying to figure out everything on your own, this can lead to frustration and procrastination.

Seek out information from those who have already successfully accomplished what it is that you want to do.

8. Be Committed

Do not make excuses and do not allow anyone or anything to prevent you from achieving your goal.

You must be willing to go it alone and do it for yourself.

You can't expect support from your family or even your closest friends. You must be prepared to go it alone!

9. Set Yourself Up for Success

Be patient and start off with small goals that you will be able to sustain over the long haul.

Do not burn yourself out by trying to accomplish too much at once. Take your time and let things fall into place naturally.

10. Be Successful

If you believe in yourself and invest in yourself then nothing can stop you from accomplishing your goals and being successful!

After all, you're worth it and you deserve all the best life has to offer!

Systematically developing one good habit at a time in the eight functional areas of your life will enable you to accomplish things that you never dreamed possible! You possess within you the power to turn your life around today!

Today Is The Day!

Believe in yourself and invest in yourself because you are worth it!

Be Present...Take Action... Be Successful!

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