

*Improve your life
and reach your dreams*

THE JOURNEY TO YOUR BEST LIFE



*A compilation of key concepts for personal
development extracted from world leading life
coaches and leadership experts*

- THOMAS SPIEKER -

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and reach your dreams*

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Many thanks for respecting the rules!

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and reach your dreams*

THE JOURNEY TO YOUR BEST LIFE

*This journey may not be easy
but it will be worth it.
Start! And keep on going!*

- THOMAS SPIEKER -

Imprint

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*This book is dedicated
- with all my love and respect -
to*

*My loving wife Sieglinde who supports me
unconditionally anytime in everything I do.*

And to

*My nieces Nadine, Natalie and Nicole
and my nephews Louis and Patrick who - together
with their families and friends - are all a great
enrichment of my life.*

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PROLOGUE

Most of us have dreams how their best and fulfilled lives should look like. And for many of us it's not the life as it currently is. However many people today are so caught in their own rut that they do not dare to pursue their true dreams seriously and consistently. The convenience of the present situation and fear of uncertainty are some of their biggest enemies.

This book is written to support you in your self-development, to encourage you to take the leap into uncertainty, to help you on your individual journey to your best life and to enable you to fulfill your dreams.

To be crystal clear: the concepts, rules, guidelines and ideas shown in this book are not originated by me, but they have helped me a lot - and still do - on my journey to my best life and to fulfilling my dreams. The book represents a compilation of key concepts for personal development extracted from world leading life coaches and leadership experts. It consists of 12 chapters. Each chapter compiles what I consider to be the most essential rules, guidelines, concepts and ideas from a selected book by a leading life coach and leadership expert. In doing so, I have stripped down the books contents to what I consider to be the

absolutely essential statements. Each chapter thus represents a separate unit and can accordingly also be worked on independently of each other.

Some ideas, rules or concepts are listed several times. They can then be found, for example, by different authors or, in exceptional cases, several times by the same author. Do not let this confuse you. This rather underlines the importance of the respective rule or shows a certain degree of agreement of the authors' points of view.

And if you look for a book which leads you to your dreams easily and in no time, this certainly is the wrong book. But as soon as you have found such a book, please drop me a note and let me know immediately! Thanks in advance!

How to best use this book

To distill the greatest value of this book let me provide you some ideas and hints.

Of course you can read the book starting at the beginning, consecutively following one chapter after the other till the end. This certainly is a reasonable choice to gain a good overview when you read the book for the first time. At the same time let me give you a warning. If this is all you do, then you will presumably not discover its value and real benefit.

The book is by far more a working book, which may accompany you through your whole life than a book you read once for pleasure only. Therefore I strongly recommend to read the book or at least part of it and work

with it over and over again. Read the rule - one by one -, pause after each one, read it again, deeply think about what does the specific rule for you in your specific context, situation, challenge, goal and dream mean. Write it down - before going to the next rule! This will enable you to internalize the content. In any case it's best to equip yourself with a text marker, pens in different colors, etc. and mark those rules, concepts and ideas which most resonate with you and your journey to your best life. Write those ideas and guidelines in your personal notebook, on post-its which you staple to the mirror, or on cards which you put into your wallet. Let your creativity sprout and discover ways which fit best to your personality. Furthermore don't hesitate to customize the rules, concepts and ideas offered to you in the book by adding, enriching them with, adopting them to and detailing them with your personal stories, your specific situation and your personal development goals.

In particular, for those who wish to delve deeper into the ideas, guidelines and concepts outlined, I strongly recommend studying the original literature named at the beginning of each chapter. The original literature will provide further valuable details, backgrounds and stories as well as numerous concretizing examples.

The rules and concepts have been absolutely proven several times and do work - if you do the associated and required work!

Therefore my suggestion is to revisit the book at least once a month. Yes, I know, this may be challenging, but it will be worth it and more than helpful on your personal journey to build your best life. Start! And keep on going! It's your life and it's the only one you have!

1. TAKE YOURSELF TO THE TOP

The following chapter outlines some of the key principles elaborated by Laura Berman Fortgang and published in her book *Take Yourself to the Top: Success from the Inside Out* (Penguin Group, August 2005). The book is purchasable e.g. via <https://www.amazon.com/Take-Yourself-Top-Success-Expanded/dp/1585424471> .

1. Make your life the way you want it!

2. Overcome the hurdles to where you want to go!

3. Do whatever it takes to get what you want!

❖ *Stretch you beyond the limits!*

❖ *Try something else!*

4. Get started

❖ *Give up excuses!*

❖ *Now is the time to start!*

5. Start feeling more and more optimistic.

6. Getting unstuck definitely means making changes!

7. Put your boundaries in place.

❖ *Say „No“ more often!*

8. Get back to doing what you love!

9. Make a shift in perception!

10. You'll have to take risks!

11. Fifteen minutes a day for creative silence.

12. Think big! Play a bigger game!

13. Have a vision!

❖ *You have to see it before you can achieve it.*

14. Attitude and perseverance are half the battle!

15. Serve your clients even better than they expected you to do!

16. Showing your appreciation is crucial!

17. Take responsibility to finding solutions.

18. Make the time to do the professional reading!

19. Get involved!

20. Pull yourself out of the rut!

21. Reinvent your work life completely!

22. Why not take actions and see what happens?

❖ Give it a try!

23. Choose Differently. Make a change!

- ❖ *What can you change right now?*
- ❖ *There is no time like the present to begin!*

24. Make time to take care for yourself!

- ❖ *Pull yourself away from TV!*
- ❖ *Walk 30 minutes a day.*
- ❖ *Leave work at 18:30. Finish on time!*
- ❖ *Drink 8 glasses of water a day.*
- ❖ *An apple a day (and nuts) keeps the doctor away!*

25. Go beyond your comfort zone!

26. Start being different right away!

27. Be generous!

*28. Be open to whatever happens and adjust
your approach! Experiment!*

29. Devote your efforts to the needs of others!

30. Follow the more courageous choice!

31. Do what you can do now from where you are!

32. Opportunities will always come!

33. No idea works until you start doing the work!

34. The world does belong to those who learn!

35. Trust and not be afraid!

2. WINDING ROAD TO FREEDOM

The following chapter shows some of the key ideas compiled by Dustin Rusbarsky in his book *Winding Road to Freedom: 15 Entrepreneurs Share Their Journey to Financial Freedom* (2016). The book is purchasable e.g. via <https://www.amazon.com/Winding-Road-Freedom-Entrepreneurs-Financial/dp/1539998789> .

1. You will deal with any combination of circumstances that will arise!

❖ I know I can handle anything that is thrown to me!

2. I choose those tasks that move me consistently, even if slowly, toward my major goals!

3. Incremental actions done consistently over time bring monumental results!

4. When I'm feeling blocked it's usually because I haven't divided the project into small enough action steps!

5. Let no day go by without taking some concrete steps toward your dreams!

6. *I have to find my own way!*

7. *Sometimes take a break from trying to
succeed!*

8. *I focus on one thing at a time!*

❖ *I didn't have to have it all figured out!*

❖ *I was taking small steps. I was doing
what I could with what I had. And that
was enough!*

9. *Embrace uncertainty! Experiment and
Discover!*

❖ *Step into the unknown!*

❖ *Trust your inner guidance system.*

10. Know your „Why“! Know your purpose!

11. Enjoy the journey! Make time for play!

12. Let go and stop to control things!

*13. Keep stepping out of your comfort zone and
have more amazing experiences!*

*14. Find a bigger purpose and live your life on
your own terms!*

15. Being happy is a decision!

16. Find people whom you can help!

17. Make new choices!

❖ *Experiment a little every day!*

❖ *You can change your thoughts!*

18. Practice meditation 5 to 10 minutes daily!

19. Lead a simplistic lifestyle!

❖ *Be happier with less!*

20. Walk into something completely different.

3. WHY YOU'RE STUCK

The following chapter compiles some of the key ideas elaborated by Derek Doepker and published in his book *Why You're Stuck: Your Guide To Finding Freedom From Any Of Life's Challenges* (CreateSpace, 2013). The book is purchasable e.g. via <https://www.amazon.com/Derek-Doepker/dp/1492751219>.

- 1. Believe in yourself to make it happen!*
- 2. Get focused and apply what you already know!*
- 3. What's my life going to be in a year, or five years from now?*

4. You'll be able to break through any challenge or obstacle!

5. Awareness, appreciation and action!

6. Think and act Differently!

- ❖ See something in a new way and in a new perspective!

- ❖ Everything depends on your response.

- ❖ Take a Different course of action!

7. Embrace the fact that you would not only think happy thoughts - and that's ok!

8. Allow yourself to feel bad - only for a certain time.

9. Welcome whatever is happening to you!

10. Take conscious action! Do the work!

11. Act upon what you Discover - even during the times you don't feel like it.

12. What if I'm stuck for a reason?

13. Turn your challenge into an opportunity.

14. Decide for yourself which choice is best for you.

15. Take conscious, focussed effort to break free!

16. Practice meditation daily!

17. Act in the best way you can - even if it's just doing something small!

18. Welcome the struggles and obstacles!

19. You can change your attitudes and beliefs.

20. Explore new ways!

21. Acts of giving

22. Push yourself out of the comfort zone!

❖ Push yourself beyond your limits!

❖ Take risks, take a plunge into
uncertainty.

23. Find a purpose and find your way how to
serve!

24. Take a leap of faith!

25. What better things can you do?

❖ *Find your next step.*

26. Take on a new behavior.

❖ *Set challenges for yourself.*

❖ *Choose a new behavior that is challenging but easy enough that you know you can do it.*

27. Write your goals down! Then the success will be enhanced dramatically!

28. Create a new habit in your life.

29. Act in spite of it!

❖ Spur you into action.

❖ Step into your fullest potential.

❖ Move forward.

30. Gain freedom through Discipline!

31. Let go of needing all the external stuff.

32. Craft your own journey.

*33. If this could serve me in some kind of way
how could this be?*

34. Move your body!

35. Change your actions!

❖ Make the changes you wish to come!

❖ Start to discover alternative paths!

❖ Simply make different choices.

36. Be gentle with yourself!

37. You can always choose to welcome your
present circumstances!

38. Be willing to adapt and be quick!

39. Move forward not knowing all the
answers!

40. Put in the necessary time and effort to
make it work!

41. Taking small steps to better your life will
compound over time!

4. THE MINDFUL LIVING GUIDE

The following chapter illustrates some of the key guidelines elaborated by Paige Oldham and published in her book *The Mindful Living Guide - A Guide to Inviting Joy, Peace and Happiness Into Your Life*. You can receive your free copy via www.simplemindfulness.com.

1. Be in the present moment!

❖ *Noticing without judgement.*

2. Learn a new skill!

3. Don't push yourself too hard!

❖ *Take a few deep breaths and smile.*

❖ *Take baby steps - but take them!*

4. Quiet your mind.

- ❖ *It's all about how you choose to interpret it and how you choose to feel and react!*

5. Make new choices!

- ❖ *Start breaking rules, standards and expectations.*
- ❖ *We are free to make new and happier choices!*
- ❖ *Choose Different responses!*
- ❖ *Think of alternatives!*

6. *Start with meditation - even if it is for just 1 minute.*

❖ *Notice your thoughts, don't judge them.*

7. *Make changes!*

❖ *Do new things.*

❖ *Do things differently.*

❖ *Think new thoughts.*

8. *Do the most important thing first!*

9. *Feel joy and peace every day. Do things you enjoy!*

❖ *Decide to be happier with what you are doing today.*

10. *We don't have to react to everything which comes our way!*

11. *Not did I only survived the Disaster, I also learned a lot.*

12. *I'm a human being, not a human doing.*

13. *Get out there and experiment!*

14. *Write down*

❖ *your ideas!*

❖ *your goals!*

❖ *your actions to be taken!*

❖ *your plan!*

15. *Be curious and ask!*

❖ *Ask for what you want.*

16. *You have to give.*

- ❖ *There is a huge correlation between happiness and how much you focus on others.*
- ❖ *Give to others without expecting anything in return.*

17. Write your gratitude journal!

18. Take responsibility for your life!

19. Start pushing your boundaries! Leave your comfort zone!

20. *Feel the fear and do it anyway!*

21. *If you purchase something think about how you will feel about that purchase tomorrow, next month and next year!*

❖ *Does making this purchase take me away from fulfilling my high priority goals?*

❖ *Each dollar spent today is more than a dollar taken away from your future!*

22. *Refine yourself!*

23. *What do you love about your career?*

❖ *Make a list.*

❖ *What can you change?*

❖ *What is your purpose?*

5.

GET HAPPY NOW

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The following chapter outlines some of the key ideas elaborated by Joseph McClendon and published in his book *Get Happy Now* (June 2013). The book is purchasable e.g. via <https://www.amazon.com/gp/product/1935944541> .

1. Alter the course of your own life!

2. Be grateful for the blessings that have come your way!

3. Optimism, hope and faith!

4. Fully engage in the process and interact!
Believe in your success!

5. Write things down! Your vision, goals and actions needed to be taken!

6. Take things into your own hands!

7. Be committed to change! Put in the time, energy and effort!

8. Think and live Differently! Do Different things!

9. Adapt a new set of beliefs about what is possible!

10. Now is the time to make a change!

11. The power of positive thought and positive mindset!

12. See clearly where you want to go!

13. Look forward to every day with positive expectation!

14. What you do with your body in terms of movement is one of the greatest components of the state of happiness!

15. Long for newness, excitement and discovery!

16. Go through the discomfort associated with change!

17. Deliberately interrupt a negative pattern!

18. Don't cry because it's over, smile because it happened!

19. Create your magnificent day!

20. What you focus on is what you get!

21. Look somewhere Different!

22. Think big! Act with passion and have a vision!

23. Follow your plan!

❖ Be excited about the future to come!

24. Transform your thinking!

❖ See, perceive and feel the world differently.

25. Discover your purpose, your „Why“!

26. Appreciate challenges!

27. Engage to make it happen!

❖ *You will find a way!*

❖ *Have faith!*

28. Go beyond!

❖ *Go the extra mile!*

❖ *Do it over and over again!*

29. Give back to the world!

30. Make changes that stem from your
intrinsic desire!

31. Live today with intentionality!

32. Stop talking about it! Just do it!

33. Eliminate worry! Take risks!

34. Focus on specific positive images and words
in your mind!

❖ Create a resourceful state of mind and
attitude!

35. Find something new every day!

36. Happiness doesn't have to be dependent on your life circumstances. Happiness is in the mind!

37. Be anything you want to be! Anything is possible!

38. It's all about changing the perception!

39. Bounce back, redefine and reframe adversity!

40. Believe in your dream!

41. Your story determines your path!

42. Courage! Heighten your level of courage!

*43. Be committed to resiliency - no matter
what!*

*44. For every adversity there is an equal or
greater benefit!*

*45. Work the process! Change your life! Do
it every day!*

46. Engage in creating the desired outcome!

47. Focus on your specific action plan!

48. Your future lies in your own hands!

❖ It's all up to you!

❖ The time is now!

*49. Be happy despite stressful influences
around you!*

50. Detox from information periodically! Shut down the computer and phone for some days or a week!

51. Create a new inner world!

52. Find joy and abundance and give back to others!

53. You have the ability to transform!

6. NOVICE TO EXPERT

The following chapter compiles some of the key rules elaborated by S.J. Scott and published in his book *Novice To Expert - 6 Steps To Learn Anything, Increase Your Knowledge, And Master New Skills* (2016). The book is purchasable e.g. via <https://www.amazon.com/Novice-Expert-Anything-Increase-Knowledge/dp/1542310393>.

1. Get Started!

- ❖ *Create your own step-by-step plan.*
- ❖ *Do something!*

2. Work Diligently!

- ❖ *You can learn anything. Fully immerse!*

3. Teach others about it!

*4. Work at it every day, at least 30 minutes
a day!*

5. Know the reason! Know your „Why“!

*6. Take immediate action. Act on what you
learn!*

7. Build the learning habit!

8. Simply do it! Apply what you learned!

9. Just and only focus on the next step!

❖ *Completely focus at one thing at a time!*

❖ *Completely immerse!*

10. Go to your local library!

❖ *Implement what you have read!*

❖ *Go out and do what's suggested.*

11. Exchange ideas!

12. Take actionable, action-oriented notes!

❖ *A series of small actions continuously
done every day!*

13. Pen and paper approach!

14. Learn new things!

15. Ask yourself: „What's my next step?“

16. Consistent actions!

*17. Break it down into small, manageable
tasks!*

18. Turn the tasks into a habit! A simple 5 minutes habit!

19. No excuses! Just do it!

20. Jot down every lesson learned!

21. Carve out time to work on your goal every day!

❖ Put in time, effort and dedication!

22. Take breaks!

23. Stretch! Push yourself!

24. Embrace your mistakes!

25. Have a coach and mentor!

*26. Look for creative ways to overcome
challenges!*

*27. Say No to certain activities like TV and
low value meetings!*

28. Identify the key steps! Eat that frog!

29. Get up 30 minutes earlier!

30. Everyone has to go through the valley of despair!

31. Develop mini habits! Stick to them!

❖ Putting in some time on a daily basis!

32. Develop an attitude toward action!

33. Consistency is more important than IQ!

34. Set a mini goal that you can work on no matter what happens in life!

35. Know your 5 things to achieve in the next 3 years!

❖ *Write them down!*

❖ *Create an action plan!*

❖ *Get started immediately!*

36. Surround yourself with like-minded people!

37. Take 100% responsibility for your life!

❖ *You are in charge of your own luck, destiny and happiness!*

7. HOW TO WORK WONDERS

The following chapter presents some of the key ideas developed by Liggy Webb and published in her book *How to work Wonders - Your Guide to Workplace Wellness* (May 2009). You can find additional information via www.liggywebb.com.

1. Develop a healthy and positive attitude towards work!

❖ *Interesting ideas*

❖ *Opportunities to grow and learn*

❖ *Various people*

❖ *Tons of knowledge*

❖ ...

2. Work is what you make it!

❖ *And it is your attitude and approach that will have the most significant effect!*

❖ *Be fully receptive, engaged and involved in work!*

❖ *Communicate positively and optimistically!*

3. Your attitude, not your aptitude will determine your altitude!

❖ *Positive mental attitude, energy,
enthusiasm and optimism.*

4. Be positive and open minded about change!

*5. Change your thoughts and you can change
your world!*

*6. Look for positive opportunities in the midst
of anything negative!*

7. Vitality! Activity! Adventure!

8. Remain positive in the face of adversity!

9. Adopt an attitude of gratitude!

10. Focus on your breathing!

11. A brisk walk and positive affirmations!

*12. Take actions to improve the situation and
your thinking!*

13. Variety in life!

*14. Take time to consider how you define
personal success for you!*

15. Cut excessive sugar out!

16. Herbal and green teas! Nuts!

17. Have the energy to enjoy your work.

18. Believe in yourself and trust your own
views and opinions!

19. You have the ability to take control and
make positive changes:

❖ Actions!

❖ Behaving!

❖ *Thinking!*

❖ *Habits!*

20. Embrace change!

21. Say no, when you have too much on your plate!

22. Create an environment that is comfortable and stimulating!

23. Take charge of your own personal development!

24. Choose to be happy at work!

❖ Think positive about your work.

*25. Setting goals gives us direction, purpose
and focus in our lives!*

26. Focus on actions you can take!

*27. Create a list of things you can do today
to work towards your lifetime goals!*

*28. The numerous 5-minutes steps will add
up over time!*

29. Take at least 3 action steps every day that bring you closer to your goals!

❖ *Consistent action every day.*

❖ *Persistence & Discipline.*

❖ *With purpose.*

30. Determination & commitment is required in challenging times!

❖ *Stick to your vision!*

❖ *Don't give up!*

*31. Do what you can with what you have from
where you are! (Roosevelt)*

32. Nothing worthwhile comes easily!

8. FEEL THE FEAR AND DO IT ANYWAY!

The following chapter outlines some of the key concepts discovered by Susan Jeffers and published in her book *Feel The Fear and Do It Anyway: How to Turn Your Fear and Indecision into Confidence and Action* (January 2007). The book is purchasable e.g. via <https://www.amazon.com/Feel-Fear-Anyway-Indecision-Confidence/dp/0091907071> .

1. Shifting your thinking magically reshapes your life!

2. Embrace uncertainty! Face the unknown!

3. Feel the fear and do it anyway!

4. *Get involved! Participate!*

❖ *Take each little step forward!*

5. *Develop more trust in your ability to handle whatever comes your way!*

❖ *Whatever happens to me, I can handle it!*

❖ *Trust in your ability to handle the world.*

6. *Just keep putting yourself out there!*

❖ *Go out and do it.*

7. *The fear will never go away as long as you grow!*

❖ *Continue to take new risks in making your dream come true!*

8. *Push through fear!*

❖ *Not only am I going to experience fear whenever I'm on an unfamiliar territory, but so is everybody else!*

❖ *Everyone feels fear as he or she moves forward through life!*

9. Get yourself to do what you want to do!

10. The way you use words has a tremendous impact on the quality of your life!

11. See the gift in life's obstacles!

12. Stretch! Push yourself! Leave your comfort zone!

13. Take a risk a day!

14. Even if it did not work out the way you wanted it, at least you have tried!

15. Change your thinking!

- ❖ *Perceive things Differently and change your actions!*

16. Create your own happiness!

- ❖ *Figure out what you want and act on it!*
- ❖ *You have the power to create what you need!*

17. Be aware of the multitude of choices you have in any situation!

18. Begin to see how easy it is to change!

*19. Begin to look at the gifts you have
received from what you have always looked
at as a bad situation!*

*20. Thinking more positively will pull you
closer and closer toward finding your own
power!*

*21. I'm not a failure because I don't make it,
I'm a success because I tried!*

22. Ships in harbor are safe, but that's not what ships are built for.

23. Break through old patterns!

24. It's all happening perfectly!

25. Positive thinking changes everything!

❖ Success through a positive mental attitude!

26. Be concerned with something bigger than yourself!

27. You can do anything you set your mind to!

28. Start to take risks and grow! See the good that can come out of every situation!

29. Be adventurous and try out new territories!

30. Make your days happier!

31. Value can be created from anything that happens to you in life!

32. Slowly learn to take risks!

33. Cope effectively with the world around
you!

34. Create a positive experience out of what
life handed you!

35. See the possibilities in the impossible!

36. When you are a giver you have nothing to
fear!

*37. Nothing is going to work for you unless
you do the work! Participate! Engage!
Move! Act!*

38. Get involved in the process!

*39. I just went ahead and did what I had to
do to make my ideas work - despite the
fear!*

9. THE GREATNESS GUIDE

The following chapter reveals some of the key guidelines elaborated by Robin Sharma and published in his audio book *The Greatness Guide* (September 2020). The audiobook is available free via <http://www.robinsharma.com/customer-appreciation/the-greatness-guide-audiobook.html>.

1. I am no guru! I am not Different from you.

❖ *In some way make a Difference in someone's life.*

2. Run toward your fears!

❖ *Dream, dare and shine.*

❖ *Use the window of opportunity.*

3. *Nothing fails like success!*

❖ *Stay innovative.*

4. *Be a rockstar at your work.*

❖ *Be wildly passionate and enthusiastic!*

❖ *Go the extra mile!*

5. *Your days define your future and your life.*

❖ *Elevate your life by conscious endeavour!*

❖ *The best among us are not more gifted than the rest, they just take little steps consistently every day towards their goals.*

6. Drink coffee with Ghandi!

- ❖ *Cut back on spending, cut back on food, but never worry about investing in a good book.*
- ❖ *Knowing how to read and not reading is almost the same as not knowing how to read.*
- ❖ *Make time to read a good book at least one hour a day.*

7. Failure is the price of greatness!

- ❖ *Fail faster, succeed sooner.*

❖ *No risk, no reward.*

❖ *Leave the safe harbor of the known.*

❖ *20 years from now on you will be more disappointed by the things you didn't do than by the ones you did. So go ahead.*

❖ *You don't win a game you don't even play.*

8. Adore the simple pleasures of life!

9. Deep reflection!

❖ *Make time to think at least 45 minutes each day.*

- ❖ *Ensure that you are climbing the right mountain!*

10. Leadership begins at the extra mile.

11. Positive reference points show you opportunities of new existence.

- ❖ *Reinvent yourself.*

- ❖ *Develop courage.*

12. It's all about relationship.

- ❖ *Nothing really happens until you move.*

13. *Always see the best in any situation!*

- ❖ *Your thinking shapes your reality.*

- ❖ *Always treat people with respect and value them.*

- ❖ *Reach the mountaintop but also enjoy the climb.*

14. *If you want to be happier, do more of the things that make you happy!*

15. *Greatness is build on action!*

- ❖ *Put in the hours.*

❖ *The things that get scheduled get done.*

16. *The life helps those who help themselves.*

17. *Plant your seeds.*

18. *Focus plus daily improvement plus time
results in genius!*

❖ *Start today and persist.*

19. *Listen twice as much as you speak.*

20. *Learn to say NO!*

❖ Yes-men and -women never create any great.

21. Know your priorities!

22. Take the road less travelled!

❖ Definitely leave the crowd.

23. It's not about being liked, it's about doing the right thing.

24. Easy times doesn't make you better!

❖ Diamonds get formed through intense pressure.

25. Lead by example!

26. The 5am club.

❖ Own your morning elevate your life!

27. Workout every day!

28. Set daily goals and have weekly planning sessions!

29. Your schedule doesn't lie!

❖ What you are doing is speaking so loudly.

❖ Walk your talk.

❖ *Less talk and more do.*

30. *Never give up!*

❖ *Never stop exploring.*

31. *Under-promise and over-deliver!*

32. *Get what you want while loving what you have!*

❖ *Hold the balance between pushing beyond your comfort zone and enjoying where you are.*

33. *Take responsibility for your life!*

❖ *You are the project manager and CEO of your life.*

34. Daily practice!

❖ *The price of Discipline is always less than the price of regret.*

❖ *Pay the price of success by showing Discipline and persistence.*

35. Be wildly enthusiastic, passionate and energetic!

36. Act daily and consistently in the direction of your dream.

- ❖ Put in the effort! Just do it! Start today!
- ❖ Give up instant gratification for a much more spectacular pleasure down the road.
- ❖ The smallest of actions is always better than the noblest of intentions.
- ❖ Small daily gains lead to giant results over a lifetime.

37. Don't forget the importance of old fashioned communication.

38. Always help someone in need!

39. Character is shown in times of challenges and adversity.

40. To be more productive relax and have more fun.

❖ You get your best ideas when you are relaxing and having fun.

❖ Make space for your genius to flow.

❖ *Spend time in nature.*

41. *Always say the magic words: „Please and thank you“.*

42. *Step to your highest potential each day!*

❖ *Life is short. Take the driver's seat!*

❖ *Don't let life act on you, take the action yourself.*

43. *Always be client focused.*

❖ *Astonish your clients.*

44. *Lead without title!*

- ❖ *Taking complete responsibility even if no one is watching.*

45. *Do your part! Today!*

- ❖ *Don't blame others.*
- ❖ *You are not too small to have an impact.*
- ❖ *Take ownership for your life.*
- ❖ *Start small, go big.*

46. *The importance of play! Do your play!*

- ❖ *We are all children.*

❖ *Be curious.*

❖ *Ride your bike, ...*

47. *Don't resist change!*

❖ *Leave the safe harbor of the known.*

❖ *Don't fail to try.*

❖ *Take risks.*

❖ *Better awareness leads to better choices,
better choices produce better results.*

❖ *Ordinary people can achieve extraordinary
results.*

48. Problems are servants!

- ❖ *In every problem lies the precious opportunity to improvement and to grow.*
- ❖ *Problems reveal genius.*
- ❖ *Problems are presents in disguise.*
- ❖ *Problems bring you closer to success.*

49. Love and embrace your irritations.

- ❖ *Irritations serve to teach you something valuable.*

50. Speak like a superstar!

❖ *The words you use determine the way you feel and influence the life you live.*

❖ *Use a spectacular positive language, a language of opportunity.*

❖ *Challenges are opportunities to grow.*

51. Learn something new each day! Stretch your personal frontier!

❖ *Always be open to new ideas.*

❖ *One idea read in a book can transform your life.*

52. Build a culture where people and relationships come first.

- ❖ Build strong relationships with teammates and customers.
- ❖ When people feel appreciated they shine.

53. Music makes life better.

- ❖ Music has the potential to elevate your life.
- ❖ Find out the music which inspires you and fill your moments with music.

54. *The innovator's mantra:*

- ❖ *Everything is possible!*
- ❖ *Just keep innovating!*
- ❖ *Improve daily and relentlessly!*
- ❖ *Good is the worst enemy of the best!*
- ❖ *Be willing to take risks!*
- ❖ *Keep challenging yourself!*
- ❖ *Failure is essential to success!*

55. *Pleasure versus happiness:*

- ❖ *Pleasure comes from something on the outside while happiness comes from the inside.*
- ❖ *Pleasure doesn't last but fades away.*
- ❖ *Happiness is a decision. Choose to be happy!*
- ❖ *If you have a roof on your top, water to drink, enough to eat, electricity and access to education you already belong to a minority of privileged people walking this planet.*

56. OAD - Obsessive Attention to Detail

- ❖ *The details matter!*
- ❖ *Take personal responsibility - also for the details, don't blame others.*

57. Good business is good for business.

- ❖ *Business is an institution that can enable you to make significant contributions to society.*
- ❖ *Make sure that the work you do elevates lives, makes a difference and makes a valuable contribution to society.*

- ❖ *Donate 10% of your income to good causes.*

58. Build success structures!

- ❖ *Find out which tactics and rituals get you to your best.*
- ❖ *Schedule them into your days and weeks*
 - ★ *Think time*
 - ★ *Review of goals and priorities*
 - ★ *Planning sessions*
 - ★ *Writing sessions*
 - ★ *Workouts*
 - ★ *Time in nature*
 - ★ *Reading great books*

59. *The person who experiences most wins.*

- ❖ *Stay focused and committed.*
- ❖ *Don't say yes to activities where you should say no to.*
- ❖ *Put more living into each of your days.*
- ❖ *Don't live like a drifting piece of wood in the sea. Define your own target and move in your own direction.*
- ❖ *Clarity breeds success. Heighten your awareness and seize opportunities.*

60. *Develop your brand!*

- ❖ *Reinvent yourself and innovate relentlessly.*
- ❖ *Protect your personal brand, your name.*
- ❖ *It can take you 30 years to build a great reputation and 30 seconds to lose it.*

61. Get big in your blessings!

- ❖ *I cursed the fact that I had no shoes until I met the man who had no feet.*
- ❖ *Appreciate and celebrate the blessings in your life.*

- ❖ *It's human nature not to appreciate what we have until it's lost.*

62. Be wise, early rise!

- ❖ *Get up early, join the 5am club. It will transform your life.*
- ❖ *Jump out of bed and start your day.*
- ❖ *Goals bread life energy into your day.*

63. Leave your world better than you found it!

- ❖ *Live life fully, strive for success.*
- ❖ *Produce something really worthwhile.*

❖ *Stay devoted to elevate the lives you touch.*

64. Get great at life.

❖ *Make the time to reflect on what you want your life to stand for.*

❖ *Time slips through your fingers like grains of sand. Use your talents.*

❖ *Think about what goals you need to accomplish that this day has been a success. Write them down.*

❖ *Engage in life. Life returns what you give to it.*

❖ *Chase your dreams.*

65. *The Steve Jobs Question.*

❖ *What would I do if this was the last day of my life?*

❖ *Connect to the end and focus on what's most important before it is too late.*

66. *What's missing from your coolness?*

❖ *Ask yourself what you need to improve in your life.*

❖ *Ask yourself what needs to get done in your life.*

❖ *Let your life be your message.*

67. *No ask, no get!*

❖ *It never hurts to ask.*

68. *Business is all about connecting to people!*

❖ *Don't hide behind your desk.*

❖ *You must touch their hearts.*

- ❖ *Passion is contagious.*

69. Get ultra fit to lead!

- ❖ *Every day workout.*
- ❖ *Staying fit keeps you happy and positive.*
- ❖ *Care for your health.*

70. Four leadership lessons

- ❖ *Never settle for mediocrity.*
- ❖ *Listen to the people you work with.*
- ❖ *Treat your customers with respect.*

- ❖ *Adapt quickly to changing circumstances.*
Uncertainty is the new normal.

71. The 7 forms of wealth

- ❖ *Inner wealth*
 - ★ *Positive mindset*
 - ★ *Gratitude*
- ❖ *Physical wealth*
 - ★ *Your health is your wealth.*
- ❖ *Family and social wealth*
 - ★ *Make your family your number one priority.*
- ❖ *Economic wealth*

- ★ *Money creates freedom.*
- ★ *The more you make the more you can give away.*
- ❖ *Adventure wealth*
 - ★ *Lots of adventures and challenges are necessary for happiness.*
- ❖ *Impact wealth*
 - ★ *Live for something greater than yourself.*
 - ★ *Find contentment that lasts.*

72. The U2 Stand

- ❖ *Show unrelenting commitment to become better.*

- ❖ *Refuse to accept anything less than mastery.*
- ❖ *Do, be, see something special during your life.*
- ❖ *Greatness arrives through those who are never satisfied with what is.*
- ❖ *Create, shine and be great!*

73. Learn more to earn more!

74. See through the eyes of understanding!

- ❖ *Look for the best in people.*

- ❖ *Try to get to the truth of the situation.*
- ❖ *Stop to take it personally.*

75. The heart of your house

- ❖ *Design your own life.*
- ❖ *How can you ever hit a target that you can't even see?*
- ❖ *Do you have a strategic plan for your dreams?*
- ❖ *There is no point in being busy if you are busy doing the wrong things!*

76. Become an inspirational human being!

❖ *Uplift people by your attitude.*

❖ *Lead by example.*

❖ *Walk your talk.*

77. Make a dent in the universe!

❖ *Have an impact and make a difference.*

❖ *Find your purpose and passionately pursue it.*

❖ *Be willing to make the sacrifices needed to reach your cause.*

❖ *What contribution will you make in your life?*

78. *Everyone needs to be a leader.*

❖ *Take personal responsibility.*

❖ *Plan, lead and develop your life.*

❖ *You don't need a title to lead.*

79. *Six reasons to set goals!*

❖ *People spend more time to plan their summer vacation than they spend to plan their lives.*

❖ *Setting goals, writing them down and reviewing them daily is essential for a great life.*

1. Focus

- ★ *Where your focus goes your energy flows.*
- ★ *Know your focus and focus like crazy.*

2. Growth

- ★ *The real value of achieving a goal does not lie in the result achieved but in what the journey you walked to get that goal has made of you as a person.*

3. Intentionality

- ★ *It's easy to live life by accident.*

- ★ *If you do not act on life, life has a way on acting on you.*
- ★ *A plan relieves you of the torment of choice!*

4. Measurement

- ★ *What gets measured gets improved.*

5. Alignment

- ★ *Ensure your daily actions are aligned with your deepest values.*
- ★ *Ensure that your schedule reflects your values.*

6. Inspiration

- ★ *Goals bread life into your days.*
- ★ *Setting goals is a statement that you refuse to be ordinary.*

80. Remember the boomerang effect!

❖ *The very thing you want to see more of in your life is the very thing you need to give away.*

❖ *Want more love give more love.*

81. Make people feel good!

❖ *People are creatures of emotions.*

82. Commit to world class.

❖ *Believe in your potential and power.*

❖ *Create a superb vision of your life.*

- ❖ *Great is above all a state of mind.*
- ❖ *Your surroundings shape the way you feel.
And the way you feel drives what you do.*
- ❖ *Buy highest quality goods. Quality is
remembered long after price is forgotten.*

83. Do a clean sweep!

- ❖ *Pull back from much of the busyness and
make time for intense reflection.*
- ❖ *Rethink your priorities, values and
personal philosophy. And start soon!*

❖ *Make sure you are climbing the right mountain.*

❖ *Say good bye to pursuits which are not aligned with your goals and dreams.*

84. Protect yourself!

❖ *Set boundaries. Know your limits.*

❖ *Expect the best but prepare for the worst.*

❖ *Be a world class optimist. See the best in every situation. Stay incredible positive.*

❖ *Replenish your energy.*

85. *The value of perspective*

- ❖ *Are the problems we face as we walk through the days are really so big?*
- ❖ *Will this matter a year from now?*
- ❖ *Disasters are sometimes blessings in disguise.*
- ❖ *Focus on the good.*

86. *Guests are god.*

- ❖ *Always treat your guests in a 1st class way!*

87. *The beauty and worth of time*

- ❖ *What you do with your time does shape your life.*
- ❖ *Time wasted is time lost and can never be brought back.*
- ❖ *Be spontaneous, be playful, be free.*
- ❖ *The people who have most time for fun are the people who have a plan and act accordingly.*

- ❖ *The people who feel stressed the most are often people who leave life to chance and do not plan properly.*

88. On mountains and mastering change

- ❖ *Faith and belief move mountains.*

Thought is the mother of action.

- ❖ *Articulate in writing what success means for you! Write down what you want your life to appear in 5 years from now.*

Clarity precedes success.

- ❖ *Start now and generate momentum!*

❖ *Days become weeks, weeks become months
and months become years.*

❖ *Take small steps each day over time.
You can't climb the Mount Everest by
jumping up the mountain.*

89. Good manners

❖ *Please means I respect you. Thank you
means I appreciate you.*

❖ *When done over time amazing things
appear.*

❖ Yes, having good manners is common sense. And common sense is anything but common.

90. The power of focus

❖ Dreams can come true if you focus like crazy.

❖ The person who chases two rabbits catches neither.

❖ Stay focused on your mission, never give up!

91. Do a 101 things to do before I die list!

- ❖ *Live with passion and a sense of urgency.*
- ❖ *Even if you do not achieve all the 101 points on your list your life will be better and happier.*

92. Spend time with your kids!

- ❖ *Nothing is more important than to be great parents.*
- ❖ *Make time for your kids otherwise you will regret it latest on your deathbed.*

93. Get goofy at work!

❖ *Have fun and laugh at work.*

❖ *Have your eyes on the mountain but also enjoy the climb!*

94. Revere good design!

❖ *Design matters.*

❖ *People need mysteries to be happier and enjoy life. Design adds to mystery.*

❖ *Good design like music elevates your life!*

95. Leave the herd! Take the leap!

- ❖ *If people don't laugh at you at least once a week you are not pushing the envelope.*
- ❖ *Take the road less travelled!*
- ❖ *Run towards the resistances and your fears!*
- ❖ *Dare more and take risks!*
- ❖ *All innovators are initially laughed at.*
- ❖ *The universe favors the brave!*

96. Find your nirvana.

- ❖ *Have the courage to act!*

- ❖ *Selflessly help people and care.*
- ❖ *Reflect on what you want to stand for!*

97. Don't give up!

- ❖ *Have a sense of a mission and stick to it.*
- ❖ *The higher you reach the more you are tested. Life tests the big dreamers.*
- ❖ *I knew that if I failed I wouldn't regret it but I knew the one thing I might regret is not trying.*
- ❖ *Rise about any resistance!*

❖ *The world belongs to the dreamers who
act on their dreams relentlessly!*

❖ *Get big on self-care.*

98. Leadership begins within.

❖ *Put the oxygen mask on your own mouth
before you help anybody else.*

❖ *Make the time to care for yourself.
Then you are able to give more to others.*

99. What keeps you going?

❖ *Think about it intensely and write it down!*

100. How to live forever

❖ *Stop worrying about death, care more about life.*

❖ *Make a Difference. Have an impact. Contribute, create.*

101. Lay claim to greatness.

❖ *The world needs more heroes.*

❖ *You are destined for greatness.*

❖ *Step by step. Small gains done consistently over time lead to stunning results.*

❖ *Become the architect of your future!*

10. HOW TO GET FROM WHERE YOU ARE TO WHERE YOU WANT TO BE

.....

The following chapter points out some of the key concepts compiled by Jack Canfield and published in his book *How to get from Where You Are to Where You Want to Be - The 25 Principles Of Success* (2005, 2007). The book is purchasable e.g. via <https://www.amazon.com/How-Get-Where-You-Want/dp/0007245750> .

The principles always work if you work the principles!

1. Take 100% responsibility for your life!

- ❖ *You cannot change the circumstances, the seasons, or the wind, but you can change yourself.*
- ❖ *You either create or allow everything that happens to you.*
- ❖ *Give up blaming and complaining!*
- ❖ *You have to give up all your excuses!*
- ❖ *If you keep on doing what you've always done, you'll keep getting what you've always got!*

❖ *If you don't like your outcomes, change your responses!*

❖ *If you want something Different, you have to do something Different!*

❖ *Pay attention, your results don't lie!*

❖ *If you are not getting better, then something needs to happen, and only you can make it happen!*

❖ *It was all a matter of attitude and behavior that created a completely Different experience.*

- ❖ *Take the risk of creating your life exactly the way you want it!*

2. Be clear why you are here!

- ❖ *Decide upon your major definite purpose!*
- ❖ *To passionately follow your purpose means, doing what you love to do, doing what you are good at and accomplishing what's important to you.*
- ❖ *The things that bring you greatest joy are in alignment with your purpose.*

- ❖ *Stay on purpose! Keep you focused! Set aside some time for quiet reflection!*
- ❖ *Organize all your activities around your purpose!*

3. Decide what you want!

- ❖ *Clarify your vision of your ideal life!*
- ❖ *Don't live someone else's dream!*
- ❖ *High achievers have bigger visions.*
- ❖ *Don't let anyone talk you out of your vision!*

- ❖ *Every day, review the vision you have written down!*

4. Believe it's possible!

- ❖ *You get what you expect.*
- ❖ *Believe in yourself and go for it!*
- ❖ *Always be optimistic, have passion and a commitment not to quit!*
- ❖ *I don't care what happens. I'm going to make it.*

- ❖ *Sooner or later , those who win are those who think they can.*

5. Believe in yourself!

- ❖ *You are capable of making it happen.*
- ❖ *You can do anything you set your mind to.*
- ❖ *Create your results.*
- ❖ *Believing in yourself is an attitude.*
- ❖ *Focus your energies on what you are good at!*

❖ *It is not what life hands you but how you respond to it, mentally and physically, that matters most.*

❖ *You have to give up „I can't“!*

❖ *You have to believe in yourself when no-one else does!*

❖ *Quit worrying about what other people think about you and follow your heart!*

6. Become an inverse paranoid!

❖ *Every negative event contains within it the seed of an equal or greater benefit.*

- ❖ *Look for the good and the opportunity in everything!*

7. Unleash the power of goal setting!

- ❖ *Write it out in detail! Do it now!*
- ❖ *Choose goals that stretch you and are worth to be pursued with passion!*
- ❖ *It's a good thing to have some goals that make you a little uncomfortable.*
- ❖ *Overcome your fears and roadblocks!*
- ❖ *Reread your goals three times a day!*

- ❖ *Carry your most important goal in your wallet!*
- ❖ *Each day do something that moves you toward your goals!*

8. Chunk it down!

- ❖ *Break your complex overwhelming tasks into small manageable tasks!*
- ❖ *Plan your day the night before. Make a daily to-do list!*
- ❖ *Eat that frog! Do and complete first things first!*

9. Success leaves clues.

- ❖ *Who's already done what you want to do?*
- ❖ *Change - even when it is in our best interest - is uncomfortable.*
- ❖ *Seek out clues. Seek out a coach, a mentor, a book, ... !*

10. Release the brakes.

- ❖ *Everything you want is just outside your comfort zone.*

- ❖ *Replace limiting beliefs and change your self-image!*
- ❖ *Get out of your comfort zone!*
- ❖ *Stop re-creating the same experience over and over!*
- ❖ *Change your behavior!*
- ❖ *Change your self-talk with affirmations!*

11. See what you want, get what you see!

- ❖ *Visualize your dreams!*
- ❖ *Create a vision board!*

- ❖ *Imagination and visualization is everything. It is the preview of life's coming attractions.*
- ❖ *Visualization simply makes the brain achieve more.*
- ❖ *Create new ideas and solutions while taking long walks!*
- ❖ *Ask more Directly for what you want!*
- ❖ *Take more risks!*
- ❖ *Fuel your images with emotion, passion, excitement and energy!*

12. Act as if!

- ❖ *Act as if you are already where you want to be.*
- ❖ *Believe and act as if it were impossible to fail!*
- ❖ *Have a clear picture! Anything is possible. Take risks.*
- ❖ *Be excited, passionate, positive, supportive, generous, happy, self-confident, and content!*

- ❖ *Perceive opportunities, create powerful solutions, take the necessary actions!*

13. Take action!

- ❖ *The world doesn't pay you for what you know, it pays you for what you do.*
- ❖ *Talk is cheap. The universe rewards action!*
- ❖ *Get up and do what has to be done.*
- ❖ *Nothing happens until you take action!*

- ❖ *Be willing to commit to a goal, fail and keep trying until you succeed!*
- ❖ *Persevere and never quit!*
- ❖ *Success is 10% inspiration and 90% perspiration!*
- ❖ *Get started! Once you are in action, you will start learning.*
- ❖ *Ready, fire, aim! Keep firing and keep adjusting!*
- ❖ *Satisfaction comes from enough action!*
- ❖ *Take action and do it now!*

- ❖ *Fail forward! No man ever became great or good except through many mistakes.*
- ❖ *Mistakes are just opportunities for learning something new.*

14. Experience fear and take action anyway!

- ❖ *You have to go after what you are afraid of!*
- ❖ *Move forward on your journey!*
- ❖ *Feel the fear and do it anyway!*

- ❖ *I have lived a long life and had many troubles, most of which never happened!*
- ❖ *Take a leap! Taking a leap can transform your life.*
- ❖ *Progress always involves risk.*
- ❖ *Do you want to be safe and good, or do you want to take a chance and be great?*
- ❖ *Living at risk is jumping off the cliff and building you wings on the way down.*
- ❖ *Only those who dare to fail greatly can achieve greatly.*

❖ *If you want to achieve a high goal, you're going to have to take some chances.*

❖ *Do everything you can to create your desired outcomes, and then let it go!*

❖ *Whenever one door seemingly closes, another door opens. You just have to keep positive.*

15. Ask! Ask! Ask!

❖ *Asking is one of the world's most powerful and neglected tool to success and happiness.*

❖ *You have nothing to lose and everything to gain by asking.*

❖ *Take the risk to ask for whatever you need and want!*

❖ *One of the most important principles is persistence, not giving up.*

❖ *Start asking today!*

16. Reject rejection!

❖ *Keep going, not allow rejection to beat you down!*

❖ *You have to keep asking until you get a yes?*

❖ *Persevere in the face of a lot of rejections!*

❖ *If one person tells you no, ask someone else!*

17. Use feedback to your advantage!

❖ *Feedback is the breakfast of champions.*

❖ *Feedback could significantly transform your life.*

❖ *Listen to the feedback!*

❖ *Take whatever steps are necessary to improve the situation - including changing your behavior!*

18. Commit to constant and never-ending improvement!

❖ *Lifelong learning, growing and developing!*

❖ *Improve in small increments - beginning with small, manageable steps!*

❖ *Improvement is a lifelong journey!*

- ❖ *Be committed to learn something new every day!*
- ❖ *Practice! Practice! Practice!*
- ❖ *Stay engaged in the process!*
- ❖ *It takes only a little extra bit of performance to go from good to great!*

19. Practice persistence!

- ❖ *Most people give up just when they're about to achieve success - one foot away from a winning touchdown.*

- ❖ *Persist in the face of obstacles!*
- ❖ *Just one more telephone pole! Fall down often, get up one more time!*
- ❖ *Your dreams are your real job!*
- ❖ *Determination, persistence, discipline and perseverance!*
- ❖ *Never give up on your hopes and dreams!*
- ❖ *It's always too soon to quit!*
- ❖ *When you come to a roadblock, take a detour! Find a way that works!*

- ❖ *No matter what the failure, try another way. Try going up, over, around, or through, but never give up!*

20. Practice the rule of five!

- ❖ *Success is the sum of small efforts, repeated over time - day in day out.*
- ❖ *Every day, do 5 things that move you toward your goal!*
- ❖ *While following the rule of 5 over two years thousands of individual activities will all add up to one large success!*

- ❖ *What might you accomplish if you were to do a little bit - 5 things - every day for the next 40 years?*

21. Surround yourself with successful people!

- ❖ *You are the average of the five people you spend the most time with.*
- ❖ *Stay in the presence of extraordinary people!*
- ❖ *Drop out of the ain't it awful club!*

❖ *If you are going to be successful, you have to start hanging out with the successful people.*

❖ *Experiment with doing what successful people do, reading what they read, thinking the way they think, behaving the way they do, and so on.*

22. Clean up your messes and your incompletes!

❖ *The cycle of completions: Decide, Plan, Start, Continue, Finish, Complete.*

- ❖ *Failing to complete robs you of valuable attention units.*
- ❖ *Get into completion consciousness!*
- ❖ *Continually ask yourself, what does it take to actually get this task complete?
If you can take care of it within 10 minutes, do it immediately!*
- ❖ *Make space for something new! When you clear out the old you also make room for something new.*
- ❖ *Complete before moving forward!*

- ❖ *Walk through every room of your house, jotting down those things that irritate, annoy and bother you and then arrange to get each one handled!*

23. Develop 4 new success habits a year!

- ❖ *Appreciate the might and force of habits!*
- ❖ *Good or bad, - habits always deliver results. Positive habits create positive consequences.*

❖ *Make things happen now! Religiously practice simple key habits that always lead to success, e.g.:*

★ *Get 8 hours of sleep each day!*

★ *Read for an hour a day!*

★ *Exercise 4 times a week!*

★ *Eat healthy food!*

★ *Save at least 10% of your income!*

❖ *Habits help free up your mind.*

❖ *What could you achieve, if you took on 4 new habits each year? Systematically add on one behavior at a time.*

24. *Stay focused on your core genius!*

- ❖ *Success follows doing what you love.*
- ❖ *Become a con artist doing what you love to do! Get other people pay you for what you love to do!*
- ❖ *Enjoy life more! And focus on what you love to do!*
- ❖ *The biggest mistake people make in life is not trying to make a living at doing what they most enjoy!*
- ❖ *Do what you love, and if you are good enough at it, the money will follow!*

25. Start now! Just do it!

❖ *There is no perfect time to start. The best strategy is just to jump in and get started today!*

❖ *Feel the fear and do it anyway!*

❖ *Some of the most important things can only be learned in the process of doing them.*

❖ *A journey of 1.000 miles begins with the one first step.*

- ❖ *You, too, have to begin today - from where you are with what you have - to start taking the actions that will get you to where you want to be!*
- ❖ *Clarify your life purpose, decide what you want, set specific and measurable goals for all the parts of your vision, break them down into specific action steps and relentlessly follow your journey! Persist in the face of obstacles and frustration!*
- ❖ *Create the life of your dream! Just begin, and the path of opportunities keeps*

*unfolding in front of and to the side of
you.*

❖ *They all started with a dream and a
plan, but once they started, things
unfolded in unexpected ways.*

❖ *You and you alone are responsible for
taking the actions to create the life of
your dreams! Nobody else can do it for
you.*

11. THE 15 INVALUABLE LAWS OF GROWTH

The following chapter outlines some of the key ideas elaborated by John C. Maxwell and published in his book *The 15 Invaluable Laws Of Growth. Live Them and Reach Your Potential* (October 2012). The book is purchasable e.g. via <https://www.amazon.com/15-Invaluable-Laws-Growth-Potential/dp/1599953676> .

1. The law of intentionality

Plan your growth intentionally! Do you have a plan for your personal growth? Working hard doesn't guarantee success. And hope isn't a strategy.

The assumption gap - „I assume I will automatically grow.“

- ❖ Personal growth doesn't just happen.
- ❖ Take complete ownership of your growth process, because nobody else will do it for you.

The knowledge gap - „I don't know how to grow“.

- ❖ „If you are clear with what you want, the world responds with clarity.“ (Loretta Staples)

- ❖ *The growth kit exists of attitude, goals, discipline, measurement and consistency.*

The timing gap - „It's not the right time to begin“

- ❖ *„What great accomplishments we'd have in the world if everybody had done what they intended to do? „ (Politician Frank Clark)*
- ❖ *Most people don't act as quickly as they should on things.*

❖ *The longer you wait to do something you should do now, the greater the odds that you will never actually do it.*

❖ *You will never get much done unless you go ahead and do it - no matter if you are ready or not!*

The mistake gap - „I'm afraid of making mistakes“

❖ *Try things that you believe were beyond your capabilities.*

❖ *Fail forward. Expect to make mistakes every day, and welcome them as a sign that you are moving in the right direction.*

The perfection gap - „I have to find the best way before I start!“

❖ *You have to get started if you want to find the best way.*

❖ *As you move forward a little more of the road is revealed to you. If you want to see more of the way, then get moving.*

The inspiration gap - „I don't feel like doing it“

- ❖ Motivation is not going to strike you like lightning. Motivation is a myth and not something that someone else can bestow or force on you. Forget Motivation. Just do it.
- ❖ After you start doing the thing, that's when the motivation comes! The more you act the more motivated you will get.
- ❖ „You're more likely to act yourself into feeling than feel yourself into

action.“ (Psychologist Jerome Bruner)

So, whatever it is you know you should
do, do it - and do not wait until
motivation might come. You will start
reaping the benefits if you stick with the
process long enough!

The comparison gap - „Others are better than
I am“

❖ You can learn only if others are ahead of
you.

❖ Great men are willing to share their
ideas.

❖ Learn to be comfortable with being out of your comfort zone. To learn swimming you have to get into the water.

The expectation gap - „I thought it would be easier than this“

❖ You create your own luck: preparation (growth) + attitude + opportunity + action = luck

❖ „You cannot change your destiny overnight, but you can change your direction.“ (Jim Rohn)

❖ *Intentional personal growth will change your life.*

Make the transition to intentional growth.

Ask the big question now - Where do you want to go in life?

Do it now - Having a sense of urgency.

❖ *„Later“ is one of those dream-killers, one of countless obstacles we put up to derail our chances of success.*

❖ *Keep taking more steps.*

Face the fear - and do it anyway!

Change from accidental to intentional growth.

❖ *The choices we make are ultimately our own responsibility. Seize growth opportunities.*

❖ *Write a specific plan. Take the first step today. Have an appointment for personal growth with yourself every day.*

❖ *You probably won't feel like doing it. Do it anyway.*

2. The law of awareness

- ❖ *There are two great days in a person's life: the day you were born and the day you discover your „why“.*
- ❖ *You must know yourself to grow yourself. Have a sense of direction. Find your passion, vision and purpose (your „why“!). Listen to your heart.*
- ❖ *Be willing to pay the price. You will have to make sacrifices.*
- ❖ *Dare to pursue your dreams. You cannot win if you do not begin. Nobody ever got*

ready by waiting. You only get ready by starting.

- ❖ *Passion gives you energy and an advantage over others.*
- ❖ *Put your dream to the test. To be successful, you need to be doing what you're good at.*
- ❖ *Having a deadline will keep you moving. Few things push a person like a deadline.*
- ❖ *If you are committed, you attract others who are committed.*

❖ Find people ahead of you who show you the way forward. Find a mentor. Start with books.

❖ Be accountable for what you have learned. Apply your knowledge. Learn by trying. Push yourself.

3. The law of the mirror

❖ It is time to make some changes. Get a fresh start! Be determined and stay focussed! Yes, I can!

- ❖ *You are valuable, you matter. The power of positive self-esteem. You shouldn't get too concerned about what others might think of you. Make a list of all your best personal qualities. Find a way to serve and add value to others.*
- ❖ *Guard your self-talk. Few things impact a person's self-esteem more than the way they talk to themselves on a day-to-day basis. Use positive affirmations. Change the way you think about yourself. Become your own cheerleader!*

❖ *Stop comparing yourself to others! Your mission is to become better today than you were yesterday. Focus on what you can do to improve.*

❖ *Move beyond your limiting beliefs.
“Create a turnaround statement that affirms to be, act or feel this new way.” (Jack Canfield)*

Repeat that statement every day. It isn't what you are that holds you back, it's what you think.

- ❖ *Add value to others. Make a difference - even a small one - in the lives of others.*
- ❖ *Do the right thing, even if it's the hard thing.*
- ❖ *Practice a small discipline daily. Take small steps that will take you in the positive direction. If things seem overwhelming chip away at it a little bit every day. Every little step counts!*
- ❖ *Celebrate small victories.*
- ❖ *Embrace a positive vision of your life.*

❖ Practice the one word strategy. If you pick only one word to describe yourself, what would it be?

❖ Take responsibility for your life. We tend to get in life what we are willing to tolerate. If we don't have a plan and purpose for our life, we will become part of someone else's. Decide to regain control of your life and make positive changes.

4. The law of reflection

❖ *Learning to pause allows growth to catch up with you. „Follow effective action with quiet reflection.“ (Peter F. Drucker)*

Reflection turns experience into insight. Experience is a hard teacher because the test is given first and the lesson afterwards.

❖ *Everyone needs a time and a place to pause. If someone is going the wrong road, he doesn't need motivation to speed up. He needs to stop.*

❖ *Pausing means more than just slowing down to smell the roses. Spend a considerable amount of time thinking and asking the right questions. „Successful people ask better questions, and as a result, they get better answers.“ (Anthony Robbins)*

5. The law of consistency

❖ *Motivation gets you going - Discipline keeps you growing.*

❖ „The successful person has the habit of doing the things that failures don't like to do. The successful person doesn't like doing them either, but is doing them anyway.“ (E.M. Gray)

❖ The secret to building motivational momentum is to start small with the simple stuff. Small steps repeated with consistency every day lead to great achievements gained slowly over time.

❖ Be patient. All things are difficult before they become easy. Everything

worthwhile in life takes dedication and time. Enjoy and value the process!

❖ Have a Strong why. The why keeps you going when the Discipline of learning becomes Difficult. You will never change your life until you change something you do daily.

❖ „The great composer does not set to work because he is inspired, but is inspired because he is working. Don't waste your time waiting for inspiration.“ (Ernest Newman)

Anyone who does what he must only when he is in the mood isn't going to be successful.

6. The law of environment

Growth thrives in conducive surroundings. A conducive environment is characterized by:

- ★ Others are ahead of me.*
- ★ I'm continually challenged.*
- ★ My focus is forward.*
- ★ The atmosphere is affirming.*
- ★ I'm often out of my comfort zone.*
- ★ I wake up excited.*
- ★ Failure is not my enemy.*
- ★ Others are growing.*

- ★ *People desire change.*
- ★ *Growth is modeled and expected.*
- ❖ *If we want to grow to reach our potential, we must be in the right environment. That requires to make changes. Change depends on your choices. If you're always at the head of the class, then you are in the wrong class.*
- ❖ *When you change your attitude regarding a problem, you open up many opportunities for growth.*

❖ *Change yourself and your environment.*

„Spend time with great people, visit great places, attend great events, read great books.“ (Elmer Towns)

Your „reference group“ determines about 95% of your success and failure in life.

„We become the combined average of the five people we hang around the most.“ (Jim Rohn)

❖ *You are the same today that you are going to be in five years from now except for two*

*things: the people with whom you
associate and the books you read.*

- ❖ *Maintain a positive attitude even in
tough times.*
- ❖ *Develop the habit and discipline of
challenging yourself. Look for a growth
opportunity every week.*
- ❖ *Focus on the moment and what you can do
now. What we do now controls who we
become and where we are in the future.*
- ❖ *Move forward despite criticism.*

❖ „Whatever course you decide upon, there is always someone to tell you that you are wrong.“ (Ralph Waldo Emerson)

Taking action almost always creates criticism. Move forward anyway!

❖ Most people underestimate themselves. To reach your potential you must do not only what others believe you cannot do, but what even you believe you cannot do.

Reach far beyond your grasp.

❖ If you don't try to create your future, you must endure the future you get.

❖ „Someone's opinion of you does not have to become your reality.“ (Les Brown)

When you take charge of your life, you do not need other people's permission.

Make your own decisions. You are ultimately accountable for the choices you make in your life.

7. The law of design

❖ To maximize growth, proactively develop strategies. There is no substitute for being strategic. „The secret is found in simplicity.“ (Neil Cole)

- ❖ *"If you don't design your life plan, chances are you fall into someone else's plan." (Jim Rohn)*
- ❖ *Consider what you should do more of, what you should do less of and what you should eliminate completely.*
- ❖ *Designing your life is more important than designing your career. Most people spend more time planning their vacation than planning their life.*
- ❖ *Planning your life is about finding yourself, knowing who you are and then*

customizing a design for your growth. You need to give your best!

❖ *Take charge of your life and set bold goals early. „We only live once. But if you work it right, once is enough.“ (Fred Allen)*

❖ *Every morning, review your schedule for the day and ask yourself, what is the main task, event, action, you have to tackle to win that day.*

❖ *„Systems permit ordinary people to achieve extraordinary results*

predictably.” (Michael Gerber)

Develop systems that work for you.

Capture the best thoughts and ideas you came across.

❖ *Know your purpose and priorities and make use of them. What is the most valuable use of my time right now?*

❖ *Measurement makes a Difference. What gets measured gets improved. If you want to stimulate your growth process and evaluate results, build measurement into your system.*

❖ „No plan is worth the paper it is written on unless it starts you doing something.“ (William Danforth)

❖ Anytime you have a goal but you think you won't be able to reach it, don't adjust the goal. Adjust the action steps. Have a bias toward action.

❖ How you spend your time is more important than how you spend your money. And once time is passed, it's gone forever.

❖ If you want to succeed in the long run, you must learn to be consistent day in day

out. You will never change your life until you change something you do daily.

8. The law of pain

- ❖ *„Every problem introduces a person to himself.“ (John McDonnell)*
- ❖ *What we do with that experience defines who we become.*
- ❖ *Make decisions, deal with issues, make changes.*

- ❖ *As unfair and impossible as it seems, we still have work to do after a tragedy occurs. We still have roles to fill.*
- ❖ *Each new experience becomes an opportunity to grow.*
- ❖ *I've never known anyone who said, „I love problems,“ but I've known many who have admitted that their greatest gains came in the middle of their pain.*
- ❖ *Life is filled with ups and downs. You will have to deal with bad experiences. „Expecting the world to treat you fairly*

just because you're a good person is a little like expecting the bull not to charge you because you're vegetarian." (Dennis Wholey)

- ❖ *Choose a positive life stance, a positive overall way of looking at things (attitudes, assumptions, expectations).*
- ❖ *"Life is not the way it's supposed to be. It's the way it is. The way you cope with it is what makes the difference."* (Virginia Satir)

You always have control over your attitude and reactions.

❖ *Facing Difficulties is inevitable.*

Learning from them is optional.

❖ *Make good changes after learning from bad experiences. Often it takes a bad experience for us to face the changes we need to make.*

❖ *The power and value of the law of pain:*

It gives us an opportunity to turn our lives around. A bend in the road is not

the end of the road unless you fail to make the turn.

❖ *The pain of Discipline is by far less than the pain of regret.*

❖ *If you always do what you've always done, you'll always get what you've always gotten. If you want to arrive at a new destination, you need to take a new path.*

❖ *Self-motivation: What happened to me was pretty bad, but other people are worse off, and I won't give up!*

9. The law of the ladder

- ❖ Character growth determines the height of your personal growth.
- ❖ „Achievement to most people is something you do ... to the high achiever, it is something you are.“ (Doug Firebaugh)
- ❖ To be a success, think like a success.
- ❖ Develop and follow your value based principles: generosity, honesty, patience, perseverance, consistency, attitude, goals, planning, boundaries, thinking, direction,

*ambition, listening, responsibility, saving,
inspiration, ...*

❖ *Honesty has been selected as the most
important leadership characteristic.*

❖ *„99% of leadership failures are failures
of character.“ (Norman Schwarzkopf)*

*Most people focus too much on competence
and too little on character. How
frequently do people fail to grow not
because they didn't have time to read
helpful books but because they chose to*

spend time and money on something else less worthwhile?

- ❖ *Develop the right mindset.*
- ❖ *What can get us in trouble is worrying more about how we look on the outside than about how we really are on the inside.*
- ❖ *Coaches teach the importance of visualization for winning. Psychologists point out the power of the self-image on people's action. Develop a positive*

attitude. What we believe really matters. We reap what we sow.

❖ If you do the things you need to do when you need to do them, then someday you can do the things you want to do when you want to do them.

❖ Our inside development is totally within our control. We often cannot determine what happens to us, but we can always determine what happens within us.

- ❖ *How can you ever reach your potential and become the person you want to be if others are making your choices for you?*
- ❖ *If you want to be successful, you must prioritize building your inside ahead of your outside.*
- ❖ *Ask yourself what you want people to do for you, then grab the initiative and do it for them.*
- ❖ *If you believe it, you can achieve it.*

- ❖ *Be teachable. Try to see things from others' perspective. Be open to new ideas. Listen very well.*
- ❖ *Serve others, put others first. It's not all about you.*
- ❖ *Be grateful. Maintain an attitude of gratitude. Those who drink the water must remember those who dug the well.*
- ❖ *Do the right thing and you feel right. Take control of your behavior. We must pay more attention to our character than to success.*

❖ Compare how much you spent in the last twelve months on clothing, jewelry, accessories, and so on,, versus how much you spent on books, conferences, and that sort of thing. Compare how much time you spent in the last month on personal growth versus activities related to appearance.

❖ Determine how to shift your focus by adding time, money, and attention to the things that will make you grow even if they do not show.

❖ „Habit is the daily battleground of character.“ (Dan Coats)

❖ It's never too late. You can change who you are.

10. The law of the rubber band

❖ Growth stops when you lose the tension between where you are and where you could be.

❖ „Life begins at the end of your comfort zone.“ (Neale Donald Walsh)

Life is the result of stretching through experiences.

- ❖ *Find yourself and learn what you are really capable of. Seize the opportunities to stretch and grow. Accept the challenge.*
- ❖ *Rubber bands are only useful if they are stretched. That can also be said of us.*
- ❖ *Few people want to stretch. Most people use only a small fraction of their ability and rarely strive to reach their full potential. Be aware of the gap between*

where you are and where you could be.
Be aware of the gap that stands between you and your potential and let the tension of that gap motivate you to keep striving to become better.

- ❖ Too many people settle for average. Nobody admires average. The best organizations don't pay for average.
- ❖ „If you plan on being less than you are capable of being, you will probably be unhappy all the days of your life.“ (Abraham Maslow)

❖ *Have the courage to push you out of your comfort zone. Leave behind what feels familiar, safe and secure. Be willing to stretch towards your potential.*

❖ *Most people have a dream. But not many are pursuing it. Most people don't like their current jobs, yet they don't make a change. Instead of wishing, wanting and waiting you need to start. Stretch up to the fullest and see what all you can do.*

❖ *Our situation in life is mainly due to the choices we make and actions we do or*

don't do - not the result of external circumstances as many people believe.

- ❖ Your history is not your destiny. Focus on the present and work to improve what you could do today.*
- ❖ If you want to grow and change, you must take risks. People who take risks learn faster than those who don't.*
- ❖ Do what you have never done, push yourself harder, and reach in a way that is uncomfortable for you. „It's never too*

late to be what you might have been." (George Elliot)

❖ *The way to get ahead is to over-deliver.*

❖ *Let stretching become your lifestyle.*

When you stop stretching you stop really living. It is the struggle toward an ideal, a constant effort to get higher and further, which develops manhood and character.

❖ *„The difference of what we do and what we are capable of doing would suffice to solve most of the world's*

problems.“ (Mahatma Ghandi)

Do more than you believe you are capable of doing. It's your opportunity to make a difference. Become what you are capable of becoming. Dream big, and set this as your lifetime goal.

11. The law of trade-offs

❖ You have to give up to grow up. „People will cling to an unsatisfactory way of life rather than change in order to get something better for fear of getting something worse.“ (Eric Hoffer)

❖ Will you give up some good things for a chance at doing something that will take you closer to your potential? If you want to grow up to your potential, you must be willing to give up some things you value.

❖ What will it take for you to go to the next level? Vision, hard work and definitely personal growth.

❖ Be more motivated by the possibility of success than by the fear of failure.

Dream higher. Anytime you react to one of life's crossroads according to fear

rather than looking at its merits, you close yourself off from a potential opportunity.

❖ Unexpected obstacles may be blessings in disguise. Learn to see trade-offs as opportunities for growth.

❖ Remember that we don't always get what we want, but we always get what we choose.

❖ When we grow through change, we become active. We take control of our attitude and emotions.

❖ „You are responsible for your life, and your ultimate success depends on the choices you make.“ (Denis Waitley)
Don't leave your future in someone else's hands.

❖ When you want something you have never had, you must do something you have never done to get it. To change your life, you have to change. Change may not always be easy, but it can always be done.
Everyone can change. You will be rewarded when you change. „When we are

no longer able to change a situation, we are challenged to change ourselves. " (Victor Frankl)

Refusing to change is death to your potential.

❖ We want a change, but we don't want to wait for the result. And often we become acutely aware of what we have lost in the trade because we feel that immediately, while we often don't reap the benefit of the trade until days, weeks, months or years. But you can chose to have a positive

attitude and focus on the upcoming benefits of the trade-off.

❖ *„Nobody can go back and make a brand new start, but anyone can start from now and make a brand new ending.“ (Carl Bard)*

❖ *„Each success only buys an admission ticket to a more difficult problem.“ (Henry Kissinger)*

❖ *One of the dangers of success is that it can make a person unteachable. Many*

*people use their success as permission to
discontinue their growth.*

❖ *Don't fear failure so much that you don't
try new things.*

❖ *Give up financial security for potential
tomorrow. There is no future in any job.*

*„The future lies in the man who holds
the job.“ (George W. Crane)*

*Value opportunity over security. „The
only job security we have is our individual
commitment to personal
development.“ (Kevin Turner)*

- ❖ „There are no shortcuts to any place worth going.“ (Beverly Sills)
- ❖ Our need for immediate gratification can turn us in the most reactive, non-thinking animals around. When it comes to growth and success, immediate gratification is almost always the enemy of growth. We can choose to please ourselves and plateau, or we can delay our gratification and grow. It's our choice.
- ❖ Be willing to give up the fast life for the good life. The fast life idealizes

opulent mansions, luxurious travel,

The good life is represented by „living in the place you belong, with the people you love, doing the right work, on purpose.“

(Richard J. Leider, David A.

Shapiro)

❖ *Do what you do best.*

Get control of your calendar, otherwise other people will.

Do what you love, because it will give you energy.

Work with people you like so your energy isn't depleted.

❖ *Be willing to give up security for significance. Make a Difference.*

Create opportunities to help others become who they really are. Consider yourself a leader. Increase the impact you make in life.

❖ *„He who would accomplish little must sacrifice little; he who would achieve much must sacrifice much.“ (James Allen)*

- ❖ *Think through the things which are non-negotiable in your life and list them.*

12. The law of curiosity

- ❖ *„Some men see things as they are and ask why. Others dream things that never were and ask why not?“ (George Bernhard Shaw)*
- ❖ *Collect quotes, stories and ideas.
Continually ask and listen.*
- ❖ *Curiosity is the key to being a lifelong learner. Never lose a holy curiosity.*

❖ *Think and expand possibilities beyond the ordinary. »All meaningful and lasting change starts first in your imagination and then works its way out.« (Albert Einstein)*

Expand your beliefs and break into new ground.

❖ *The excitement for knowledge and learning is contagious.*

❖ *Change your thinking and as a result, your life.*

- ❖ *Learn something new each day. Begin each day with a determination to learn something new, experience something different, or meet someone you don't already know.*
- ❖ *Develop an attitude of openness to something new.*
- ❖ *See failure as a sign of progress. It's part of the curiosity journey.*
- ❖ *Fail fast, learn fast, and get to try again. That leads to growth and future success.*

❖ *Always look for options. There is always more than one solution to a problem.*

❖ *Get over yourself. „If we never tried anything that might make us look ridiculous, we'd still be in caves.“ (Roger von Oech)*

We need to be more like children. Don't worry about whether you will look dumb trying something new. Just do it.

❖ *Get out of the box. Innovate and think outside the box. The more experiments*

you make the better. Disturb your routines from time to time.

- ❖ *Have a beginner's mindset, an abundance mindset and a solution-oriented mindset.*
- ❖ *Enjoy your life. Do what you love and love what you do. Take risks and always learn.*
- ❖ *„The cure for boredom is curiosity.“ (Dorothy Parker)*
- ❖ *When you are curious, the entire world opens up to you.*

13. *The law of modeling*

- ❖ *It's hard to improve when you have no one but yourself to follow. Find role models who were ahead of you to learn from.*
- ❖ *„To know the road ahead, ask those coming back.“ (Chinese proverb)*
- ❖ *You need to focus your growth on your areas of strength.*
- ❖ *Your attitude and the way you think will essentially impact your life.*

❖ Most people who decide to grow personally find their first mentors in the pages of books. That is a great start and great place to continue. But at some point, you must find personal models too.

❖ We become like the people we admire and the models we follow.

❖ „True leadership carries with it the burden of being an example.“ (Gordon B. Hinckley).

Teaching people what to do is easy.
Showing them is much more difficult.

- ❖ *„As I grow older I pay less attention to what men say. I just watch what they do.“ (Andrew Carnegie)*
- ❖ *My greatest leadership challenge is leading me!*
- ❖ *„Great things happen whenever we stop seeing ourselves as God's gift to others, and begin seeing others as God's gift to us.“ (James S. Vuocolo)*
- ❖ *Be driven not by the desire to say something but the desire to learn something from every student.*

- ❖ *Add value to people and make a difference.*
- ❖ *In sanskrit a „guru“ is one with great knowledge and wisdom. „Gu“ means darkness and „ru“ light. A guru takes someone from darkness into the light.*
- ❖ *Following yourself is not a viable option for effective personal growth. Humble yourself and say: „I need your help.“*
- ❖ *Wise leaders and good role models speed up your journey. If you haven't been asking*

others to help you on your journey, it's time to start.

14. The law of expansion

❖ Growth always increases your capacity.

„There is no finish line.“ (Nike commercial)

❖ When you are pursuing your dream, you'll go far beyond what seems to be your limitation. „The potential that is within us is limitless and largely untapped. When you think of limits, you create

*them.” (Robert. J. Kriegel, Louis
Patler)*

- ❖ You must change how you think and you must change your actions. Everybody can change his thinking. And if you can change your thinking, you can change your life.*
- ❖ Most experts believe we typically use only 10 percent of our true potential.*
- ❖ More work will not necessarily increase your capacity. Don't fall into this trap! Hard work isn't always the answer.*

Doing a lot of things instead of the right things is certainly not a good choice.

- ❖ *Focus your attention on what you must do, what you ought to do and what you really want to do.*
- ❖ *Shift from „Can I?“ to „How can I?“. When you ask yourself „How can I?“ you give yourself a fighting chance to achieve something.*
- ❖ *Most of our limitations are not based on lack of ability, but lack of belief. So,*

change your thinking, push the boundaries and test your limits. „Often it's not a matter of physical strength, but a matter of psychological strength. The conquest lies within your own mind to go over those barriers of self-imposed limitations.“ (Sharon Wood)

- ❖ Your doubts are not the product of accurate thinking, but habitual thinking.*
- ❖ Everything looks like a failure in the middle. You can't bake a cake without getting the kitchen messy. Halfway*

through surgery it looks like there's been a murder in the operating room. Perseverance is key. Don't give up.

❖ *„Learning is Discovering that something is possible.“ (Fritz Perls)*

❖ *There is more than one way to do something successful. It's much better to consider many possibilities and look for multiple answers to all of your questions. Think in terms of options.*

❖ *Be creative and adapt. Failures and setbacks can be great tools for learning.*

- ❖ *Expand your mind. Face the unknown and conquer your own doubts and fears. Make the leap and try new things.*
- ❖ *We must leave behind some old things to take on new ones.*
- ❖ *„I'm always doing that which I cannot do, in order to learn how to do it.“ (Pablo Picasso)*
- ❖ *Start doing more than is expected. Many people think they are doing well if they just do what is expected of them. I don't believe that helps people reach their*

potential. Expect more from yourself than others expect from you.

„Going far beyond that call of duty, doing more than others expect, this is what excellence is all about!“ (Jack Johnson)

❖ Go the extra mile! Do your very best!

❖ Do the important things every day!

Advance confidently in the direction of your dreams!

❖ Reading and working through the right books changed his thinking - and thereby his actions and his life.

15. *The law of contribution*

- ❖ *Growing yourself enables you to grow others. Your progress in personal growth also opens doors for others.*
- ❖ *Be all you can be so you can help others to be all they can be.*
- ❖ *You cannot give what you do not have.*
- ❖ *Make a contribution, do work of significance.*

- ❖ *CEOs are less afraid of dying than they are of not making contribution to their world.*
- ❖ *Share ideas. Be a river and not a reservoir.*
- ❖ *„I have one life and one chance to make it count to something. My faith demands that I do whatever I can, wherever I am, whenever I can, for as long as I can with whatever I have to try to make a difference.“ (Jimmy Carter)*

- ❖ *Giving your time, expertise, and resources without expecting anything in return makes the world a better place. Become a more generous and giving person.*
- ❖ *You can get everything in life if you help enough people get what they want.*
- ❖ *There is no success without sacrifice.*
- ❖ *The older I've gotten, the more I've realized the importance of other people. People are what matter.*

❖ *The measure of success is not the number of people who serve you, but the number of people you serve.*

❖ *Don't let stuff own you! Do you own your stuff or does your stuff own you?*

No-one should become a slave to his stuff. Don't devote your life to the wrong things!

❖ *„Owning things is an obsession in our culture. If we own it, we feel it will give us more pleasure. The idea is an illusion.“ (Author Richard Forster)*

❖ *If you try to feed emotional or spiritual needs with material things, all it does is make you hungrier for more things. You can be content with or without a lot of possessions.*

❖ *If you want to be in charge of your heart, don't allow possessions to take charge of you.*

❖ *„I consider the success of my day based on the seeds I sow, not the harvest I reap.“ (Novelist Robert Louis Stevenson)*

❖ „After sowing there is a period of time when it looks like nothing is happening. All the growth is below the surface.“ (Nabi Saleh)

❖ Maintain an attitude of generosity, make it your habit to give - your time, attention, money, and resources.

❖ If you are sowing only for quick returns in life, then you will usually be unhappy with the outcome and unable to keep giving and living while waiting. On the other hand, if you sow continually and

abundantly, you can be sure that in due season there will be the harvest. Focus on sowing, knowing that reaping will eventually come.)

- ❖ Self-development means doing what you are talented and uniquely fit to do, and that becomes your responsibility.
- ❖ You can develop yourself regardless of how you feel, what circumstances you find yourself in, your financial situation, or the people around you.

- ❖ *Keep growing to keep giving. If you want to keep giving, you have to keep growing.*
- ❖ *Work harder on yourself than you do on your job.*
- ❖ *The best use of human life is in the service of others.*
- ❖ *If you want to make your life burn brightly for others and future generations, keep growing.*
- ❖ *There will always be new challenges to excite and inspire you. Every bit of*

*progress is a victory! Move on to bigger
and better things.*

12. CHANGE ANYTHING

The following chapter outlines some of the key guidelines developed by Kerry Patterson, Joseph Grenny, David Maxfield, Ron McMillan, and Al Switzler published in their book *Change Anything: The New Science of Personal Success* (April 2012). The book is purchasable e.g. via <https://www.amazon.com/Change-Anything-Science-Personal-Success/dp/0446573906> .

1. Escape the willpower trap!

❖ *Become progressively smarter at influencing yourself.*

2. Disarm your impulses!

❖ *Make the right choices pleasurable.*

❖ *Interrupt your impulses by connecting with your goals!*

3. Deliberated practice!

4. You can dramatically change your own behavior!

5. Control your space!

❖ *Take control of your surroundings.*

6. Spend less and save more!

7. Stay on course for years!

8. *Push yourself to the limit!*

❖ *Grit, tenacity and commitment.*

9. *Withstand the temptation!*

10. *Get up early! Eat healthy fruit and exercise vigorously!*

11. *The people around you both motivate and enable your habits!*

❖ *Bad habits are almost always a social disease!*

12. „Things“ have an impact on what you do every day!

13. Get a coach and you'll make the change far more likely!

14. Small changes in your environment can have a surprising effect on your choices!

15. Design effective change plans!

16. Surround yourself with healthy food!

17. Experiment!

18. Establish rules in advance of facing a challenge!

19. It's time to move from thinking to doing!

20. Post inspiring quotes on your mirror!

21. Good breathing and relaxation techniques!

22. Stay focused on high yield tasks!

23. Start taking notes, review them and act on them!

24. Decide now on what, where and at what times you will study and write it down!

Commitment!

25. Simply writing down a plan increases the chance of success by more than 30 percent!

26. The goal is not perfection but progress!

27. Follow through! Persistence is key!

28. We are good at doing what we enjoy!

29. Trust in the future!

30. Make short term sacrifices!

31. The words you use to describe what you are doing profoundly affect your experience!

32. Breaking the goal into smaller chunks was enormously motivating!

33. Discuss and design the future you would like to live!

34. Respond to peer pressure! Don't give in!

35. Be creative, find new tactics!

36. Prepare for setbacks!

*37. Willpower can be learned and
strengthened!*

*38. Stop doing the wrong thing! Start doing
the right thing!*

*39. Reward what you do, not what you
achieve!*

40. Stay up-to-date in your field!

FURTHER READING SUGGESTIONS

Below you find a list of books which may help you, if you would like to further expand and deepen the topic of personal growth and development.

My recommendations for further reading - carefully selected for you from my personal library:

Adam Braun - The Promise Of A Pencil
Anthony Robbins - Unlimited Power
Anthony Robbins - Awaken The Giant Within You
Barbara Fredrickson - Positivity
Bernhard Roth - The Achievement Habit
Brian Tracy - Maximum Achievement
Brian Tracy - Create Your Own Future
Brian Tracy - No Excuses! The Power Of Self-Discipline
Brian Tracy - Thinking Big
Brian Tracy - Getting Rich Your Own Way
Brian Tracy - Eat That Frog!
Caroline Webb - How To Have A Good Day
Charles Duhigg - The Power Of Habit
Charles Duhigg - Smarter, Faster, Better
Charlotte Style - Positive Psychology

Chris Guillebeau - The Happiness Of Pursuit
Chris Johnstone, Dr. - Find Your Power
Colin Wright - Start A Freedom Business
Dan Baker, Ph.D. - What Happy People Know
Derek Doepker - Break Through Your BS
Derek Hoepker - The Healthy Habit Revolution
Derek Hoepker - How To Stick To A Diet
Evan W. Dorren - Simply Successful
Frances Coombes - Motivate Yourself And Reach Your Goals
Fumio Sasaki - Goodbye Things
Gay Hendricks - The Big Leap
Heidi Grant Halvorson - Succeed
Heidi Grant Halvorson - Nine Things Successful People Do Different
Jeff Olson, John David Mann - The Slight Edge
Jim Rohn - The Five Major Pieces To The Life Puzzle
John C. Maxwell - Thinking For A Change
John Gordon - The Energy Bus
John Gordon - Energy Addict
John Wood - Leaving Microsoft To Change The World
Jonathan Fields - Uncertainty
Karen Casey - Change Your Mind And Your Life Will Follow
Kelly McGonigal, Ph.D. - The Willpower Instinct
Larry & Hersch Wlson - Play To Win
Les Brown - Live Your Dreams
Martin E. P. Seligman, Ph.D. - Learned Optimism
Martin Meadows - How To Think Bigger
Martin Meadows - 365 Days With Sef-Discipline
Martin Meadows - Confidence

Martin Meadows - How To Have More Time
 Marti Olsen Laney, Psy.D. - The Introvert Advantage
 Michael Bungay Stanier - Do More Great Work
 Napoleon Hill - Think And Grow Rich
 Og Mandinos - University Of Success
 Paige Oldham - The Joy of Now
 Paige Oldham - The Mindful Guide to the Law of Attraction
 Patrick King - Limitless
 Philip Zimbardo, John Boyd - The Time Paradox
 Richard Bandler - Get The Life You Want
 Richard Templar - The Rules Of Life
 Richard Templar - The Rules Of Wealth
 Rob Symington, Dom Jackman, Mikey Howe -
 The Escape Manifesto
 Robin Sharma - The Monk Who Sold His Ferrari
 Robin Sharma - Megaliving
 Robin Sharma - The Saint, The Surfer and The CEO
 Robin Sharma - Discover Your Destiny
 Robin Sharma - The Leader Who Had No Title
 Robin Sharma - The 5am Club
 Russ Harris - The Happiness Trap
 Scott Belsky - Making Ideas Happen
 Sean Stephenson - Get Off Your „But“
 Shawn Achor - The Happiness Advantage
 Spencer Johnson, Dr. - Who Moved My Cheese
 Susan Jeffers, Ph.D. - Embracing Uncertainty
 Talane Miedaner - Coach Yourself To Success
 Taylor Pearson - The End Of Jobs
 Tess Vigeland - Leap, Leaving a Job with No Plan B to Find
 the Career and Life You Really Want

Wayne W. Dyer - Your Erroneous Zones

William B. Irvine - A Guide To The Good Life

William Clement Stone - The Success System That Never Fails

Vita



Thomas Spieker was born in 1964 in Höxter, Germany.

He earned his Dipl. Ing. Univ. Electrical Engineering at the University of the German Armed Forces and extended it by studying Business Administration for Engineers at the Distance Learning University of Hagen.

After serving as a training officer at the Air Force Technical School and as an IT security officer for the Armed Forces Command and Control System, Thomas Spieker moved into the consulting business in 1995.

As executive and management consultant, he worked for numerous global companies such as Adidas, Airbus, Audi, BMW, Deutsche Telekom, Lufthansa and Munich Re.

In various management roles, Thomas Spieker held responsibility for human resources, personnel development, revenue, profit and business development in different consulting companies. Most recently, he headed the Cyber & Information Security unit in Munich as Director Consulting Services at CGI.

At the end of 2018, Thomas Spieker retired from the consulting business to devote more time to his extended family, friends and hobbies as well as to personal development and investment strategies.

In addition, he enjoys his passions for swimming, skiing and hiking in the mountains.