

Future Success Tracks

Do you really think that great things just happen to lucky people? Think again!

You are what you are today because of the choices you made yesterday.

This workbook will help you experience a better tomorrow.

The Future Success Tracks Workbook is a personal development tool designed to empower you by helping you focus on making choices today that will guide you to the real results you want to enjoy in your future. You will learn how to consolidate your thoughts and simplify big goals through an easy step-by-step process that helps you define exactly what it is you really want to achieve and develop the essential skills to make it happen.

This Workbook belongs to: _____ Date: _____



Tip: For best results, read the entire workbook before you begin then follow each page carefully. As you experience challenges, refer to the lessons for guidance.

Reasonable completion time: 1 weekend

Future Success Tracks has been compiled from the 5 part "Living In Integrity, Health And Abundance Series" featured in Diane McLaren's Healthy You Naturally monthly newsletter available at www.HealthyYouNaturally.com.

This workbook is dedicated to you and your success.

The companion template (MS Excel) worksheet that you can [download now ...](#) (virus and macro free)



Table of Contents

TABLE OF CONTENTS2

THE TOP REASON PEOPLE DON'T SUCCEED3

THE SECRET THAT ALL SUCCESSFUL PEOPLE SHARE4

STEP 1 – BEFORE YOU BEGIN5

 Brainstorming Your Major Goals.....6

 Making Your Goals A Priority In Your Life7

 Declaration Of Intent8

STEP 2: YOU NEED A PLAN9

 Developing Your 20 Step Plan10

STEP 3: UNDERSTAND YOUR OBSTACLES FROM THE BEGINNING 11

 Plan How To Address Obstacles.....12

STEP 4: ALWAYS ALWAYS ALWAYS START SMALL 15

 Take It One Small Step At A Time16

STEP 5: YOU HAVE TO TAKE ACTION 17

STEP 6: NEVER, NEVER, NEVER GIVE UP 18

LESSON 1 - HOW TO AVOID SABOTAGING YOUR CHANCES OF SUCCESS 19

 What Can You Do About Procrastination?.....20

LESSON 2 - HOW YOU CAN GET BETTER RESULTS WITH LESS EFFORT 22

 The Pareto Principle.....23

 I Found Out Just How Accurate The Pareto Principle Is.....24

LESSON 3 - HOW YOU CAN DEFEAT PESSIMISM 25

 Part #1: Become Aware Of Your Thoughts And Opinions.....25

 Part #2: Understand Where It Comes From.....26

 Part #3: Get It Right.....27

LESSON 4 - BEFORE SUCCESS HAPPENS, ARE YOU WILLING TO CHANGE? 28

 How does one go about developing energy and a positive attitude?28

 Reformat You Internal Template Of Thinking.....30

LESSON 5 – LEARN THE 7 STEPS TO ACHIEVE ANY GOAL..... 31

FINAL WORDS OF ENCOURAGEMENT 32



The Top Reason People Don't Succeed

This may not surprise you, but the top reason people don't succeed in achieving their dreams and goals is that despite the best of intentions, **they don't finish what they start.**

Imagine you've enrolled in a new course which has a beginning and an end. Now imagine you've worked hard all term, you have completed all the assignments, put in countless hours of study and you are just days away from writing the final exam

- **But you never write it.**
- **What do you think the chances of you passing that course are?**
- **Your chances are virtually nil!**
- **The fact is, you didn't complete the program.**

No matter how much effort you put in during the course, no matter how well you completed the assignments, the fact remains, you will not pass the course because you didn't complete the final exam.

- **Completing what you start is the number one key to achieving your goals. In fact, if you often fail to finish what you start, this inability to complete has really become a habit.**
- **Any action repeated frequently becomes a habit and that makes it very hard to change.**

You run on auto-pilot and your normal thinking will sound a lot like "I do not like doing this anymore and anyway, I do not think there is much change of me being successful at it".

Every time you start something then part way through the task you begin to think like that, you are simply feeding that bad habit which lets you take the easy way out and sets you up to fail at achieving your goal of completing the task.

If you want to be successful at improving your health and wellness, enhancing your financial situation, expanding your skills and knowledge or accomplishing any task you choose to do, learning to complete what you start is absolutely ESSENTIAL.

Read on to discover how most successful people approach their tasks and goals...



The Secret That All Successful People Share

Most successful people all have integrity.

Integrity in this case simply means that **they have developed a trust in themselves** and know that when they say they will do something, they do it.

- Now, if you say you will do something, but you do not complete or even start it, then you are training your sub-conscious mind to mistrust your commitments which means you are training yourself to fail. When that happens frequently, it is a habit.
- If you want to be successful at small tasks and big goals, you are going to have to trust yourself to do it.

This is known as the habit of integrity and in simplest terms what that means is if you say you are going to do something, then do it, no matter what, or don't say you will. It is that simple.

What you repeatedly do becomes a habit, so act with integrity and chose to finish every task you begin as you work toward the bigger goals you have set for yourself.

If it was important enough to start, don't let the habit of failure let you take the easy way out, finish what you start, no matter what.

- **This is your life, so the choices you make are yours alone.**
- **If you say you will do something, then do it ... or don't say it in the first place.**
- **If you begin something, then finish it... or don't start at all.**

I often use a quote from an unknown author, "You are what you are today because of the choices you made yesterday." This simple truth can become the basis of success in your life and all that you say or do.

So to be successful in your life, you must choose to do what you say and finish what you start. You definitely need to build a track-record of self integrity.

If you want to achieve a significant goal, read on to learn how to go about creating a pattern of intentional consistency that makes accomplishing any goal a good habit and life-skill to own.

When you are ready, begin the process of define your goal ...



Step 1 – Before You Begin

Stop and Take Time To Become Aware Of What Your Big Goals And Objectives Are!

Before you say or commit to do anything, take some time by yourself and get really clear on what your top goals are. Life is going to happen anyway, so don't let your current pace of the day-to-day reality deflect you from finding some quiet time to reflect on what you really want to achieve in the coming weeks, months and years.

Figure out what is most important to you.

People are so very busy living in the moment of daily life that they have actually lost track of where they are going, how they got where they are and why they are doing what they do.

It is called the rat race and like a hamster in a tread-mill, there will be no real change or end until you identify your ultimate goal(s).

Realize, your ultimate goal(s) will be comprised of many smaller goals but for now, just take time to define the really big ones.

With awareness comes the power of choice so now that you have scheduled a little time with yourself, go ahead and let your mind wander. On the next page, write down the big goals you want to achieve. DO NOT think or worry about the how for now, just get the big ideas written down. You will have lots of time to get into the details later.

Example of typical s.m.a.r.t. goals:

Major Goal Description	Priority
Run a 10K marathon to the finish line by this time next year	Skip for now
Average \$7,500/month in my own home business within 36 months	Skip for now
Learn how to permanently reduce my weight by 30 pounds in 6 months	Skip for now
Become head of my department by 2010	Skip for now
Sponsor an education trust in Cambodia valued at \$500K by Jun.	Skip for now
2012 Complete a 4 month ground safari across Africa by Dec. 2014	Skip for now

(Yours goals will differ but the point is, think big, be specific and forget about "how" to do it for now)

OK, go to the next page and brainstorm your own major goals and remember, do not worry about how to achieve them for now – just let your mind wander and challenge yourself to think big because even though big goals have big challenges, your rewards can be enormous! Have fun!



Future Success Tracks

Making Your Goals A Priority In Your Life

Good work!

You now have a number of possible goals outlined on the preceding page(s) so the next step is to narrow your focus by selecting just 3 goals that you believe are absolute top priorities in your life. Use the rules of setting s.m.a.r.t. goals (below) to guide you in constructing the goal statements.

S.M.A.R.T. Goals

If you have not heard about s.m.a.r.t. goals, take a moment to review what you need to know about making s.m.a.r.t. goals for yourself. (Look at the examples on page 5.)

S Specific – be very specific in describing what you want to achieve. For example a general goal might be to lose weight; a specific goal would be to lose 30 pounds.

M Measurable – be sure you can actually and specifically measure how well you are doing and know when you have achieved your goal e.g. symptoms gone, pounds lost, \$ earned, etc

A Attainable – the goals you choose must be very important to you so you can trust yourself to actually want do what it takes to eventually enjoy them, one step at a time

R Realistic – your goal(s) must ones you are willing and able to work towards, they must be substantial enough to motivate you to envision the benefit of attaining them.

T Timely – your goals must be structured and limited by time so you will place and experience a sense of urgency on achieving them - set a future date you can reasonably expect to achieve.

Now that you have a basic understanding of how to make s.m.a.r.t. goals, in the table below and using the goal guidelines defined above, select your top 3 goals from your brainstorming session on the preceding page(s). Enter them in the table below now. (See page 5 for examples)

My Top 3 Goals In Life	Priority
	1
	2
	3

Take some time to consider and envision what each goal would mean to you and your quality of life, satisfaction and happiness before you commit to them, then record them and go to the next page.



Declaration Of Intent

You are making terrific progress and now it is time to make a commitment to yourself!

In the charter below and using only your #1 goal, complete your personal Declaration of Intent. This is a personal promise to yourself that the goal you have defined as your number 1 priority will in the coming days, weeks, months and even years be tackled concurrent to your daily commitments and become an ongoing priority to successfully achieve and enjoy.

Personal Declaration Of Intent

I, _____ (name) on this day

_____ of the month _____ in the year _____
do here and now make a solemn commitment to myself in full integrity to
do what it takes to successfully achieve the personal goal of

by developing a measurable plan and undertaking all necessary actions to
complete the tasks that assist me in achieving this goal by this day

_____ of the month _____ in the year _____

Signature

Congratulations! Regardless of how silly this may sound, you must read this Declaration Of Intent out loud 3 times every morning and 3 times just prior to retiring each evening and trust your awesome mind to guide you to success.

It will not take luck! Your word in your bond so let your intent, personal integrity and unwavering conviction lead you to your goal. Now it is time to get to get to work ...



Step 2: You Need A Plan

Excellent! You now have your top goal identified and made an ironclad commitment to yourself that you will achieve it so now you need a plan (roadmap) on how you're going to get there. Most successful people begin at the ending point, that point where they visualize what it's like to be enjoying their goal. From there, they work backwards by identifying the key steps that incrementally got them there.

If you plan on achieving a big goal, or any goal, DO NOT skip this, or any task!

Beginning with the last step (#20), work backwards one step at a time by identify each preceding task until you have a rough outline from end to beginning. At first this may seem daunting but do not worry, the importance of this exercise is to loosely identify just the key actions needed without getting caught up in details. Eventually, you can expand each key task with the several smaller tasks.

It is critical you write these steps out (pen or computer) because they will give you focus, scope and identify the starting point. Ask yourself "what happened before I achieved this current step?" then put the steps you identify in rough order. You'll have lots of time to fine-tune things as you go forward so precision is not essential now because what you really want to do is identify the first task and then take action on it.

The time spent here is essential to achieving your goal and more importantly, the time you invest in creating your plan now will shorten the time it takes for you to actually achieve and enjoy it.

You might be wondering if you can you get help with all this? Absolutely!

Identifying people with the real knowledge and track record of experience to support you and help you devise the best possible plan may be essential to your success. You will develop a much better plan using the knowledge and skills of someone who's been there and walks the talk than you can by yourself. If an element of health and well-being is a top priority, we would welcome an opportunity to be on your team, visit us at www.HealthyYouNaturally.com.

Example:

Major Goal 20 Step Plan	Step/Measure
My Major Goal is <u>to run a 10K marathon within 12 months of today, Dec 2, 2008.</u>	
20. Run a 10K marathon to the finish line.	Run 10K / Nov. 09
19. Add 1 10K per week to regular schedule	Sub. A 5k for a 10K wkly / Sep. 09
18. Complete 5K runs 3 time a week for 3 months	Begin 5K's / Apr. 09



Developing Your 20 Step Plan

You are doing great! Begin at the end point, step #20 and work backwards. When you visualize success, what was the key step immediately prior to that step, and before that, etc.? Don't worry about details or how, just stay with identifying the bigger tasks, details for each step come later.

Major Goal 20 Step Plan	Step
My Major Goal is _____	
20	
19	
18	
17	
16	
15	
14	
13	
12	
11	
10	
9	
8	
7	
6	
5	
4	
3	
2	
1	



Step 3: Understand Your Obstacles From The Beginning

You are now making real progress!

Look back and you can see you have already completed 3 critical steps toward your goal. You identified a number of key goals in your life, committed to one major goal and developed a basic 20 step plan to achieve it.

You now have a viable roadmap on how you are finally going to achieve that goal and should be constantly visualizing exactly how you are going to enjoy the benefits of your invested efforts.

However, unless you take time to think about the possible obstacles in each step of your plan, you are setting yourself up for challenges that could potentially cause you to fail! Problems will happen on your journey to success, and if you do not plan for them, they can spell certain disaster, so now is the perfect time to get prepared.

Take that 20 step plan you have just developed and think about what problems you might encounter at each and every step. As you consider them, add them to your plan then consider how you will address each should it come up.

Remember: with knowledge comes power.

Expand your plan to include any obstacles you think you might face at each step and write down what they are and how you would deal with them.

At this point if you've been following along you will now have an orderly plan that identifies the key tasks you must complete to achieve your selected goal as well as a clear understanding of potential obstacles you may face, and how you will deal with them.

A carpenter will tell you to measure twice and cut once.

It is good advice because when you plan in advance, your chances of success increase greatly. Put time into identifying the challenges at each step and how you will deal with each then ...

1 Step Example:

20 Step Plan	Potential Obstacles
20. Run a 10K marathon to the finish line this time next year.	Date falls on a working day – schedule off 12 weeks in advance
	Never run 10K – replace 1 wkly 5k for a slow 10k 6 weeks prior
	Illness – enforce nutrition/hydration/sleep plan 5 weeks prior



Plan How To Address Obstacles

As the saying goes, “the best laid plans ...” so before you launch your plan, take plenty of time to consider what major obstacles you might encounter for each step in your action plan.

20 Step Plan	Potential Obstacles
20.	a.
	b.
	c.
19.	a.
	b.
	c.
18.	a.
	b.
	c.
17.	a.
	b.
	c.
16.	a.
	b.
	c.
15.	a.
	b.
	c.
14.	a.
	b.
	c.



Future Success Tracks

20 Step Plan	Potential Obstacles
13.	a.
	b.
	c.
12.	a.
	b.
	c.
11.	a.
	b.
	c.
10.	a.
	b.
	c.
9.	a.
	b.
	c.
8.	a.
	b.
	c.
7.	a.
	b.
	c.
6.	a.
	b.
	c.
5.	a.
	b.



Future Success Tracks

20 Step Plan	Potential Obstacles
	c.
4.	a.
	b.
	c.
3.	a.
	b.
	c.
2.	a.
	b.
	c.
1.	a.
	b.
	c.

Sixty potential problems may appear to be a lot yet by anticipating possible problems and how you would approach them should they occur; you have now developed a much stronger overall plan that will help you avert disaster.

It remains important to understand that looking at the total plan can be overwhelming, so as you go forward, focus only on one major task at a time and work it through till it is measurably complete.

Only when you fully complete one step can you successfully move to the next step with confidence.

Now get focused on the little things that actually make any goal possible ...



Step 4: Always Always Always Start Small

This might seem obvious to you, but the fact is, many people set great big goals for themselves then get bogged down in the details to the point of losing interest and giving up because it is just too much effort.

The real secret to achieving any goal is to start by setting small achievable goals. As each small task is completed in succession, you will be building upon one success after another and that confidence and persistence is what it will take to achieve your ultimate goal.

Remember: If you can't handle the little things, how are you ever going to handle the big ones?

For example, if you set a goal to lose 30 pounds (13.6 Kilograms) and get into better shape in the next 180 days but right now your diet is poor, you don't drink much water, your conditioning is poor and you never exercise; your goal is not realistic if you start without a plan; in fact your chances of success are very poor.

So if losing 30 pounds is your goal, and you say you are going to do that, you need to complete Rule 1, 2 and 3 then take your first action right now.

- What will your next meal consist of?
- When are you going to take your next 30 minute walk?
- When will you have your next glass of good clean water?

If you have not set your goals for each, how will you handle the rest of the week?

Understand that if you can't take action on the small immediate goals; how will you ever lose the weight and get into better shape?

Humans are generally creatures of habit. When you finally observe the habits that are standing in your way; it is time to create new ones and the only proven and successful method of doing that is to create and practice them one at a time until they run on auto-pilot.

When you start small by adopting small new habits, you'll put yourself in a position where your big goals are achievable because your new habits will be so ingrained, success is guaranteed.

You'll have developed habits of success by doing what you say you will do and complete every task you start.

Starting small is the secret of quickly achieving big goals though you have to do more



Take It One Small Step At A Time

Edison did not invent the electric light in one try; along the way he commonly said “I have found 2000 ways that do not work!” yet he kept his vision, personal commitment and conviction that it could be done!

The master 20 step template will help you to further develop, consolidate and refine your plan.

Build A Better Plan

This template is the MS Excel worksheet that you can [download now ...](#) (virus and macro free)



Step 5: You Have To Take Action

You have to become a person of action!

Nothing happens until you make it happen and despite the best of planning, stuff happens.

There is a popular quote by another unknown author “The road to success is dotted with many tempting parking places.”

- You have got to get started on the path to your goal and no matter what happens along the way you must be willing to regroup and continue. It is OK to make mistakes because without them, learning does not happen.
- Be willing to make mistakes but just as importantly, learn from those mistakes and refine your plan as you go.
- Successful people are people of action.

The path between where you are now and your ultimate goal is not a straight line so you must be willing to take the winding path as you remain focused on your big goal.

Making a decision that has risk is inevitable, but all truly successful people are risk-takers. The fact is, they make decisions based on the degree of risk and adjust to ensure the main goal remains in sight.

You will need to recognize that decisions have to be made and hardship will happen so you must be willing to accept them as part of the process of achieving the big goal. “Stuff happens.”

What you do about it and how you decide to react to hardship will determine your degree of success, or failure.

Accept failures as a lesson, resolve to make change and move forward.

Eventually, provided you stay the course and correct as necessary, you cannot fail and success is going to happen for you.

In the end you will make mistakes, hardships will test your commitment but in the words of the immortal Winston Churchill **Never, ever, ever give up ...**



Step 6: Never, Never, Never Give Up

When you define your major goal, you have to make a commitment to yourself to never give up on your dream. Do not allow it to become embroiled in and suffocated by life's daily cares

Accept that success going to happen though the path will be difficult, hardships will happen and setbacks will test your resolve and know that your ultimate advantage is persistence.

If you persevere regardless of the difficulty and are willing remain flexible enough to modify your plan along the way, that persistence will result in your success.

Never give up and you will achieve your goal as it is an unavoidable fact of life and an approach to thinking that has or is part of every successful person who has or will ever live.

On each step of the journey be willing to do the difficult things now, make the difficult decisions now, and take the actions that lead to change despite any immediate risk.

Commit yourself to never give up.

Consider the wise words of those who have gone before you:

"If you are willing to do what's hard, life will be easy. But if you are only willing to do what's easy, life will be very, very hard." - Aaron Loh Blog

"The person who gets the farthest is generally the one who is willing to do and dare. The sure-thing boat never gets far from shore." - Dale Carnegie

"Nothing will ever be attempted if all possible objections must first be overcome." - Samuel Johnson

"Many of life's failures are people who did not realize how close they were to success when they gave up." - Thomas Edison

"Obstacles are those frightful things you see when you take your eyes off your goal." - Henry Ford

People who give up are the people who can't commit to themselves and they never achieve great success because they never start or complete what they say they will do.

So never give up, do what's hard, keep adjusting along the way and you'll make it. If you follow these six basic steps you are virtually guaranteed to succeed.



Lesson 1 - How To Avoid Sabotaging Your Chances Of Success

Even when you have taken the time to set your big goals, developed a plan and begun to take action, procrastination may be one of the biggest challenges you face.

It really doesn't matter what your goals are, procrastination is one of those very human traits that can quickly and permanently derail you, if you let it.

You may have started a new business, are working toward a promotion, made plans to complete a course, started exercising every day, began adding more whole foods to your diet, decided to resolve a lingering illness or simply begun to improve your hydration by adding 1 extra glass of clean water a day.

The problem begins when you start second-guessing yourself to the point where you talk yourself out of the very actions that would get see you becoming successful.

No matter how important you initially believe your goals are, old habits can kick in and unless you recognize them for what they are, you can end up convincing yourself that:

- I do not feel like doing that right now because I am too tired!
- I am just not in the mood to do that today!
- I will take a break now and do it later!
- So where does that kind of put-it-off-till-later thinking come from?

In most cases, the root of those thoughts is based on a fear of the unknown.

Taking a break is never the problem, but when it turns into procrastination and robs you of your ability to succeed, you have to realize there is a problem.

How to avoid procrastination ...



What Can You Do About Procrastination?

To tackle procrastination, you have to begin by recognizing that it exists then have a plan to deal with it when it appears. Managing your time is the proven method.

So go ahead, watch that TV show, go to a movie or read a few chapters but be prepared. In other words, say “I’m going to read for the next hour then I will make the time to work on my project. Be specific, “I’m going to read till 8PM then I’ll start my project.”

If 8PM comes and goes, your old (bad) habits remain tightly in control. Worse than that, those old habits are draining your self-esteem, integrity, energy, enthusiasm and putting you at odds with your own self who said “I will achieve this goal”.

When you fail to take action on your goal because “I’m too tired” you are letting yourself down.

You did not do what you said you would do and you feel guilty, perhaps even a little depressed and disappointed that you failed to live up to your word.

Since even the most successful people experience procrastination in some form or another, how do they handle it? How do they break away from those old bad habits that try to convince them to take it easy, do it later, to fail at the very goals that would otherwise make them more successful?

The answer is simple: “Live in integrity and act in spite of your mood.”

Being aware procrastination is a problem is the first major step to overcoming it. If you are following the advice from Part 1 on developing small steps toward achieving your goal, the chances are that it will be much easier to actually take those steps consistently.

You alone are responsible so repeat often, “I act in spite of my mood.”

Here is an example of a dear friend who years ago had started a small business selling kitchen wares and really wanted to see it grow and prosper.

She was having a great deal of trouble making it happen though.

She liked many aspects of the enterprise including the people but one task she disliked was making the daily follow up calls to customers and prospects.

She would find every possible reason not to make those calls. There was laundry that needed doing, the dry cleaning needed to be picked up, kid’s activities, groceries, meals to prepare, you name it. She had procrastinated to the point where her goal of owning a successful business was in serious trouble.



Future Success Tracks

Does anyone choose to fail?

Did she want to see her business fail? Absolutely not and after a bit of investigation, self analysis and guidance from her mentor/coach; she hit upon a method that eventually worked well for her.

She made it her daily goal to contact 5 customers or prospects first thing every morning. Because she really didn't like to make the calls so she developed a plan that involved each little step she needed to do from the moment she awoke to the moment she had dialed the first number.

Brush teeth, shower, make coffee, prepared the kids lunch, grab some breakfast, get dressed, go to her office, sit at the desk, check her voice mail, pull the days files, write out her to call list for that day and finally, dial that first number.

Every day she focused on enjoying each small step from rising to that first call and continually congratulated herself on completing every step.

She had stopped focusing on the task she disliked and developed a simple plan.

What she did was consciously put herself in motion, and once in motion it became much easier to get to the point of making the first call because she was not actually thinking about it, she was thinking about the series of small routines that lead up to making the call.

She had discovered how to take control of her time by defining her tasks so she got things done. The laundry, groceries and so on were still done, but they were done after she made those calls.

Over a period of just a few months, her business began to grow, her sense of accomplishment improved and her self-confidence began to soar because she could actually see herself getting closer to her larger objectives, one step at a time.

- **What single action had she mastered?**
- **"I act in spite of my mood."**

Whether you don't feel like it, or you don't like completing a particular task, being honest with yourself then accepting responsibility to do whatever it takes despite your feelings will help you to banish procrastination, and **get things done.**



Lesson 2 - How You Can Get Better Results With Less Effort

In the last segment you read about someone who had buried herself in the mundane tasks of everyday living to the point where the objectives she had identified as important to her were not getting done.

- **Sadly it is not uncommon.**
- **Many people get so caught up in the act of being busy that they fail to achieve their dreams.**

Getting the groceries done or the kids picked up from school needs to be done, but people tend to get so busy running around focusing on the little stuff that the big life changing stuff never happens.

Because so many people don't focus on getting even a few important tasks (goals) completed, years can pass and nothing significant gets accomplished.

Sure the kids are happy, grow and develop but what happened to the dreams?

For the most part those goals get abandoned. People ditch their big dreams either because they forget, or they're too busy to take action. They also spend considerable amounts of time defending their lack of success.

- **Once the kids are in school, I'll get that project started...**
- **When I get that promotion I'll be able to ...**
- **By next month I'll be ready to start ...**

The problem is, there is always something, so unless you find a way to break out of the everyday mold, you will look back in 1, 3, 5 or 10 years and realize not much has changed.

Successful people know that to achieve any goal they must take action, yet as you will discover and interestingly, the amount of effort they invest to substantially achieve their objective tends to be surprisingly small...



The Pareto Principle

There is a simple rule you may have heard about known as the Pareto principle that says 20% of what you do will deliver 80% of your results.

- **We wear 20% of our clothes 80% of the time**
- **80% of the office work is done by 20% of the people**
- **80% of company revenues come from 20% of their customers**

The 80/20 Rule applies to virtually everything in your life including your health, finances, happiness, relationships and more.

The trick to adopting and using the 80/20 Rule is to determine which 20% of your daily activities will deliver 80% of your desired results.

Using an 80/20 approach to daily living gives you a way to plan for and balance your time and the efforts of doing the essential yet mundane busy things yet still have considerable time available to take action on the tasks that can get you from where you are to where you want to be.

Setbacks will happen, carry on

If by now you have defined your really big goal and broken it down into smaller steps and addressed objections as suggested, spending 20% of your daily time on those smaller steps, one at a time is guaranteed to over time deliver results in line with your objectives.

It is the consistency of putting 20% of your daily time into the small steps that deliver the really big results and when you do make that a habit, you can look back in 1, 5 or 10 years and easily see your progress as well as take great pride in your many accomplishments.

Why would you spend 80% of your time doing things that don't give you the results you want?

Following is a personal (authors) example that had to come to terms with ...



I Found Out Just How Accurate The Pareto Principle Is

As a small business owner I had wrestled with the problem of hiring staff. On the one hand the business was growing, but on the other hand, I felt the cost of hiring would take away my hard earned profits.

The problem with this situation was that because the business was growing I found myself spending more and more time doing everyday administrative tasks that took me away from by customers, clients, partners and future growth opportunities.

Lack of taking action has its impacts

I ended up investing 80% of my efforts into activities that brought me just 20% of the results which is the exact inverse of the Pareto principal. I had gotten so busy with the everyday requirements of running the business that I lost sight of my original goals.

Fearfully I took steps to hire an assistant and in a matter of weeks I noticed that as my ability to focus on my customers returned, so did my business prospects because I was then able to focus on customers and expand my reach into new areas of endeavor.

If you don't have time to focus on your goals because you have made going to the grocery store a priority, then that's just not intelligent, and that's not how successful people get things done.

- **Why did I decide to stop doing the (important but) small tasks myself?**
- **Was it because I am lazy?**

No. Success for me is happening because I developed a plan, an approach that allows me to focus my time on activities that supports the business and delivers better results faster.

I apply this same plan in all my counselling and training services too because it has consistently shown to help people achieve superior results.

For example, since I found someone to support the daily administrative tasks of the company, in just 1 year I have solidified and expanded my private counseling services, improved the quality of service to my clients, [co-authored a book called The Power Of Team](#), documented my methodology on natural healing into the [BODiWELL Health System](#), been a featured speaker at several large national venues, had my articles featured in several national publications and launched my own internet radio show, launched live monthly teleseminars ... and I was not working harder.

The bottom line is to decide what you want achieve, identify solutions for anything significant obstacles that might stop you from doing it and then put 20% of your daily efforts into actions that will deliver 80% of the results. **With vision, intent and persistency you cannot fail.**



Lesson 3 - How You Can Defeat Pessimism

If you have been following along, at this point you may be feeling some degree of pessimism because it too is a very common emotion.

- **You may be thinking that this is all too much, that you could not possibly build all these ideas into a plan that would work for you.**
- **The truth is, nothing ventured, nothing gained.**

If you really do want to move forward on your goal and begin getting real results (in your health, business, relationships, etc), you will need a way to overcome any lingering pessimism.

Here are three basic steps to changing pessimistic behavior...

Part #1: Become Aware Of Your Thoughts And Opinions

While it will not happen overnight, you must try to focus on being aware of your thoughts and actions, those situations that are not supportive of your goals and objectives.

As each day unfolds, be aware of what you are thinking, what your opinions about yourself and the world around you are.

How do you think about and describe what is happening to you and the things you are doing in response to your environment?

Before you can change anything you have to become aware of how you perceive and react.

Once you practice this on a daily basis for some time you will begin to recognize patterns of thought and response and notice times when you are negative vs. positive.

Be patient and work on becoming aware of how you think about and react to events because it is the first step to meaningful change.



Part #2: Understand Where It Comes From

Negative or pessimistic thoughts are protective mechanisms people use to shield themselves and their feelings.

If you were to set your sights very low, your expectations would be low then if you did fail to achieve them, you could say “see, I knew it would not work”!

- While it is true your degree of disappointment may be minimized, any successes will be equally small.
- Pessimism is also a protective shield to guard against a fear of the future or fears relating to the inherent risks of being successful.
- By containing your potential exposure to those fears, you mitigate the degree of disappointment at the cost of achieving significant success.

Because by nature pessimism tends to result in a withdrawal from that which is unknown, it is a strategy that essentially does not work because it consistently under delivers.

It cannot deliver the things you say you really want in your life. Why not?

Well to begin with, few people are attracted to people with negative attitudes which is a big problem when you consider that people are essential to your success. It takes people to build a business, people to develop projects, people to solve problems and of course your family and friends are people too so you wouldn't want to alienate them.

- **Pessimism also depresses your self esteem to the point where you don't even like who you've become which also tends to feed upon itself.**
- **Finally, this negative energy flows into all your actions.**

The next time you are confronted with a situation to which you would ordinarily react negatively, it would be better to say nothing than say something negative.

Stop delivering negatives by learning to catch yourself when it is happening, in thought or action, then replace it with something, anything positive.



Part #3: Get It Right

I have attended numerous training events over the past few years that have focused on developing a thinking pattern of optimism.

One very simple yet highly effective solution is the use of a thick elastic rubber band that you place on your wrist.

Every time a negative thought enters your mind and you become aware of it, snap the rubber band against your skin and thereby shock yourself out of the thought

- **Replace that negative thought with something positive.**
- **Repeat as required**

Following this process, you will in time be able to actively monitor your thinking and modify your behavior.

While the rubber band may sound simple, even silly, it might be all you need to develop a more positive frame of thinking.

Achieving optimum health in your life requires a similar approach, a system that identifies what needs to be addressed and how.

As your holistic practitioner and wellness coach, I can help you to overcome health challenges and obstacles by providing a framework that helps you attain your personal health and wellness goals.



Lesson 4 - Before Success Happens, Are You Willing To Change?

In this workbook I've shared an age old approach to successfully achieving goals that has proven effective for thousands of years.

Today, most people want more money, lots of happiness, excellent health, better relationships and of course the list can be long yet before it happens for you, are you willing to change?

For most of us, we need to understand that where we are today is a direct result of the decisions we made yesterday, so if tomorrow is going to be better, we have to adopt new habits that support tomorrow's goals today.

Is Your Glass Half Full Or Half Empty?

Positive attitudes and high energy are traits of people who are successful at whatever they have chosen to do e.g. better incomes, health, professional advancements, relationships and more.

Therefore if you expect to be successful achieving your goals, you are going to have to develop ways to infuse lots of energy and adopt a totally positive attitude.

How does one go about developing energy and a positive attitude?

First you have to recognize that there are 2 types of energy, physical and mental. Each has unique requirements.

Physical energy can be developed by setting aside at least 30 minutes of time 3 or 4 time a week for exercise. What you want to do is elevate you heart rate over that period of time doing activities that you find enjoyable.

- You do not have to be a fanatic, but you do need this activity which actually delivers and enormous level of fresh energy and enhances your mental perceptions of well-being.
- To receive maximum benefits from any exercise program you must understand your nutritional needs to ensure your body is being fueled by foods that match its needs.
- To aid in the overall lubrication and natural detoxification of your body you'll also want to ensure you are consuming an adequate amount of clean water every day.
- Another key physical activity critical to your energy levels is sleep, you simply must get enough sleep because it is only during sleep that the body can repair itself.



Future Success Tracks

Today people are not sleeping as long or as well so a few simple strategies can improve sleep quality:

- Go to bed at the same time every night – no matter what
- Make bedtime a relaxing routine (a bath, herbal tea, reading) 20-30 min/bed
- Do not eat anything within 2 hours before going to bed
- No fluids 1 hour before bedtime to avoid late night trips to the bathroom and refrain from all caffeinated beverages after mid-day

When you make sleep a constant priority, you will feel stronger throughout the day, your thoughts will be clearer, you will look younger and you will live longer.

Mental attitude has a direct influence on your level of physical energy so having a positive mental attitude and outlook makes all the difference regardless of what your goals are.

Negative situations tend to quickly deplete you of energy and that includes pessimism, stress, anger, disappointment, sadness, frustration, boredom and even long meetings or mentally demanding problem solving.

- To counteract the effects of these negative situations it is essential to find “me” time, a time and space where you can unwind, relax and regenerate.
1. Doing what you are passionate about is an excellent therapy for the stresses of life so that could be yoga, meditation, walking, a favorite hobby, essentially any activity that allows you to get refocused on yourself. (Of course the inverse is also true; doing something you don't enjoy robs you of energy.)

Earlier you read how pessimism has a disempowering effect on your potential for success; well the inverse is true of optimism. Eternal optimism is a trait all successful people share and developing a positive outlook is essential to success.

Put another way, you should think and do with purpose because your body carries out exactly what you ask of it.



Reformat Your Internal Template Of Thinking

Being success really is all about formatting your internal template of thoughts to constantly look forward to positive desired outcomes regardless of the inevitable setbacks that do happen.

As babies we learned from our parents, through schooling our teachers and peers and as adults we continue to be exposed to new ideas and people from all walks of life.

Thoughts do lead to actions and actions do lead to results so if you expect to achieve your really big goals, you'll want to be fine-tuning your thoughts and actions.

Many successful people have found that the most effective way to get really good at what they do is by learning from and modeling themselves after someone who is already successful in that particular field of expertise.

They seek out a mentor, someone they can learn from and model themselves after. These mentors are individuals who actively practicing what they teach.

It's very important when looking for a mentor or a role model that you choose wisely!

If you are going to learn from someone, learn from someone who is successful at what they are doing because you'll want to be both challenged and motivated and while your best friend many be opinionated, it may not be based on fact or a proven track record.

If you're going to find a mentor, make sure you're learning from someone who doesn't just have book knowledge. You need someone who is a doer, who is out there making things happen.



Lesson 5 – Learn The 7 Steps To Achieve Any Goal

“Many of life's failures are people who did not realize how close they were to success when they gave up.” Thomas Edison

Follow precisely and repeat as necessary for each and every goal and you will live in integrity, good health and abundance:

7 Steps To Realizing Any Goal You Want

- 1. You must really want and expect to succeed,**
- 2. understand why you want to achieve your goal then**
- 3. create a plan that defines the key tasks you need to carry out,**
- 4. identify how you will deal with the inevitability of obstacles then**
- 5. start and consistently do what you say you are going to do**
- 6. with a positive mind and a great deal of energy**
- 7. recognizing that the right mentor can help you fast-track your way to success**



Final Words Of Encouragement

As you have read throughout this workbook, you are today a result of the choices and decisions you made across many yesterdays. If you chose to follow the methodology outlined in this workbook, you will have the tools necessary to identify, define and direct your future success.

What this workbook cannot directly provide is the supporting energy, motivation, persistence and perseverance you will need to realize your goal(s).

That inner strength must come from within you for in the end, when you properly identify the goal you chose to pursue, it will provide all the motivation you'll need over the weeks, months and even years it may take to reach that ultimate goal.

The good news is that on the journey toward your ultimate goal, you will be constantly completing smaller goals and that is the underlying secret to achieving great things. Take it slow and focus on one small step at a time.

In time, as you complete the smaller tasks that propel you toward your goal, you will be achieving incremental successes that build your confidence which in turn push you forward to the next step. Begin today and when you look back next year prepare to be pleasantly amazed at your progress.

I wish you success on your journey and would welcome any interest you may have in developing an optimized personal health and/or coaching solution that would energize you and support your goals.

To your long-term good health and happiness,

Diane McLaren

Natural Health Practitioner, Wellness Coach And Trainer

P.S. If you want to learn how you could develop your own successful full or part time home business based on sharing my progressive natural health solutions; I would welcome your interest.

Please direct inquires to:

Email to: support@healthyyounaturally.com

Phone: **(905) 271-1180**