

CREATING A MINDSET FOR SUCCESS



Have you wondered why you feel stuck and running the treadmill of life? Do you feel like you are living a life of mediocrity and that you just can't seem to clear the debris away to find that clear pathway forward. Chances are you are looking through foggy glasses and holding onto old patterns and un-resourceful habits that are preventing you from getting ahead. So, let me ask you, "Have you had enough pain yet?"

Are you ready to make some serious change that will rock your world and get you back onto the pathway of life and really live your dreams?

It may be time for you to clear out the cobwebs and try something new. A life that is lived to the full is created by a mindset that is open, flexible and focused on achieving your dreams. As Napoleon Hill reminds us: "*What the mind can conceive and believe, it can achieve*" (*Think and Grow Rich*).

Creating a mindset for success is a sure way of getting you on the path to achieving what you want, either in your personal or professional life. By examining who you need to be and what you need to do, you are well on your way to achieving your desired goals or outcomes.

Developing a mindset for success requires a personal belief system that serves, supports, nourishes, and challenges you as you move toward achieving your goals. Holding a belief system that supports you is essential for your success. To begin with, you need to believe that you are capable of achieving your goals, and that whenever you come across an obstacle you can always find a way to overcome this and move forward toward your desired outcome. "The starting point of all achievement is DESIRE. Keep this constantly in mind. Weak desire brings weak results, just as a small fire makes a small amount of heat." (Napoleon Hill, *Think and Grow Rich*).

Having the right kind of support and encouragement around you is also important. Choose to surround yourself with people, mentors, and those whom you admire and have already achieved success in your area of interest. Notice how they have achieved results, learn from them and study their techniques. Don't hang out with people who complain. Be with people who focus on what they can control and influence and are supportive of you being the best you can be. Most importantly, act on what you learn.

WHAT, EXCUSES?

1. Be aware of any **excuses** that come up for you, such as: I'm busy, I'm too tired, I don't know what to do, I'm overwhelmed, I'm too stressed, what if I fail?
2. Effective **time management** skills are essential for a 'success mindset', and the ability to manage time by setting appropriate and **effective goals**. Goal setting is most effective when the goals are specific, measured, attainable, realistic and timed. Focusing on your end goal or outcome will ensure this is what you achieve. *What you focus on is what you get.*

3. With the process clearly outlined, you then need to ensure you are supported by **personal motivation**, and this is your purpose or reasons why you want to achieve these goals. Without a big enough or strong enough ‘why’ it is going to be much harder to achieve your dreams.

If you are struggling with this, take time out right now and reflect on what it is you truly want. Write down what your ultimate purpose is for wanting to achieve these goals. A great way to begin is to write down your top 5 values in life.

LET'S GET STARTED

Success is only achievable when you set yourself achievable goals. Using the S.M.A.R.T. model when setting your goals will give you the framework to ensure you set realistic goals that are likely to be achieved.

Before you begin to make your list of goals you will need to ensure they are *Positive, Personal, and Possible*.

Goals should be phrased **positively** so you feel good about achieving them. For example, Goal #1: Enrol in an exercise class so I can increase my energy levels and feel better about myself.

Goals must be **personal**. They must reflect your own dreams and values so you will be motivated to succeed and feel a sense of accomplishment.

When you set your goals, ensure they are within your control and are achievable. Ask yourself, is this goal **possible**? Is it realistic?

CREATING YOUR GOALS

Begin with making a list of your top 5 goals and use the S.M.A.R.T. model below.

SMART Goals

S = Specific

M = Measurable

A = Achievable

R = Relevant

T = Time-Bound

Specific: Setting specific goals will increase the chances of you accomplishing the goal than if it was written as a general goal.

Measurable: Establish criteria that will assist you in measuring your progress and keep you on track.

Attainable: Your goals need to be important, meaningful and attractive to you to ensure you are sufficiently motivated to achieve them. Develop the attitude, abilities and skill you need and ensure you have the financial capacity to reach them.

Realistic: For your goals to be realistic they need to be objective and you need to be willing and able to achieve them. Make sure your goal is substantial otherwise you will be less motivated to achieve it.

Timely: A timeframe ensures there is a sense of urgency to complete and keeps you accountable and focused as you work towards the set date.

STEPS TO CREATING SPECIFIC GOALS

Firstly you need to list your goals with detail, ensuring they are specific, measured, attainable, realistic and timed. Use the structure below to detail what and how you achieve your goals.

1. NOW
 - a. What is my current situation?
 - b. Where am I with respect to the desired outcome?
2. WHAT
 - a. What is the goal or desired outcome?
3. WHY
 - a. What is my reason or purpose for this goal? (If your reason is not strong enough, you will be less likely to achieve your outcome.)
4. HOW
 - a. How am I going to achieve this goal?
 - b. What do I need to do? (Write down each step you need to take. Include any resources or tools you may need).
5. WHEN (Time)
 - a. How long will it take to do?
 - b. Set a date to be completed. Are there any deadlines? (This will keep you accountable for achieving the goal in a set timeframe.)
6. OBSTACLES
 - a. What obstacles or barriers are likely to prevent me from achieving this goal or outcome?
 - b. List possible obstacles and what I can do to overcome or avoid them.
7. MODEL (Mentor)
 - a. Who do I know that has already achieved this or a similar goal?
 - b. What did they do to create success?
 - c. Who did they need to be to accomplish their goal?
 - d. How can I model their behaviour and mindset?
8. MEASURE RESULTS
 - a. How will I know I have achieved my goal?
 - b. Write down what results I expect or measures required to achieve this outcome.
9. REWARD
 - a. How will I reward myself on completion of this goal?



Next, you need to Prioritize, Visualize, Emotionalize and Materialize your goals.

PRIORITIZE YOUR GOALS

Next to each goal, prioritize them in order of importance. Be sure not to work on too many goals at once as this will reduce your focus and overwhelm you with the number of tasks to do.

- a. Ask yourself “What must I give up in my life to order to achieve this goal?”
- b. Ensure your goal is important, not just urgent. Urgent goals tend to be someone else’s goal, not your own.
- c. Once you have prioritized your goal, choose to focus on your top 1-3 goals.

VISUALIZE AND EMOTIONALIZE YOUR GOALS

- a. Create a mental image of how you imagined the completed end-goal or outcome. Creating a vision board with pictures can assist in visualizing your end goal. Be sure to view this several times a day.
- b. Ask yourself, “How will I feel when I have achieved this goal?” Imagine how you will feel, what you will see, what you will say to yourself when you have achieved your goal.
- c. When visualizing your goal, be open minded, concentrate on your goal, be persistent, and visualize the goal with **emotional intensity**. Focus on **how you will feel** as you get closer to achieving it, and then the moment of success when you have completed the goal. The more positive emotions and enthusiasm associated with the goal, the more motivated you will be to achieve it.

MATERIALIZE YOUR GOALS

Making your list, prioritizing, visualizing and emotionalizing your goals is not enough to make your goals **materialize**. You need to take care of the distractions and obstacles by being well prepared, and by having solid plans in place and a supportive environment to increase your chances of success.

Time Management

Being able to manage your time consistently will ensure you are being productive as you work toward achieving your desired outcomes. Writing down your plans for each day is a great start.

- a. Use a diary or journal to take note of and prioritize your daily activities.
- b. Start each day by planning what needs to be done as you work towards your most important goals.
- c. Tackle the most important tasks for the day first up.
- d. Cross off your completed activities and review during the day.

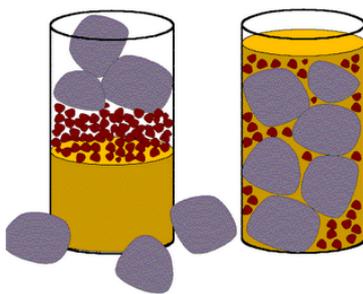
- e. Any uncompleted tasks can be carried over to the next day. If they remain untouched for 3 days, ask yourself what value the goal/task has in your life.

Tackling the Tasks

The familiar Glass Jar (with the rocks, pebbles, sand and water) metaphor is a tangible way of illustrating effective task management. In this example, the glass jar represents your day, and you are going to fill it with the tasks that you want to achieve, and even those unexpected things that pop up in your day.



- **Rocks:** Firstly, fill the jar with the large rocks. These represent your highest priorities and those things that have the greatest value. They are usually important, but not necessarily urgent. These rocks will be your main goals for the day.
- **Pebbles:** Next, are the pebbles to pour in and around the rocks. These represent the urgent and important tasks (often unexpected) but contribute less to your overall goals.
- **Sand:** Now fill the jar with sand. The sand represents all those things that tend to be urgent, but are not important tasks. They are usually routine and maintenance activities, or they are the tasks that are someone else's goals.
- **Water:** Finally, pour water into your jar. These activities are the trivial time-wasters and are your least priority.



Now for a moment consider what would happen if you were to reverse this activity and focus all your attention on the trivial things in your day and on the goals that are least important or belong to someone else. If you were to place the water, sand and pebbles in first, you would no longer have room for the rocks – those things that are your highest priorities. Does this sound a little familiar to you? So, what now?

DEALING WITH PROCRASTINATION

Having the right attitude, setting a daily PLAN and being willing to ACT, will increase your chances of success.

However, dealing with the distractions is important and not to be ignored. Procrastination happens to us all. We all sometimes put things off, but when the procrastination leads to feeling discouraged and being overburdened, it's time to *deal* with it.

We may procrastinate due to not knowing where to start, feeling overwhelmed, poor organization, fear of failure or perfectionism. Procrastination is simply 'avoiding' what needs to be done either because we don't enjoy it or it takes us out of our comfort zone.

Rather than ignore or feel the dread of putting things off, take ACTION.

- a. **Be honest** about why you are avoiding the activity.
- b. **Commit** to doing it at a certain time.
- c. **Prepare.** Set up your environment for success, not distractions.
- d. **Just do it!**
- e. **Reward** yourself when finished.
- f. **Appreciate** the feelings of completion.
- g. **Consider** whether you have the skills to do the task, or whether to outsource it.
- h. **Delegate** if it is not your responsibility.
- i. **Delete** the task if not required. What would happen if you didn't do it?

Above all, take ACTION.

TAKING ACTION IS THE KEY TO SUCCESS

Now is the time to really get cracking. If you are no longer satisfied with running that same treadmill in life, or dragging your feet through the mud and getting no-where, then it's time to look up, raise your gaze and your expectations, and lift those feet.

Begin now and fix your focus on what you really want out of life. Focus on what you want to achieve. You can start by developing a lifelong habit of tackling those tasks or goals that have the highest priority. Make these the FIRST things you do each day. That way you have no time to 'procrastinate' and you get the most important things done up front. If those big tasks are the ones that are less palatable, and you handle these first, you now know that you've taken care of them for the rest of the day.



CREATING A MINDSET OF SUCCESS IS ACHIEVABLE FOR ANYONE.

It takes a willingness and a commitment to make the decision to get up and get going. Don't be content for a life of mediocrity when a life of happiness and fulfillment is within your grasp. See life as the source of unlimited opportunities that are just waiting for you to embrace.



We each have everything we need within us to create a life of abundance. A life that is lived with a spirit of love, generosity and gratitude is a life that returns an abundance of blessings. When we visualize our dreams, and focus all of our attention on what it is that we want to achieve, with the belief that it is possible, we are opening ourselves to abundant opportunities and a life that is full.

Choose today, to create an exceptional life. You can make a difference for yourself and, for everyone else around you. Go ahead, create a mindset of success. ✪