

Take the First Step to Success

Goals within the next 5 years:

1. _____
2. _____
3. _____

Plans to Accomplish Your Goals

1.
 - a. 3 year goal: _____
 - b. 1 year goal: _____
 - c. 6 month goal: _____
 - d. 1 month goal: _____
2.
 - a. 3 year goal: _____
 - b. 1 year goal: _____
 - c. 6 month goal: _____
 - d. 1 month goal: _____
3.
 - a. 3 year goal: _____
 - b. 1 year goal: _____
 - c. 6 month goal: _____
 - d. 1 month goal: _____

Step to Take Tomorrow to Ensure Success in Each Goal

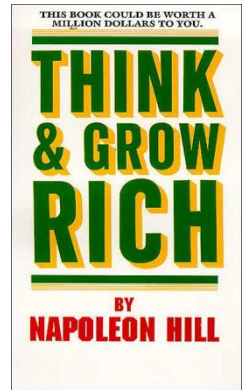
1. _____
2. _____
3. _____

“Goals in writing are dreams with deadlines.” -Brian Tracy

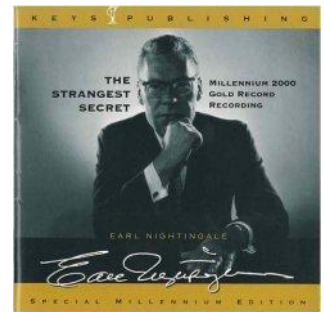
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Life Altering Books

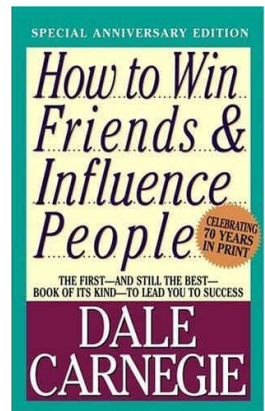
Think and Grow Rich by Napoleon Hill— Andrew Carnegie set out a task for Napoleon Hill: Interview five hundred of the richest men in America. Napoleon Hill did his and he discovered some of the greatest secrets to becoming wealthy. Those that become successful do not achieve fame through mere luck. Rather they have discovered that with a certain type of thought one can accomplish anything. As Napoleon Hill himself said, “If the mind of man can **conceive** and **believe** it, it can **achieve** it”.



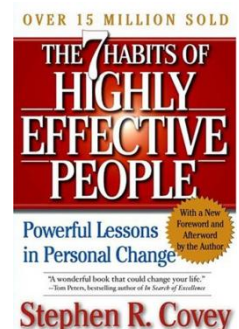
The Strangest Secret by Earl Nightingale – This short story claims to have stumbled upon a secret that has been the root cause of every successful man since the beginning of time. It is something that every great genius discovers and uses to his advantage. It can be summed up in one sentence: **You are what you think about.** Its basic premise is that a man’s life is nothing but the sum of his thoughts. It won a Gold Record in 1956 and is the only recorded message to win that award.



How to Win Friends and Influence People by Dale Carnegie – With 70 years in print and 15,000,000 copies sold, this book is one of the most influential books ever written. This is more of a guidebook on how to treat others and how to win people to your way of thinking. He delves into the nuances of relationships and interpersonal communication. This includes the six ways to make people like you, the twelve ways to win people to your way of thinking, and the nine ways to change people without arousing present. A must have in any reading list.



Seven Habits of Highly Effective People by Stephen Covey – This bestseller has sold over 15 million copies since publication and is used in seminars throughout the country. It focuses on seven habits that will help a person reach interdependent effectiveness. These include being proactive and beginning with the end in mind. This book is available everywhere and is a great complement to How to Win Friends and Influence People.



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The 90-10 Rule

Event + Response = Outcome

- 10% of life is made up of what happens to you.
- 90% is decided by how YOU choose to react.
 - Ex: Jim cannot stop the car from breaking down, but we have choices on how to react:
 - He could overreact and insult the tow truck employee. The employee would become upset, and provide sluggish service. Jim would get late to work, possibly take out our anger on a co-worker, and arrive home in a bad mood. He then proceeds to lose sleep over his awful day.
 - Jim could take a deep breath and recognize that getting upset would do no good. He could treat the tow truck employee with respect. This would in turn provide faster service, and allow Jim to continue his day.

➤ Putting it into practice:

- Ex: Kate oversleeps and realizes she is late to class.

- _____

Source:

<http://infinity.usanethosting.com/forum/messages/312.html>

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The 80-20 Rule

20% of your effort = 80% of your results

- Two Steps to Take:
 - Identify the causes in the top 20%
 - Move resources used from the bottom 80% to the top 20%

- Examples:
 - 20% of your relationships result in 80% of value
 - If Jim can focus his attention on the most important 20% of his relationships, they will reward him most. Spreading yourself out too thin is less rewarding.
 - 20% of the books you read give 80% of the knowledge you receive
 - Not all books are created equal!
 - Find the books that impact you the most, and reread them until you can effectively apply the lessons learned.
 - 20% of work time yields 80% of results
 - Find your most productive work time (breakfast, afternoon, late-night, etc.)
 - Open up that time by eliminating conflicting events
 - 20% of your skills give 80% of the returns
 - Find what you are really good at and pursue it.
 - Spend time developing these skills.
 - “Excellence is doing ordinary things extraordinarily well.”

-John W. Gardner

Source:

<http://management.about.com/cs/generalmanagement/a/Pareto081202.htm>

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Success Quotes

"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

"Most successful men have not achieved their distinction by having some new talent or opportunity presented to them. They have developed the opportunity that was at hand."

– Bruce Barton

"Would you like me to give you a formula for success? It's quite simple, really. Double your rate of failure. You are thinking of failure as the enemy of success. But it isn't at all. You can be discouraged by failure or you can learn from it. So go ahead and make mistakes. Make all you can. Because remember that's where you will find success."

– Thomas J. Watson

"The successful always has a number of projects planned, to which he looks forward. Anyone of them could change the course of his life overnight."

–Mark Caine

"There are three ingredients in the good life: learning, earning and yearning."

- Christopher Morley

"When a man feels throbbing within him the power to do what he undertakes as well as it can possibly be done, this is happiness, this is success."

- Orison Swett Marden

"Pity the man who inherits a million and isn't a millionaire. Here's what would be pitiful, if your income grew and you didn't."

- Jim Rohn

"Success is simply a matter of luck. Ask any failure."

- Earl Nightingale

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