

YOUR WORKBOOK FOR SUCCESS

Thomas Robarge

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This is a book about you. It is your personal journal. As you work these exercises, be honest. Do not give what you feel is the right answer but instead give the honest answer. As you work through this book, you will discover new things about the greatest person in the world and that person is you.

It is my hope that after you have completed this book. That you will find new talents that you did not even know existed and that you have established new goals for your life. But more importantly that you now know how you will be able to reach these goals. This is also a dream book. So dream your dreams and then discover how you can realize your dreams.

It is said that man can do anything that he sets his mind to. Look around you. Every product you see, every company you know of was at one time a thought in someone's mind.

Search your mind to find what your dreams are. Then you will be ready to look for the answers to the problems standing between you and your dreams. And then you can learn how to solve these problems and live your dreams. So come on let's take this journey together to a healthier, happier life.

What Do You Want?

If a magical genie was to appear to you today and told you the only wish he is able to grant you, was the ability remove all the limits standing between you and your dreams, so you could be anything you wanted to be. Where would you be in five years?

What kind of house would you like to live in?

What town or city and in what state or country would you find yourself in?

What would a typical day in your new life be like?

What type of career would you find yourself in?

What material things would you possess?

Where would you spend your vacations?

What type of church or charity work would you be involved in?

We'll consider your wish granted. Because other than the natural limitations of nature, the only limits that are on you are the limits that you have placed there yourself or the limits that you allowed other people to place on you. We'll guess what, if you placed them there or allowed other people to place them there. Then you can take them off. Yes you can live in that dream house, you can drive that dream car, and yes, you can even have that dream mate. Whatever your heart desires, you can have. The only thing is, is that you have to decide what you want.

This is called setting goals. A goal is nothing more than deciding what you want and then setting a definite time when you want to acquire it.

So look over your answers on the preceding pages and write down your goals.

1. _____
2. _____
3. _____
4. _____
5. _____

Now that you know what you want, list them in the order of importance to you.

1. _____
2. _____
3. _____
4. _____
5. _____

For now you will want to forget the other four goals and concentrate on your first goal. It is very important that you work on only one goal at a time. Put everything you have into achieving this one goal. Eat with it, sleep with it, get it, and then let it get you.

What Will You Give in Exchange for Your Goal?

Let us say that your goal is to buy a new house in five years. The first thing you will have to do is to figure out where you stand today. Then figure what you need to do to bridge the gap to where you want to be.

If your present income is sufficient, then maybe all that is needed is to set up a savings plan, faithfully setting aside so much each pay period till you reach your goal. But what if, like so many Americans today, you are already working two jobs just to meet your current needs. Then you will have to figure out how to broaden your service to meet your needs or wants. This can be done either in your present position, or perhaps in a different field.

The first thing you need to do, is to ask yourself. What can I do to provide a service to other people?

What am I good at and enjoy doing?

Do I enjoy working with other people or am I best suited working by myself?

What type of career would I like to be involved in?

Do I like working with children or elderly people?

Am I interested in sales, and if not, why?

What are my interest or hobbies outside my regular job?

Now take the time to look over your answers. You will need to pinpoint the area of service you are best suited for.

You may need to do some real soul searching to uncover your hidden talents. Then you can better decide on your area of service

List all your talents below.

After reviewing your talents and different areas of service you feel you are suited for. Narrow it down to one main field and write the answer down below, with the reason why.

You have to be able to match your talents and skills with the line of service you are going to provide. In short, you have to enjoy what you are doing.

You may find that after doing this exercise that in a day or two a new or different idea will come to mind. Even if it is a completely different area then what you thought of, or you feel that you do not have the talent for. Do not dismiss it. It may be the answer you are looking for. You may very well have talents that you did not think you possessed.

In the area of service, there are two ways to increase your rewards. The first is to provide better service. If it means you will need more education, then get it. If it means that you have to do some real soul searching and change some attitudes, then work to change .them. Whatever it takes, if it is worth going after, do it.

The second, is to provide service to a greater number of people. That is why movie stars and professional athletes can demand such high incomes because they are providing a service to a greater number of people. The same may be said for salesmen or network marketers . The top paid salesmen and network marketers usually have a combination of the two. They serve as many people as possible, while giving them the best service they possibly can.

Look at your present position to see if you can increase your service. Even if you are thinking of going into another field, give the best service where you are at. It will make you more valuable in your present position, while preparing you for the future.

Putting it All Together

Now that you have completed the exercises in chapter one and two, you are now ready to put the pieces together. Below you will need to state your main goal or purpose in life.

Now take the time to write a detailed plan on what you have to do to reach your main goal. You will have to keep in mind that your service must match the reward you are seeking.

Now that you know where you are going and how you are going to get there. You can rest easy knowing that all you have to do is follow your plan and you will realize your dreams.

Just remember that if your first plan does not work out, you can change your plan, but you do not have to change your main objective.

It is said that less than five percent of the population set goals. That means that only five people out of every one hundred plan on what they want to do. While it is estimated that only one out of these five regularly reach their goals, your chances of realizing your dream is better if you set goals than if you don't.

So, set your goals and watch the world move out of your way so you can reach them.

Aids to Reaching Your Dreams

Failure

Every great inventor, every great statesmen, and every great industrialist have had some form of failure on their road to success. Review the life of any successful man or woman and you will find that they all have failed along the way. Failure is a part of life, so accept that fact. Just remember that the person that succeeds is the person who can face their failures, learn from them and turn them around to success. If you fail at something, it does not mean that you are a failure. What it does mean, is that you need to find out why you failed and learn from it. Not everyone can be a great salesmen, movie star, famous doctor or the President of the United States, but everyone can find what they are good at and become a success.

Positive Attitude

There is only one person who can control your attitude, and that person is you. You can decide to let the world or outside forces control your attitude. Or you can take control and set your own attitude. This is sometimes easier said than done, but it can be done. When you have a dream and are in the process of making it a reality, it is a lot easier to have a positive attitude.

Helping Others

We all face problems from time to time and we can come up with answers to our problems most of the time. There are times we find ourselves unable to solve a problem. It is at these times we need to look around for someone else with just as great or a greater problem than we have. Start right there to help the other person solve their problem. As we get our mind off our self and on helping someone else, more often than not we will come up with a way to solve our own problem. Don't ask me how it works, I just know it works.

Giving a Little Extra

You should not expect to receive any more than you are already getting if all you are doing is just enough to get by. On the other hand, if you are always giving a little extra than is expected of you, you may find that better paying positions become available. Also, when times are hard, it is the person that gives a little extra that is usually the one that succeeds.

Flexibility

In this fast paced world we live in today, you have to be flexible to change. The person who can see the changes that are coming on the horizon is in a better position to take advantage of them. We can do things today that were not even thought of five years ago, and tomorrow will hold even greater rewards for the person who can meet the upcoming needs.

Visualization

Visualization is the ability to see yourself in possession of your dreams before they materialize. Ask yourself, how would I act if I have already reached my goal? Then, start acting that way. Success attracts success, so start acting as if you are already successful because in reality you are.

Faith

Before you can succeed in any undertaking, you have to have faith in yourself. You also have to have to believe that you can see this task through to its successful conclusion. If you set the goal that you will be financially sound and independent within the next year, you had better believe you can do it.

The Small Voice Within

Some people call it the conscious, while others call it your inner man. It may even be considered a hunch. Whatever it is, it does not matter. What does matter, is that people who have learned to listen for it and follow it's lead, have enjoyed a greater success than they would have otherwise. So go off somewhere quiet, and take the time to listen to the small voice within.

Stay Motivated

Write down your goal on a card and carry it with you. Read it whenever you get a chance. If your goal is a material item, get a picture of it and place it somewhere you can see it often. Locate motivational aids to place in your work area if possible. Whatever it takes to keep yourself motivated, do it.

To Do List

You should do something every day that brings you closer to your goal. What happens a lot of the time, is that you find you just don't have the time. One way to help you manage your time is to make a list of five or six tasks you need to get done. Then number them by their importance and start working on number one. Stay with it, if possible, until it is finished. Once you have completed this list, make up another one and work on it. You will soon find that tasks are getting done faster, and that you have more time to get other things done.

Sick and Tired of Being Sick and Tired

When you have finally reached the end of your rope. When you are finally tired of living from payday to payday, and when you find yourself working as hard as you can, but still come up short at the end of the month. Then it is time for a change, maybe it is time to take control of the life you are living and do something to turn things around. Maybe it is time to set a goal and start looking for a way to reach it. Maybe it is time to start living the life you know you should be living.

Being in the Flow

There is a natural flow in nature, and there should be a natural flow in your life. Some people discover their place in the flow at an early age, while others stumble across their place in the flow at a later stage in life. There are still others who go to their grave never finding their place in the flow. That is why it is so important to match your talents and temperance with the line of work you are planning to go into. You can tell you are in the flow when you can make a hard task seem easy. When you find the task that you are doing so rewarding, you do not consider it work. When you enjoy going to work and meeting problems head on and solving them. These are just a few signs letting you know you are in the flow.

Pace Maker

Once you have decided your main purpose in life. Find someone who has accomplished the goal you want to reach. Then, to yourself, claim that you will not only accomplish his or her success, but you will surpass them.

Meditate

To meditate is to spend some time away, quietly thinking or planning. It can also be used for problem solving. If you have a problem, you cannot come up with a ready answer for. Find a quiet place, and take time to meditate on it. Then turn it over to your subconscious mind. Before long, you will usually come up with an answer.

Incorporate Yourself

Think of yourself as a corporation that is providing a service to an employer. Because the days of working for one employer until retirement are long gone.

In fact, it is said to reach your career goals in the market today, you should plan on changing jobs about every three years. This does not mean that you should be disloyal to your current employer. This simply means, plan for your future.

Companies even make it easier today for you to be able to change employers. Your retirement program today is probably a 401K program that can be rolled over to your next employers plan. You are now able to keep your present health coverage until you will be covered by your new employers health plan. Employers today realize that from time to time they will lose employees to other companies. In fact there are very few employers today that will stand in the way of their employees changing jobs to better themselves.

Some people call this looking out for number one. The truth of the matter is, that by incorporating yourself, all you are doing is being responsible for yourself.

Freedom and Personal Liberty

In this great land of ours you can be anything you want to be. This is our country's greatest asset. A child raised in the inner-city can grow up to be a great statesman. A person born with a disability can learn to overcome their disability and become a successful business man or woman. We can be anything we decide to be, all we have to do is decide what we want to be. So take the time to find your dream, and set out to do it.

Roadblocks to Success

Unworthiness

The feeling of unworthiness is the major roadblock to success. There are many reasons for feeling unworthy. Most people feel that because of something from their past, they are not worthy to enjoy their future. This is not true, because there are many people who have had past problems and are now living a successful life. You just have to do the research to find who these people are, and come to

realize that if they can do it, so can you.

Lack of Self Confidence

The best way to build your self confidence is to realize that other people do have confidence in you. Then think of your past success's, and start to build on them. Before too long, you will come to realize that you can do whatever you set your mind to.

Worrying

It is said that ninety-two percent of our worries are needless worries. Such as worrying about past problems that we can do nothing about. Worrying about future events that may or may not materialize, and needless worry about our health. That leaves only eight percent of our worries that may be considered real problems. Of these, there are two classes. The problems we can do nothing about, and the problems that we can do something about. There is no need to worry about something that we have no control over. That leaves only problems we can solve, if only we would use our minds.

Lack of Forgiveness

Holding anger at another person hurts you more than it hurts them. It eats away at your insides, and can literally make you sick. You will find yourself telling others the wrong they have done to you, bringing up all that anger again and again. Some people even find it hard to sleep when they are angry at someone else. It can even cloud your judgment as to the way you treat other people. Believe me, you do not need it. Forgive those you are angry with, then forgive yourself.

Fear

There are only two things that you fear as a baby. The fear of loud noises and the fear of falling. All other fears are learned as you grow up. Some of them are for your own safety, while others just serve as roadblocks to your success. If you see a mad dog, you have every right to fear for your safety and should take the necessary steps to protect yourself. On the other hand, if you are held back by the fear of what they will say, you are not hurting anyone but yourself.

Some fears have to be unlearned before you can realize your dreams. Everyone has fears from time to time, but the fear of failure should not be one of them. If you have faith in yourself and feel the plan you have devised will work, but are held back by fear, then you need to sit down and write out all the reasons way your plan may not work. Then, take them one by one and find a way around them. As you overcome all the things that may go wrong, you will find the faith in your plan growing and your fears diminishing.

Negative Thoughts

There are whole books written about self talk. The things you say to yourself can make a difference between success and failure. Yet even the most successful people have to deal with negative thoughts. The best way to deal with a negative thought is to turn it around into a positive thought. Let's say you make a mistake. The thought that may cross your mind is, "I always mess up, I can't do anything right". To turn this around, say to yourself, "I messed up this time but that does not make me a failure, it just means I'm human. Everyone misses it from time to time. I will do better next time."

Money

Some people believe that money is the root of all evil. In fact, it is the love of money that is the root of all evil. Money in itself is nothing more than a tool. It is the payment exchanged for goods or services provided. Money can be a measurement of where you stand towards reaching your goal, but in itself, it should not be your goal. Let's say your goal is to have a million dollars in sales this year. You can check to see how you are doing towards your goal by checking how much you have sold so far but when you are with a customer, that customer's needs should be first and foremost. Serving and looking out for others is the only true road to riches.

Your attitude towards money will affect your success in reaching your goals. If lack of money was in your past, you may not feel comfortable earning large sums of money and do things that will affect your earning capacity. In this case, you will need to reprogram your mind with a short statement that you repeat to yourself over and over. Such as "I enjoy earning a hundred thousand a year."

One thing many people found is the fact that if they give to a charity on a regular basis. It is like a seed planted in good soil. Somehow the money is multiplied back to them and in the end they are better off than people that did not give to charities.

Learn to be a master over your money, before your money becomes a master over you.

What Type of Person Are You?

We are all born equal, but we are not all born the same. Each person has his or her own talents and abilities. Their own special gift to give the world. No two people are exactly alike, each person has their own dreams or goals, their own way of doing things, and their own special and unique personality. What would be considered a success to one person would be considered a failure by another person. We do not all see things the same way, nor should we.

We all have to learn to be ourselves and not conform to what other people think we should be. You are a very special and unique person with a gift only you can give the world. Whatever you do don't let people or circumstances change the person you are and don't try to change other people. Love them for what they are and trust in them for all they can become.

All you need to do is to take the time to find out about you. Not who other people believe you are but the real you.

Are you success conscience or failure conscience. Do you look for ways to make things work, or do you automatically see all the reasons why it won't work. If you want to become a successful person, you have to be open to new ideas and new ways of doing things.

Another area that you have to be concerned with is if you are a problem solver or a rewards seeker. There is nothing wrong with either type of person, but you need to know what motivates you. Some people will work harder if there is some type of reward to work towards. Then there are those that will go out of their way and are happiest when there is a problem for them to solve.

Then there are different work environments to take into consideration. In a structural environment you will have certain tasks that you are assigned to complete and a boss or foreman to answer to. You will

also have the support of co-workers if any problems should arise. In a free lance environment, such as the self employed, you will stand or fall on your own, but you do have the freedom to make your own choices on how and when task will be completed.

There are advantages and disadvantages to take into consideration in either type of environment. In the structural environment you will receive a regular paycheck but you are usually limited to the amount you will be paid unless you are working on commission. If you are self employed you will not be able to count on a regular paycheck but you are not limited to a fixed amount.

In a structural environment you usually have some form of a support group to turn to. If you are self employed the only support you can count on is paid consultants or creative thinking.

One problem with structural environments is that you are usually required to work a 40 hour week and at times mandatory overtime. Where with the self employed you set the hours you want to work and have the choice to turn down work you feel will overload you.

As you can see the main difference between the two environments is the choices you are allowed to make and the risk you are willing to take.

These are just a few things you will have to take into consideration when deciding on what area of service you want to pursue. The main thing is that you take the time to find your strengths and your weakness.

What is Out There For You?

Since the introduction of the personal computer, more and more people are working from home. Just as the introduction of the automobile in the late 1800's and early 1900's changed the way people moved around. The computer has changed the way people do business today.

The opportunities in just the computer and computer related industries are growing daily. As more and more people are introduced to computers, more innovative uses for the computers are created. Tasks that would have taken months with a manual system, are now done in the a matter of hours.

It has never been easier to start your own business. There are many network companies that you can become involved with where you will have a low start up cost. The advantage of these companies is that you can start part time and grow it over time to become a full time career. Just be sure that the products and services is something you believe in and the main goal is helping others reach their dreams.

Today you are only limited by your own imagination. If you can conceive, a product or service, believe that the product or service will be of use to mankind, while making a reasonable profit, chances are good, that you will succeed.

The areas of growth today are in specialization and networking. Today people are specializing in only one part of a given field. One Accountant may just offer payroll services, while another Accountant focuses on taxes. Today, large companies are finding that it is more cost effective to out-source jobs to smaller specialized companies. These smaller companies can usually do the job better, faster or at a lower cost, than to have the job done in house.

So, as you can see the opportunities are out there. All you have to do is figure out how you can take your special skills and abilities, and turn them into a marketable product or service.

Reasons Why You May Have Failed In The Past.

There are three different reasons why you may have failed in the past.

The first reason that you may have failed in the past, is that you were not detached from the results. Once you have determined your purpose in life, have set your goals, and have decided on the plans to achieve your goals, you need to believe that the plans will take you to your goals. The desire should still be there to reach your goals, but your focus has to be on the plan. You should be able to say to yourself, “ I am not worried about reaching my goals, because I know that the road that I have decided to take will lead me to my goals”. Once you have reached this point, you can relax, knowing that it is not a matter of reaching your goals, it is just a matter of time before you reach your goal.

The second reason that you may have failed in the past, is you did not take the time to evaluate your goal in light of your personal talents and abilities. You may have been presented with a business plan in the past that has worked for others, but for some reason you could not get it to work for you. You are a unique person. What has worked for others will not necessarily work for you. Do not be deceived by what people say. They will tell you, “If I can, do it anybody can”. Unless you take the time to measure your talents and abilities to theirs, do not follow their plan. In fact, it is better if you come up with a plan of your own. You will have more faith in your own plans if you just take the time to work them out before you put them into action. Learn to play the “What If” game. All this is, is taking time to work your plan out on paper, then ask the question “What If”. If you know the possible outcome before you take an action, you will not be taken by surprise by the outcome.

The third reason you may have failed in the past, is the timing was not right for you. Success is like waiting in line at the ticket counter, just wait long enough and your turn will come. You have to learn not to force the results. Once you learn to have patience, all good things will come to you in their own time.

Conclusion

The reason I wrote this book, is to show you that you do not have to accept things the way they are. You can change them, if only you take the time to think. Nothing I can say or do will change you. I have laid down the ground work for you, now it is up to you to go on from here.

Take the time to read success books and listen to success tapes. You will not become successful after reading a book on success, unless you take action. Make the ideas presented here, your ideas, success, like happiness, is an inside job. You will not be successful on the outside, until you have become successful on the inside. Each person is different, and they have to learn what works for them. Spend some time at your local library in the self-help section. Find what works for you, then do it.

Remember nothing happens overnight, the overnight successes probably took months, maybe even years of preparation before the overnight success took place. Some people say that the person who has had an overnight success was lucky, or just in the right place at the right time. Luck has nothing to do with it, this person was probably just prepared for the opportunity, when the opportunity presented itself.

Please remember one more thing. Success is different to different people, do not go by what the world considers success, go by what success means to you. It is my hope and deepest desire that you succeed. That your dreams become a reality and your life be full of happiness.



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Tom Robarge

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