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## About the Author

Barry Paulsen wrote this book to explain proven methods from his experience and research for becoming and staying motivated. so you can make the best of your opportunities and deal with whatever challenges life throws at you.

Barry has tried to keep his book like a chat with a good friend that wants to help you have a better future and more success, however you define it.

Barry said, “My book is straight-forward with no jargon or technical terms.”

“I think my book will be easy for anyone to use and benefit from, even if they had little success with others.”

“I keep it all simple, like I am myself. ”

“We cover a bit more than just motivation. There is information about improving our mindset, tactics and actions. Those three areas all affect each other in important ways.”

There’s some information on dealing with cravings and habits which readers have trouble with. And I show them how some people can start to be happier almost every day in just a week or so!”

“Going to a motivational talk can be like a quick shower but the effect may wear off fairly quickly. This book is on their computer for them to dip into any time they like.”

“I hope it will help each reader as much as the information has helped me and so many others.”

## **Introduction**

When we're young, our enthusiasm level is usually high. After we've been battling in the adult world for a while, we can become a bit dispirited.

This book can help you review some proven ideas, systems and tactics which helped people from all sorts of backgrounds to become more motivated and reap rewards which they had only dreamed of before.

I guess you will have heard some before but other tips and twists may make them fit better to your particular way of thinking and doing things.

It's not a huge book and there's no complicated language.

I want you to be able to understand and use the information which fits your needs as quickly as possible.

Go through the whole book so you understand why you may have to shift your thinking on some matters before your results can improve.

Then, concentrate on those points and tactics which fit best to your needs and circumstances right now.

If something doesn't work as well as you expect, don't worry.

You may just need to adjust it to be a better fit for you or try something else.

These methods are simple. Don't try to make anything more complicated or it might not work as well for you.

## **Staying Motivated**

We all face daily challenges and disappointments, big and small.

Some people seem to handle most of them much better than others can.

This book will help you to do that by becoming more aware and staying focused so you are able to keep moving closer to your desires and goals.

You may have tried various systems before with poor results.

I will help you find what you need to do or change to get better results in the future.

There are three areas which may need attention:

- 1)** Your Mindset.
- 2)** Your Tactics, and
- 3)** Your Actions.

Your Mindset is critical. If you can reduce how much you worry, especially on matters you can't affect or have no control over, the change can have an amazing effect on your outlook and achievements.

We'll start with some simple ideas in the next chapter.

## **A Relaxing Meditation Technique**

Meditation does not require any particular philosophy.

Its benefits are widely recognized.

Stress is a common problem which can have many bad effects.

This meditation activity for a few weeks can help you feel more relaxed.

There may also be a noticeable improvement in your energy levels!

Stand or sit on the floor. Keep your back and neck straight but not stiff.

Breathe in and out a few times.

Then, imagine that you can follow your breath from your nose, right down to your diaphragm.

If your chest fills but your belly doesn't get pushed forward, you're breathing too shallowly. This is very common. This exercise done properly will get you breathing better regularly.

Hold the breath in while you relax.

Then, fully exhale (don't force it, especially the first few days you do this).

Repeat the full routine a few times.

You will know if you are doing it right. You will feel a little brighter for a while afterward.

The increased depth of your breathing will be an on-going benefit.

You'll get the most benefit from this routine if you are not interrupted.

If you can close your office or bedroom door, do that.

If you can't, take over the toilet for that few minutes.

## Planning Pays



In every part of our lives, careful planning is worth the time and effort.

But too many of us suffer loss or other problems when we forget to give it the time and attention it deserves.

Have you got a five-year-plan for your business or career?

What about your retirement plan? Have you had it reviewed by an advisor since the latest financial crisis?

Do you have funeral coverage for you and your partner?

Are all the legal papers up to date and secured in the bank with a copy in a fire-proof box at your home?

Are all your insurances up to date including the new types of policy for expensive equipment and vehicles?

Have you taken some time to quietly and privately think about what you can do to improve or acknowledge the wonderful relationship you have enjoyed for how many years?

B.T.W. Don't forget the Anniversary again this year!

### ***Plan your Vacation in Five Years***

If you usually just take a family vacation somewhere fairly close, start discussing and planning a bigger one and give yourselves at least two years to plan and pay for it so it can be a bit special.

Thinking long-term gives you more options and also more time to collect the cash and gear that you might want if there are special activities you want to do which don't fit the time or budget of your regular getaway.

You might want to try to get ahead of the budget and surprise your partner

by having it earlier than they expected.

That would be a nice surprise!

## **Sweeping out the Mind Blocks**

Here is a simple way of to deal with some of the problems which come from feeding negative thoughts to our subconscious.

That affects our ability to get top results.

Everybody talks to themselves most of the time. Some people do it aloud while the rest of us sub-vocalize. Continuous streams of opinions and facts travel into the subconscious and its enormously powerful processor and filing system.

That can help if we're optimistic and forward thinking. But, negative people fill their subconscious with stuff that badly affects all their actions from that point on.

The subconscious accepts the information and opinions fed to it as fact without question. Complain how bad you are at math or when we talk to people we are attracted to and that's what happens more often!

The traditional advice about dealing with this problem is to make an effort to feed positive comments into the subconscious.

But, it's takes time and we have to erase the negative messages which have taken root there first..

This is more effective.

Instead of continuing to focus inwardly, I'll help you learn to improve your skills so that we actually believe the messages we're pushing into the subconscious.

It's not easy making such a fundamental change but the results are likely to be worth the effort. And it won't hurt a bit!

Make an effort to avoid more negative talk when you are upset by something in the future. Instead of saying, "I messed up.", say "That's not what I usually do!"

That will be easier as your confidence is boosted by more positive responses from people you deal with over time.

Your positive outlook will attract people with a similar positive aspect toward you.

They will help you maintain and strengthen those new neural paths too.

But, you will still have more work to do.

Stop listening to negative messages and spend less time with people who shared your old negative attitudes.

### ***Stop the Static***

Your conscious mind is always being affected by several messages from different people or other sources at the same time.

We have the people around us, electronic devices and the various matters we need to deal with that day.

It's very common to try to handle several things at once.

The problem is that we aren't built to do it effectively.

We will not produce the best results we are capable of that way.

Focusing on one task at a time will generally get better results.

This is not always easy. You may not be able to refuse your boss, partner or someone else when they have a request.

But, a good start is to reduce the number of the number of messages which compete for your attention. That will help you to deal better with those which are most relevant to you.

## More Mind Sweeping

As you start to benefit from the mindset change, you can take the next important step.

Start digging out and removing any other wrong assumptions you have stopping you getting the best results you can.

If you are concentrating on what is holding you down, you will find it very hard to deal with those other things which you can do something about.



If you have a headache, don't waste time moaning about how unlucky you are. It'll probably just hang around a bit longer if you do.

Instead, focus on getting the problem in perspective and then start looking forward to what you will do when the headache is gone.

Focusing on it will just make the pain linger which is only good if you like to suffer.

## **Power Focus**

This is the ability to reach a state where you can focus on the main thing you are doing without acknowledging any distractions for a period of time.

Athletes, musicians and some other highly motivated people do this regularly and achieve great results and rewards when they reach the stage where they can do it consistently.

They spend more time practicing their specific techniques than most of their competitors do, but it pays off!

That level of focus can only be maintained for relatively short periods, so there are a number of other techniques we can use to make smaller but significant upgrades to our core skills.

A concert musician said that he had to practice his regular playing daily on top of the core re-inforcement or he noticed a drop in the standard of his playing.

After two days off, he said that some other players noticed it.

And the audience would notice it after three or four days.

It's good to aspire to with vital tasks, but remember that a little extra effort will improve results markedly.

Most races are won by small margins. That might be like taking just a little extra care with that report you wrote or that speech you made.

## **Coping with Cravings**

Cravings are sometimes compared with habits. They persist like habits do long after you think you had overcome them and they can soon establish a hold as strong as before if given the chance.

This can reduce our confidence in our own strength of will to accomplish anything and make us feel inadequate.

When you find yourself dipping into the cookie jar again, your confidence in your ability to control your will is diminished. That will affect your future efforts to use that tactic to deal with other impulsive behaviors.

Then, we accept we are too weak and indulge in smoking or whatever it was more often.

The truth is more complex.

No desire or habit is simple - it is part of a bundle of impulses, triggers and influences. Trying to quit smoking for instance, by dousing the desire with a dash of firm resolve is very optimistic at the least.

You probably have fond memories of smoking with good friends. Your memories of those occasions are reinforced with other things that were part of the experience.

And, there is the continuing reinforcement of the "social benefits of the habit" pumped at you from every advertising medium which the companies are still allowed to use.

We are under pressure from many influences every waking second from the world around us, the powerful broadcasting station in our brain; the subconscious.

Few people have the level of mental control that they can comfortably focus on what they are doing and feeling for more than a few minutes.

When their attention switches, to something else, our hand automatically reaches for a cigarette or cream cake just as it used to do so regularly.

Keep trying – you don't lose until you give up.

## **The Power of Our Words**

When we were at school, we learned the power which words had to support or hurt, depending on how we used them.

The most powerful words may be those which we direct into our subconscious as we discussed earlier.

But, the way we use words in later life can be helpful to us and others as well.

Many of us seldom bother to show verbal appreciation for good service or unexpected help we might get from someone in a store. Yet, most of us would be disappointed if we did not receive thanks if we were helping someone else.

A few kind words cost us nothing and we may forget what we said minutes later, but the other person may remember and benefit from them through the rest of their day.

If it's not your habit, try saying, "thank you" or something complimentary to people who help you for a whole day.

I'm sure you will find their reaction enjoyable and that will make you a little happier as the day progresses as well.

Many people know how to think of smart but cutting comments just about any time.

They don't realize, or probably care, how much greater effect they would get with a compliment which they offered with genuine warmth.

## **Get more Gratitude in Your Attitude**

This may sound a bit over-emotional to some readers but the effect of developing an increased awareness of the positive experiences, however small, which we have each day is very real.

A simple example is the cliché, “Take time to smell the flowers”. We often become so focused on our struggle to reach our next objective, we forget why we are making the effort at all.

Get a diary with several lines for each day. Many computers and smart phones have programs which can produce these in the style you want.

Start any day you like, the sooner the better.

Each evening, just write a brief entry about three things you did or saw that day which you can feel gratitude for doing.

Keep it brief and don't use the same experience or item for at least three months.

This might become a challenge but your awareness and creativity will expand and you will find that you start to notice more things which you can use for your entries than you were probably even aware of in your area after a couple of weeks.

You can share them with anyone you like but please don't do it so you can get more items to use from what they have in their gratitude diary!

### ***What Bugs You***

Here's a great way to handle minor annoyances. Write them down on a single, small sheet of paper. Make an entry Copy any which are important enough to follow up about in your regular diary or phone.

Then, tear up the sheet and bin it.

## Achieving Goals



Goals are dreams with a timeline. My neighbor is an accountant and he says they must have a budget too!

If you want to achieve a goal, you need to have a clear idea of exactly what the goal is and an equally clear plan on how you will achieve it.

When you achieve a goal, your next task is to start toward a bigger, better goal, right?

Not always. You may have one in mind but you should give yourself time to celebrate the

achievement and boost your reputation if that's appropriate..

If you do that in the company of those who assisted you to reach it, they may agree to join you in your next quest.

You also need to discuss their views about what went well and what could be improved next time.

If it was a big goal, you might attract some publicity which could draw other people into your network.

And then, it's onward again.

## **Dealing with Regret**

Regret is fairly useless as it can affect our health if we let it fester and grow inside us.

Many people sabotage their feelings of self-worth and confidence by focusing on past mistakes and upsets.

The emotional energy which they waste on reviewing those old wounds could be powerful fuel for new encounters which could lead to enjoyment and more.

But, they are focused on long-lost battles where the result can never change except they become more bitter each time they review them.

Everyone has a few mistakes in their past where they were either the victim or the offender.

Even the law allows for many to be forgotten after just a few years.

We need to learn to do the same because we are the only ones who will suffer over it.

## Living Now

This is the most powerful technique I'll share with you in this book.

Most successful people do it and it's not hard to learn by any of us.



Instead of dwelling in your recollections of past experiences or worrying about what might happen in the unfathomable future, try to develop the power to focus on what affects you and those around you at this particular moment.

### ***Live in “NOW”.***

When you achieve this state, you accelerate your ability to make your dreams become reality.

That's not possible if your dreams are only wispy thoughts you have about the future you *hope* will be yours.

This moment is the only place you can have do something with an instant positive effect.

If you always are focused on the past or future, you have far less power to control what happens to you.

### ***Wiping Out Worry.***

Worrying is a huge and destructive waste of energy and time.

Worry is as damaging to our well-being and our efficiency as any weapon ever invented.



### **What is the cure for worry?**

### **Reliable information.**

Living in “Now” helps reduce the tendency to worry and suffer stress about those worries.

Accept that we cannot affect the past in a positive way and worry less.

**Don't worry about the future – plan for it!**

## **Fuel for Winners**

We all know that we need to be healthy if we expect to achieve our aims and stay motivated.

It's very important to keep our body fuelled up with nutritious food and plenty of water .

But, in the rush of daily life, it's easy to overlook that the gauge is almost on empty when we feel rushed.

We need to avoid this situation and realize that keeping ourselves fueled is vital.

Breakfast really is vital.

Making the right choices in what we put in our systems is equally important.

If we don't make the finish line, we lose!

### ***Move Around***

It used to be common for computer people to stay hunched over their steaming desktop computers for hours.

Now, that should be termed cruelty. It's also very unhealthy. Your legs will fill with thickening blood faster than your stomach starts to growl.

Just get up and walk around the building – yes, outside and take in some of that stuff called fresh air.

When you return to your desk, you will actually become more efficient and effective within a few minutes.

Do this every hour, at least, and your family and shareholders will all thank you.

## **Motivation Boosters**

### ***Change Your Routine***

Work out a few changes to add new activities or areas to your daily routines.

Change your lunch bar or take a packed lunch, maybe a salad from home.

You may not want to change your booked bay parking but change the route you drive or walk from your parking place to your office.

This is a very good idea if there is any risk of assault or robbery in those areas as well. Robbers watch for people who stick to regular routes.

If you usually have coffee at your desk, your legs will thank you if you walk to the coffee machine farther away.

Shaking up your routine is a great way to make the office grind more interesting and you a more effective worker.

### ***Be content***

What you have is the result, more than anything else, of your thoughts, efforts and actions.

Be grateful for what you have and what you experience. Their circumstances, needs and thoughts are different. Learn from them, help them and congratulate them.

But, run your own race.

Aspire to great things. Accept your results but don't let them limit your dreams or goals.

But, take little successes when they appear as a spur for better results

Don't compare yourself to others when you could be taking action to find more happiness or better methods to improve the results you're getting.

### ***Start Each Day with Success***

If it's been your habit to lay in bed and stroke the cat or check your emails for half an hour each morning, I suggest that you actually get up and do some real work instead.

You will improve your effectiveness through the whole day if you start by getting up and doing a simple but important work-related task before you get your breakfast.

The research suggests that a little work gets you in the right frame of mind and doing a complete task means you don't have to follow up later on.

If it involves a little physical effort, you can have a few extra grapes.

## **Find Your Peaks and Troughs**

Athletes have their performance at different times of day measured regularly.

Get a cheap pocket diary or make a file on your device with a weekly calendar sheet marked with each hour from breakfast to when you stop for your evening meal.

Set up some different colored symbols to indicate different states, like very good, to unwell.

Keep that file handy and Get somewhere private once a day to mark that column while it is still fresh in your mind.

Before your next medical appointment, review the sheets to see if there is any event in the poorer entries which you want to discuss with the doctor.

When you try this, you might want to get your partner and older children to do this for themselves as well.

It's just cheap insurance.

Don't worry about any entries until you get your doctor's opinion. But, don't delay your next visit to him or her.

## **Renovate Your Relationships**

When you see your parents or grandparents if you are lucky enough to still have them, don't forget to tell them how you do love them this time, before it's too late. Flowers on their grave are nice but they don't have the same effect as a nice smile and kind word while they're still with you.

Try to set aside a weekend to visit someone in another state or get them to visit you.

Chances and budgets change every year and soon the last chance is gone.

### ***Everyone is Important.***

When we think about relationships, most of us just think about our immediate family.

But, there are many others which have importance in our lives.

Our business associates and suppliers, relatives and even old school friends.

Each of these need to be reviewed and contacts renewed from time to time.

## **De-clutter**

It's a very popular term these days.

When you de-clutter your home, you de-clutter your mind a bit too!

Yooou get some space and have less “stuff” to insure and maintain.

We used to have an annual garage sale when I was a kid.

Now, we buy more at other people's sales over a year than we had in that whole house.

But, we donate some stuff to the church for their fund-raiser and to be used for people that can't afford new stuff.

Don't leave it too long before you start to dispose of stuff you don't need.

Start by getting rid of the stuff neither you nor your family need.

Some of your kids might need stuff for their new homes.

If not, there's plenty of sales like Craigslist or eBay.

You'll be amazed how much bigger your home really is!

## **Start Saying “No” Sometimes.**

One thing that we tend to do is to accept commitments when we see a need and then regret them for a long time after.

That can be because of the loss of time or it might be some financial risk with a small loan to a friend.

Unfortunately, the financial storms are getting worse and we may lose the money or both the money and the friend.

It’s something I was glad to do at the time and I’m optimistic it will still work out.

There are plenty of other commitments we make as it seems to be “expected”.

Social clubs and charities can exert a lot of subtle pressure at times. But, you have to keep some time and energy for yourself and your family.

## Stop Procrastination

When it comes to dealing with procrastination, writer's block and other forms of mental barrier, there may be several possible reasons.

You might have a dislike for the type of activity, think someone else should be doing it, think that your contribution is not appreciated, want to do something else instead or just want to rest.

Most likely, the block will live in your subconscious and you might not even remember what planted the seed of it there.

The reality is that you really have no options which have better outcomes than getting started.

How do you get out of the habit?

This was one of my dad's favorite suggestions.

“It's easy to stop procrastinating, don't start procrastinating!”

“If you give in to the urge to put something off, you will likely do it more often and your success rate will start to decline rapidly.”

He told me when I couldn't think how to start an overdue school essay, just write “this is silly”.

“Keep doing that until you think of something more sensible to write.”

Just start doing the activity. You will soon find your rhythm. Each time will be easier and more productive.

There's a hidden benefit from doing the tasks other people avoid. Your actions are noticed and appreciated.

## **Make New Connections**

In every area of our lives, we lose some connections with people that we've known for a long time.

In each area, some of us tend to concentrate on those who remain in touch without pushing to add more new faces like we did previously.

But, with the greater mobility between areas, the numbers lost can be significant.

Make sure that you go through your address lists of friends, groups and, of course, business people and clients every few months.

My resolution last New Year was to join a new social group every six months.

We are reviving our interest in dancing. We both like it and the gentle exercise is another benefit on top of meeting many nice people.

Wish I'd done that years ago!

Some Clubs aren't a good match for us but we stay at least a few months to get a fair idea of each one.

## Making a Speech



Making a speech is not hard unless you've never done it. But, most people fear it!

It's a skill which everyone should learn. The confidence you get will help you when speaking with anyone in any situation.

I haven't given a speech for six years, but you never forget.

I could do one tomorrow if there was a need.

Stand up straight.

Smile. Practice your smile. To project your smile properly, imagine it starts from your eyes.

Check beforehand that you can be heard at the back of the room.

Keep your notes in large letters on cards rather than written unless you can still read it easily.

Be careful with jokes. They must be clean, funny and relevant to the topic of your speech.

If you have to cut some of it to fit the program, cut most of the introduction.

When you are asked to make a speech, make arrangements to look at the venue where you will speak.

Find out if you will have a microphone and if someone will set it up properly for you.

Thank everybody who helps you.

Be very patient with any questions from the audience, especially if there is a large crowd. They might be asking their first question at a public meeting and be as nervous as you are with your first speech.

If you can record yourself making your speech before the event, do it.

Don't be too shocked if this is the first time you've heard your voice played

back!

Start with a story that makes a point related to the topic.

Never talk for longer than you were asked.

Say, “Thank you” and then sit down.

Two things to avoid are apologizing for any mistakes in your speech or forgetting to refer to the special guests at the event.

## **How to Have Good Luck**

Thanks for buying my book. I hope that it helps you to motivate yourself to overcome whatever issues you face in the future and reach greater success in all areas of your life.

Many people think that it's too hard to be motivated when the economy is tight.

You now know it's not that hard and always worth the effort.

Staying motivated will help you see opportunities and help you take them on.

These ideas and strategies worked for me and thousands of others.

Remember, Good Planning makes “Good Luck”!

***Barry Paulsen***

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