

THE
Success
Principles™
WORKBOOK

AN ACTION PLAN FOR GETTING FROM WHERE
YOU ARE TO WHERE YOU WANT TO BE

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and Janet Switzer

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BLAMING: YOU HAVE TO GIVE IT UP

When most people don't achieve the level of success they want in their life, they tend to blame people and things outside themselves. They blame their boss, their coworkers, their parents, their spouse, their children, economic conditions, high prices, Wall Street, the government, the other political party, the media, the traffic, and the weather.

The bad news: To have the success you want, you have to give up blaming. The good news: As soon as you do, you will experience greater power and energy in your life, and you will attract other positive and powerful people to be around you.

Blaming Mind-set:	It is not my fault. It's because of what they did. They are responsible.
Success Mind-set:	When I look beyond blaming, I can see how I actually created or allowed this, and I can begin to search for and find ways to get the result I want.

Once you realize that you created it the way it is, you then have the power to uncreate and re-create it the way you want it.

All blame is a waste of time. No matter how much fault you find with another, and regardless of how much you blame him, it will not change you.

WAYNE DYER

Author of *Change Your Thoughts—Change Your Life*

Take another look at blaming with this example.

Blaming	
Event:	Your coworkers continually miss deadlines, causing you to work late to bring projects in on time.
Your Response:	You blame your coworkers and management, but say nothing.
Outcome:	You end up working late many nights, straining your marriage and family relationships, and jeopardizing your health.

No Blaming

Event:	Your coworkers continually miss deadlines, causing you to work late to bring projects in on time.
Your Response:	You find ways to streamline the process, and then quietly present your plan to the team leader.
Outcome:	The manager creates an expanded role for you, giving you more oversight on projects, which leads to increased responsibility, and eventually an increase in salary . . . and you are home earlier to spend time with your family and get more sleep.

The truth is, when confronted with a negative event, successful people look beyond blaming and finger-pointing. Instead, they look for new ways to resolve it. They *say something* or *do something* rather than blame someone.

HOW TO GIVE UP BLAMING

Are you *willing* to give up all blaming? That is the first question you need to ask yourself. If your answer is no, put away this workbook until you are ready to make some changes to get the success you want. If your answer is yes, great. Here is how to do it. The first step is to recognize and acknowledge the blaming that you have been doing up until now.

DISCOVERING MORE ABOUT YOU: Blaming

Check ☒ any of the following blaming thoughts that you have used to justify your current life situation.

I don't have the success I want because:

- ☐ I had a difficult childhood. It's my family's fault.
- ☐ The college I went to was not very good. It's their fault.
- ☐ My spouse doesn't support my dreams. It's his/her fault.
- ☐ The company I work for doesn't respect me or my ideas. The management is to blame for how I feel.
- ☐ My friends aren't very ambitious, so neither am I. It's their fault.

- ☐ The reason I am broke is because the economy is terrible/my company doesn't pay a fair wage/my spouse spends every penny I make/my kids are spoiled/immigrants have taken all the jobs/all the good jobs have moved offshore.
- ☐ I'm overweight because of the food my wife cooks.

Add your own:

1. Up until now, I have blamed _____
for _____.
2. Up until now, I have blamed _____
for _____.
3. Up until now, I have blamed _____
for _____.

The statements you have written above may in fact be true, but they do not need to continue to stop you from going after the success you want. You can change those blaming thoughts to thoughts of responsibility.

For each of the statements you wrote above, write a new “no-blame” thought to replace it. Here are a couple of examples:

- | | |
|----------------------------|---|
| Blaming: | The reason I'm not more successful is because my spouse doesn't support my dreams. |
| No-Blaming Thought: | Even though my spouse may not support my dreams, I can still take the necessary actions to create a better life. |
| Blaming: | The reason I'm not making more money is because I don't have any real options. |
| No-Blaming Thought: | Even though I don't see any obvious options, the real reason I'm not making more money is because I haven't thought creatively and pursued new opportunities. |

No-Blaming Exercise

For each of the blaming thoughts you listed above, write a new no-blame thought of how you can be successful regardless.

1. Instead of blaming _____ for _____,

I could do this: _____

2. Instead of blaming _____ for _____,

I could do this: _____

3. Instead of blaming _____ for _____,

I could do this: _____

Stretch opportunity! If you want to take it further after filling in your answers, go back and change the words "I could do this" above to "I will do this." Go ahead; try it out.

DISCOVERING MORE ABOUT YOU:
Complaining

1. Write down your four biggest complaints.

Consider work, family members, finances, body weight, traffic, or other.

Sample Answers: It is so hard to lose these extra 10 pounds! My spouse keeps me up all night long with his/her snoring. The people on the town council are all corrupt.

- (a) _____
- (b) _____
- (c) _____
- (d) _____

2. For each item you wrote above, write down what you *prefer* to have. For the most benefit, start each line with, *I prefer to have . . .* and end each line with, *. . . but instead I complain about how . . .* (Rewriting may seem tedious, but it allows for deeper learning.)

Sample Answer: I prefer to weigh 10 pounds less! But instead I complain about how hard it is to lose weight.

- (a) _____

- (b) _____

- (c) _____

- (d) _____

3. Change your complaints to actions.

For each complaint in #1 above, complete this phrase: *Instead of complaining, I could do _____ to get what I want.*

Sample Answer: Instead of complaining, I could begin to exercise at least 30 minutes a day.

- (a) _____

- (b) _____

(c)

(d)

From now on, whenever you start to complain, you will more likely notice it and catch yourself. You may also be less likely to tolerate complaining from others as you realize there are actions they could take to resolve the situation if they chose to.

Difficult or Troubling Situation Exercise

Take a look at the sample responses below before completing the exercise for yourself on the next page.

1. What is a difficult or troubling situation in your life?
I've been wanting to start my own training business for two years, but I keep putting it off.
2. How are you creating it or allowing it to happen?
I keep putting off deciding exactly what I want to teach, and even deciding what to call the business.
3. What are you pretending not to know?
It has been eating me up inside, and I want to get going.
4. What is the payoff for keeping it like it is?
At least I won't make a mistake and look foolish to my friends and family.
5. What is the cost for not changing it?
I'm miserable in my current job, and I'll remain miserable if I don't take action.
6. What would you rather be experiencing?
I want to feel like I am walking my talk, that I am "all in" with my life, and that I'm fulfilling my true purpose by doing what I really long to do.
7. What actions will you take to create that?
I will decide what topic to start with, create a new Web site, start blogging, and launch my new business.
8. By when will you take that action?
By the end of next month. (Gulp! It's scary to commit to starting, but I know all the steps I need to take.)
9. On a scale of 1 to 10, how likely are you to follow through with that action?
10! It has to be a 10. I have been waiting too long, and there is nothing stopping me except my own fear and hesitancy.

Now It's Your Turn: Difficult or Troubling Situation Exercise

1. What is a difficult or troubling situation in your life?

2. How are you creating it or allowing it to happen?

3. What are you pretending not to know?

4. What is the payoff for keeping it like it is?

5. What is the cost for not changing it?

6. What would you rather be experiencing?

7. What actions will you take to create that?

8. By when will you take that action?

9. On a scale of 1 to 10, how likely are you to follow through with that action?

MAKE-IT-A-HABIT WORKSHEET

Take 100% Responsibility Today

I trust that you now see that to empower yourself to take action toward the success you want, you must be willing to give up blaming, complaining, and making excuses. In order to give up these behaviors, however, you must also become aware of when you are behaving this way.

To raise your awareness, conduct a *100% Responsibility Evening Review* every evening for a week. The purpose is to review your day and look for where you may have blamed, complained, or made excuses. Here's how to do that:

1. Complete the *100% Responsibility Evening Review* below, every evening for a week.

Every evening for the next seven days, reflect on your day and consider the following questions. Take your time and consider what you said to yourself, as well as what you may have said aloud to others. Many people find it easier to answer the questions when they close their eyes.

Note: Instead of giving you questions that can be answered by a simple yes or no, the questions that follow are designed to begin a "self inquiry" where you can review your day and identify those situations where you blamed, complained, or made excuses.

Blaming Review

Who did I blame today?

Example: *I attended a workshop today, and I blamed (in my thoughts) the person in charge, thinking he did not design the event very well.*

From the point of view of taking 100% responsibility, I see that . . .

Example: *Actually, I remember now that I did not bring a workbook as requested. I had to borrow a piece of paper, and that limited my ability to do the written work in a manner that would have allowed me to get more value from the activities.*

A more responsible statement, or an action to take next time, is:

Example: *Instead of blaming the person, even in my head, next time I will ensure I am fully prepared to participate.*

Complaining Review

What did I complain about today?

Example: *I was tired and sleepy a couple of times today and complained to others and myself about my low energy.*

From the point of view of taking 100% responsibility, I see that . . .

Example: *I have not been exercising much lately, and I've been eating more sugar than is good for me.*

A more responsible statement, or an action to take next time, is:

Example: *I will increase my exercise by 15 minutes a day for at least four days per week, beginning tomorrow.*

As you do this Evening Review and ask yourself these questions, remember to breathe! Relax. Be easy on yourself. You are not bad or wrong. It is a common habit to blame, complain, and make excuses. You are the exception for wanting to change that habit and to empower yourself to create a better life through taking 100% responsibility.

Making Excuses

What did I make an excuse about today?

Example: *Someone brought donuts to work today. Those crumb cake ones . . . my favorites. I wanted to ignore them, but I ate one. My excuse was that it was too hard for me to resist.*

From the point of view of taking 100% responsibility, I see that . . .

Example: *I was the one who chose to eat them. I may as well just drop the excuse. It doesn't add anything; it just makes me feel like a victim of my own lack of willpower. Instead, I affirm that how I respond to any event in life is up to me.*

A more responsible statement, or an action to take next time, is:

Example: *First, I can simply accept the fact that I chose to eat them. I can also use a tactic next time such as leaving the snack area right away whenever I see those crumb cake donuts!*

2. Make a reminder for yourself—right now—to complete a **100% Responsibility Evening Review** each evening this week.

If you are like most people, once you put down this workbook, you may forget about these ideas until you pick up the workbook again. In order to avoid this outcome, you will need to put in extra effort to implement your newfound behaviors. Here are several ways to make a reminder for yourself to do this evening review each night this week.

- Make a sticky note that says, “100% Responsibility Evening Review” and place it on the cover of this workbook. Place the workbook on your bedside table. You may also want to place a sticky note on your bathroom mirror.

- Set a timer on your smartphone for each evening this week with the label, "Evening Review."
- If you look at your daily calendar in the evening, write an appointment for yourself for your evening review.

3. Write a reminder card.

If you write in a journal regularly, write a reminder on a notecard and place the card in your journal where you will see it.

4. Take a picture.

Snap a picture of the questions with your smartphone for your personal use. Print it or store it where you will see it as a reminder.

DISCOVERING MORE ABOUT YOU: Guided Meditation

In my live and online Breakthrough to Success program, I lead the participants through a guided meditation to discover their life purpose.* (We will explore the power of meditation and mindfulness more fully later, in Chapter 12.) This meditation allows you to tap into the intuitive and creative aspects of your mind. We have included this meditation for you at jackcanfield.com/workbook-resources.

Step 1: Find a quiet place where you won't be disturbed for at least 20 minutes. Have a pen and paper nearby. Bring your Internet-connected device. Listen to the meditation now.

Step 2: If you received a gift during the life-purpose meditation, draw a picture of the gift below. If you have crayons or colored pencils, draw the gift in color.

Step 3: Describe that gift and what you think it means in terms of your life purpose.

*This meditation, and others, is also available on the audio program *Awakening Power: Guided Visualizations & Meditations for Success* at JackCanfield.com.

WAIT! BEFORE PAUSING OR GOING FURTHER, DO THIS:

Write a brief description of the gift in *Your Life Success Journal* in the back of the Workbook on page 221. Then return here.

THE JOY REVIEW

Those things that bring you the greatest joy are in alignment with your purpose.

When you're experiencing joy, it indicates that what you're doing and how you're being are on purpose. It's like the GPS in your car or on your phone letting you know that you're on the correct route. Otherwise, it tells you to make a U-turn. When you go back and review the experiences of your life, and look for what brought you the greatest joy, you begin to get a sense of what your purpose is.

DISCOVERING MORE ABOUT YOU:

The Joy Review

Set aside about 20 minutes to go back over your life and make a list of all the times you felt the most joy. What were you doing? How were you being? You can record them below.

ALTERNATIVE JOY REVIEW

Here’s another variation on the same exercise. To begin to hone in on your life purpose, make a list of five moments when you were doing something that brought you joy. To be most useful, you can state these activities in the present tense by completing the phrase, *I feel the most joy when I’m . . .*

Examples:

I feel the most joy when I’m *spending time with my children.*

I feel the most joy when I’m *creating a plan to expand my business.*

I feel the most joy when I’m *teaching others new leadership skills.*

Your turn:

I feel the most joy when I’m _____.

I feel the most joy when I’m _____.

I feel the most joy when I’m _____.

I feel the most joy when I’m _____.

I feel the most joy when I’m _____.

Now, look at what you wrote and see if you can find a pattern. Are two or more of them a similar type of activity? Write that activity below. Do that once more for the remaining activities. For me, one of the patterns of my joyful times is when I’m teaching. The second one is when I’m leading.

Joyful activity _____

Joyful activity _____

WAIT! BEFORE PAUSING OR GOING FURTHER, DO THIS:

Write your current version of your life purpose statement in *Your Life Success Journal* in the back of the Workbook. Then come back here for the conclusion of the life purpose discovery process.

DISCOVERING MORE ABOUT YOU:

The Life Purpose Exercise

While the meditation, The Joy Review, and the Alternative Joy Review will help you discover your purpose, this exercise is a simple but powerful way to create a compelling Life Purpose Statement. Take the time now to complete this exercise.

1. What are two unique personal qualities that you most enjoy expressing in the world?*

Your unique qualities are strengths that are natural and easy for you to express, such as love, joy, enthusiasm, passion, authenticity, curiosity, transparency, creativity, courage, humor, generosity, kindness, patience, peacefulness, perseverance, and wisdom.

2. List two ways you most enjoy expressing those qualities when interacting with others, such as *supporting* and *inspiring*. Other ways might include: writing, speaking, coaching, empowering, mentoring, singing, dancing, painting, leading, managing, inspiring, nurturing, protecting, healing, solving problems, building a business, inventing, traveling, creating, organizing, and integrating.

WAIT! Are You Reading This Exercise, But Not Doing the Work Required?

Sometimes it's easy to just keep reading or scanning the next section to get to the "new stuff." Remember, this is a workbook, designed for you to actively apply these principles in your life. Grab your pen or pencil and complete each exercise fully in order to move toward the success you long for. If you don't have the time or desire to do this now, put the book away and come back when you are ready.

3. Assume the world is perfect right now. What does this world look like? How is everyone interacting with everyone else? What does it feel like? This is a statement, in present tense, describing an ultimate condition, the perfect world as you see it and feel it. Remember a perfect world is a fun place to be.

Example of my perfect world: *Everybody is fully living their highest vision of their life, one in which they're doing, being, having, and experiencing everything they want.*

*There are several ways to approach defining your purpose. We learned this version of the life purpose exercise from Arnold M. Patent, ArnoldPatent.com.

Other examples might include: *Everyone is taking 100% responsibility for their own lives . . . or Everyone is living an ecologically sustainable lifestyle . . . or Everyone is living in peace and harmony with everyone else.*

4. Combine the answers to the three prior questions into a single statement.

Example: *My purpose is to use my creativity and enthusiasm to support and inspire others as we all freely express our talents in harmony, love, and joy.*

5. Check your life purpose statement in terms of the two guidelines mentioned earlier:

- (a) Is it a single sentence? If not, you can consolidate it below.
- (b) Can you easily memorize it? Shorten it, if needed.

6. How does your life purpose statement look to you? Do you want to revise it further? If so, use the spaces below.

HOW FULLY ARE YOU LIVING YOUR LIFE PURPOSE?

Answer the following question in the space below. On a scale of 1 to 10 (10 being highest), how fully are you living your life purpose on a day-to-day basis? If the answer is not a 10, write down what you could do to live your purpose more fully.

MAKE-IT-A-HABIT WORKSHEET

Keep Your Purpose Alive

Below are practical and easy action steps with which you can keep your purpose visible and alive each day.

Select the ones you will do and place a check mark ☒ next to them.

After you have checked off the ones you will do, put them on your calendar or add them to your to-do list so that you're reminded later to actually do them.

1. ☐ **Memorize your life purpose.** Use whatever technique you use when you have to memorize something critical, such as writing it down several times or creating a word association. Instead of posting your life purpose statement on your bathroom mirror, post only this prompt: My purpose is . . . By verbally filling in the blank a few times, you will have it fully memorized.
2. ☐ **Read your life purpose statement every morning and every night.**
3. ☐ **Create a document on your computer** with your life purpose statement that also includes a picture of you, then frame it and keep it on your desk or bedside table.
4. ☐ **Take a picture of your life purpose statement** with your smartphone and use the picture as the home screen on your phone or computer.
5. ☐ **Type up your life purpose in a creative and attractive style.** Print multiple copies and post it where you will see it, such as your bathroom mirror, your refrigerator, and your car dashboard.
6. ☐ **Make this a part of your morning routine:** Each morning, set your smartphone timer for two minutes. During that time, reflect on your life purpose. Think about how you can live it more fully—remembering the joy you feel when you're participating in those activities that are aligned with your purpose.
7. ☐ **Meditate about your purpose regularly.** We'll cover meditation in *Chapter 12*, but for now, follow these simple instructions: Spend a few quiet minutes alone, where you won't be disturbed. Take a few deep breaths, allow yourself to become relaxed, and enter a state of self-love and peacefulness. Reflect on what your purpose means to you, and what your life will be like as you live even more fully on purpose. Allow any images and ideas to come to you. Let this visual journey be as expansive as you can imagine.
8. ☐ **Tell the world!** Talk about your life purpose with those special friends who understand or want to know what you're about.
9. ☐ **If you're artistic, draw or paint a symbol or picture** that represents your life purpose.
10. ☐ **Clip pictures from magazines and create an image of you** living your life on purpose.
11. ☐ **Add your life purpose statement to the bottom of your email signature.**
12. ☐ **Write down your own idea.** Other ways you can keep your purpose alive for you:

13. ☐ **Write down your own idea.** Other ways you can keep your purpose alive for you:

14. ☐ **Write down your own idea.** Other ways you can keep your purpose alive for you:

Great! Now put the ideas you checked above on your calendar or add them to your to-do list so that you're reminded later to do them.

FINANCES

Income, Profit, Net Worth, Investments, Debt Reduction

What I Want

List what you want in the areas of income, profit, net worth, investments, debt reduction, cash flow, or other finances:

[illegible]

My Reason Why

For each item you listed on the left, write down *the reason* that each of them is important to you.

[illegible]

10X THINKING

If I **multiplied by 10** the most important numbers I wrote on the *Finances* worksheet, they would be:

My Income

My Profit

My Net Worth

My Investments

My Debt Reduction

My Cash Flow

My Other Finances

WORK • CAREER • BUSINESS
Ideal Job, Purposeful Work,
Own Your Own Business, Work from Home

What I Want

List what you want in the area of your work, career, or business:

[illegible]

My Reason Why

List *the reason* why each is important to you:

[illegible]

What I Want

List the relationships (and quality of relationships) you want in your life:

[illegible]

My Reason Why

List *the reason* each is important to you:

[illegible]

My Reason Why

List *the reason* each is important to you:

[illegible][illegible]

What I Want

List what you want in the area of free time, fun and recreation:

[illegible]

My Reason Why

List *the reason* each is important to you:

[illegible]

What I Want

List what you want in the area of personal and spiritual growth:

[illegible]

My Reason Why

List *the reason* each is important to you:

[illegible]

POSSESSIONS

House, Car, Clothes, Jewelry, Art, Recreational Vehicles

What I Want

List some of the possessions that you want to own or have access to:

My Reason Why

List *the reason* why each is important to you:

What I Want

List the way in which you want to make a difference, contribute, or be of service:

[illegible]

My Reason Why

List *the reason* why each is important to you:

[illegible]

MAKE-IT-A-HABIT WORKSHEET

Keep Your Vision Alive

Below are action steps that will not only help you keep your vision alive in your mind's eye—they'll help you to constantly create goals around the specific things you want to be, do, and have. Of course, as you grow and achieve your goals, your vision will likely change over time. That's perfectly fine. However, this original vision document—with changes or not—is something to always have near you, for as long as you desire a positive future. Treasure what you have written. This is your recipe for the ideal life and success you desire. We will do more work with your vision in the chapters that follow, using the tools of a vision board, affirmations, goal setting, taking action, believing it's possible, and more.

To make each new step a habit, put a check mark in front of each item below as you complete it.

1. ☐ Select the most important items from each of the eight areas of “wants.” Write these in *Your Life Success Journal* on page 223 in the back of this workbook, under *Keep Your Vision Alive*.
2. ☐ Create a Word doc or a handwritten note with the headings of the areas you just completed, including finances, relationships, and the others. Add a line or two of what you want most in each area. Post it where you will see it to remind yourself each day.
3. ☐ Spend a few quiet minutes to breathe, become relaxed, and enter a state of deep self-love and peacefulness. Reflect on what your vision means to you, and on what your life will be like as that vision becomes your reality. Allow any images and ideas to come to you. Let this “visual journey” be as expansive as you can imagine.
4. ☐ Select a day of the week when you will review your vision. Put a recurring reminder on your calendar for that date. Sit down for 10 minutes to review and update your vision. (Can you spend more time on your vision each week? Of course. By setting a minimal 10 minutes, you are more likely to actually do it each week.)

5. ☐ Schedule a recurring one-hour appointment with yourself at the end of the year to fully review and revise your vision. Notice that, as you put this date on your calendar, you may feel relief that you are serious about applying what you are learning in this *Workbook*—confirming to yourself that this will not be an effort that is soon forgotten.
6. ☐ Include a two-minute reflection on the key elements of your vision as part of your morning routine.
7. ☐ If you have a meditation practice, meditate on your vision regularly. If you have not learned to meditate, I will provide instruction in a later chapter.
8. ☐ Tell others! Talk about your vision for your life with special friends who support you.

The table below shows the results each group obtained: the *Success Rate* indicates the percentage of goals reached by each group at the end of the study.

	Group 1	Group 2–3	Group 4	Group 5
Think about goals	✓	✓	✓	✓
Write down goals		✓	✓	✓
Share with a friend			✓	✓
Weekly progress report to friend				✓
Success Rate	43%	56%	64%	76%

GOOD IDEAS VS. SPECIFIC GOALS

Good ideas are vague. But specific written goals state in clear language the end result you are working toward.

A Good Idea	Written as a Goal
I want to own a home on the ocean.	I will own a 3,600-square-foot house on Shoreline Street in Portland, Maine, by 12:00 noon, April 30th of next year.
I want to start my own business.	I will launch my new business with a business license and a Web site by 5:00 p.m., September 15th of this year.
I want to lose this extra weight.	I will weigh 134 pounds or less by my birthday, November 17th, of this year.
I want to be more kind and positive with my children.	I will say something positive to each of my children at least once a day for the next 30 days.

Create a Specific and Measurable Goal in at Least Three Areas of Your Vision

Take a look at these examples:

Area of Your Vision	Goal (How Much, by When)
Finances	I will increase my commissions by 15% (to X dollars) by June 20th of this year.
Health & Fitness	I will exercise for at least 30 minutes a day, five days a week, Monday through Sunday until November 15th of this year. Exercise includes running, walking, yoga, or other forms of exercise that get me moving.
Relationships	By the end of this month, I will research and identify five individuals, in priority order, who could mentor me in growing my business, and within the next 30 days I will contact them one by one and secure at least one new relationship that permits two coaching calls per month.

Now it's your turn. Remember to use the guidelines for writing specific goals by stating *how much* and *by when*.

Area of Your Vision	Goal (How Much, By When)
1.	
2.	
3.	

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Now it's your turn. Remember to use the guidelines for writing specific goals by stating *how much* and *by when*.

Area of Your Vision	Goal (How Much, By When)
1.	
2.	
3.	

Step-by-Step Process for Creating a Breakthrough Goal

1. If you made a note earlier about a possible Breakthrough Goal, write it here. If not, take another look at what you wrote when you determined your vision in *Chapter 3*. What did you say you wanted and wrote down in *Your Life Success Journal* on page 223? List three of the most important ones here.

2. Circle one item you wrote down above that most inspires you and is most important to you.
3. Now that you've selected the area—whether it's finances, career, health and fitness, or another area—what is the *specific, measurable result* you most want that would create a significant breakthrough in your life?

4. By what date and time will you produce this result? (Maximum time is one year from now.)

5. Review what you wrote. Do you need to make any changes to this Breakthrough Goal? Write your final version of your Breakthrough Goal here.

Congratulations! You did it. You are one big step closer to becoming a master of your own life, just by identifying and committing to your Breakthrough Goal.

You may notice that just by writing down that goal, with the intention for it to become your reality, that you already feel different—a little more positive about yourself and your future.

As you work toward making your Breakthrough Goal a reality over the next year, remember to keep encouraging yourself, as you go full out and become the master of your life.

MAKE-IT-A-HABIT WORKSHEET

Keep Your Goals Alive

In the chapters that follow, you'll learn powerful ways to reach your goals, including strengthening your belief in yourself, creating a vision board, using affirmations, taking inspired action, and much more. Below are some action steps for you to implement right away—they will help you to keep your goals alive day-to-day.

Choose the steps you will take from the list below. As you implement each one, put a check mark in front of the item.

- ☐ Tell others. When you make your goals public by sharing them with friends, family, and colleagues, they become more real to you.
- ☐ Keep track each week of your progress on your goals.
- ☐ Ask a friend or colleague to hold you accountable. Tell them how often you will report your results to them, such as a daily or weekly text, email, or phone call.
- ☐ Post your goals on social media.
- ☐ Set a timer on your smartphone that repeats each day and label it with your goals.*
- ☐ If you write in a journal, write about your goals and your progress.
- ☐ Rewrite your goals on a regular basis, such as making it part of your morning routine.
- ☐ Take a digital picture of your goals list, and display it on your computer desktop.
- ☐ Type your goals into a notes app or document software and print multiple attractive copies.
- ☐ Post your goals where you will see them daily, such as:
 - ☐ In your wallet, right next to your money
 - ☐ On your car dashboard
 - ☐ On your bathroom mirror
 - ☐ On your refrigerator
 - ☐ Taped to the edge of your computer monitor
 - ☐ In a picture frame on your desk or your bedside table—or both

HOW TO WRITE AFFIRMATIONS FOR YOUR UNIQUE GOALS

Affirmations are the way to focus your brain on the goals you want to achieve. Writing them out on index cards, note cards, your smartphone's wallpaper, on a sign at the bottom of your bathroom mirror, or in other places you see frequently is a way to constantly focus on your most important goals. Use the guidelines below to write powerfully effective affirmations for your unique situation—using your notes about what you want to be, do, and have:

1. **Start with the words “I am.”** Your subconscious mind interprets these two powerful words as a command—they are the most effective words in our language.
2. **Use the present tense.** Describe what you want as though it has already been accomplished.
3. **State it in the positive.** Don't think about what you don't want—affirm what you *do* want.
4. **Keep it brief.** Think of your affirmation as an advertisement slogan—make it short enough to be easily remembered.
5. **Make it specific.** Vague affirmations produce vague results.
6. **Include an action word ending with -ing.** The active verb adds power by evoking an image of doing it or experiencing it right now.
7. **Use at least one dynamic emotion or feeling word.** Include the emotional state you would be feeling if you had already achieved the goal, such as: *enjoying, happily, celebrating, proudly, peacefully, enthusiastic, lovingly, and triumphant.*
8. **Make affirmations for yourself, not others.** Construct your affirmations by describing your behavior; it has nothing to do with someone else.

Here is a simple form for affirmations that includes all the guidelines above that you can use to quickly and easily create affirmations that work:

I am so happy and grateful that I am now _____.

An example would be: *I am so happy and grateful that I am now earning \$100,000 a year. Or I am so happy and grateful that I am now at my ideal weight of 135 pounds.*

WRITE AN AFFIRMATION FOR EACH OF YOUR GOALS

Step 1: Write Down Your Goals

Find the three goals (or more) you wrote based on your life vision. Write each one in a space below labeled *My Goal #1, #2* and so on.

Step 2: Write an Affirmation for Each Goal

Now, in the spaces indicated, write an affirmation for each of your three goals, plus one for your Breakthrough Goal, using the eight guidelines on pages 76–77.

This example will give you an idea of what an affirmation looks like:

My Goal #1: *I will weigh 124 pounds or less by 8:00 p.m. on December 31st of this year.*

My Affirmation for Goal #1: *I am so happy and grateful that I now have a healthy and fit 124-pound body.*

Step 3: Write a Statement to Help You Visualize

Now that you've written an affirmation for each of your goals, create an image in your mind of your life once you have achieved that goal. Imagine as many details as you can—your lifestyle and activities, sights, sounds, and emotions. Make notes of the features to remind yourself later using the spaces provided. As you visualize these images day after day, the entire scene will easily come back to your mind for each goal. In fact, you'll see your future as though you're merely watching your life on a television screen—changing channels as you move through your goals.

This example will give you an idea of what a visualization statement looks like:

My Visualization Statement for Goal #1: *I see myself on the scale looking down, and it reads 124 pounds, and I hear myself cheering excitedly. I walk over to the mirror and see my firm, healthy body. My spouse hears me and runs in and says, "Congratulations!"*

Now Let's Get Started on Writing Your Affirmations . . .

My Goal #1: _____

My Affirmation for Goal #1:

I am so happy and grateful that I am now . . . _____

Identify the sights, sounds, and emotions you will focus on as you recite this affirmation. What will you be feeling once your goal is achieved? Then write a statement to help you visualize.

The activities and daily lifestyle I see in my future: _____

The sounds and scents I'm experiencing in my future: _____

The emotions I am feeling now that my goal is achieved: _____

My Visualization Statement for Goal #1: _____

My Goal #2: _____

My Affirmation for Goal #2:

I am so happy and grateful that I am now . . . _____

Identify the sights, sounds, and emotions you will focus on as you recite this affirmation. What will you be feeling once your goal is achieved? Then write a statement to help you visualize.

The activities and daily lifestyle I see in my future: _____

The sounds and scents I'm experiencing in my future: _____

The emotions I am feeling now that my goal is achieved: _____

My Visualization Statement for Goal #2: _____

My Goal #3: _____

My Affirmation for Goal #3:

I am so happy and grateful that I am now . . . _____

_____.

Identify the sights, sounds, and emotions you will focus on as you recite this affirmation. What will you be feeling once your goal is achieved? Then write a statement to help you visualize.

The activities and daily lifestyle I see in my future: _____

The sounds and scents I'm experiencing in my future: _____

The emotions I am feeling now that my goal is achieved: _____

My Visualization Statement for Goal #3: _____

Locate your Breakthrough Goal of the previous chapter and write it here.

My Breakthrough Goal: _____

My Affirmation for My Breakthrough Goal:
I am so happy and grateful that I am now . . . _____

Identify the sights, sounds, and emotions you will focus on as you recite this affirmation. What will you be feeling once your Breakthrough Goal is achieved? Then write a statement to help you visualize.

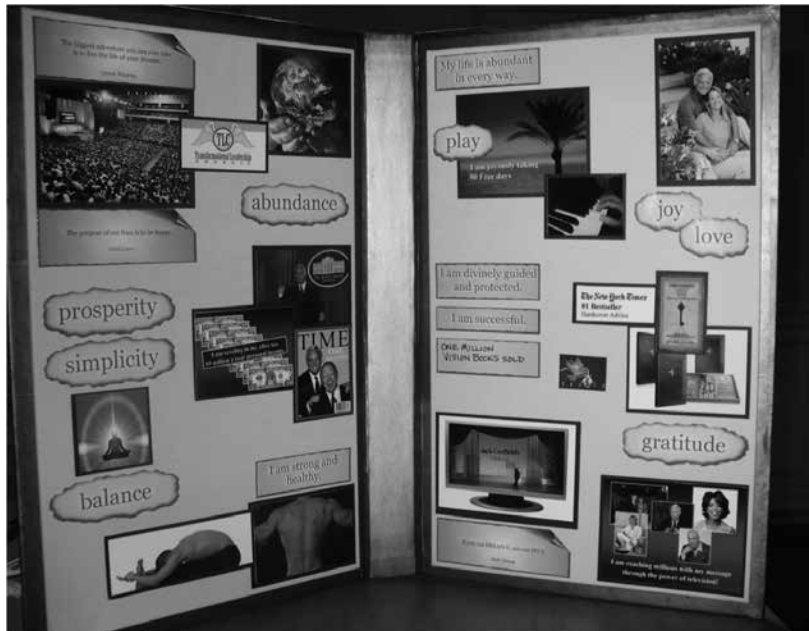
The activities and daily lifestyle I see in my future: _____

The sounds and scents I'm experiencing in my future: _____

The emotions I am feeling now that my goal is achieved: _____

My Visualization Statement for My Breakthrough Goal: _____

Here is an example of my vision board. You will notice I use a specially designed folding vision board.*



*These Vision Board kits are available for adults, teens, and children on my Web site at www.jackcanfield.com.

MAKE-IT-A-HABIT WORKSHEET

Keep Your Affirmations and Visualizations Alive

Below are practical action steps you can take to keep your affirmations and visualizations visible and alive each day.

Select the ones you will do and place a check mark ☒ next to them.

After you have checked off the ones you will do, add them to your to-do list, or better yet, schedule them in your calendar so that you'll be reminded at the later time to do them.

1. ☐ Make your Vision Board. Follow the directions described earlier in this chapter.
2. ☐ When you pass by your Vision Board during the day, pause for at least 10 seconds, look at it, and feel what it will feel like when you have achieved the things you have envisioned.
3. ☐ Make a written copy of your affirmations for your bedside table. Repeat your affirmations and visualizations every morning and every evening.
4. ☐ Memorize your affirmations. You want to have your affirmations always available for you to repeat at any time or anywhere. Use whatever technique you have used in the past when you have had to memorize something important. Common methods include repeatedly writing out each affirmation 10 times or more a day or repeating each one to yourself out loud.
5. ☐ Take a picture of your affirmations with your smartphone and use the image as the home screen on your phone or computer.
6. ☐ Write your affirmations into the *Notes* app on your smartphone and read them during the day.
7. ☐ Write your affirmations on a card and keep it in your billfold, wallet, or purse where you will see it during the day.
8. ☐ Write your affirmations on an index card and tape it to your dashboard where you will see it often.
9. ☐ Embellish your visualizations. Review the notes you made and expand the visual images to make the power of your visualizations even stronger.
10. ☐ Record your affirmations and listen to them while you work, exercise, drive, or fall asleep.
11. ☐ Print your affirmations and put them in an 8x10-inch picture frame.
12. ☐ Hang duplicate pictures of items from your Vision Board around your house or apartment.
13. ☐ Repeat your affirmations during "standby time" such as waiting in line or when you are driving.
14. ☐ Repeat your affirmations when you exercise.
15. ☐ Repeat your affirmations in the first person, such as "I am . . .," then in the second person, "You are . . .," and in the third person, "He or she is . . ." or "(Your name) is . . ."

SELF-CHECK:

Do You Believe It's Possible for You to Accomplish Your Breakthrough Goal?

The following exercises will help you to assess yourself.

- 1. Write your Breakthrough Goal.** Turn to *Chapter 4: Use the Power of Goal-Setting to Achieve Your Vision* on page 62 of this workbook, and locate your Breakthrough Goal. Write it below starting with, "I believe it is possible for me to . . ."

- 2. Rate how confident you are that it's possible for you to achieve this goal.** Choose a number from 1 to 10.

1 = No, I don't believe that it is possible for me to achieve this goal.

5 = Maybe it's possible.

10 = Yes, I believe it is possible for me to achieve it.

Your 1–10 rating (Be honest!): _____

- 3. If your rating was less than an 8, take steps to address your lack of belief.** Remember, belief is a choice. You have to decide right now that you can reach your goal. Stop for a minute and write down three things you can do to bring your belief up to 8, 9, or 10 within the next week. Examples include:

- Each morning I will repeat my affirmations, and each day choose to believe I can achieve my Breakthrough Goal.
- Each morning I will visualize myself accomplishing my goal, and I will restate my belief that, yes, I can do it!
- Each morning I will repeat my "I believe" statement five times, with more confidence each time.

1. _____

2. _____

3. _____

- 4. Make a note on your calendar to do the above activities this week.** Don't worry about not knowing the "how" of reaching your goal. You can address that later. Achieving a breakthrough right now requires that you *believe* you can do it, even in the face of having no plan. Your willingness to believe is the magic that Walt Disney spoke of when he said, "If you can dream it, you can do it."

Turn “I Can’t” Into “I Can”

The purpose of this exercise is to reduce the power that “I can’t” has over you by converting the statement to a more *accurate* one. Most often, when you say “I can’t,” it’s a lie. What is true is a statement such as, “I haven’t learned how to—yet.” Or, “I don’t want to.”

Step-by-Step

Start by making a list of at least five “I can’t” statements you find yourself saying frequently. It is especially useful to write down any “I can’t” statements you say regarding accomplishing your Breakthrough Goal.

Examples:

I can’t quit my job.

I can’t find the time to write a book.

I can’t save enough money.

I can’t find time to play with my children.

I can’t start my own business.

I can’t find time to exercise.

I can’t build a successful team.

I can’t ask my boss for a raise.

Write five of your “I can’t” beliefs below.

1. I can’t _____.

When I say that, I feel _____.

2. I can’t _____.

When I say that, I feel _____.

3. I can’t _____.

When I say that, I feel _____.

4. I can’t _____.

When I say that, I feel _____.

5. I can’t _____.

When I say that, I feel _____.

Once you have written each statement above, say it out loud, and notice how you feel. Make a note of this feeling in the space provided. Examples of these feelings

might include, *When I say that, I feel weak . . . I feel hopeless . . . I feel sad . . . I feel stupid . . . or I feel like giving up.*

Next, rewrite each statement you wrote above, replacing “I can’t” with “I won’t.”

1. I won’t _____.
When I say that, I feel _____.
2. I won’t _____.
When I say that, I feel _____.
3. I won’t _____.
When I say that, I feel _____.
4. I won’t _____.
When I say that, I feel _____.
5. I won’t _____.
When I say that, I feel _____.

Next, read each one of these new statements out loud. Notice if you feel different when making an “I can’t” statement versus an “I won’t” statement. Make a note of the feeling on the lines above. Remember, your feelings contribute to your motivation for success and this exercise will help you notice these feelings. Examples of these new feelings include, *When I say that, I feel hopeful . . . I feel more powerful . . . I feel more responsible . . . I feel like it is up to me . . . or I feel like I’ve been holding myself back.*

Are you ready to take it to the next level and forever eliminate your “I can’t” statements? Using the spaces below, rewrite each statement above using “I will” instead of “I won’t.”

1. I will _____.
When I say that, I feel _____.
2. I will _____.
When I say that, I feel _____.
3. I will _____.

When I say that, I feel _____.

4. I will _____.

When I say that, I feel _____.

5. I will _____.

When I say that, I feel _____.

When you're finished writing, say each statement out loud and notice how you feel as you make these new statements. Do you feel more in control of your life? Do you believe in yourself more than ever? Make a note of how you feel on the lines provided. Example: *When I say that, I feel unstoppable . . . I feel more motivated . . . I feel powerful . . . or I feel joyful.*

MAKE-IT-A-HABIT WORKSHEET

Acknowledge Your Daily Successes With a Victory Log

A powerful way to increase your belief in yourself is to keep a written record of your daily successes in what is called a "Victory Log." Each evening, review your day and write down all the successes you have had that day. Keep a running list in a notebook, or a note-taking app on your smartphone such as *Notes*, *OneNote*, *Evernote*, or *Google Keep*.

By recalling and then writing down your successes each evening, you log them into your long-term memory, which enhances your belief in your ability to achieve goals and create success. You will begin to see that you have the experience and the self-confidence to achieve any goal you want again and again. And whenever you need a boost of confidence, you can reread what you have written.

Step-by-Step:

1. Decide where you want to create and keep your list, such as in a notebook, on your smartphone, or somewhere else.
2. Create your list with the title My Victory Log and the date at the top.
3. Each evening, write down your daily successes for that day. Your successes might include:
 - Your accomplishments and achievements during the day.
 - Any personal disciplines you kept, such as exercising, meditating, or reading.
 - Any temptation that you did not give into, such as not eating dessert, not watching too much TV, or not drinking too much alcohol.
4. Read over what you wrote and acknowledge yourself fully. Allow at least 20 seconds for the good feelings of accomplishment to soak in.
5. Say to yourself, "If I could do that, then I can do _____ (insert your Breakthrough Goal or another goal)!"

MAKE-IT-A-HABIT WORKSHEET

The Mirror Exercise

One of the most powerful techniques I know for increasing belief in yourself—and one that I’ve been using myself for decades—is the Mirror Exercise. Every night before you go to bed, stand in front of a mirror, make direct eye contact with yourself, and verbally acknowledge yourself for all of your successes for that day, both big and small. The Mirror Exercise will quickly help you build your self-esteem and your self-confidence. This exercise is based on the principle that we all need acknowledgment, and the most potent acknowledgment we can receive is the acknowledgment we give to ourselves.

Step-by-Step:

1. Before you go to bed, find a quiet place where you can stand in front of a mirror.
2. Look into the mirror and maintain eye contact with yourself throughout the entire exercise.
3. Start by saying your name. Then acknowledge yourself for each success you had that day, each discipline you kept, and any temptations you resisted.
4. End by saying, “I love you.” (I know that seems weird, but do it anyway.)

Your Mirror Exercise might sound something like this:

Jessica, I want to acknowledge you for finishing the first version of your new song, for working out for 30 minutes this morning, for asking Jonathan for more support in getting the new client project done on time, for eating a healthy lunch, for not spending hours on Pinterest after dinner, and for going to bed at a reasonable hour tonight.

Whatever you accomplished that day, acknowledge yourself for it. *And then add . . .*

Finally, I want to acknowledge you for sticking with the Mirror Exercise and acknowledging your successes tonight. I love you.

5. End the exercise by standing there for several seconds to fully feel the impact of this experience. After all, you are the one in the mirror who just received all this acknowledgment and appreciation. The most important thing during this last part is not to turn away from the mirror because you are feeling embarrassed or thinking of yourself or the exercise as stupid or silly.

I recommend that you do this exercise for the next 49 days in a row without missing one day and notice how it changes your life. You will find that thoughts of self-affirmation and self-validation are slowly replacing your negative self-talk. You may also discover that you want to continue doing this daily exercise for the rest of your life. One of my students has now done it for over 3,000 days (that’s 8 years) without missing a day!

You can use the handy tool on the next page to keep track of your daily use of the Mirror Exercise. Use the grid to check off each day you complete your Mirror Exercise for 49 days. Duplicate this grid on a separate piece of paper or 3" x 5" index card and post it on the mirror where you will see it every evening.

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	32	33	34	35
36	37	38	39	40	41	42
43	44	45	46	47	48	49

MAKE-IT-A-HABIT WORKSHEET

Display Your Symbols of Success

The more you can view yourself as your own success story, the more likely you are to believe you can create even more success. Do you have items in your house that are symbols of your past accomplishments? Are the items stored away out of sight somewhere, such as in the garage, in a shoebox, or in a closet?

Do you have a degree or a certificate you could frame? If you wrote and published a book, do you have the cover displayed in an attractive frame? Do you have sports trophies or other diplomas, photographs, medals, awards, or letters of recognition?

You can display these as a way to continually remind yourself—both consciously and subliminally—of your ability to create results and manifest your dreams.

Step-by-Step:

1. Gather together all these symbols and images of your past successes.
2. Find a place where you can attractively arrange and display them so that you see them regularly—such as on a wall, a bookcase, or a shelf.
3. When you pass by this display, take a moment to acknowledge yourself for what you have accomplished.

Chunk It Down Using Mind Mapping

Mind Mapping is a great tool that I use for chunking down my goals. It's also useful for brainstorming the various steps that will be required to reach your goal. Examples of *obvious actions* might include the information you'll need to gather, the people to interview, the skills you'll need to acquire, any budgets you'll need to create, as well as the necessary funding you'll need to obtain. It helps to have a method for brainstorming and organizing the various steps—and mind mapping was designed for generating to-do lists like this.

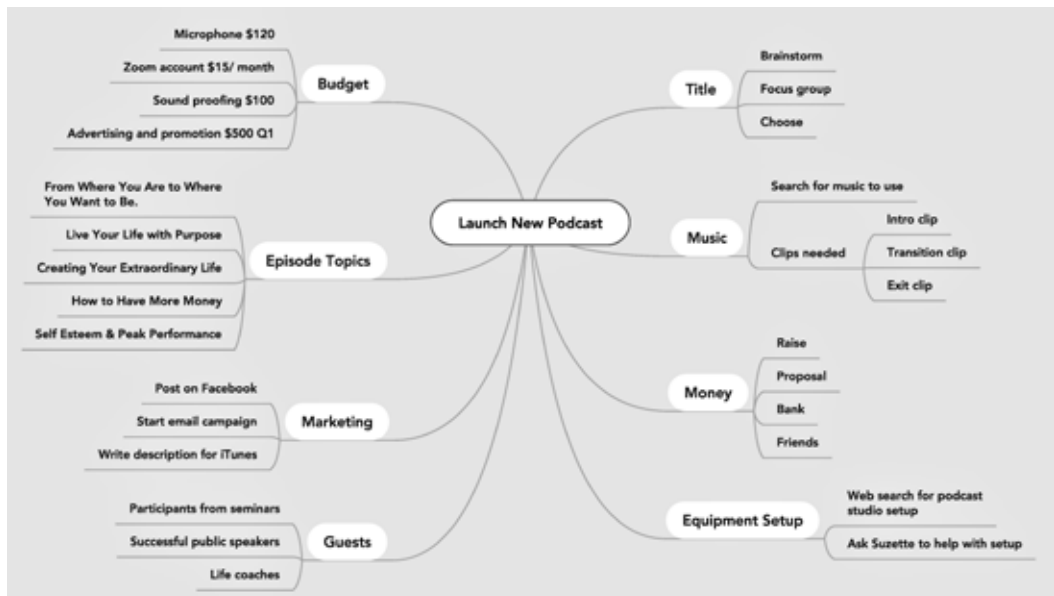
Note that Mind Mapping takes a nonlinear approach. That is, instead of trying to first come up with the needed actions in sequential order, it allows you first to think more randomly and yet capture the ideas in a way that you can later turn into a list of sequential action steps.

Start by taking a look at the example Mind Map below called “Launch My Podcast.” It was created by drawing a large oval in the middle of the page, then writing the intended outcome or goal inside of it. In this case, the goal was to launch a podcast.

As research was conducted and experts were consulted, major benchmarks or action steps were identified—such as Budget, Marketing, and Funding—and a new spoke and circle were added to the Mind Map for each of these major categories of activity.

Of course, once these major categories are identified, individual action steps for each category can be researched, investigated, masterminded, discovered by asking, and clarified—and then written onto smaller spokes branching off from each category's circle.

The unique advantage of a Mind Map is that it allows you to capture ideas as you think of them—writing them in relation to other items—all without having to make a list in sequential order. Later, you can organize all the action steps into a logical order with beginning and completion dates, which can then be placed into your calendar.



This Mind Map was created using the online tool at MindMeister.com. Some features are free; others require a fee.

MAKE-IT-A-HABIT WORKSHEET

Take Action for Your Success

You now have the most important action items in your Mind Map. The next step is to schedule them. Select a date when you will start each action and a date by when it will be completed. As an example, this first line was completed using the information from the Mind Map on page 105.

Actions I Will Take	I'll Start By	I'll Finish By	Done
<i>Set a budget for the podcast.</i>	<i>Sept. 22</i>	<i>Sept. 30</i>	✓

Now it's your turn. Add action items and dates.

Actions I Will Take	I'll Start By	I'll Finish By	Done
	/	/	
	/	/	
	/	/	
	/	/	
	/	/	
	/	/	
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MAKE-IT-A-HABIT

Practice the Rule of 5

Practice the Rule of 5 with a daily “Top 5 Priority Actions” list. This is the simplest way to ensure that you are taking steady action in the direction of your goals and dreams. This daily list is crucial to planning and organizing the top actions that will have the greatest impact on your success. It will help you to stay focused and spend time only on those tasks that will reap you the greatest rewards—and help you eliminate other time-wasting activities.

Each evening, use your “Top 5 Priority Actions” list to plan your next day using questions such as:

- What action can I take to move closer to my Breakthrough Goal?
- What needs to happen tomorrow?
- Who should I call?
- What action from my Mind Map do I need to complete?

Reviewing your “Top 5 Priority Actions” list is an ideal way to start each day, knowing exactly what you should be doing.

I found the Rule of 5 to be so useful in our company that we printed up our own special Post-It Notes just for this purpose. These 3" x 3" square stickies come in a pad of 365 notes for daily use.*



Behind every great achievement, you will find a story of a person taking action and then more action. Anyone who wants success has to be willing to pay the price, regarding the time and effort required to achieve success. The people who have gone after and achieved what they have always wanted know that the effort and overcoming obstacles required is only temporary—while the benefits last forever.

* To order your own pad of 365 “Top 5 Priority Actions” Post-It Notes, visit JackCanfield.com.

I'm Afraid To . . .

For this first exercise, list six actions you need to take to reach your goal but which bring up fear when you think of doing them.

For example,

1. I'm afraid to create a Web site to announce my new coaching business.
2. I'm afraid to commit and set a goal to reduce my unhealthy weight.
3. I'm afraid to write and post my first blog.
4. I'm afraid to tell my partner that I want to quit my job and find work that is more meaningful and fulfilling.
5. I'm afraid to ask my husband about how much money we have and where it goes.
6. I'm afraid to sign up for next year's half marathon.

Now it's your turn: Write six things you are afraid or hesitant to do that are necessary for you to do in order to reach your goal.

1. I'm afraid to _____.
2. I'm afraid to _____.
3. I'm afraid to _____.
4. I'm afraid to _____.
5. I'm afraid to _____.
6. I'm afraid to _____.

I Scare Myself by Imagining Negative Outcomes

For each action you listed, restate it using the following format.

Example:

I want to write and post my first blog, and I scare myself by imagining that people will read it and think it is not very good.

Now it's your turn:

1. I want to _____, and
I scare myself by imagining _____.
2. I want to _____, and
I scare myself by imagining _____.
3. I want to _____, and
I scare myself by imagining _____.
4. I want to _____, and
I scare myself by imagining _____.
5. I want to _____, and
I scare myself by imagining _____.
6. I want to _____, and
I scare myself by imagining _____.

Replace Your Imaginary Negative Outcomes

Now that you are aware of how you use your imagination to scare yourself with images of negative outcomes, you can use your imagination to create mental images of the opposite positive outcomes you truly want.

Example:

I want to write and post my first blog.

My opposite positive image of the desired outcome is I receive enthusiastic comments from people, and they inquire about my coaching services.

Now it's your turn: In the spaces below, write a positive image of the outcome you want for each action you need to take.

1. I want to _____.

My opposite, positive image of the desired outcome is _____.

2. I want to _____.

My opposite, positive image of the desired outcome is _____.

3. I want to _____.

My opposite, positive image of the desired outcome is _____.

4. I want to _____.

My opposite, positive image of the desired outcome is _____.

5. I want to _____.

My opposite, positive image of the desired outcome is _____.

6. I want to _____.

My opposite, positive image of the desired outcome is _____.

From now on, instead of scaring yourself, you can stop, take a deep breath, and choose to create a mental image of the positive outcome you desire.

Losers visualize the penalties of failure. Winners visualize the rewards of success.

WILLIAM S. GILBERT

Successful English Playwright Who Wrote 75 Plays and Operettas

Remember How You Triumphed in the Face of Fear

You've overcome countless fears to become the person you are today, whether it was learning to ride a bike, driving a car, or kissing someone you liked for the first time. Taking risks and opening yourself to new experiences is often scary. But when you face your fears and take action anyway, you build confidence in your abilities. Take advantage of that history now with the exercise below by recalling times when you triumphed in the face of fear.

In this exercise, jot down five different times in your past when you faced doing something important to you that was scary, yet you took action anyway and things turned out well for you.

Example:

One activity that I feared doing, which I did, and it turned out well, is: *I wanted to become a public speaker, and the first few times I had a paid speaking gig, I was nervous and scared days ahead of time. But I did it anyway, and now I have become a world-class speaker.*

Now It's Your Turn

1. One activity that I feared doing, which I did, and it turned out well, is: _____

_____.

2. One activity that I feared doing, which I did, and it turned out well, is: _____

_____.

3. One activity that I feared doing, which I did, and it turned out well, is: _____

_____.

4. One activity that I feared doing, which I did, and it turned out well, is: _____

_____.

5. One activity that I feared doing, which I did, and it turned out well, is: _____

_____.

Although the Breakthrough Goal you're facing now—and the way in which your fear is showing up—may be different from what you've experienced in the past, you already know how to overcome your fears. You can see you've spent a lifetime doing it! So I encourage you to follow this advice:

DECIDE TO TAKE BOLD ACTION TODAY

What's the most valuable action you can take right now to get closer to achieving your goals? Take a moment to decide what it is, then commit to a time when you will take that step.

The bold action I will take is: _____

_____.

I will complete it by this date: _____.

Now, put this action item on your calendar and go to sleep tonight knowing you are on your way, further along toward the success you want.

The Most Obvious Next Step: What Will You Ask For?

In the exercise below, choose your most heartfelt or meaningful desire or need in each of the seven areas, then answer the questions that follow.

My Finances

My most important want or need is _____
_____.

The next most obvious step to achieving what I want or need is _____
_____.

Who can I ask for help? _____

What will I ask for? _____

My Work, Career, or Business

My most important want or need is _____
_____.

The next most obvious step to achieving what I want or need is _____
_____.

Who can I ask for help? _____

What will I ask for? _____

My Relationships

My most important want or need is _____
_____.

The next most obvious step to achieving what I want or need is _____
_____.

Who can I ask for help? _____

What will I ask for? _____

My Health and Fitness

My most important want or need is _____
_____.

The next most obvious step to achieving what I want or need is _____
_____.

Who can I ask for help? _____

What will I ask for? _____

My Free Time, Fun, and Recreation

My most important want or need is _____
_____.

The next most obvious step to achieving what I want or need is _____
_____.

Who can I ask for help? _____

What will I ask for? _____

My Personal and Spiritual Growth

My most important want or need is _____
_____.

The next most obvious step to achieving what I want or need is _____
_____.

Who can I ask for help? _____

What will I ask for? _____

My Possessions

My most important want or need is _____
_____.

The next most obvious step to achieving what I want or need is _____
_____.

Who can I ask for help? _____

What will I ask for? _____

Making a Difference and Being of Service

My most important want or need is _____
_____.

The next most obvious step to achieving what I want or need is _____
_____.

Who can I ask for help? _____

What will I ask for? _____

FEAR OF REJECTION: THE COST OF NOT ASKING

For each need or want you identified above, determine what keeps you from asking. Answering the questions about each category below will not only help you discover where your fears come from—it will help you move past your fears to the more significant benefits awaiting you.

EXAMPLE: My Finances

What do I need to ask for? *I need to ask my business partner to repay the money I lent to him.*

How do I stop myself from asking? *I scare myself by imagining he will get angry, say I don't trust him, and cause a rift in our business.*

What is it costing me not to ask? *It is costing me \$2,000, plus my wife is angry that we cannot afford some of the things she wants to buy and do.*

What benefit(s) would I get if I asked? *I would stop worrying and obsessing about it. I would have more discretionary money to spend, and my wife would get off my back about it.*

My Finances

What do I need to ask for? _____

How do I stop myself from asking? _____

What is it costing me not to ask? _____

What benefit(s) would I get if I asked? _____

My Work, Career, or Business

What do I need to ask for? _____

How do I stop myself from asking? _____

What is it costing me not to ask? _____

What benefit(s) would I get if I asked? _____

My Relationships

What do I need to ask for? _____

How do I stop myself from asking? _____

What is it costing me not to ask? _____

What benefit(s) would I get if I asked? _____

My Health and Fitness

What do I need to ask for? _____

How do I stop myself from asking? _____

What is it costing me not to ask? _____

What benefit(s) would I get if I asked? _____

My Free Time, Fun, and Recreation

What do I need to ask for? _____

How do I stop myself from asking? _____

What is it costing me not to ask? _____

What benefit(s) would I get if I asked? _____

My Personal and Spiritual Growth

What do I need to ask for? _____

How do I stop myself from asking? _____

What is it costing me not to ask? _____

What benefit(s) would I get if I asked? _____

My Possessions

What do I need to ask for? _____

How do I stop myself from asking? _____

What is it costing me not to ask? _____

What benefit(s) would I get if I asked? _____

Making a Difference and Being of Service

What do I need to ask for? _____

How do I stop myself from asking? _____

What is it costing me not to ask? _____

What benefit(s) would I get if I asked? _____

IMAGINING THE BEST POSSIBLE OUTCOMES

In the following exercise, write down five to ten endings for each of the following incomplete sentences. Do it as rapidly as you can, without stopping to think about what you're writing. Don't worry about whether your answers are possible, reasonable, or "allowed." Just write down your answers as fast as you can.

1. If I could get what I wanted, my life would be . . .

2. If the person I was asking could fulfill my request, they would . . .

3. I can expand my thinking by dreaming of getting what I ask for, plus . . .

4. If my request were honored, my next steps after that would be . . .

5. If they went beyond my request and delivered even more than I asked for, they would . . .

MAKE-IT-A-HABIT WORKSHEET

Plan Your “Asks” Each Day

Here’s an exercise you can use each day that will help you to build the new habit of asking—with confidence. As you jot down your Rule of 5 tasks for the day, put a check mark beside those tasks where you’ll have to ask for something needed to reach your goal.

Answer the following questions:

1. What do I need to ask for? _____
2. Who do I need to ask? _____
3. What, specifically, do I want to receive? _____
4. If there were anything that would stop me from asking (internally or externally), what would that be?

5. What’s the cost of not asking? _____
6. What’s the possible benefit of asking? _____
7. What talking points do I need to keep in mind? _____

“I promise not to be offended by what you say. I’m interested in my personal and professional growth, and I want to be a better person [friend, spouse, entrepreneur, employee, supervisor]. Your feedback can help me to be more successful.”

Asking for Feedback in Your Business Life

Think of one or more of the work-related goals you are pursuing. With that in mind, answer the questions below to develop a plan for gathering feedback that will assist you in reaching your biggest goal.

What Feedback Do I Need to Ask for That I’m Not Asking for Now?	Who Should I Ask? How Many People Should I Ask?	When Will I Ask?	How Will I Ask?
Example: <i>Is my new service appealing? What do you like about it? What fee should I charge? How do I add more value? Might other groups be interested in purchasing it?</i>	<i>Customers; clients; experts; vendors; other practitioners. At least 30 people.</i>	<i>By June 30th. Ask at each Meet-Up, networking event, and group presentation.</i>	<i>Face-to-face, phone calls, a question to the group.</i>
Source #1			
Source #2			
Source #3			
Source #4			

Asking for Feedback in Personal Relationships

Personal relationships are the most important relationships in our lives. Use your new skills and your awareness of the value of feedback to gather input from those you care about most.

Ask for feedback from at least three family members, close friends, your romantic partner, mentors, or others using the questions below.

Person #1

1. On a scale of 1 to 10, how would you rate the quality of our relationship over this past week/month/year?

2. What positive things did I do to get that rating? (Why so high?)

3. If you gave me a rating of anything less than a 10, what would it take to make it a 10?

Person #2

1. On a scale of 1 to 10, how would you rate the quality of our relationship over this past week/month/year?

2. What positive things did I do to get that rating? (Why so high?)

3. If you gave me a rating of anything less than a 10, what would it take to make it a 10?

Person #3

1. On a scale of 1 to 10, how would you rate the quality of our relationship over this past week/month/year?

2. What positive things did I do to get that rating? (Why so high?)

3. If you gave me a rating of anything less than a 10, what would it take to make it a 10?

Asking for Feedback About Your Future Success

Here are two terrific questions to ask a colleague.

Question #1 solicits negative feedback: *How do you see me limiting myself?*

Question #2 solicits positive feedback: *How do you see me contributing to my success?*

Ask someone who knows you, knows what you are up to, and is aware of the goals you have set for yourself.

1. **First person:** Whom will you ask? _____

When will you ask her or him? _____

2. **Second person:** Whom will you ask? _____

When will you ask her or him? _____

3. **Third person:** Whom will you ask? _____

When will you ask her or him? _____

Action Plan Based on Your Feedback

Now that you have obtained feedback from several sources, answer the questions below to consolidate what you have learned and to make a plan for your continued success.

What are the major points that you heard?

What are your thoughts about what you heard? How do you feel about the feedback?

What actions will you take based on the feedback you received? (Notice that this is the point of asking for feedback: to learn from it and then to do something different in the future as a result.)

MAKE-IT-A-HABIT WORKSHEET
Make Time to Solicit Feedback

Take out your calendar and schedule a time this week to complete the exercises in this chapter. Make sure to do this now, before moving on.

LISTEN TO MUSIC AND SONGS THAT UPLIFT AND INSPIRE YOU

Create a playlist of music, songs, and power anthems with music and lyrics that motivate you and pump you up. Play the songs on that playlist when you first get up in the morning, while you're running or working out, and whenever you're feeling like you need a boost to keep going. Here are a few suggestions:

- “Chariots of Fire” by Vangelis (instrumental)
- “Roar” by Katy Perry
- “The Champion” by Carrie Underwood (featuring Ludacris)
- “One Step at a Time” by Jordan Sparks
- “We Are the Champions” by Queen
- “Larger Than Life” by Backstreet Boys
- “Brave Faith” and “If I Were Brave” by Jana Stanfield
- “You Gotta Want It” by Roberta Gold
- “Get on Your Feet” by Gloria Estefan
- “Fame” by Irene Cara
- “When You Believe” by Mariah Carey and Whitney Houston
- “You Will Win” by Jekalyn Carr (Christian-themed lyrics)
- “Born to Fly” by Sara Evans
- “I’m Gonna Be Somebody” by Travis Tritt

WATCH INSPIRATIONAL AND MOTIVATIONAL MOVIES

Another great way to stay motivated and persevere when times are tough is to watch inspirational movies like

<i>127 Hours</i>	<i>How We Made Our</i>	<i>Soul Surfer</i>
<i>42</i>	<i>Millions</i>	<i>Slumdog Millionaire</i>
<i>A Beautiful Mind</i>	<i>Invincible</i>	<i>The Blind Side</i>
<i>Billy Elliot</i>	<i>Joy</i>	<i>The Rookie</i>
<i>Cinderella Man</i>	<i>Miracle</i>	<i>Unbreakable</i>
<i>Cool Running</i>	<i>Moneyball</i>	<i>We Are Marshall</i>
<i>Gandhi</i>	<i>Radio</i>	<i>The Hundred-Foot Journey</i>
<i>Hoop Dreams</i>	<i>Rocky</i>	<i>The Shawshank Redemption</i>
<i>Hoosiers</i>	<i>Remember the Titans</i>	<i>The Theory of Everything</i>
<i>Hotel Rwanda</i>	<i>Rudy</i>	<i>The Pursuit of Happyness</i>
<i>Invictus</i>	<i>Seabiscuit</i>	

You can watch trailers of all these movies on the Internet to see which ones appeal to you the most.

DISCOVERING MORE ABOUT YOU: Your Track Record of Persistence

Consider this: You wouldn't be where you are today if you weren't already somewhat good at persisting. You probably already have a track record of enduring and overcoming challenges throughout your life. Some of your accomplishments required extra effort, others took a long time, and others were scary to pursue—but you achieved them anyway.

Your list of these achievements no doubt includes the basics required in life, such as studying even when it was boring, running farther than you thought you could, going to your first job interview, and so many bigger things since then.

In the spaces below, list three of the most significant times you persisted in the face of obstacles and challenges before reaching your goal. Recall those times when the going got tough, but you got tougher, and you persisted and succeeded.

Example: Think of a time when you persisted and reached your goal.

A. What was the challenge?

I was in a new sales job, and it was tough for me to keep making sales calls when I wasn't getting results.

B. What did you do to persevere?

I knew I had to succeed, so I asked my sales manager for more help on my calls until I learned the skills I needed. Because I kept at it, I got better with practice.

C. What did you achieve?

The second year I was named "Most Improved," although this was a consolation prize, since I had done so poorly my first year. The fourth year, I became the #1 salesperson in the company and made almost twice as much money as I ever had before.

D. What did you learn from this experience?

I learned that if I don't give up and I ask for help, I eventually succeed. I also learned that when I persevere and win, my self-esteem and self-confidence improve.

1. Think of a time when you persisted and reached your goal.

A. What was the challenge?

B. What did you do to persevere?

C. What did you achieve?

D. What did you learn from this experience?

2. Think of another time when you persisted and reached your goal.

A. What was the challenge?

B. What did you do to persevere?

C. What did you achieve?

D. What did you learn from this experience?

3. Think of a third time when you persisted and reached your goal.

A. What was the challenge?

B. What did you do to persevere?

C. What did you achieve?

D. What did you learn from this experience?

Refer back to this track record of success to bolster yourself in the days ahead when you are faced with the inevitable challenges that will test your willingness to persist.

WRITE YOUR OWN SUCCESS STORY:
"How I Overcame Challenges
to Reach My Breakthrough Goal"

You've probably heard this expression: The best way to predict your future is to create it. When you set your Breakthrough Goal and begin working toward it, you are working to create the future you most want. One of the ways to help ensure that future is by taking the time now to envision how you will overcome any of the challenges that may emerge along the way.

It's time to write your future success story using the questions and prompts below.

1. Review your Breakthrough Goal on page 72 in *Chapter 4: Use the Power of Goal-Setting to Achieve Your Vision*.
2. Describe an imagined moment in the future when you are so excited because you have just achieved your Breakthrough Goal—or some other crucial goal!

What's the date? _____

Imagine what exactly you have seen or heard that tells you that you have achieved your Breakthrough Goal.

What is the strongest positive feeling you have as a result?

How does this success change how you view yourself?

3. Continuing to imagine you are in the future—and that you've reached your goal—describe the biggest challenge you had to overcome to get there—and how you overcame it.

MEDITATION PREPARATION: Time, Physical, Mental, and Environmental

In a moment, I will give you instructions for a beautiful, relaxing meditation. Before we get to that, here are some things to keep in mind to have a beneficial—and pleasant—experience.

- **Choosing the time to meditate.** I recommend meditating in the morning before you start your day. The benefit is that it helps you set a positive tone for the day. It raises your vibration, which will help keep your thoughts more positive and creative, your emotions more centered and less reactive, and your ability to stay focused stronger. Some people prefer to meditate at the end of the day as a way to relax, release stress, and transition to being present at home after work or as preparation for going to sleep. I also recommend writing the exact time you are going to meditate into your calendar or day planner. Research has shown that writing or typing it into your daily schedule significantly increases your chance of actually doing it.
- **Physical preparation.** Avoid meditating on a full stomach, when overly tired, or while wearing restrictive clothing. Do not meditate while under the influence of alcohol or drugs. Use your judgment when using prescribed medication.
- **Mental preparation.** It is helpful before meditation to prepare yourself mentally. For example, you may read, discuss, listen to, or think about something of an inspirational nature.
- **Environmental preparation.** Find a quiet time when you will not be disturbed by your phone, doorbell, children, or other interruptions. When you have moved into the inner stillness, all your senses are heightened, and a sudden noise can be a sudden shock to your system.

MEDITATION PROCESS: Step-By-Step

Here is a simple process for beginning your meditation practice.

- Note the time. Meditate for at least 10 minutes when you are beginning. Work up to 20 minutes or more over time.
- Meditation can be done sitting cross-legged on the floor on a cushion, or as most people find more comfortable, sitting in a chair.
- Relax. It is helpful if your spine is straight. It is surprisingly easy to relax in an upright position if you will imagine a string tied to the top of your head pulling straight up toward the ceiling.
- Gently close your eyes, if you're comfortable doing so. It is not required.
- Feel where your body touches the chair and the floor. Notice the sensations associated with sitting, such as pressure, or weight against the chair.
- Take a deep, slow breath, then another. Become aware of the sensations of breathing. Notice where you feel the breath—either at your nostrils, the expansion and contraction of your chest, or the rise and fall of your abdomen.
- Whenever your mind wanders, remember your breath, and gently return your awareness to the physical sensations of it.
- Remembering your breath, and returning your attention to it, is the practice. If you do that a hundred times, that is fine.

MAKE-IT-A-HABIT WORKSHEET

Make Time to Meditate

1. Every day this week, meditate for at least 10 minutes. Over time, you may want to increase it to 20 minutes. Pay attention to your experience as you begin this new practice.
2. Set a reminder on your smartphone every day this week to practice mindfulness several times a day, if only for a moment. You can use the silent vibration mode on your phone, if you prefer.
3. Every day this week, locate one new resource for maintaining your meditation practice, whether an online meditation source, a local meditation group, a book, or a Web site to help you sustain your practice. See *Additional Meditation Resources* below.

ADDITIONAL MEDITATION RESOURCES

There are many resources available to help you learn meditation and to guide you in maintaining an ongoing meditation practice. A few of these include:

- Apps, such as *Insight Timer* (insighttimer.com) or *Headspace* (headspace.com).
- Web sites, such as UCLA's Mindful Awareness Research Center at www.uclahealth.org/marc/mindful-meditations.
- Local Meetup groups and local meditation centers such as those affiliated with the Insight Meditation Society. Visit www.dharma.org/resources/meditation-centers-and-communities.
- Transcendental meditation. Visit TM.org.

DISCOVERING MORE ABOUT YOU:
**25 Areas to Complete, Dump, or Delegate
Before Moving Forward**

How many things do you need to complete, dump, or delegate before you can move on and bring new activity, abundance, relationships, and excitement into your life? Use the checklist below to jog your thinking and make a list of any incompletions or messes in your life that may be taking your time and attention away from you.

In the *Make-It-a-Habit* worksheet at the end of this chapter, you'll be asked to complete some of these items this week. The more you clear the old incompletes out of your life, the more space you create for new successes to enter your life. Commit to how often and when you will review and resolve the incompletions in your life, and then add those dates to your calendar. Let's start by taking the time to make a complete list of your current incompletions.

What incompletions do you have regarding:

1. Former business activities
2. Promises not kept, not acknowledged, or not renegotiated
3. Unpaid debts or financial commitments; money owed to others or money owed to you
4. Closets overflowing with clothing never worn
5. A disorganized garage or basement crowded with old discards
6. Haphazard or disorganized tax records
7. Checkbook not balanced or accounts you should close
8. "Junk drawers" full of unusable items
9. Broken tools
10. An attic filled with unused items that have no real or sentimental value
11. A car trunk or back seat full of trash
12. Overdue car maintenance
13. Incomplete home-renovation projects
14. Credenza packed or stacked with obsolete material or unrealized projects
15. Filing left undone
16. Computer files not backed up or organized
17. Desk surface cluttered or disorganized
18. Family pictures never put into an album or a digital file
19. Mending, ironing, or items to repair, donate, or discard
20. Deferred household maintenance
21. Personal relationships with unstated resentments or past-due appreciations
22. People you need to forgive
23. Time not spent with people you've meant to spend time with
24. Incomplete projects or projects delivered without closure or feedback
25. Acknowledgments that need to be given or asked for

MY IRRITATIONS & TOLERATIONS LIST

What Is Irritating Me?	How Can I Fix It?	Who Can I Delegate All or Part of Fixing It To?	Due Date
Example: Email	Respond, unsubscribe, or trash.	Ask my assistant to help me for one hour a week.	Begin this Friday
Example: Proposals taking too long	Create a template to reuse.	Ask for ideas from my mastermind group.	Next mastermind meeting
Example: My negative self-talk	Surround myself with positive and successful people.	Attend a business booster Meetup.	Tuesday evening

Take yourself through the following questions for each item on your list above. It's even more powerful if you allow someone, like your accountability partner, to take you through the questions.

1. What irritates you?
2. What do you need to do to fix it?
3. Who could you ask to help get it handled?
4. How do you stop yourself from asking?
5. What is the possible benefit of asking?
6. When will you ask?

DISCOVERING MORE ABOUT YOU:
The 6-Stage Total Truth Process

The Total Truth Process can be conducted verbally or in writing using the six prompts listed below. If the other person is not someone likely to agree to cooperate in this process, you may choose to write the letter and then throw it away once you have completed it. The primary purpose is to free you from the unexpressed emotions. If you can do the process in person, that's great. If not, just identifying and expressing your feelings on paper can be extremely valuable.

Letter to (name of person) _____

I'm angry that _____

_____.

I felt hurt when _____

_____.

I'm afraid that (or I feel scared when) _____

_____.

I'm sorry that I (this is where you want to own anything that you might have done that might have contributed to the event or the situation) _____

_____.

I want you to _____

_____.

I forgive you for _____

_____.

I love you and I appreciate you for _____

_____.

MAKE-IT-A-HABIT WORKSHEET

Take Action on Cleaning Up Your Messes and Your Incompletes

Each day this week, take the opportunity to put one or two activities from this chapter into practice. Place a check mark to the right side of the activity when you have completed it.

Day 1: Select at least one mess or incomplete, then take steps to resolve it.

Mess selected: _____ Check when completed: _____

Day 2: Write a 6-Stage Total Truth Letter (even if you don't intend to send it).

Person selected: _____ Check when completed: _____

Day 3: Select at least one mess or incomplete, then take steps to resolve it.

Mess selected: _____ Check when completed: _____

Day 4: Write a 6-Stage Total Truth Letter (even if you don't intend to send it).

Person selected: _____ Check when completed: _____

Day 5: Select at least one mess or incomplete, then take steps to resolve it.

Mess selected: _____ Check when completed: _____

Day 6: Select at least one mess or incomplete, then completely resolve it.

Mess selected: _____ Check when completed: _____

Day 7: Select at least one mess or incomplete, then completely resolve it.

Mess selected: _____ Check when completed: _____

LISTEN AND LEARN

Another way to spend time with successful people is to take advantage of the amazing books, podcasts, and videos produced by successful people—learning their proven strategies and becoming inspired by their success. Here are some that I listen to and highly recommend to you:

The School of Greatness with Lewis Howes

Eventual Millionaire with Jaime Tardy

The Tim Ferriss Show with Tim Ferriss

Find Your Amazingness with Veera Markkanen

Extreme Productivity with Kevin Kruse

Girlboss Radio with Sophia Amoruso

Getting Things Done with David Allen

The Science of Success with Matt Bodnar

The Creative Empire with Reina Pomeroy & Christina Scalera

Entrepreneur on Fire with John Lee Dumas

Also, go to player.fm/podcasts/Success-on-the-Internet, where literally hundreds of podcasts are listed, and many are focused on specific populations such as success for women, solo entrepreneurs, small business owners, startups, real estate investors, farmers, and crowdsourcing fund-raisers.

DISCOVERING MORE ABOUT YOU: Your Current and Future Groups

Evaluate Your Current Group

In the space below, list the five or more people you spend the most time with and evaluate their benefit or hindrance to your progress and success.*

In the second column, place a "+" if the person is a positive influence, a "0" if they are neutral, or a "-" if they are mainly a negative influence.

Name		How She/He Contributes to My Success	How He/She Hinders My Success
Emily M.	+	She runs her own social media marketing company, and she is always so positive and willing to offer ideas.	
Mike C.	-		He appears professional, but I have seen him be dishonest.

*Duplicate this page if you wish to add more people.

With Whom Would You Rather Spend Time?

Now that you have identified those who contribute to your success—and those who don’t—you have the opportunity to revise your list of those with whom you want to spend time. After all, this is your life and your success. In the space below, list those with whom you would like to spend more time. They can replace those you identified above who tend to hinder your success.

Name	How She/He Could Contribute to My Success or Growth	How Will I Approach This Person?	By When
Will E.	He has his own successful coaching business and could give me advice.	I could ask Sasha to introduce us via email or phone.	2/23
			/
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Your Ideal Mentors

Create a list of at least 10 people you can think of, or unknown people with specific skills, from whom you could learn the most.

Name	What I Want to Learn from Him/Her	By When
Karen G.	She launched a podcast, and I could ask her how she was able to get noteworthy people to be guests on her show.	12/11
(Unknown person)	Find someone who has published an e-book to learn about the tools they recommend for formatting a book.	12/11
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Groups to Explore

No matter where you live, there are probably groups meeting nearby that could benefit you and contribute to your success. Some may offer support and/or expertise. To locate groups, try a Google search, or view lists of meetings at Meetup.com. Fill in your answers below.

What Would Be Helpful to You?	Local Group to Check Out and Maybe Join	By When
Improve my ability to speak to groups	Toastmasters	2/7
How to start a podcast	Local Meetup about podcasting, listed at Meetup .com	2/19
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Make an Appointment

Each day this week, call one person on the list above and ask if they would be willing to share their knowledge and experience with you. Schedule a meeting time with each person who agrees.

Name	When We Will Meet
Karen G.	She said yes! We will meet this Friday at her home office—and she will show me her recording setup, too!
1.	
2.	
3.	
4.	
5.	
6.	
7.	

How to Conduct Your Mastermind Meeting

As you start your mastermind group, keep in mind these proven guidelines as you plan for your first meeting.

1. All members should attend all meetings.
2. Meetings can be conducted in person, over the telephone (using a service, such as FreeConference.com or UberConference.com, that features screen-sharing) or using a videoconference service such as Zoom or Skype.
3. Most people find that meeting every two weeks seems to be the optimal time. These meetings must be held as a top priority by all the members.
4. The ideal length of time is 60 to 90 minutes. Set a time and strictly adhere to it at each meeting.
5. Each meeting should have a designated timekeeper. It is vital that everyone gets his or her allotted amount of time and that you stick to the schedule. This is important if you want your group to last. Otherwise, meetings can drag on, and members will eventually lose interest and quit.
6. As each member joins the group, he or she should familiarize the others with their major goals, current situation, and their current opportunities, needs, and challenges. This will allow the other members, in future meetings, to better ask the right questions and effectively brainstorm ways to support them. During the first meeting of the group, all the members should do this.
7. Each member needs to agree to play full out—to openly share ideas, support, contacts, information, honest feedback, and anything else that will help advance the individual and group goals. This also means that every member should come to each meeting prepared to share his or her current challenges and requests for help—which occasionally are highly personal.
8. One last guideline: If everyone has only 10 or 20 minutes to be the focus (depending on how long you have chosen to meet for), avoid the trap of spending too much time detailing the problem or the request, and make sure to leave enough time for brainstorming and suggestions.

RECOMMENDED AGENDA

Here are the best practices for conducting the actual meeting (together with the recommended time limit for each).

Step 1: Invocation (1 minute)

If the other members agree to it, start your meetings with an invocation—asking whatever Higher Power you believe in to be present and guide everyone to be fully present, ready to play full out, and to say and do only that which is for the highest good of each member in the group. You could also start with a prayer, an inspiring story, or an inspirational quotation. It is best to rotate this function to a different member each time and to let them do it in their own way.

Step 2: Share What's New and Good (1 minute for each person)

Start by having each member share something positive and good that has happened since the last meeting. This can also include reporting on any actions they committed to take at the previous meeting.

Step 3: Negotiate for Time (a total of 2 minutes or less for the group)

Each person should ask for a certain amount of time to discuss their issues. Usually you can agree to divide the available time equally, but there may be times when certain members feel strongly that they need more time for an important issue or emerging crisis they are facing. Also, if not everyone wants a turn, they can allocate their time back to the group so each person needing time can have a bit more.

Step 4: Individual Members Speak While the Group Listens and Then Brainstorms Solutions (7 to 10 minutes for each person)

Each person has the amount of time negotiated and agreed to. They spend the first few moments of their time sharing the matter at hand for them—their problem, challenge, opportunity, need, or request—followed by asking for specific support such as ideas, solutions, resources, introductions, or something else. For the rest of their allotted time, the individual listens to the ideas and suggestions presented by the other members. It's best not to spend too much time describing the challenge or the need so that there is enough time to hear possible solutions. It is also a good idea not to argue with the suggestions. Just listen and take notes.

Step 5: Make a Commitment to Act (30 seconds or less per person)

Each member commits to one or more actions they will take by the next meeting—based on the feedback and suggestions they’ve received from the group.

Step 6: End with Gratitude/Share Appreciations (2 to 3 minutes total for the group)

The meeting ends with each person sharing appreciations and acknowledgments to the people who contributed solutions. (For example: “Joe, I really appreciate your willingness to introduce me to the president of the bank. Jolene, I really appreciate your two ideas on how to handle that difficult client.”)

The Last Step: Make sure everyone is clear about and committed to the next meeting time before you get off the call.

MY MEETING PLAN FOR MY MASTERMIND GROUP MEETING★

Week of _____

Challenges or Projects to Share with the Group:

Suggestions from the Group:

Contacts/People/Resources Suggested by Group:

Areas to Take Action On:

★Please print or photocopy this form for you and the other members' ongoing use.

Questions for Interviewing an Accountability Partner

You will have greater success in finding the right accountability partner if you use the following questions to interview the people you're considering. You will want to answer the same questions for them if you agree to work together.

- Tell me about yourself (basic biographical information).
- How much time shall we commit to our calls?
- What times of the day works best for you?
- Do you consider yourself to be left-brained (analytical) or right-brained (creative)?
- Are you someone who plans or do you have a tendency to wait until the last minute?
- What motivates you?
- When you've set goals in the past, what worked to keep you focused and moving forward when you were met with obstacles or weren't achieving as much success as you wanted?
- What is the best way to give you feedback that allows you to stay open and receptive to the feedback? If you get defensive or scared, what is the best way to respond so I don't support you in staying stuck?
- What do I need to know about you that might present challenges for our relationship?
- What do I need to know about you that will support our relationship?

DISCOVERING MORE ABOUT YOU:

Who Should You Ask to Have a Heart Talk?

Make a list of specific people you interact with and groups you belong to who you think would benefit from having a Heart Talk.

1. Individuals whom you would like to invite to have a one-to-one Heart Talk:

2. Groups you belong to where you would like to suggest having a group Heart Talk:

MAKE-IT-A-HABIT WORKSHEET

Schedule a Heart Talk

Open your calendar and make two entries in your schedule:

1. Block off two potential meeting times for a Heart Talk.
2. Write into your calendar the date and time this week when you will reach out to another person—or group—to invite them to participate in a Heart Talk with you.

1. In the spaces below, list all of the limiting beliefs you have about money that you can think of. Use more space if you need it.

[illegible]

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Three Steps to Turning Around Your Limiting Beliefs About Money

1. Review the list of items you circled in the exercise above. Select the one that is your number one limiting belief about money and write it here.

2. Now, challenge, make fun of, and argue with that limiting belief. Write your responses below.

3. Create a positive turnaround statement and write it below.

DISCOVERING MORE ABOUT YOU:
What Does Being Wealthy Mean to You?

Think back to what you dreamed about and decided in *Chapter 3: Decide What You Want: Envision Your Ideal Life*. On page 43, you wrote your financial goals. Take a moment to look at those now. Using that information, or by creating new goals, complete the following sentences.

1. I will have a net worth of \$ _____ by the year _____.
2. I will earn at least \$ _____ by December 31st next year.
3. I will save and invest \$ _____ or _____ % every month.
4. A new financial habit I will develop starting now is:

5. I will be debt free by ____ / ____ / ____.

6. To become debt free, I will:

MAKE-IT-A-HABIT WORKSHEET

Your Money

1. This week, keep track of what you earn and what you spend each day. Make a note in your calendar to do this each day.
2. Make an appointment with yourself each month to record both your total income and your overall spending. Write this recurring event into your calendar for the end of each month.
3. Make an appointment with yourself for each quarter to determine your net worth. (If you are not sure how to do this, do a Google search for "How to determine personal net worth.") Write this recurring event into your calendar for the end of each quarter.
4. Each month, select one book to read, one Web site to follow, or one video to watch to become more financially literate.

Some recommended books, blogs, and podcasts to start with are:

- *40 Unbreakable Laws of Money* by Wayne Wakefield
- *The Richest Man in Babylon* by George S. Clason
- *The Wealthy Barber* by David Chilton
- *The Total Money Makeover* by Dave Ramsey
- *The Automatic Millionaire* by David Bach
- *The Millionaire Next Door* by Thomas J. Stanley and William D. Danko
- *The Billion Dollar Secret* by Rafael Badziag
- *Secrets of the Millionaire Mind* by T. Harv Eker
- *Rich Dad Poor Dad* by Robert T. Kiyosaki
- *Your Money or Your Life* by Vicki Robin
- *Money for the Rest of Us* (podcast) with David Stein
- *Stacking Benjamins* (podcast) with Joe Saul-Sehy
- FinancialSamurai.com (blog) with Sam Dogen

YOUR LIFE SUCCESS JOURNAL

Answer the questions below to help you capture the most important insights you learned from all 17 chapters of this *Workbook*. Later, at any time, you can review what you have written here, and remind yourself of your progress.

CHAPTER 1: TAKE 100% RESPONSIBILITY FOR YOUR LIFE

Write down what you most want to remember in each of the four areas covered in this chapter.

Blaming: _____

Complaining: _____

Making Excuses: _____

E + R = O: _____

CHAPTER 2: BE CLEAR WHY YOU'RE HERE: DETERMINE YOUR LIFE PURPOSE

"Discovering More About You" Guided Meditation

After listening to the guided meditation, write a brief description or draw a picture of the gift you received during the meditation.

Life Purpose Statement

Write your life purpose statement here.

Chapter Conclusion

1. What was most valuable for you about this chapter?

2. What will it mean to you now that you have determined your life purpose?

CHAPTER 3: DECIDE WHAT YOU WANT:
ENVISION YOUR IDEAL LIFE

Keep Your Vision Alive

Select the most important item from each of the seven areas of “wants” you wrote in *Chapter 3*. Write each one below.

Finances _____

Work, Career, or Business _____

Relationships _____

Health and Fitness _____

Free Time, Fun, and Recreation _____

Personal and Spiritual Growth _____

Possessions _____

Making a Difference and Being of Service _____

CHAPTER 4: USE THE POWER OF GOAL-
SETTING TO ACHIEVE YOUR VISION

Write down the three goals you wrote to help you reach your vision.

Area of Your Vision	Goal (How Much, by When)
1.	
2.	
3.	

Want to keep going? Write five remaining goals (one in each area) that you'll need to work on in order to make progress in all eight areas of your vision. As a reminder, the eight areas are:

- Your Finances
- Your Work, Career, or Business
- Your Relationships
- Your Health and Fitness
- Your Free Time, Fun, and Recreation
- Your Personal and Spiritual Growth
- Your Possessions
- Making a Difference and Being of Service

Area of Your Vision	Goal (How Much, by When)
4.	
5.	
6.	
7.	
8.	

Write down your new, ambitious, Breakthrough Goal! Write it big and write it proudly!

Write a letter to yourself in the space below that will support you whenever you waver in your pursuit of these goals. Describe why reaching this goal is important to you. Describe what it will cost you if you don't achieve it.

Dear _____ (your name),

If you start to lose faith or find it overwhelming or scary to continue working toward the goals you set, remember this:

[illegible]

CHAPTER 5: USE AFFIRMATIONS AND VISUALIZATIONS

Affirmations and Visualizations

Take advantage of the power of repetition by writing your affirmations again below. When you list them here, it will also serve as an archive of your work in this *Workbook* and give you ready access later to what you have created today.

My Affirmation #1: _____

My Affirmation #2: _____

My Affirmation #3: _____

My Affirmation for my Breakthrough Goal: _____

Make a note on your calendar to revisit this page after you have repeated your affirmations for one week. When the date arrives, use the space below to write about your experience of using your affirmations. Do your affirmations seem more real to you now? What benefit do you see from repeating your affirmations?

Make a note on your calendar to revisit this page one week after you have created your Vision Board. When the date arrives, use the space below to write about your experience of creating your Vision Board and viewing it multiple times each day. Does your vision seem more real to you now? What benefit do you see from spending time with your vision board each day?

CHAPTER 6: BELIEVE IT'S POSSIBLE

List three major goals you have decided to believe you can achieve. I recommend you include your Breakthrough Goal as one of them.

1.

2.

3.

This week, tell your friends and family about what you now believe you can achieve. Check here when complete.

 Friends

 Family

When you have completed seven days of the Mirror Exercise, write down how it feels to acknowledge yourself day after day:

CHAPTER 7: TAKE ACTION!

What advice will you give to yourself this week in order to stick with your plan for taking action according to the schedule you have set?

To be human means that you might miss some of the scheduled dates for the action steps you set. If this happens, what will you say to yourself in order to forgive yourself and get yourself back on track?

To reaffirm your desire to reach your Breakthrough Goal, write your affirmation for your Breakthrough Goal below, and then say it aloud.

CHAPTER 8: EVERYTHING YOU WANT IS ON THE OTHER SIDE OF FEAR

Your Evening Review

Every evening this week, take several minutes to further strengthen your resolve regarding fear. You can do this by conducting an Evening Review after dinner or before you go to bed. Here are the instructions for an Evening Review:

Close your eyes, take a few deep breaths, and say to yourself, “Show me where fear showed up in my life today.” As you sit in silence, you will notice memories from the day beginning to emerge. For example, you may recall, *I was afraid to call that person who my friend said might be able to help me with my career decision. I hesitated because I was worried this new person would judge me as being indecisive about what I want. Or, I was going to sign up today for my first 10K run, but then I was afraid I might be wasting the \$35 if I chicken out later.*

Once you have recalled the incidents of being afraid from earlier in the day, replay the situation in your mind, and this time see yourself taking the desired action and having the success you want, and allow yourself to experience whatever positive feelings may arise. Since your body can’t tell the difference between a real event and an imagined event, you will be building your inner confidence to take more actions in the face of fear in the future.

CHAPTER 9: ASK WITHOUT FEAR OF REJECTION

You’ve made a lot of behavioral changes as you practiced asking without fear of rejection. In the space below, record the one thing you’ll do differently as a result of reading this chapter.

CHAPTER 10: ASK FOR FEEDBACK EARLY AND OFTEN

Use the following prompts to journal about the insights you’re learning about feedback.

In what ways was asking for feedback easier than you expected?

What new lesson did you learn from your experience of asking for feedback?

Now it's time to give yourself some feedback—after all, you know yourself best. You especially know the areas where you have developed your strengths.

What three strengths of yours will most contribute to your future success?

Strength #1 _____

Strength #2 _____

Strength #3 _____

What three areas of improvement will most contribute to your success?

Improvement area #1 _____

Improvement area #2 _____

Improvement area #3 _____

CHAPTER 11: PRACTICE PERSISTENCE

Reinforce your commitment to persist now that you are in this strong state of mind. After all, persisting is up to you. Make a promise to yourself to continue

working on your goal(s) in spite of any future obstacles. Refer back to this page if you ever start to think of quitting.

Example: *My positive intention to persist in spite of any future obstacles is:*

I realize that it is going to be a challenge to start my new coaching business. There will be times when I will worry about publishing new content on my Web site; I may hesitate when I need to pick up the phone and call a potential new client. But I will hang in there. I choose to be successful in this new venture, and no matter what happens, I will continue to persevere and find a way!

My positive intention to persist in spite of any future obstacles is:

CHAPTER 12: PRACTICE MEDITATION

Once you have practiced meditating for one week, write in your journal about your experience.

What did you enjoy most about it?

What part, if any, was challenging for you?

Do you believe this would be a useful practice for you? Why or why not?

Is there a commitment that feels right to you about sustaining a meditation and mindfulness practice? If so, what is your commitment?

Do you want to add that commitment to your calendar so that you will be reminded? If yes, add it now.

CHAPTER 13: CLEAN UP YOUR MESSES AND YOUR INCOMPLETES

At the end of this week, record the incompletions you have resolved. After each one, describe how it feels to make this progress.

Incomplete Resolved: _____

How do you feel about your progress? _____

Incomplete Resolved: _____

How do you feel about your progress? _____

Incomplete Resolved: _____

How do you feel about your progress? _____

Incomplete Resolved: _____

How do you feel about your progress? _____

Incomplete Resolved: _____

How do you feel about your progress? _____

CHAPTER 14: SURROUND YOURSELF WITH SUCCESSFUL PEOPLE

What I Learned from This Chapter

The most important things I learned from this chapter are: _____

_____.

How I intend to benefit from spending time with the people I identified in this chapter:

CHAPTER 15: START A MASTERMIND GROUP AND WORK WITH AN ACCOUNTABILITY PARTNER

Make a list of at least five people you will contact to see if they are willing to be your accountability partner.

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

Call each person this week, and continue your calls to these or others until you have found an accountability partner. Once you have an accountability partner, journal below about the benefits you expect to achieve from this new productivity booster:

CHAPTER 16: HAVE A HEART TALK

Once you have conducted a Heart Talk this week, journal about your experience. Write about the value you received and what opened up for you—within yourself and within the relationship(s).

CHAPTER 17: DEVELOP A POSITIVE MONEY MIND-SET

What will you do this week to maintain a positive money mind-set about reaching your income goals for next year?

Reflect on what having wealth would mean to you. How would it change your experience of your life?

What are some practices you will use to shift your thinking about the amount of income you want to earn next year, and the amount of wealth you want to accumulate over the next 20 years?

Is there a promise you want to make to yourself about how you will think differently about money? If so, write it here.

SUGGESTED READING AND ADDITIONAL RESOURCES FOR SUCCESS

You are the same today as you'll be in five years except for two things, the books you read and the people you meet.

CHARLIE "TREMENDOUS" JONES
Member of the National Speakers Hall of Fame

I recommend that you read something educational, motivational, or inspirational every day—20 minutes a day minimum, an hour a day preferred. Below is a short list of some of my books to get you started. Get a list of the books I have found most useful on my success journey (almost 200 of them) at: JackCanfield.com/workbook-resources. There are enough books there to keep you busy for several years.

I suggest you read through the list on the Web site, see which books jump out at you, and start with those. Follow your interests and you'll find that each book you read will lead you to other books. There is also a list of audio programs I suggest you listen to, as well as videos and movies you might want to watch and several training programs conducted by others that I encourage you to attend. There are even two success-oriented summer camps I recommend for your kids.

We constantly update this list with the best new resources that I discover.

Here is a short list of my books that focus on success, as well as a few classics by others. They are all available at JackCanfield.com, Amazon.com, BarnesandNoble.com, and [Books aMillion.com](http://BooksAMillion.com), as well as many of your local bookstores.

The Success Principles™: How to Get from Where You Are to Where You Want to Be (10th Anniversary Edition) by Jack Canfield and Janet Switzer. New York: William Morrow, 2015.

The Success Principles for Teens by Jack Canfield and Kent Healey. Deerfield Beach, FL: Health Communications, 2008.

How to Get from Where You Are to Where You Want to Be by Jack Canfield. London, UK: Harper Element, 2017.

The Aladdin Factor: How to Ask For and Get Anything You Want in Life by Jack Canfield and Mark Victor Hansen. New York: Berkley, 1995.

The Power of Focus Tenth Anniversary Edition: How to Hit Your Business, Personal and Financial Goals with Absolute Certainty by Jack Canfield, Mark Victor Hansen, and Les Hewitt. Deerfield Beach, FL: Health Communications, 2011.

Tapping into Ultimate Success: How to Overcome Any Obstacle and Skyrocket Your Results by Jack Canfield and Pamela Bruner. Carlsbad, CA: Hay House, 2012.

Jack Canfield's Key to Living the Law of Attraction: A Simple Guide to Creating the Life of Your Dreams by Jack Canfield and Dee Dee Watkins. Deerfield Beach, FL: Health Communications, 2007.

Success Affirmations: 52 Weeks for Living a Passionate and Purposeful Life by Jack Canfield with Ram Ganglani and Kelly Johnson. Deerfield Beach, FL: Health Communications, 2017.

The Power of Positive Inking: Color Your Way to Success (an adult coloring book with 35 principles of success) by Jack Canfield. Deerfield Beach, FL: Health Communications, 2017.

Coaching for Breakthrough Success: Proven Techniques for Making Impossible Dreams Possible by Jack Canfield and Peter Chee. New York: McGraw Hill, 2013. (This is a book for coaches and managers who want to coach people based on the success principles.)

The 30-Day Sobriety Solution: How to Quit or Cut Back Drinking in the Privacy of Your Own Home by Jack Canfield and Dave Andrews. New York: Atria Books, 2016.

The Original Chicken Soup for the Soul®: All Your Favorite Original Stories Plus 20 Bonus Stories (20th Anniversary Edition) by Jack Canfield, Mark Victor Hansen, and Amy Newmark. Cos Cob, CT: Chicken Soup for the Soul Publishers, 2013.

Chicken Soup for the Soul: Think Positive: 101 Inspirational Stories about Counting Your Blessings and Having a Positive Attitude by Jack Canfield, Mark Victor Hansen, and Amy Newmark. Cos Cob, CT: Chicken Soup for the Soul Publishers, 2010.

Think and Grow Rich by Napoleon Hill. The Napoleon Hill Foundation, 2016.

Think and Grow Rich: A Black Choice by Dennis P. Kimbro, Ph.D. New York: Ballantine, 1997.

The 7 Habits of Highly Effective People by Steven R. Covey. New York: Fireside, 1989.

Unlimited Power by Tony Robbins. New York: Simon & Schuster, 1986.

You Were Born Rich by Bob Proctor. Willowdale, ONT, Canada: McCrary Publishing, 1984.

The Seven Spiritual Laws of Success by Deepak Chopra. San Rafael, CA: Amber-Allen, 1994.

The Compound Effect by Darren Hardy. New York: Vanguard Press, 2012.

The One Thing: The Surprisingly Simple Truth Behind Extraordinary Results by Gary Keller. Austin, TX: Bard Press, 2013.

The Secret: 10th Anniversary Edition by Rhonda Byrne. New York: Atria/Beyond Words, 2006.

Homeless to Billionaire: The 18 Principles of Wealth Attraction and Creating Unlimited Opportunity by Andres Pira. Charleston, SC: Forbes Books, 2019.

The Billion Dollar Secret: 20 Principles of Billionaire Wealth and Success by Rafael Badziag. St Albans, Herts, UK: Panoma Press Ltd., 2019.

Audio Programs

The Success Principles: Your 30-Day Journey from Where You Are to Where You Want to Be by Jack Canfield and Janet Switzer is a 30-day audio home study course that is another great supplement to *The Success Principles*. Available at JackCanfield.com.

Self-Esteem and Peak Performance by Jack Canfield (Nightingale-Conant). Available at Amazon.com.

Maximum Confidence by Jack Canfield (Nightingale-Conant). Available at Amazon.com.

The Aladdin Factor by Jack Canfield and Mark Victor Hansen. Available at Amazon.com.

The Ultimate Jack Canfield Library (Nightingale-Conant). Available on Audible and at Amazon.com.

Movies

Soul of Success: The Jack Canfield Story, produced by Nick Nanton, 2018. Available on Amazon Prime.

The Secret, produced by Rhonda Byrne, et al. 2007. Available from Amazon.com.

The Secret Teachers Recorded Live. Audible Audiobook available on Amazon.com.

Teachers of The Secret—Jack Canfield. Available from Amazon.com.

Online Courses

Breakthrough to Success by Jack Canfield. This is the online version of my live five-day transformational training based on The Success Principles. Available at JackCanfield.com.

Your Extraordinary Life Program by Jack Canfield. Available at JackCanfield.com.

Train the Trainer Online. If you'd like to become a certified trainer of The Success Principles, you can learn more about my online Train the Trainer Certification Program—now with more than 1,000 certified trainers in 117 countries—at JackCanfield.com.

Bestseller Blueprint Online by Jack Canfield and Steve Harrison. An online course for authors who want to make their books bestsellers. Available at BestsellerBlueprint.com.

Live Training Programs Based on The Success Principles

Breakthrough to Success is my flagship five-day or three-day training usually held in Scottsdale, Arizona, Southern California, or in other major cities in the United States.

One Day to Greatness is a one-day training held in various cities around the United States and Canada. For a schedule, go to JackCanfield.com.

Train the Trainer (for The Success Principles) is our two-week live certification training to teach The Success Principles and the Canfield Methodology. Usually limited to 50 serious students. By application. More information at JackCanfield.com.

Luxury Executive Mastermind Retreat. This is a four-day intensive mastermind retreat limited to 24 people usually conducted in a luxury resort hotel or villa in Santa Barbara, California, or in places like Maui, Dubai, Bali, or Florence, Italy. Information at JackCanfield.com.

Coaching

If you'd like to work one-on-one over the telephone or online with a personal coach, you can talk with one of our Canfield Coaches by calling 805-881-5191.