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TO users of the personal business plan kit
RE: Seven ideas for taking action

Idea 1: *Remember the benefits you will receive from reaching your goals* – You identified the benefits you will receive as a part of your goal setting process. Go back and read those benefits again.

Idea 2: *Remember your start and finish dates you established.* There are 340,400 waking minutes in a year. If you use 15 minutes at the end of each day to prepare for the next, you will use a total of 5,475 minutes a year. This comes out to 1.6% of your yearly minutes. For an investment of less than 2% of your time, you can stay focused on what's really important.

Idea 3: *Do things one step at a time.* Remember to chunk it down, the big job of self development is really a lot of little jobs. Divide and conquer, make the big job into a lot of little ones. Then do the little job, one at a time, one step at a time.

Idea 4: *Stick to it.* Perseverance is the critical behavior needed to achieve your goals, stick to your action plan. People often quit as they get close to success. Keep going, never quit, never, never quit.

Idea 5: *Be flexible.* You will need to make changes to your action plan as the year unfolds. Some things won't go as planned, others won't work. New opportunities will occur. Don't think that you cannot change your plan; in fact, to be successful in today's environment you must make short term changes. However, make changes that move you toward your vision, don't get distracted.

Idea 6: *Use "memories of success".* When you feel stressed or frustrated or when you are not making progress with your action plan, generate a "memory of success." Remember of your past successes or achievements, flood your mind with that memory and let that memory create positive thoughts, emotions and images. You'll feel better; your confidence will increase; and you will be able to continue with your action plan and work toward your goals.

Idea 7: *STP-See the people and see the properties.* Don't forget your business funnel and your critical path of activities that you must achieve to reach your goals. If things aren't working well; if your performance needs a boost; add some STP; it's guaranteed to improve performance.