





## Chapter 1 Procrastination

#### "Procrastination is the thief of time that destroys your sense of purpose, and prevents you from reaching your full potential."

- Hannah Jenarine

In the little town of Norrisville there lived a genial woman named Annie Stockhaven. At sixteen years old, Annie dreamed of becoming the CEO of her own clothing line; however, the only thing preventing her from doing this was procrastination and fear. Annie was a great procrastinator who never took the time to plan for the company she dreamed of, and although she was full of potential, she never developed her strengths. Then suddenly, at the age of forty, Annie died of a heart attack. A woman who never drank or smoked a cigarette in her entire life took all of her gifts and talents with her to the grave. Annie never became who she was meant to be...all because of procrastination... all because she never planned, prioritized, nurtured, and acted on her dream.

Now my question for you is, "How much time do you think you have left to live? Because the truth is, our time is limited; a long and prosperous life on Earth is not guaranteed. So, if you want something, now is the time to get it. Now is the time to take risks, have the courage to face your fears, develop your gifts, and work on your dream. Les Brown has said that we need to "[M]ake a conscious, deliberate effort to start living life with a sense of urgency." using what we have and "...sharing what we've brought into the universe to share because if we don't, nobody else will." So, stop wasting valuable time. Don't allow procrastination to prevent you from becoming the person you want to be. Start using and developing your gifts and talents today. To help you defeat procrastination once and for all, follow the steps below.



Make up your mind to start (take action), don't wait! Commit yourself to the task and have a "Do it or die" attitude. Remember,

you were not born to fail but rather, you are destined to succeed. There is no such thing as a perfect moment, so begin now.



Complete your tasks in small portions and focus on it. Forget about thoughts of tomorrow because when you think about all that you

have to do, it will seem too difficult or impossible. Focus your energy on one task at a time, and only on the things you must do TODAY.



Work on your assigned portion daily. Develop the habit of selfdiscipline and stay on track every day. Keep your phone, tablet, or any other distractions as far away as possible, and whenever you begin to feel discouraged or even hopeless, repeat this positive affirmation aloud three times: I am strong physically, mentally, and emotionally. The powers of the universe are in my favor and with God's help, I will efficiently complete this task with my all of my effort, energy, and creativity.



Reward yourself. After you've diligently worked on your task and have accomplished your goal, take the time to treat yourself! By

following through with these key steps, not only will you conquer procrastination, but you will develop the impulse to take action in whatever you do.

## Chapter 2 Worry

#### "Don't worry about failures, worry about the chances you miss when you don't even try."

- Jack Canfield

On the outskirts of Port Huron, Michigan, there lived an ambitious fifteenyear-old boy who began operating telegraphs. As he matured, he developed a passion for innovation and decided that he wanted to become an inventor. With this goal in mind, he moved to New York where he soon devised the phonograph and then began working on his next experiment: the incandescent light bulb. After years of failure, hard work, and dedication, he finally succeed and created the very first electric light bulb known to man. So who was this remarkable being who encountered 10,000 failures before finally accomplishing what he set his mind to do? If you're thinking about Thomas Edison, then you are most certainly correct! Edison didn't allow his losses to determine his destiny. Instead, he asserted" I have not failed. I've just found 10,000 ways that won't work."

So, if Edison can think like this, then why can't we? Why can't we develop this persistent, non-defeatist outlook in our lives?

Right now, I would like you to think about successful people. Where do they stand in this world? They're at the top, right? Have you ever wondered why? Have you ever wondered why there are so few people at the top while the majority is at the bottom? Well, I have, and I believe the reason why is because people at the top are unreasonable with their dreams and goals. What do I mean by unreasonable? It means they expect nothing short of success; they demand excellence from themselves and are willing to endure failure after failure in order to achieve their cardinal objective. Therefore, in order for you to become the person you want to be, you must adopt this unreasonableness for yourselves. YOU, like the top 5% of people in the world, have to be unreasonable to get what you want. You have to have the courage to face failure, endure the hardships, and encounter the defeats. You have to learn to accept that it is okay to lose because the most successful people in life are the ones who realize that failure is a big part of success. They realize that in order to have what they want to have, see what they want to see, do what they want to do, go where they want to go, and be who they want to be, they must be willing to fail... not once or twice, but as many times, and as long as it takes until they are where they want to be.

So how do you do this? How can you make it okay to fail? Every time you face a rejection, I want you to think about Thomas Edison and memorize his philosophy: "Many of life's failures are people who did not realize how close they were to success when they gave up." Therefore, in order to conquer failure, follow these key steps:

Accept it. Accept that you're human and that you can't Step 1: succeed at everything you do. Accept that in order to achieve massive success, you must fail, and fail often.

Learn from your mistakes. Don't keep making the same mistakes Step 2: over and over again—learn and grow from them. There is a saying that goes like this...insanity is doing the same thing over and over again and expecting a different result. View your failures as a learning experience, a lesson. Keep failing, keep learning, keep changing, keep adapting, and keep growing.

Step 3:

Persist (never give up). Accept that life is not easy and fair. Remember, the people at the top know that with each adversity they face comes with it an equal and greater success. Life was designed for your

happiness but there is no guarantee that it is going to be effortless or fair.

When one door closes, another door opens. Stop wasting your time mourning and lamenting after each failure. If you don't like your results, then change your attitude and change your approach. Let you mindset be that with each failure I face I am one step closer to achieving my goals and dreams.

## "Weak men wait for opportunity; strong men make

them." – S. Vivekanandan

## Chapter 3 Worry

### "Worry is the root of all fatigue. Not only does it cause you to feel intimidated, lost, and stressed, but it also prevents you from discovering the gifts and talents you didn't know you possess."

Amanda, only 24 years young, was an elegant and simply radiant young woman. She dressed like a matron, sophisticated and prim, spoke with intellect, and oozed confidence; people everywhere expected greatness from her. However, beneath her poised demeanor, Amanda was a great worrier. She worried about her finances, her abilities, her family, her progress, and most importantly, her future. She feared not being able to live up to everyone's expectations and couldn't help but agonize over disappointing her loved ones. Worry soon became a natural habit for Amanda, and in a matter of three months, anxiety got the best of her. She stopped taking risks, facing challenges, and stayed in her comfort zone. She refused to face her fears and before she knew it, she was 87 years-old and full of regret; staring at the ceiling in a bed at St. John's Hospital. Everything that Amanda worried about during her most fruitful years never happened: she never got cancer or accrued debt; her family never abandoned her nor did she ever lose her job. The only thing she threw away were her dreams. Amanda never became the person she could have been all because of worry. She spent her time worrying about what she did not want to happen instead of what could happen (the success that awaited her). She lived her entire adult life worrying that she wasn't good enough, and focused all of her energy on the "what if this or that happens?", and the price she paid was a life of mediocrity.

Worry is a state of mind that prevents you from reaching your full potential and ends up stifling your talents. It's when you allow your thoughts to convince you that what you're doing is going to cause distress, pain and discomfort. We allow ourselves to become anxious, agitated, feel pressured, and fall prey to tension. In fact, according to Earl Nightingale, 40% of our worries consist of things that never happen, 30% is spent worrying about things from the past that can't be changed, 12% are needless worries about health, 10% are petty, miscellaneous worries, and 8% are real legitimate worries. Essentially, 92% of our worrying is pointless. To prevent our lives from looking like Amanda's, we must deliberately and consciously get rid of the worry habit. Before getting frustrated and stressed out over the inevitable, begin with these important steps:

## Step 1:

Maintain your composure and stay calm. Keep the tone of your voice relaxed and retain a cool attitude because what happens when we worry is that we tend to become hassled and frustrated, and make poor decisions. I am reminded of an incident where I accidentally erased all the files on my flash drive; something that couldn't be undone. I became anxious and upset. I worried that I was going to fail all my classes and began to panic. Tears were brimming at the corners of my eyes, and just then a voice inside of me told me to calm down. I slowly began to take deep breaths and recollect myself. I realized that I had to deal with the consequences and move past what could not be undone. You know what, nothing disastrous happened!

# Step 2:

Close your eyes and breathe deeply. Inhale through your nose, and exhaled through your mouth five times. While doing this, imagine yourself falling from the sky into clouds, with each of your worry disappearing. Feel at ease.

## Step 3:

Analyze the situation and think of ways that you can fix the problem or situation.

Begin by asking yourself what you can do to change the situation and ask the following question: "What is the worst thing that could happen because of this situation?" If you won't die, then all is not lost.

# Step 4:

If you can't change the situation, accept it. No amount of crying or frustration is going to make it better. Just decide to deal with it and move on.

We need to have the strength and the courage the force ourselves out of worry no matter how difficult a problem or situation may be. We need to look at our problems from a different perspective and think of ways that we can make the situation better for ourselves instead of lamenting and mourning over our problems. We need to accept the inevitable and move forward with our lives.

# **Chapter 4**

#### **Appearance**

#### "Be good in your appearance and eyes will never forget you. Be good in your character and hearts will never forget you."

- Unknown

Our appearance, from the way we dress to the way we speak to the way we present ourselves, are components of who we are and play a major role in our success or failure in life. Firstly, it determines the types of people we attract in our lives. Right now I would like you to do two things: 1) think about the top five people who you spend the majority of your time around, and 2) take 5 minutes of your time thinking about what they are doing to you. For instance, what do they have you saying? What do they have you wearing? What do they have you listening to? What do they have you reading? Where do they have you going? And most importantly, who do they have you becoming? In the chart on page 9, record your findings.

After taking the time to do a check up on your friends, what have you discovered? Are your friends the people you thought they were? Or have they been negatively influencing you into becoming someone who you are not? The truth is, if your friends are not helping you become a better version of yourself every day, then you need new friends; friends of quality and substance, friends who want more out of life, and friends who want you to succeed with them. These are the types of people you need to surround yourself with because influence generally develops over a period of time. During this time, your friends have the capability to nudge you, and eventually completely push you completely off course. They have the influence to prevent you from doing what you want to do, becoming who you want to become, and ultimately achieving what you want to accomplish for yourself. I know that there is truth in these words because during my freshman year at high school, I used to hang around girls who were not a good influence on me. My friends were girls who smoked 'weed' and drank alcohol almost every day; girls who stole for pleasure; who used a curse word after every other word when they spoke; who had no respect for themselves or their bodies; and who disrespected their parents and teachers. And the truth is that although I knew they weren't good for me, I was caught up trying to fit in and be liked and popular. My mentality, my understanding, at that time was limited. I believed that I could hang around whomever I wanted to, not realizing the impact it was having on **me**. In fact, it took me an entire school year to realize that the people I was surrounding myself with had the power to change my life, and I was giving that power away. Within a matter of months, what was normal to them soon became normal to me. For example, it was normal for us to have a conversation about what they did Saturday night, how much they drank, and what boys they were talking to. It was normal for us to talk about which days they skipped school and how they walked out on their parents and got high afterwards. These conversations became the basis of our friendship, and before I knew it, I began developing their habits. I started having the inclination to skip class, I began talking back to my parents and teachers, and I had even started cursing. However, once I realized what was happening to me, I decided that I needed to put a stop to this because if I didn't, then I would start smoking, drinking, and having no respect for myself; I would become the person I told myself I would never be. So with this in mind, I slowly began distancing myself from these girls and eventually I eliminated them from my life altogether. I started my sophomore year with Jim Rohn's philosophy ringing in my ears: "Don't join the easy crowd. Go where the expectations are high in order to become more than you currently are"-and I did just that. I started taking higher level courses and began surrounding myself with people who were better than me (inevitably their successful habits rubbed off on me). Within a few short months, I started developing a great work ethic, enhancing my vocabulary, and improving my grades. Just by changing friends, I started becoming a better me, mentally and academically.

I am not saying that you need to get rid of all your friends, but what I am suggesting is to look at who you hang around and decide whether they can stay or need to go. Danielle Koepke taught me that, "[Y]ou don't ever have to feel guilty about removing toxic people from your life. It doesn't matter whether someone is a relative, romantic interest, employer, childhood friend, or a new acquaintance—you don't ever have to make room for people who cause you pain or make you feel small. It's one thing if a person owns up to their behavior and makes an effort to change. But if a person disregards your feelings, ignores your boundaries, and "continues" to treat you in a harmful way, they need to go." So be cognizant of the people you surround yourself with because ultimately that is the person you become. On the next page, you will find a friend chart. Following the example, complete the activity and think about the influence your friends have on your life.

Name of Friend	What does he/she have you saying?	What does he/she have you wearing?	What does he/she have you listening to?	What does he/she have you reading?	Where does he/she have you going?	Who does he/she have you becoming	Is this Okay?
Example: Amy Brown	Amy has negatively impacted the way I speak by encouraging me to curse and using other profane language. I never use to do these things before I met Amy.	Amy has influenced me into wearing crop tops and tight jeans (clothes that I normally wouldn't wear). Although it feels nice when boys notice me, they also seem to think I am "easy" because Amy is.	Amy has me listening to pop and rap music. I like this type of music, but I also like classical music. Amy does not like classical music and she complains and makes a fuss when I listen to it.	Amy doesn't like to read. She does not like to do homework because it involves a lot of reading. I enjoy reading different genres of books. I find myself not reading as much since I have started to hang out with her.	Amy and I usually hang out at the mall or at each other's house. When we're together, all we do is gossip and talk about other people's drama. I don't like hanging out that often because I have a lot of school assignments that need to be done.	Amy has me becoming someone who is duplicitous and uncultured. By continuing my friendship and association with her I don't see myself becoming better mentally, physically, or spiritually.	No, this is not okay. I need to stop my association with Amy because if I don't, then I will live a life of mediocrity and never live up to my true potential. I will eventually become like Amy and that is not what I want for myself.

## Chapter 5 Conclusion

You are nearing the end of this workbook, and if there is one thing that I hope you get out of it, it is to realize that you are the one. You are the only one who is responsible for your happiness in life. You are the only who is ultimately going to reach your dreams and goals; not your parents, siblings, friends, or associates. You determine where you are heading in life; your destiny, your fate is in no one's hands but yours. So take charge of your life and own up to your decisions. It's up to you to decide whether you want to live your life with fear, worry, and inferiority, or with strength, bravery, and perseverance. I'm going to let you know right now, if you want to become great in life, then you are going to have muster up all the courage you can to become a part of the game of life by facing your fears and conquering them one by one. You are going to have face loss after loss, rejection after rejection, and failure after failure; it's not going to be easy. In fact, people are going to laugh at you, mock you, and tell you to give up. Some of these people will be your friends and relatives. But I'm going to let you in on a little secret: "You don't need anyone's affection or approval in order to be good enough. When someone rejects or abandons or judges you, it isn't actually about you. It's about them and their own insecurities, limitations, and needs, and you don't have to internalize that. Your worth isn't contingent upon other people's acceptance of you-it's something inherent. You exist and therefore you matter. You're allowed to voice your thoughts and feelings. You're allowed to assert your needs and take up space. You're allowed to hold onto the truth that who you are is exactly enough. And you're allowed to remove anyone from your life who makes you feel otherwise." (Danielle Koepke) So believe in yourself. Believe in your abilities and capabilities and know that it is possible for you. Know that it is possible for you to reach your dreams, goals, and become the person you ultimately want to become. Because remember, there has never been nor will there ever be anyone in this world who can look exactly

like you, talk like you, smile like you, laugh like you, and most importantly be like you; therefore, it is up to you to get out there, embrace your differences, and become all you are created to be. God believes in you, I believe in you, and now **it's time for you to believe in yours.**