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Marc Reklau Visit my website at www.marcreklau.com ISBN-13: 978-1502749635 ISBN-10: 1502749637 iii 30 DAYS - Change your habits, Change your life "The beginning is the most important part of the work." Plato iii MARC REKLAU Download your coaching work sheets here by 30 DAYS - Change your habits, Change your life CONTENTS 1 REWRITE YOUR STORY 1 2 SELF-DISCIPLINE AND COMMITMENT 3 3 TAKE FULL RESPONSIBILITY OF YOUR LIFE! 5 4 CHOICES AND DECISIONS 5 CHOICES OF THE HEART 16 5 CHOICES OF THE MIND 16 6 PERSPECTIVE IS EVERYTHING 18 7 WATCH YOUR WORDS 29 8 NEW HABITS, NEW YOU! 29 AND NEVER GIVE UP! 31 15 KNOW YOURSELF 33 16 KNOW YOUR TOP 4 VALUES 35 17 KNOW YOUR STRENGTHS 37 18 HONOR YOUR PAST ACHIEVEMENTS 39 19 WRITE DOWN YOUR GOALS AND ACHIEVE THEM 43 20 NEXT! 47 21 AVOID ENERGY ROBBERS 49 22 MANAGE YOUR TIME 51 23 SAY "NO" TO THEM AND "YES" TO YOURSELF 57 25 GET UP EARLY! 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DO IT NOW! 183 ABOUT THE AUTHOR 187 iv MARC REKLAU lviii 30 DAYS - Change your habits, Change your life ACKNOWLEDGMENTS Thanks to my father (R.I.P.), who in his very own way helped me become the person I am today. My mother Heidi for handing me the book that changed my life about 25 years ago, teaching me values and letting me go without any emotional black-mailing when I had to follow my heart for the first time and every time thereafter. My granny - for being one of my best buddies and providing retreat when I needed it. My cousin Alexander Reklau, who - when we were 16 years old - spoke very wise words which became part of my life story and probably saved me: "My father did not like the life what he wanted; I will do with my life what I want!" I picked these words up two years later after burying my father and decided to live by them ever since. My friends Pol and Serrano Ossin for their feedback during the writing process. My own coach Josep Anguera, who with his skills helped me to get unstuck after 5 years of stagnation. Talane Mediana, whose book "Coach yourself to success" was my first contact with coaching and applying some of the tips she suggested changed my life dramatically. Thank you to all of my clients for trusting me, letting me be a part of your enormous growth, and allowing me the opportunity to grow with you all. Last but not least, thanks to everybody I met along the way. You were either a friend or a teacher, or both! ix MARC REKLAU lx 30 DAYS - Change your habits, Change your life INTRODUCTION "If you think you can't you're right, if you think you can't you're right" Henry Ford Look around you. What do you see? Look at your surroundings, the atmosphere, and the people around you. Think of your current life conditions: work, health, friends, people surrounding you. Think of who they look like? Are you happy with what you see? Now look inside of you. How do you feel RIGHT NOW in this moment? Are you satisfied with your life? Are you longing for more? Do you believe that you can be happy and successful? What is missing from your life that you need to call your life happy and/or successful? Why do some people seem to have everything and other people nothing? Most people have no idea how they get what they get. Some of us just blame it on fate and chance. I'm sorry that I have to be the one to tell you: "Sorry friend! You have created the life you have! Everything that happens to you is created by YOU - either consciously by design or unconsciously by default; it's not a result of fate or circumstances. I decided to write this book because I'm seeing so many people that are dreaming of improving their life, being happier, becoming wealthier yet according to them, the only way that would be due to some kind of miracle: winning the lottery, marrying rich, or some other stroke of luck. They are looking for outside 'xi MARC REKLAU influences to happen by chance and change everything. They imagine if you do constantly and persistently. More good news: You don't need to win the lottery, you don't need to be happy! You can start by doing little things in your life differently in a constant and consistent manner, and over time results will show. This is how my coaching clients achieve incredible results: creating new habits and working towards their goals consistently, and doing things that bring them closer to their goals every single day. It is possible! You can do it! You deserve it! Simply reading the book won't help you a lot, though. You have to take ACTION! That's the most important part - (and it is also the part that I struggled with the most for many, many years). You have to start doing and practicing the exercises and introducing new habits into your life. If you are very curious - read the whole book once in pen or pencil and a notebook in hand to make notes if you like. Then read the book a second time - this is when the rubber meets the road - and now start doing some of the exercises and introducing new habits into your life. If you do the exercises in this book regularly and consistently, your life will change for the better! Experts in the field of success teachings, coaching and NeuroLinguistic Programming agree that it takes 21 to 30 days to implement a new habit. 30 days that can make a difference in your life. 30 days of working consistently on yourself and your habits can turn it all around - or at least put it in a better position. At least try it out! Stay with some of the exercises for at least 30 days. Do the ones that come easy to you. If it doesn't work out for you, write me an email with your complaint to . I have also provided a couple of WORK SHEETS on www.marcreklau.com Download them and HAVE FUN! xiii MARC REKLAU lxiv 1 REWRITE YOUR STORY "Change the way you look at things and the things you look at change." Wayne W. Dyer The first time I came in contact with this idea was nearly 25 years ago while reading Jane Robert's book "Seth speaks". Seth says you are the writer, director and main actor of your story. So if you don't like how the story is playing out...change it! At that time I thought it's kind of a comforting idea, gave it a try, and have lived by it ever since - in good times and bad times. It doesn't matter what happened in your past. Your future is a clean sheet! You can reinvent yourself! Every day brings with it the opportunity to start a new life! You get to choose your identity at each and every moment! So who are you going to be? It's up to you to decide who you are going to be from this day on. What are you going to do? If you DO some of the things suggested in this book, create new habits, and do just some of the many exercises that you will find here, things will start to shift. It's not going to be easy and you will need discipline, patience, and persistence. But the results will come. In 2008, when FC Barcelona's coach Josep "Pep" Guardiola took charge of the team that was in a desolate state, he told the 73000 people in attendance in the stadium and the millions of viewers on Catalanian television, in his inauguration speech: "We can't promise 11 you titles, what we can promise you is effort and that we will persist, persist, persist until the end. Fasten your seatbelts - we are going to have fun". This speech started the most successful period in the 115 years history of the club and few people think it can ever be repeated. The team went on to win 3 national championships, 2 national cups, 3 Spanish Supercups, 2 European Supercups, 2 Champions Leagues, and 2 World Club Championships in their 4 years of domination of World football. (If you don't follow soccer: This is like a mediocre NFL team winning 4 Superbowls in a row). They rewrote their story. Now it's your turn. Make some effort and persist, persist, persist! Don't give up! Fasten your seatbelts and have some fun! 12 2 SELF-DISCIPLINE AND COMMITMENT "It was character that got us out of bed, commitment that moved us into action and discipline that enabled us to follow through." Zig Ziglar "If you cannot do great things, do small things in a great way." Napoleon Hill This is one of the first chapters, because it will be the foundation of your future success! Your way to success and happiness is deeply connected to your willpower and commitment. These character traits will decide whether you do what you said you would do and go through with it. These will keep you going towards your goals even when everything seems to go against you. Self-discipline is doing the things you need to do, even when you are in the mood for it. If you train to be self-disciplined and have the will to succeed, you can do great things in your life. But even if you have the slightest bit of self-discipline within you right now, you can start training your self-discipline and willpower from this moment on! Self-discipline is like a muscle. The more you train it, the better you get. If your self-discipline is weak right now, start training it by setting yourself small, reachable goals. 13 Write down the success you have and keep in mind that you don't have limits - only the ones you set for yourself. Visualize the benefits you will have at the end of the road. For example if you want to go running at 6 a.m. in the morning and you just don't seem to make it out of bed - imagine how good you will feel when you are at the fitness level that you want to be at and how great you will look. Then jump out of bed, put on your running clothes, and go! Remember: This book will only work if you have the will and the discipline to make it work! What is your word worth? Take your commitments seriously! Because not keeping your commitments has a terrible consequence: you lose energy, you lose clarity, you get confused along the way to your goals, and even worse you lose self-confidence, and your self-esteem takes a hit! To avoid this, you have to become aware of what is really important to you and act in line with your values. A commitment is a choice! Only make commitments that you really want. That can mean fewer commitments and more "NOs". If you commit - keep your commitment whatever it takes. Give them the importance and value that they deserve and be aware of the consequences of not keeping them. Time to take action! Ask yourself the following questions: In what areas are you lacking self-discipline at the moment? Be completely honest. What benefits will you obtain if you had more self-discipline? What will be your first step towards reaching your goal? Write down your plan of action in small steps. Give yourself deadlines. How will you know you've reached your goal of having more selfdiscipline in 14 3 TAKE FULL RESPONSIBILITY FOR YOUR LIFE! "Peak performance begins with your taking complete responsibility for your life and everything that happens to you." Brian Tracy "Most people do not really want freedom, because freedom involves responsibility, and most people are frightened of responsibility." Sigmund Freud There is only one person that's responsible for your life and that is YOU! No one else. No one speaks for you, no one can get to help you, and no one can get to help you, because as long as there is traffic, you will always be late. Or you can act on your own life, everything changes! Taking responsibility for your life is taking charge of your life and becoming the protagonist of it. Instead of being a victim of circumstances, you obtain the power to create your own circumstances or at least the power to decide how you are going to act in the face of circumstances that life presents to you. It doesn't matter what happens to you in your life; it matters what attitude you adopt. And the attitude you adopt is your choice! If you blame your life situation on others, what has to happen to make your life better? All of the others have to change! And that's why my 15 friend I tell you, is not going to happen. If you are the protagonist, YOU have the power to change the things that you don't like in your life! You are in control of your thoughts, actions, and feelings. You are in control of your words, the series you watch on TV, and the people you spend your time with. If you don't like your results, change your input - your thoughts, emotions, and expectations. Stop reacting to others and start responding. Reaction is automatic. Responding is consciously choosing your response. "You take your life in your own hands, and what happens? A terrible thing: no one to blame" - Erica Jong Reactive Responsibility Proactive Responsibility (Victim) (Protagonist) Internal and external dialogue I depend on external factors. I can't change anything. Life happens to me. I initiate change. Life happens, but I choose my behavior Focus Outside of me. Focuses on excuses (Crisis, age, "it's not a good time") Inside of me. Options and power of choice. Success only depends on me. (e.g. change jobs) Problems Focusing on problems. Everybody else is wrong. I'm right. Searching for causes. Focusing on solutions. I act where I have control and accept where I don't have control Luck vs. Influence Life is not fair. You can't influence it. It's just a matter of luck. Luck doesn't exist. Focus on opportunities, create them if necessary. It depends on the work you put into it. The victim says: Every bad thing in my life is others' fault, but if you are not part of the problem, then you also try to hang on to the money you have versus playing to win. Action Step: Try to have no negative thoughts. If 48 hours. Block them from the first moment and substitute them with positive thoughts of love, peace, and compassion. Even if it seems difficult at the beginning, hang in there. It gets easier. Then try this for 5 days, and find a week. What has changed in your life since you started thinking positively? 112 6 WHAT DO YOU BELIEVE? "These then are my last words to you. Be not afraid of life. Believe that life is worth living and your belief will help create the fact." William James "The outer conditions of a person's life will always be found to reflect their inner beliefs." James Allen What do you believe? This is extremely important, because ultimately your beliefs create your reality! You create what you believe and your world is only your interpretation of the reality. In other words, we don't see the world how it is, but how we perceive it, so our perception is only an approximation of reality. Our maps of reality determine the way we act more than reality itself. Each one of us sees the world through the lenses of their own beliefs. Does this sound like hocus-pocus to you? It did to me too until I studied two semesters of Psychology at my High School and learned about the Placebo Effect, the Pygmalion Effect, and SelfFulfilling prophecies. Studies on these subjects under these show how powerful our thoughts and beliefs really are! But what is a belief? It's the conscious and unconscious information that we accept as true. Robert Dilts defines beliefs as judgments and assessments about ourselves, others, and the world around us. A belief is a habitual thought pattern. Once a person believes something is true (whether 113 it's true or not) he or she acts as if it were - collecting facts to prove the belief even if it's false. Beliefs are like a self-fulfilling prophecy. They work like this: your beliefs influence your emotions, your emotions influence your actions and your actions influence your RESULTS! Depending on your belief-system you live your life one way or another. I want you to realize that life doesn't just happen to you! It's a reflection of your beliefs, thoughts, and expectations. If you want to change your life you have to first change your pattern of thinking. Even if beliefs come from early childhood programming for most of us, we are able to change them. Nobody can impose your beliefs on you. It's always up to you in the last instance can permit a belief to be true for you or not! Believe in yourself as an attitude. It's a choice! Remember what Henry Ford said! If you think that you won't make it, if you think that it's impossible, then you will not achieve it even if your effort is huge. For many decades it was thought impossible that man could run a mile under four minutes. There were even scientific papers and studies on the subject. These studies could all be shredded on May 6th 1954, when Roger Bannister proved everybody wrong at a race in Oxford. From then on over 1000 people have done it. as I highly recommend that you let go of limiting beliefs such • One can't be totally happy as there is always something that goes wrong. • Life is tough. • Showing emotions is for weak people. • Opportunity only knocks once. • I'm helpless and have no control over my life. • I don't deserve it. • Nobody loves me. • I can't. • It's impossible. • ... And pick up some empowering beliefs such as • I create my destiny. • Nobody can hurt me if I don't allow it. • Life is great! • Everything happens for a reason. • Everything is going to be all right. 114 • I can do it! Ask yourself the following questions: What do I believe to be true about myself? What are my beliefs concerning money? What are my beliefs concerning my relationships? What are my beliefs about my body? To change a belief follow this exercise and say to yourself: 1) This is only my belief about reality. That doesn't mean that it is the reality. 2) Although I believe this, it's not necessarily true. 3) Create emotions which are opposite to the belief. 4) Imagine the opposite. 5) Be aware that the belief is only an idea that you have about reality and not reality itself. 6) For a just 10 minutes a day ignore what seems to be real and act as if your wish has come true. (See yourself spending money, being healthy, more successful, etc.) Alternative exercise: 1) Write down the limiting belief. 2) Remember the sequence: belief - emotion - action - result. 3) To get a different result - in what way do you need to act? 4) How do you need to feel in order to act differently and get a different result? 5) What do you need to believe in order to feel differently, act differently, and get a different result? 115 7 THE IMPORTANCE OF YOUR ATTITUDE "Everything can be taken from a man but one thing: the last of human freedoms - to choose one's attitude in any given set of circumstances." Victor Frankl Your Attitude is crucial for your happiness! It can change your way of seeing things dramatically and also your way of facing them. You will suffer less in life if you accept the rules of the game. Life is made up of laughter and tears, light and shadow. You have to accept the bad moments by changing your way of looking at them. Everything that happens to you is a challenge and an opportunity at the same time. Look at the positive side of things in life even in the worst situations. There is something good hidden in every bad - although sometimes it might take some time to discover it. I'll tell you again: it's not what happens in your life that's important; it's how you respond to what happens to you that makes your life! Life is a chain of moments - some happy, some sad - and it depends on you to make the best of each and every one of those moments. Did your wife leave you? So will you be unhappy forever or will you go out and meet new people? Losing your job might open new doors. Many years ago all of the success teachers and positive thinkers described this way: "If life gives you a lemon, add sugar to it, and make lemonade out of it". Younger readers might say that "If life gives you a lemon, ask for some salt and Tequila". You get the point, 116 don't you? For example, some healthy attitudes are: • Allow yourself to make mistakes and learn from them. • Admit that there are things you don't know. • Dare asking for help and let other people help you. • Differentiate between what you have done in your life until now and what you want to do or better still, will do from now on! Action Step: Find a negative situation and turn it around. 117 8 PERSPECTIVE IS EVERYTHING "The optimist sees the donut, the pessimist sees the hole." Oscar Wilde "A pessimist is somebody who complains about the noise when opportunity knocks." Oscar Wilde William Shakespeare said "There is nothing either good or bad, but thinking makes it so." Put things into perspective! The closer you are to the problem and the more in front of it, the less you see. Step back and get a more global view of it. Understand how you feel faced with the problem and evaluate the real importance of it. Even seeing the problem as a challenge will be helpful! Every negative experience in your life has something good in it search for it! If you get into the habit of always searching for the good in every situation you will change the quality of your life drastically. Experiences themselves are neutral until we start to give them meaning. Your vision of the world and your perspective "decide" if something is "good" or "bad". What may be a great tragedy to you could be a wakeup call for me to take my life into my hands and thrive. In coaching we use what is called "Reframing" to change the perspective that a client has of an event. One of my favorites is changing "Failure" to "Feedback" or "118 Learning experience". How do you feel if you say "I failed terribly in my last relationship"? Now try saying "I learned so much from my last relationship, I'm sure I will not make the same mistakes again! Can you feel the difference? Here are some more examples of reframing: I'm jobless I have time to figure out what I really want to do for a living I'm sick Cleansing. Giving my body a break That's the way I am I can look for another perspective I can't Let's see which options I have Impossible Possible Problem Challenge / Opportunity to grow Failure Learning experience I have to / I should I choose to / I will I try I do Always Until now Never Sometimes Action Step: Write down at least five situations in your life that you thought were negative, however with time you clearly saw that you got something good out of it. 119 9 HAVE PATIENCE AND NEVER EVER GIVE UP! "Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time" Thomas Alva Edison "Success is not final, failure is not fatal: it is the courage to continue that counts." Winston Churchill Perseverance is more important than talent, intelligence, and strategy. There is great virtue in never giving up! When life doesn't go according to plan, keep moving forward, no matter how small your steps are. The top two habits that will decide between success and failure, between real change and staying in the same place are patience and perseverance. It's highly possible that before success comes, there may be some obstacles in your path. If your plans don't work out see it as a temporary defeat, and not as a permanent failure. Come up with a new plan and try again. If the new plan doesn't work out either, change it, adapt it until it works. This is the point at which most people give up. They lack patience and persistence in working out new plans! But watch out. Don't confuse this with persistently pursuing a plan that doesn't work! If something doesn't work...change it! Persistence means persistence toward achieving your goal. When you encounter obstacles - have patience. When you experience 120 setback - have patience. When things are not happening - have patience. Don't throw your goal away at the first sign of misfortune or opposition. Think of Thomas Edison and his ten thousand attempts to make the light bulb. Fail towards success like hell! Persistence is a state of mind. Cultivate it. If you fall down, get up, shake off the dust, and keep on moving towards your goal. The habit of persistence is built as follows: 1. Have a clear goal and the burning desire to achieve it. 2. Make a clear plan and act on it with daily action steps. 3. Be immune to all negative and discouraging influences. 4. Have a support system of one or more people who will encourage you to follow through with your actions and to pursue your goals. 121 10 LEARN THE "EDISON MENTALITY" "I failed myself to success" Thomas Alva Edison "It is hard to fail, but it is worse never to have tried to succeed." Theodore Roosevelt Let's talk about failure! This subject is so important and yet so misunderstood! Paulo Coelho hits the spot when he says "There is only one thing that makes a dream impossible to achieve: the fear of failure." The fear of failure is the number one dream killer, but why? Why are we so afraid of failure? Why can't we see it like Napoleon Hill indicated that "Every adversity, every failure, every heartache carries with it the seed of an equal or greater benefit." Or in other words, how would our life change if we could see failure exactly like Napoleon Hill did? Why not see it as a learning experience that is necessary for growth and which provides us with information and motivation? What would happen if you could fully embrace the idea that in reality failure is a sign that points towards progress? Learn the "Edison Mentality." Edison himself said things like "I failed myself to success" or "I have not failed. I've just found 10,000 ways that won't work." This is what enabled him to bring many of his inventions to us. The man just didn't give up! 122 Accept your mistakes as feedback and learn from them! Luckily, as kids we didn't have to pay, or have the reality which many of us have adapted as adults. - because if we did then many of us wouldn't know how to walk! How did you learn walking? By falling many times and always getting up again. Unfortunately, somewhere along the road you picked up the idea that failure is something terrible. And as a result of this nowadays we fail one and then stop doing things simply because it didn't work out the first time, because we got rejected, because our business venture didn't work out right away, NOW is the time to change your mentality towards failure! Why don't you look at it in this way from now on: Every failure is a great moment in our life, because it allows us to learn and grow from it! Even more and more companies nowadays are shifting to a new mentality by allowing their employees to make mistakes, because they noticed that if people are afraid to make mistakes, creativity and innovation die and the company's progress slows down. At the end of the day it comes down to this: Success is the result of right decisions. Right decisions are the result of experience, and experience is the result of wrong decisions. Here is a story of a famous "failure" that literally failed his way to success: • Lost job, 1832 • Defeated for legislature, 1832 • Died in business, 1833 • Elected to legislature, 1834 • Sweetheart (Ann Rutledge) died, 1835 • Had nervous breakdown, 1836 • Defeated for Speaker, 1838 • Defeated for nomination for Congress, 1843 • Lost re-nomination, 1848 • Rejected for Land Officer, 1849 • Defeated for Senate, 1854 • Defeated for nomination for Vice-President, 1856 • Again defeated for Senate, 1858 • Elected President, 1860 This is the story of Abraham Lincoln, a man we would not exactly characterize as a failure, would we? And here are some other famous failures: 123 Michael Jordan: cut from his high school basketball team. Steven Spielberg: rejected from film school three times. Walt Disney: fired by the editor of a newspaper for lacking ideas and imagination. Albert Einstein: He learned to speak at a late age and performed poorly in school, John Crisnam: first novel was rejected by sixteen agents and twelve publishing houses. J.K. Rowling: was a divorced, single mother on welfare while writing Harry Potter. Stephen King: his first book "Carrie" was rejected 30 times. He threw it in the trash. His wife retrieved it from the trash and encouraged him to try again. Oprah Winfrey: fired from her television reporting job as "not suitable for television." The Beatles: told a record company that they have "no future in show business." Answer the following questions: Have you had any failures in the last 12 years? What did you learn from it? What was the positive you got out of it? 124 11 GET COMFORTABLE WITH CHANGE AND CHAOS! "Be willing to be uncomfortable. Be comfortable being uncomfortable. It may get tough, but it's a small price to pay for living a dream." Peter McWilliams The way to success goes through change and chaos. For personal growth you have to be in a constant state of feeling slightly uncomfortable. Get into the habit of doing things that others don't want to do. You have to choose to do what needs to be done regardless of the inconvenience! That means: to forgive instead of holding a grudge, to get the extra mile instead of saying it can't be done; to take 100% of the responsibility for your behavior instead of blaming others. Most of us think that to change our lives we have to make huge changes, and then we get overwhelmed by the hugeness of the task and end up not doing anything, and get stuck with our old habits. The answer is: baby steps! Start changing small things which don't require a big effort and those small changes will eventually lead to bigger changes. Start changing your way to get to work, the restaurant you're having lunch at, or meet new people. Action Steps: 1) Do something that makes you feel slightly uncomfortable every day. 2) What will you change tomorrow? Your daily routine? Exercise? Eat healthier? 125 126 12 FOCUS ON WHAT YOU WANT, NOT ON WHAT YOU LACK! "It is during our darkest moments that we must focus to see the light." Aristotle Onassis The number one reason why people are not getting what they want is because they don't even know what they want. The number two reason is that while they are telling themselves what they want, they are concentrating on what they don't want, and what you are concentrating on...Expands! Remember to focus on what you want from now on! Where is your focus? On the positive or the negative? On the past or the present? Do you focus on problems or solutions? This is crucial! Here is where the law of attraction goes wrong for most people and they give up! They say "I'm attracting what I want" but at the same time they are focusing on what they don't want. You can't have it both ways. Your focus determines your overall perception of the world. Focus on opportunities and you will see more opportunities! Focus on success and success will come to you. Use the following questions to change your focus: 127 How can I improve this situation? What can I be thankful for? What is great in my life right now? What could I be happy about right now if I wanted to? Is this still important in ten years? What is great about this challenge? How can I use this to learn from it? What can I do to make things better? 128 13 WATCH YOUR WORDS "But if thought corrupts language, language can also corrupt thought." George Orwell, 1984 "The only thing that's keeping you from getting what you want is the story you keep telling yourself." Tony Robbins Watch your words! Don't underestimate them! They are very powerful! The words that we use to describe our experiences become our experiences! You probably encountered a situation or two in your life, when spoken words did a lot of damage. And this is true not only in talking to others, but also talking to yourself. Yes, this little voice in your head - the one that just asked "Voice, what voice?" You are what you tell yourself the whole day! Your inner dialogue is like the repeated suggestion of a hypnotist. Are you complaining a lot? What story are you telling yourself? If you say that you are bad, weak, and powerless then that's what your world will look like! On the other hand, if you say you are healthy, feeling great, and unstoppable you will also reflect that. Your inner dialogue has a huge impact on your self-esteem. So be careful with how you describe yourself: such as "I'm lazy", "I'm a disaster", "I'll never be able to do that", or my personal favorite "I'm tired" because of 129 complaints the more you tell yourself that you are tired, the more tired you will get! Watching your inner dialogue is very important! The way you communicate with yourself changes the way you think about yourself, which changes the way you feel about yourself, which changes the way you act and this ultimately influences your results and the perception that others have of you. Keep the conversation with yourself positive such as "I want to achieve success." "I want to be slim", "God, I am good", because your subconscious mind doesn't understand the little word "NO". It sees your words as IMAGES. Don't think of a pink elephant! See: I bet you just imagined a pink elephant. And - I will repeat myself - please focus on what you want. Keep in mind that your words and especially the questions you ask yourself have a huge influence on your reality. I tell my coaching clients to never tell me or themselves that you can't do something, but instead always ask "How can it be done?" If you ask yourself "how", your brain will search for an answer and come up with it. The good thing is that you can really change your life by changing your language, talking to yourself in a positive way, and starting to ask yourself different questions. Why wait? Start asking yourself different questions now! 130 14 NEW HABITS, NEW LIFE! "We are what we repeatedly do. Excellence, then, is not an act, but a habit." Aristotle It takes about 21 days to implement a new habit. About 2500 years ago, the Greek philosopher Aristotle said that you change your life by changing your habits. The coaching process is, in its essence a process of changing the client's habits over time by introducing new ways of doing things and substituting old behaviors. The most important step in the process of changing your habits is to become aware of them! Did you hear the saying that if you keep doing what you are doing you will keep getting the results you are getting? Einstein himself defined the purest form of insanity as "doing the same things over and over, expecting a different result." Is this you? Don't worry and go on reading! If you want different results in your life then you have to start doing things differently. You can change this and it's relatively easy if you put in some work and discipline. Develop habits that steer you towards your goals. If you do that - success in your life is guaranteed. Here are some examples of "bad" habits that might be good to get rid of being constantly late, working junk food, procrastinating, interrupting while somebody else is talking, being a slave to your phone, etc. Our goal in this chapter is to introduce 10 new healthy daily habits into your life within the next three months. I don't want you to be overwhelmed, so you will introduce three habits each month? With time these habits will improve your life considerably and they will substitute ineffective habits which until now have drained your 131 energy. Action Step: What 10 habits are you going to introduce? It's not necessary to introduce BIG changes. The usual habits my clients introduce are: • Exercise 3 times a week. • Focus on the positive. • Work on your goals. • Walk by the beach or in the woods. • Spend more time with your family. • Eat more vegetables. • Meet with friends. • Read 30 minutes a day. • Spend 15 minutes on "alone time" a day. etc. It helps to have a visual display! And don't forget to reward yourself for your successes! Start RIGHT NOW by making a list of 10 daily habits you will introduce into your life from today. 132 15 KNOW YOURSELF "Knowing yourself is the beginning of all wisdom." Aristotle The first step before changing your life is becoming aware of where you are and what's missing. Please take some time to answer the following questions. What are your dreams in life? At the end of your life, what do you think you would most regret not having done for yourself?

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| What limits you in life? | 133 What motivates you in life? | If time and money were not factors, what would you like to do, be, or have? | What have been your biggest frustrations in the last 12 months? | What have been your biggest wins in the last 12 months? |
| What do you pretend not to know? | What do you do to please yourself? | What part of your work do you enjoy the most? | What part of your work do you enjoy the least? | What are you really proud of ? |
| What do you pretend not to know? | What do you do to please yourself? | How do you see the work you do today in comparison to what you did 5 years ago? What's the relationship between the work you do now and the work you did then? | How exactly do you know that this was your best work? | 134 What has been the best work that you have done in your life until today? |
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In what area of your life do you most want to have a true breakthrough? Let's start with your values. In a moral or ethical way, but also in what areas you value and what motivates you. Being clear about and knowing your values is one of the most important steps to getting to know yourself better. By knowing your values, you can be more aware of what you want in your life. If there is a big difference between the life you are living and your values, you will create stress and tension. Once you find out what your values are, you will be able to understand yourself and your actions a lot better. When your goals are aligned with your values you will notice that you achieve them much quicker and hit a lot less resistance. Everything changing for me around two years ago when I gained a clear knowledge of my values. I finally knew where the tension and stress at my work and in my life came from (not one of my core values was being applied) and I could understand my reactions in various situations a lot better. So what is really important to you? Find out what your most important values are that bring you joy, peace, and fulfillment. From the list of values you can download it on my webpage for free) choose 10. You may find that you can group values. Then narrow them down to your top four values. Also answer the following questions: 1) What is very important in your life? What gives purpose to your life? What are you usually doing when you experience that feeling of inner peace? What are you doing that is so much fun that you usually lose track of time? Think of some people that you admire. Why do you admire them? What kind of qualities do you admire in them? What activities do you enjoy the most? What kind of moments bring you joy and fulfillment? What can't you put up with? Visualization: Take some time. Close your eyes and relax. Imagine that it is your 75th birthday. You're still roaming around in your house. All your friends and family are present. What would you like the most important person in your life, your best friend, and a family member say to you? Write it down. 1) The most important person in your life says... 2) Your best friend says... 3) Your (family member) says... 138 17 KNOW YOUR STRENGTHS "A winner is someone who recognizes his God-given talents, works his tail off to develop them into skills, and uses his skills to accomplish his goals." Larry Bird You don't have to be good at everything. Focus on your strengths. Remember that what you focus on tends to expand. What are you good at? Time to find out - isn't it? So let's get started: List your TOP FIVE PERSONAL AND PROFESSIONAL ASSETS (Who do you know? What do you know? What gifts do you have? What makes you unique and powerful?)

139 List your Most Significant Personal and Professional Accomplishments: (What do you most pleased about and proud of having accomplished?) 139 List your Personal and Professional Assets: (Who do you know? What do you know? What gifts do you have? What makes you unique and powerful?) Once you know your strengths it's time to strengthen them. Practice them and concentrate on them - the ones you have and the ones you want (see also chapter 60: Fake it till you make it). Action Step: If you are up for it, send an email to 5 friends and/or colleagues and ask them what they consider your greatest strengths! This can be quite inspiring and a true self-confidence booster! 140 18 HONOR YOUR PAST ACHIEVEMENTS "The more you praise and celebrate your life, the more there is in life to celebrate" Oprah Winfrey This is a very important chapter. It's one of my favorite exercises to boost my clients' self-confidence (and of my own). Its purpose is to empower you and make you aware of what you have already achieved in your life! We are always so centered in the things that don't work so well or what we haven't achieved that we forget what we have already achieved. I'm sure that you have fantastic achievements in your life and in this chapter you will become aware of those past successes and use them as rocket fuel to achieve your goals and future successes! So the big question is: What great things have you achieved in your life so far? You put yourself through college, started a business, traveled, had a great marriage, had children, and more. All these things you've done and achieved. You are so much more than you think you are. Remember the chapter about focus? In this case, it means that the more you remember and acknowledge your past successes, the more confident you'll become. And because you are concentrating on successes you will see more opportunities for success! Make your list! Remind yourself of your past successes! Give yourself a pat on the shoulder and say to yourself "Well done!" 141 The important thing is the experience of success! Get into the same state that you were in, see the success once again in your mind, feel again how it felt then! Action Step: 1) Write down a list of the biggest successes you've achieved in your life! 2) Read them out loud and allow yourself to feel fantastic for what you have accomplished! 142 19 WRITE DOWN YOUR GOALS AND ACHIEVE THEM! "People with clear, written goals accomplish far more in a shorter period of time than people without them can ever imagine." Brian Tracy "A goal is a dream with a deadline." Napoleon Hill The huge majority of us don't have even the slightest idea of where to start to make our dreams come true. Most people overestimate what they can do in a month and underestimate what they can do in a year. If you go one step at a time and remain flexible, then over time you can achieve things that you couldn't even imagine before. And the funny thing is: It's not even about reaching the end goals; it's about the person you become in the process. The journey is more important than the destination - and also in goal setting! So why write down your goals? Because they will drive you to take action! Having clearly defined goals in your life is crucial to your way towards success and happiness. They are like a GPS system leading the way. But to be clear, first of all you have to know where you want to go! This is so important that entire books are written on the subject of goal setting! I will make it as short as possible. 143 The first step to achieving your dream goals is to put them in writing. I was very skeptical about this until I started writing down my goals and then I wish I had started two decades ago! So for a month or so, I wrote down my goals for various reasons: 1) When you write them down, you declare to your mind, that is really the best use of your time. 3) Having a look at your written goals everyday forces you to act and helps you to prioritize your actions for the day by asking yourself questions such as "In this moment, is doing what I'm doing bringing me closer to my goals?" Before starting the change process, you have to be clear about your goals. Then break them down in small achievable action steps and make a list of all the steps that you will take to reach them. Calculate how long it will take you. Don't forget to set a deadline for each action step and goal. Don't worry if you don't reach the goal by the exact date you set; it's just a way of focusing on the goal and creating a sense of urgency. One of my favorite quotes from my coaching training is "If you put a date on a dream it becomes a goal." So it's GO time for you now. In the following exercise I want you to write down what you want your life to look like in 10 years. When you write it down, I want you to write down what you want, not what you think is possible. SO GO BIG! There are no limits to your imagination. The answers you 144 write here are the direction in which your life is headed. Create a clear vision of your goals in your mind. See yourself as already having achieved the goal: How does it feel? How does it look? How does it sound? How does it smell? The goals have to be yours, specific, stated positively, and you have to commit to them. Another important point: When pursuing your goals, reward yourself for the effort put in, and not just for the results. Self-punishment is not allowed! Keep in mind that you are much further than you think you are. Other things to do to gain a lot of time: started gaining a lot of time at work when I learned to work "NO" (50 minutes) per person. My personal number one time saving technique was taking 30 to 60 minutes on Sundays to plan my week ahead. I put in personal and professional goals for every week in my excel sheet. And don't forget to schedule in some free time, relaxation time, like power naps, reading, meditation, etc. and some buffer time for emergencies too. I also take 15 minutes every day to plan my next day. In this way, I give my subconscious mind a chance to work on it already while I sleep. This works! When I start the next day I don't have to think much: I just go to work. Some more time saving tips: • Make a to-do list with date and the time the task takes. • Limit your phone calls to 5 minutes per call. • Be aware of the result you want for each call that you make. • Work against time and you'll get your work done faster (set an alarm clock and work against it). • Write 5 things you want for the next day each evening and list them in order of priority. • Create blocks of time (90 minutes blocks). • Track your time. Take a look at how you are currently using your time by tracking your daily activities. • Do the unpleasant things first. • Stop being busy and go for results. Be careful with the following time robbers: • Lack of information for completing a task. • You do everything yourself (is delegating an option?). • You get distracted easily (Focus and set boundaries). • Your phone calls are too long (Put a 5 minutes timer). 152 • You spend a lot of time in searching for files (Get organized)! • You keep doing things the same way and don't realize that there could be a more efficient way of doing it. • You think you have to be reachable all the time and everywhere (Really?). So what are you going to do next? Will you insist on the excuse that you have no time or will you start making time with one little thing at a time and experience the change for yourself? What are you going to do? Remember it's all about decisions and habits! Action Step: Write down 5 things you will start doing NOW!

150 22 MANAGE YOUR TIME "There is nothing so useless as doing efficiently that which should not be done at all." Peter F. Drucker Do you work lots of overtime and still don't have time for everything you need to do? Are you one of those people that would love to have 28 hours in a day? Well, unfortunately you also have only 24 hours like everybody else on this planet. Oh and I'm sorry, I forgot: There is no such thing as time management! You can't manage time. What you can do is use your time wisely and manage your priorities. Everyone who comes to me and most of my friends say "I don't have time to..." (fill in the blank). The fastest way to gain time is to watch one hour less of TV every day. That's 365 hours a year, which equals 28 hours a month! What would you do with seven extra hours a week? Another trick to gain more time is getting up earlier (see Chapter 25). Set priorities and choose what activities to invest your time in. Set clear rules about when you are available and when you are not available and don't let other people steal your time. The funny thing is, the more you value your time, the more you will have of it, because people will also value your time. If you allow people to interrupt you all the time, you're essentially showing them that your time is not very valuable in which case you will not be able to work effectively, no matter how many hours you work. Recent studies have found out that each 5 minute interruption at work costs you 12 minutes to refocus! How many 51 interruptions do you have per day? 107? 22? Imagine how much time you can gain back when you decrease the number of interruptions! Working in a noisy office is not good for you. Ask your boss to get a quiet office for you. Avoiding social media activity and checking emails is another way to gain a lot of time. Start gaining a lot of time at work when I learned to work "NO" (50 minutes) per person. My personal number one time saving technique was taking 30 to 60 minutes on Sundays to plan my week ahead. I put in personal and professional goals for every week in my excel sheet. And don't forget to schedule in some free time, relaxation time, like power naps, reading, meditation, etc. and some buffer time for emergencies too. I also take 15 minutes every day to plan my next day. In this way, I give my subconscious mind a chance to work on it already while I sleep. This works! When I start the next day I don't have to think much: I just go to work. Some more time saving tips: • Make a to-do list with date and the time the task takes. • Limit your phone calls to 5 minutes per call. • Be aware of the result you want for each call that you make. • Work against time and you'll get your work done faster (set an alarm clock and work against it). • Write 5 things you want for the next day each evening and list them in order of priority. • Create blocks of time (90 minutes blocks). • Track your time. Take a look at how you are currently using your time by tracking your daily activities. • Do the unpleasant things first. • Stop being busy and go for results. Be careful with the following time robbers: • Lack of information for completing a task. • You do everything yourself (is delegating an option?). • You get distracted easily (Focus and set boundaries). • Your phone calls are too long (Put a 5 minutes timer). 152 • You spend a lot of time in searching for files (Get organized)! • You keep doing things the same way and don't realize that there could be a more efficient way of doing it. • You think you have to be reachable all the time and everywhere (Really?). So what are you going to do next? Will you insist on the excuse that you have no time or will you start making time with one little thing at a time and experience the change for yourself? What are you going to do? Remember it's all about decisions and habits! Action Step: Write down 5 things you will start doing NOW!

153 154 23 START TO GET ORGANIZED! "Organizing is what you do before you do something, so that when you do it, it is not all mixed up." A.A.Milne "For every minute spent organizing, an hour is earned." Anonymous Are you too busy to get organized? You are surrounded by mountains of paper and have post-its all over your table. And you feel you are really busy but you just can't breathe and you just can't handle your work even if you do extra time? THEN READ CLOSELY NOW, because I'm especially talking to YOU! It's not that you are too busy to get organized, it's because you are not organized that you are so busy! And to make it worse: Being busy doesn't mean that you are effective! Just because you have the messiest table in the office, doesn't mean you are the one who works hardest. There are studies that today's executives spend between 30% and 50% of their time searching for paperwork! Can you believe that? So, my overwhelmed worker, go on reading and TRY OUT these little tips, as they can change your life! I have been there and I turned it around using the little tips below: 155 • Spend the first 15 minutes of your working day prioritizing what to do. • Spend one hour a week for organizing and filing papers. • Spend 15 minutes a day throwing away papers and clearing away your desk • Spend the last 15 minutes of your working day to go through your tasks for tomorrow. What's important? What's urgent? • Use your e-mail inbox as a to-do list. Tasks solved get archived and tasks unsolved stay in the inbox. • If there are any e-mails and tasks that you can do in less than 5 minutes, always do them right away! ALWAYS! • Don't accept any new tasks until you are in control. • Do the job right the first time, so that it doesn't come back to haunt you and cost you more time later. Do you remember that typical colleague who always completed his work fast, but not thoroughly and then during every step of the process you had to go back to him for more information? Instead of doing it right the first time, he kept coming back to you for more information. I learned to do it right the first time, so that it doesn't come back to haunt you and cost you more time later. Do you remember that typical colleague who always completed his work fast, but not thoroughly and then during every step of the process you had to go back to him for more information? Instead of doing it right the first time, he kept coming back to you for more information. I learned to do it right the first time, so that it doesn't come back to haunt you and cost you more time later. Do you remember that typical colleague who always completed his work fast, but not thoroughly and then during every step of the process you had to go back to him for more information? 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today can be a great learning experience from now. When I was jobless for over nine months right after finishing college and was rejected by, I don't even remember how many companies, each one of my friends was pitying me and most of all I pitied myself, but somehow deep down inside me I knew that all of the rejection is because something better is waiting for me. In the end, I started working in Barcelona, one of the most beautiful cities in the world with lots of culture, beaches, a fantastic climate, a great football team, and about 300 days of sun a year (very important for me at that time). My friends went directly from pity to envy and I/79 from "poor Marc" to "lucky bastard!" Look at life with a little more ease and sobriety knowing that misfortunes pass. Or as Rudyard Kipling in his fantastic poem "If" says: "If you can meet with Triumph and Disaster and treat those two impostors just the same; [...] yours is the Earth and everything that's in it. And - which is more - you'll be a Man, my son!" Keep your attention on what you want and keep moving forward. Do you remember the saying, "In 6 months we are going to laugh about it!"? Why not laugh already now? This phrase actually got me through my International Business studies. I remember many nights before the exams at 3 a.m. - a few hours before the exam - when I was totally stressed out in the dorm room of my friend Jorge and on the verge of a breakdown (failing those exams would have meant dropping out of college or worse still... be thrown out...) and he always just laughed and said, "Marc, in 6 months we are going to laugh about tonight!" We actually even now - nearly 20 years later - still laugh about those stories. Try this technique! I hope it helps you as it helped me! Action Steps: Think back on other hard times in your life and how you got out of it and maybe even found something positive in it after some time. MAPPING LIFE: 1. Make a timeline of your life. From birth until now. Mark every key event in your life on the line. All and any moments that changed your life. 2. Write the great moments, the successes above the timeline. 3. Write the challenges, the tragedies, the failures below the timeline. 4. Examine the events below the line and write the positive effects of them above the line. (For example, somebody close to you died. A positive could be that you value your life more. Or perhaps you got fired from a job. This opened doors to an even better job that you have now.) 5. Have a close look at your timeline. !180 93 GET A COACH! "Make the most of yourself...for that is all there is of you." Ralph Waldo Emerson After having a huge impact in business life, coaching is also becoming more and more available for private persons in the form of life coaching. Many people have the wrong concept that you only take on a coach when something is wrong, but leaders like Eric Schmidt actually take on coaches to get even better, or to have a neutral, objective partner with whom they can bounce back and forth their ideas and who keeps them grounded. A coach can help you to achieve clarity on what you really want in life, encourage you to keep on going when you would normally stop, help set better and more rewarding goals for yourself, get results more easily and quickly, overcome fear, communicate much more effectively, experience a faster personal development, overcome selfsabotaging habits, find your true purpose, and to live aligned with your true values. During the coaching process you will learn to take responsibility for everything in your life and take better decisions. Coaching achieves extraordinary results because you and your coach become a team, focusing on your goals and accomplishing more than you would do alone. You take more action, think bigger, and get the job done, because of the accountability the coach provides. A coach knows how to help you to make better decisions, set the best goals, and restructure your professional and personal life for maximum productivity. Coaching works because it brings out the best in you. A coach is trained to help you find your own best !181 answers and will support you in the course of that process. Coaching is usually done during regular, weekly sessions by telephone, skype, or in person which last between 30 and 60 minutes. In every session coach and coachee work on the coachee's goals, creating options and setting a plan of action for the coachee's next steps. While working towards the coachee's goal, the coach also works on the coachee's personal development. You can find coaches, for example, in online directories of CoachU or the International Coach Federation (ICF). Most coaches offer complementary strategy sessions. That's how you and your coach get to know each other and find out if you are comfortable working together. Chemistry is crucial in a coaching relationship. There is no guarantee that coaching works. Your success depends on you! From my experience I can say that the coachees that attend their sessions, are committed to their coaching process, and do their work, end up being successful in their endeavors. That's why I even offer a 30 days money back guarantee (based on some ground rules). If you want to try out Coaching don't hesitate to contact me. !182 94 LIVE YOUR LIFE FULLY. DO IT NOW! "Do not dwell in the past, do not dream of the future, concentrate the mind on the present moment." Buddha Most of us live like we have all the time in the world! We are so busy going after the big pleasures of life that we forget about the small ones. When will you start to take better care of yourself, start exercising, learn something new, do the things you always wanted to do, spend more time with your family? Tomorrow? Next week? Next Monday? Next month? When you win the lottery? When you have another job? When the next project is finished? Yes I know. There are so many other things you have to do right now. You just don't have time right now! A lot of people never discover the meaning of life until it's too late and they are just about to die. Bronnie Ware, an Australian nurse who accompanied the dying wrote down their top five regrets: 1. I wish I'd had the courage to live a life true to myself, not the life others expected of me. 2. I wish I didn't work so hard. 3. I wish I'd had the courage to express my feelings. 4. I wish I had stayed in touch with my friends. 5. I wish that I had let myself be happier. Don't wait any longer. Live your life fully. NOW! Remember that failure is only feedback, that problems are opportunities to grow. Do !183 the things you always wanted to do. Don't postpone them any longer. Don't fight life! Let it flow, because as Paulo Coelho says "One day you will wake up and there won't be any more time to do the things you've always wanted to do. Do it now." The great Steve Jobs put it this way: "Remembering that I'll be dead soon is the most important tool I've ever encountered to help me make the big choices in life. Almost everything--all external expectations, all pride, all fear of embarrassment or failure--these things just fall away in the face of death, leaving only what is truly important. Remembering that you are going to die is the best way I know to avoid the trap of thinking you have something to lose. You are already naked. There is no reason not to follow your heart. No one wants to die. Even people who want to go to heaven don't want to die to get there. And yet, death is the destination we all share. No one has ever escaped it, and that is how it should be, because death is very likely the single best invention of life. It's life's change agent. It clears out the old to make way for the new." Every day brings with it opportunities to move closer to what you want, every day contributes to the end result. Don't let these opportunities pass. It doesn't take months or years to change your life; you change it step by step, day by day - starting NOW! The results however, you will see for months and years. Do yourself a favor and START LIVING NOW: not after the kids are out of the house, after you have finished the next project, after you have got the new car, after you have moved to the new house, or after you have got a better job. Don't be one of those people who say they don't have time, but spend 30 hours a week in front of the TV, playing video games, or going out drinking. Do the things you always wanted to do NOW. Make plans NOW! !184 List 5 things you always wanted to do and set a date: 1. _____ Date: _____ 2. _____ Date: _____ 3. _____ Date: _____ 4. _____ Date: _____ 5. _____ Date: _____ !185 !186 ABOUT THE AUTHOR Marc Reklau (Esslingen am Neckar, Germany, 1973) is a Life and Executive Coach and personal development expert. After an amazing and rewarding life journey that took him from his native country to the United States, Mexico and Spain, he finally found his calling Coaching. His current homebase is the beautiful city of Barcelona, Spain and Marc's mission is to empower people to create the life they want and to give them the resources and tools to make it happen. He spend thousands of hours researching, studying and applying the principles and secrets of success and happiness. His message is simple: Many people want to change things in their lives, but few are willing to do a simple set of exercises constantly over a period of time. You can plan and create success and happiness in your life by installing habits that support you on the way to your goal. If you want to work with Marc directly contact him on his homepage www.marcreklau.com where you also find more information about him. Facebook: [@MarcReklau](https://www.facebook.com/MarcReklau) e-mail: !187 !188 Page 2 Please wait until the download start. DOWNLOAD PDF BY VIEWER 30 seconds download finish. DOWNLOAD PDF (Mirror Link) Formats for download DOWNLOAD WORD DOWNLOAD POWERPOINT "Do not dwell in the past, do not dream of the future, concentrate the..." It is well to be up before daybreak, for such habits contribute to health,... "I don't know the key to success, but the key to failure is trying..."