

How to Prepare For Getting a Top Job



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Hello and Welcome

Thank you for your interest in this report. I'd like to explain that it is a collection of strategies for students and beyond. This report has been especially written for people who want a good job and are willing to improve how they think.

The way things are going traditional job supply will shrink and employers will outsource their work to people that work from home, to save money. So if you are looking at creating your own job give this some more thought.

You could be working from home in the future so which skills will be in demand?

In believe communication skills and the delivery of information via the written word, audio and video, are great skills to develop right now and in the future. If you are not able to read or write very well then your goal should be to become very proficient in these skills first and then move into using other media.

The reason is simple – the internet has become a critical information medium and like television, it is used to entertain and inform.

We all go through school and wonder what it all means and why we are asked to study certain things. On the surface it's not clear. You might hear your parents say that it's so you will get a good job in the future.

One thing needs to become clear to you; you are learning how to use your brain for solving problems. Each subject gives you the opportunity to learn from a new perspective.

Before You Start

I hope to bring you ideas to improve your learning strategy and to help you succeed.

Promise me you won't read anything without having a writing pad handy so that you can write what you think after you stop reading. Be active not passive. Write about what you read - it is a smart habit to adopt. It also helps you learn.

I will also include some resources at the end that you might like to use to carry on developing your skills - make sure to visit the site and see if you can learn more from the links included.

How Do You Study Effectively?

What we take for granted at times is what stumps other people. I'm talking about "how to learn".

I feel this is such an important topic that I was motivated to produce a book on the subject and called it: "Study Skills – For students who will settle only for success". Study skills have not taken a prominent place in the classroom and it is a darn shame because if teachers fail to take up the challenge of improving learning behavior who will teach students how to learn?

The basics lead to further learning

I have spent 20 years as a classroom teacher and still go in every now and then when called. As I see it, the basics on "learning to learn" flow on to success in other areas as well. For example – understanding more of what you read, is certainly worthwhile, especially when you have lots of content to cover and digest in order to get your qualifications.

These qualifications allow you to access more opportunities. So those people that toss in the towel are going to be at a disadvantage compared to students that complete their schooling. The reason is that we are all influenced by technology and we all use it and pay for it. The workers of today and tomorrow will have to be smarter and better communicators. If you can't read and write you will get the lowest paid jobs because everyone else will be busy using and creating tomorrow's technology.

Everyone has special learning styles

It's interesting that people with learning disabilities have worked out shortcuts and strategies to overcome their disabilities. Why have they overcome that which defeats others? I believe the answer here is "focus" and "motivation".

Internal motivation

When you have the internal motivation you can achieve anything! The motivation to learn can be created prior to starting the task by setting your objective. Understanding the payoff is also a good way to create motivation. If you need to learn for a test then you have created a special reason and if you have a good reason or objective then planning what you will achieve before you start will amplify your results or effectiveness.

Goals are really essential in life and life is all about learning. Decide what are your motivating reasons for doing what you intend to do. Write these goals and research how to achieve these goals. Sports stars employ a *coach* – do you? Coaching can be very cheap when compared to your return. If coaching resulted in you obtaining a better job would coaching have been a good investment?

What is your focus – see your target

Coming back to "focus" an easy tactic is to "ask questions and then look for the answer". I always get my students to "ask directing questions". When you need to study and remember content one strategy that may help you is to turn the headings on the page into questions and then read to find the answers. As you read you take notes to answer the question.

To learn more about study techniques and how to improve your learning visit the link below and try out the e-class, the online tutor or grab a copy of Study Skills. Tutor Help is a writer, teacher and the manager of Tutor Help. He has spent 20 years teaching people of all ages. He is also the author of "[Study Skills - For students who will settle only for success](#)"

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1. Time is your greatest asset

Use it or you will lose it! Use it well and it will be time well spent. Use it poorly and it is “time” lost forever.

Time is the one asset we have that is poorly managed. All those minutes and hours of unproductive work will not help you achieve what you desire. Learn to become more productive and you will be well on the way to creating your life.

FOCUS....

Without FOCUS your time will dwindle and be spent on non productive activities.

Create Your Focus

When you do you will be really pleased with yourself. You will see your target and you will know what you are aiming to achieve. Without this clarity you will simply STAND STILL.

Have a read of the following article and then examine the things you want to focus on and improve.

It's Your Dream - Claim It!

Wisdom is like money in the bank. Knowledge is power

What you don't know can hurt you. We've heard people use these expressions, but what exactly do they mean and why should we care? One can be a computer whiz and savvy in other areas, but not necessarily wise. That's because wisdom has nothing to do with intelligence or any particular talents. Intelligence only facilitates the process of obtaining that information. This is good news because it means that a person of average intelligence is actually able to gain wisdom and insight.

Wisdom is a level of high awareness and the ability to see beyond the surface level to see the unity in life which results from being able to connect with that ultimate source of life, the infinite intelligence and power we call God. The benefits of wisdom are similar to the benefits of light over darkness. Being unaware makes one live unconsciously much like living in the dark where the experience of life becomes dull, devoid of meaning, purpose and real joy (we all know about artificial joy produced by accumulating lots of "toys" which leave us with a sense of emptiness and a vague longing for something that no amount of material possessions can fill).

High awareness on the other hand, enables one to experience life beyond the limited five senses and thus enables one to experience more love, joy and success beyond the narrow definition of the material success promised by The American Dream.

So make a conscious decision to invest in gaining practical and useful knowledge to enhance the quality of your life.

Remember, it's your life and it's your dream - why not claim it today? There is no dream so lost you can't retrieve it and there's no rut so deep you can't leave it. Perhaps there is something to the conventional wisdom that "only fools live in a fool's paradise." After all, paradise is not a place - it's simply a state of mind.

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I hope you started thinking seriously about "what" you wish to achieve - not only in your studies but also in your life.

REMEMBER: Life is short...your time will vanish quickly and you won't know what you did with all that time. So begin to look at your precious resources:

your time
your good health
your mobility
your strength
your energy
your friends and family
your contacts
your teachers....a most precious and often under-utilized resource.

I know some people are born into disadvantage but think carefully HOW you can maximize your opportunities.

Famous heroes of our time also suffered BIG problems: Beethoven...an incredible composer was DEAF!

Albert Einstien...was a failure at school yet went on to explain and state laws in physics.

Many well-known BLIND musicians have risen to become well-known performers.

You see sometimes it is "us" that create the limits and not our physical limitations. We limit ourselves by crushing our own energy when we say "I can't"!

Great goals "INSPIRE" - they put a spring in your step. On the other hand other goals are more likely to be forgotten because they don't get us "revved up" enough. So choose wisely - this is your life and it's important!

Study the following article in the next section, then write about the most interesting points you discovered.

Beliefs Are Not Factual

Each article is meant to challenge your mind and beliefs. There is no benefit keeping hold of old useless beliefs. If they don't serve you then this is the time to eliminate them.

A belief will either push you forward or hold you back.

2. What Outcomes Do You Want?

What are the outcomes you want in your study?
What outcomes do you want for your writing and reading skills?
What outcomes do you want for your course?
What outcomes do you want in your career?

Study this Article:
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"The Worst Job on Earth!"
by Bryan Winters

I used to absolutely dread going to work.
I was a factory worker at a well known
window manufacturing company.

My job consisted of pulling pieces
of wood off of a chute, checking them
for knots and other defects, sorting
them accordingly, and then piling them
about 5 feet high on pallets.

That's what I did. All day long. Can
you say, "brain dead"?

The factory was too noisy to listen....

to headphones. We all had our separate chutes to work at (yeehaw), and the work was fast paced, so talking with other co-workers was difficult.

At the end of each day I'd have to pick wood splinters out of my hands (working with gloves was an option, but it made handling and sorting the wood much more difficult).

We had rotating shifts so one month I'd be working the day shift, and the next I'd be working from 12:00 p.m. to 8:00 a.m. !

Growing up, I never imagined I'd be stuck in such a horrible job.

But you know what?

I'm actually very GLAD I had the experience of working in a factory!

Why??

...Simply because it *motivated* me to get off my lazy butt and do something better with my life!

Like most people, I'd always had the dream of starting my own business and making piles of money (not wood) as a result.

But I learned (the hard way) that dreams aren't worth JACK unless you take steps to achieve them.

Very few people become wealthy and successful in life, simply because very few people take action to achieve their dreams!

...People are scared that they'll fail. They lack faith that their efforts will pay off. They're afraid to risk their time and money. Or they're just plain lazy like I was!

Trust me, I know how you feel. It's like you're facing a mountain. At the top of the mountain is everything you ever wanted. But in order to get there, you have to CLIMB the mountain, and conquer the pitfalls along the way.

I finally decided that I didn't want to face that proverbial mountain my whole life...

I knew for a FACT that my *dream* was awaiting me at the top. I could let that dream go to waste...Or I could take one step after the other up the mountain and ACHIEVE THE LIFESTYLE I'D ALWAYS WANTED!

You see, there are no "ifs, ands, or buts" when it comes to achieving your dreams.

You simply CHOOSE success.

And then you take the steps to achieve that success. As long as you have the DESIRE (your "fuel" for achieving success) and a PLAN (your "vehicle" for achieving success) you WILL succeed...

There is no question about it. No looking back. No wondering IF you'll succeed.

Success truly IS a CHOICE, and I'm living proof!...

Today I make well over six figures per year (in PROFIT) as an Internet marketer.

I can literally run my entire business in just 2-3 hours per day.

I work when I want, where I want. No alarm clock to wake up to. Nowhere to be at a certain time. I take lunch "breaks" when I want, where I want... Or all day long =)

I'm my own boss! Nobody looking over my shoulder. No pressure. No fear of making a mistake. No worries of being "let go".

But for me, the ULTIMATE benefit of this dream "job" of mine is that on Sundays, I no longer have to dread going into work Monday morning!

...You see, I'm a huge sports fan. One of my favourite past times on earth is watching Minnesota Vikings games on Sundays. Yet for YEARS (this dates back to my school days) these games were somehow "tainted" because I always had that unavoidable thought in the back of my mind - the knowledge that I had to go to work (or school) the next day. Know what I mean?

Now, at last, I'm free! I can sit back and watch the game without having to worry about work the next day. Or about getting up early. Or about whether my boss will be in a good mood or not.

I can finally enjoy life! (Now if only the Vikings could have a decent playoff run.) But seriously, I've climbed the mountain, and I ain't comin' down!

Listen up, now, because there's a moral to this true story:

The moral, as I've implied, is that YOU *will* achieve your dreams just as I have simply by CHOOSING to take action.

Come up with a plan, kick it into action with passion and desire, and PERSIST until you have succeeded.

That "mountain" that I spoke of earlier, really isn't a mountain at all now that

I'm "up here" looking down. It took me about 9 months investing a couple hours per day to go from scratch, to making a full time income online. (And it was actually a lot of FUN along the way!)

...Obviously success didn't come overnight. But that 9 months flew by faster than you would believe! (You know how fast the holidays seem to roll around each year? Well imagine -changing your life- in less than the span of one Christmas to the next?!)

Clearly your dream may not be the same as mine.

In a way I had a more modest dream than many. Although I could now afford to own a \$600,000+ home and a new Lexus or Mercedes, that was never my foremost goal.

My dream, quite simply, was financial freedom. And the freedom to spend time with my wife and three girls. I chose to succeed, I came up with a plan, I took action, I followed through, and success became mine.

Now it's YOUR turn to achieve success, IF you're ready to make the choice!

WHY getting a clear idea of "what you want" is so important.

When you read the article see if you can write using your own words why being clear about your goals is your first and most important job.

What do you want to achieve?

You know – all learning has to add up to something. It's that "something" that makes learning so POWERFUL!

We MUST apply what we learn and that helps us learn more!

When at school we get a basic grounding – very important. We also learn HOW to LEARN.

When you don't pick up these tricks, like learning to read and write, then we need to get someone to show us "how", or we'll be left behind!

Okay! Before we come up with a plan let's decide that we are going to achieve "something"!

The Plan

Make a decision that you will NOT stop till you achieve.
What are your goals?
List your goals.
Make notes for each goal discussing the actions you need to take to achieve your goal.

Read the next article and examine the key ideas and write down what you think about what the writer is saying.

Clarify Your Goals

... Know where you're going, and update as you go.

by Edward B. Toupin

Defining your goals is the primary basis for success and fulfilment. If your goals and path are unclear and lack a definite direction, then you will probably end up with nothing more than frustration and disappointment.

It is necessary to define a basic set of goals and then review, rethink and rewrite those goals to refine and define your life plan. Eventually you'll begin to see life in a way that will allow you to adjust your Vision and Mission to a solid and fulfilling target. Realize that the clearer you are about what you want, the more likely you are to do those things that are consistent with achieving them.

Review your goals daily to ensure they are still in line with your Vision. As you grow and move through your goals, you will find yourself adjusting your Vision, thus adjusting your goals. You will also find yourself changing and deleting goals that are no longer in line with your changing direction. Whatever your goals, plan them out thoroughly, step-by-step, and work on them every day. This is the key to peak performance and success!

--- About the Author ---

Edward B. Toupin is an author, life-strategy coach, counsellor, technical writer, and PhD Candidate living in Las Vegas, NV. Among other things, he authors books, articles, and screenplays on topics ranging from career success through life organization and fulfilment. For more information, e-mail Edward at etoupin@toupin.com or visit his sites at

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3. Writing Your Outcomes

What? You've never written your goals - well that's just like saying: "My goals don't matter."

There is a book I want you to find. Read this book because it is very interesting and will help you understand WHY goals are essential.

Title: Psycho-cybernetics
Author: Maxwell Maltz
1960, Prentice-Hall, New York

I believe you will find other titles as well - read these also. There may be a NEW version as well.

FIRST ATTEMPT:

Goal: I wish to pass English.

Great - we know "what" we want to do. BUT how well do you wish to perform and by which date do you wish to achieve your goal?

SECOND ATTEMPT:

GOAL: I wish to get a 75% pass in my final English exam at the end of the current year.

Now that we have stated "what" and "when" we can devise a special plan to help us achieve our goal.

Strengths and Weaknesses

We state our strengths and weaknesses by writing them on paper. Now pick the first thing you will focus on and create a list of actions that you will take to change your weakness into a strength.

Next time I will elaborate on creating the plan – of course the plan will be different for each person because we won't all have the same problem or goal.

It's YOUR turn to achieve success.
This is Your Time..
Ready to make the choice?

4. What is "FEEDBACK" and why is it Essential?

Thanks for sticking with me..I know sometimes it's hard work before you see a real gain!

Don't let that stop you. The more you do, the more signs you will finally see that tell you that you are MOVING FORWARD...

I need to talk a little about "feedback".

Feedback is the information we pick up from our environment that tells us "how we are doing".

Without feedback we would not know whether we are on the right track. It's what professionals need to STAY PROFESSIONAL.

Sports people of all fields use coaches because they need to have feedback to improve their performance.

Your coach can tell you about your "golf swing" or "how to swim more efficiently" so you can be the best in your sport. If you were to find a professional without a coach you would probably find that they were not "the best".

We learn to use feedback as babies. That's how we learn to walk - through trial and error. We learn that doing certain things is MORE successful than other things.

When we pick up feedback we can modify what we are doing so that we can better hit our target.

Now that we know what we are doing wrong...we stop.
When we learn what we are doing right..we keep doing it!

This is how we continually modify our behaviour and our plan. If your teacher gives you a poor mark you would be a real MUG not to find out where you went wrong.

Finding out what you did wrong will help you next time to do it right. Ask you teacher what they expect - how can you get the BEST MARKS if you don't know what your teacher wants?

5: Monitor Your Current Behaviour

Last time we talked about studying feedback to tell you how you are performing. In this lesson I will get you to monitor your own learning.

How are things going?

I mean HOW are things going? You know... school, study, class assignments, your grades..life?

Why don't we achieve our best?
Sometimes we are using the wrong methods
...the wrong strategy.

Well let's start with "what are you doing?"

You need to work out whether your methods work.

How can you tell? Well if your marks aren't so good - guess what? We are doing something wrong!

Let's start off by observing ourself in class.
What do you do during the lesson? What sort of learning behaviour are you demonstrating?

Are you sleeping? Asking questions? Taking notes?
Making summaries? Copying examples? Organizing notes?

Or what?

What you do either HELPS you learn or PREVENTS you from learning. You can't do well if you're fighting the teacher's efforts to help you.

What do you do....most of the time while in class?

Do you have a timetable where you do the same things at a set time or do you leave things to..."depends how I feel"?

If you don't have a plan...for how you use your time you will be very disappointed with your results.

RATING YOUR PERFORMANCE (1-5: 1 is very low and 5 high)

Classroom
Assignments
study

Classroom

Monitor your class performance. Reflect on how you are performing in class work.

Do you waste time or are you organized?

Do you have a plan of what you will do or do you leave it all to chance?

Do you take notes and try to remember important concepts by creating diagrams, labelling, using headings and sub-headings?

Do you ask questions?

Do you ask for clarification when you don't understand?

Try to describe your learning behaviour and write in a sentence or two HOW YOU ARE GOING?

Now rate your performance after reading your monitoring notes at the end of each week.

Why? Because you want to improve – because you want to find out which are your weak spots or poor learning behaviours and get rid of them!

Remember if you have performed "very" poorly you will give yourself a "1" rating and if you have performed "very well" you will give yourself a "5".

Next comes your reflection:

How do I improve my learning behaviour? What must I do?

Choose 1 or 2 actions and WRITE THEM DOWN ON PAPER. These actions need to be followed through – you must do what you said you would do, otherwise you will not get rid of those things that are holding you back!!

Assignments

Follow the above instructions and do the same for your assignment work. It doesn't matter whether you are working at home or in the library.

- 1.) Examine your behaviour.
- 2.) Reflect by writing down your behaviours while doing assignment work.
- 3.) Rate yourself 1-5 on how well you are doing.
- 4.) Plan the actions that will help you get a better rating and write them down.

6. What is Study?

Study is all about reviewing and revising. If you don't go over things and make sure you understand and remember important content YOU WILL FORGET!

Having techniques is important.

Having a study timetable where you give a certain time to each subject is necessary.

Study techniques....>

1. make notes
2. create a summary by listing the main points
3. create your own questions as a study guide
4. take a heading and turn it into a question then write down your answer before reading the section.

Now there are many more things...but this list will get you thinking of your own ways to "learn" and "remember".

After you have rated yourself for "study" don't forget to plan your actions for improving your performance in the area of "STUDY".

7. Planning

..it all starts with the main plan.

Do you want to find out HOW successful you can be?

EXAMINE YOUR PLAN....simple isn't it?

Draw a grid with one column for each day of the week and down the side of the grid create 1 hour time intervals. Now tell me what you do during that time every day of the week.

Count up the hours you spend engaged in each activity. Now grab a colour and highlight similar activities:

for example - sport, cycling, going for walks..

could be labelled as "leisure".

Whereas, writing, studying and doing assignments could be labelled "school studies".

Anyhow label, colour code your activities and count hours. What do you do most often?

What are your goals?

What should you be doing to achieve your goals?

How much time will you need to spend achieving your goals?

Create Your Study Timetable

Make sure each subject gets your attention. The time you have to spare has to be diverted to your subjects.

Plan your TIME for :
further reading
homework
study

8. Better Writing

Study Article:

Go With The Flow: Write With Transition Words and Phrases

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One of the most common weaknesses I see in day-to-day writing is poor logical flow from one idea or point to the next. This usually takes the form of a bunch of seemingly unrelated phrases thrown together with little or no sense of sequence, continuity, or relativity.

Although the overall subject may be obvious, the words to describe it seem to be scattered on the page like an almost random set of unconnected thoughts. On a regular basis, I see letters and reports in which each phrase seems to be independent of the one before and the one after, when in reality, there is an actual sequential and/or logical flow.

Consider the following examples:

1. The entire building had to be searched.
2. They started the search on the third floor.
3. It took three hours to complete the search.

Notice that the three separate statements are all valid sentences. They convey the bare essential facts of the situation, but nothing more. In fact, they raise almost more questions than they answer. For example:

- Was it a serious incident?
- Had it ever happened before?
- Why did they start on the third floor?
- What about the first two floors?
- Is three hours a long time for that?
- How long does it usually take?

These are all logical (and obvious) questions that the average person might ask when reading a paragraph made up of the three sentences above.

Let's transform these now, using transition phrases:

“UNLIKE the previous minor incident, this time the entire building had to be searched. BECAUSE the fire was still smoking on the first two floors, they started on the third, working upwards, covering the first two last. CONSEQUENTLY, it took them a full three hours before they finally completed the typical two-hour job.”

Notice the use of the transition words: UNLIKE, BECAUSE, and CONSEQUENTLY. Using these three words has allowed us to easily connect the three independent sentences and give them a sense of chronological order and logical flow. They also allow us to answer ALL of the obvious questions, either with the transition word itself, or by adding a couple more words.

In short, transition words/phrases have turned three dry independent phrases into a little story that makes sense to the reader.

These types of words/phrases are ideal for allowing one to easily connect thoughts, and create logical sequences between sentences and paragraphs. They are usually inserted at the beginning of a sentence and normally refer directly back to the previous sentence and/or paragraph without repeating the specific subject.

The following paragraphs list some of the more common transition words and phrases that will help make your text more understandable and interesting to the reader. For each one, I have included a typical example of how the word/phrase might be used in a typical sentence.

Note that I have capitalized the transition words/phrases for emphasis and easy identification.

CAUSE AND EFFECT...

THEN, he moved on to the next work station.

AS A RESULT, the team lost the game.

FOR THIS REASON, she always went home for the weekend.

THE RESULT WAS always predictable.

WHAT FOLLOWED was as painful as it was inevitable.

IN RESPONSE, he quickly upped the ante.

THEREFORE, the aircraft overshot the runway.

THUS, it was just a matter of time.

BECAUSE OF THIS, the results were always the same.

CONSEQUENTLY, he was no longer friends with Frank.

THE REACTION to this event was swift and decisive.

IN CONTRAST TO...

UNLIKE last year, this one was highly profitable.

DIFFERENT from this, was our approach to manufacturing.

IN SPITE OF the dot com bust, the company prospered.

ON THE OTHER HAND, earnings per share have increased.

ON THE CONTRARY, the impact was less than expected.

OPPOSING that idea was the move to new technologies.

HOWEVER, that approach may actually prove better.

CONTRARY to his findings, the revenue picture is good.

NEVERTHELESS, something still appears to be missing.

SEQUENCE AND RELATIVITY...

THEN, each one followed in numerical sequence.
IN ADDITION, a fourth material was added to the mix.
TO ENUMERATE, first there was the car, second the boat,...
NEXT in the series was the "outrigger" brand line.
BESIDES THAT, there were two other possible sources.

SIMILARITY AND COMPARISON...

LIKE always, he took the company on a dangerous course.
SAME as before, he managed to meet all of the requirements.
SIMILAR things were known to happen at certain times.
CLOSE to that was the result of the second round of voting.
LIKEWISE, they made similar changes in the factory.
ALSO, there were the worker's families to consider.
NEAR that one, was where we found the faulty component.

EXPLANATION AND EXAMPLE...

FOR EXAMPLE, last year's model was underpowered.
ONE SUCH occurrence was last week's power outage.
FOR INSTANCE, earnings this year are higher than last.
TO ILLUSTRATE, he went to Chicago just to make his point.
ALSO, there is a new approach to sheet-metal moulding.
THAT TOO, just goes to make my point even stronger.
TO DEMONSTRATE, I will use the new model throughout.

The above are just examples, and there many other such transition words and phrases that are used in everyday conversation and writing. In my opinion, appropriate use of these words/phrases is the number one technique for making any type of writing flow logically and clearly.

Bottom line: Smooth, orderly and logical transitions from one thought to the other, one sentence to the next, and one paragraph to another -- are key to creating clear meaning and flow in any document. Transition words and phrases will achieve this for you.

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By Shaun Fawcett, (c) 2004. Shaun is webmaster of the
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Now that you have finished the article, in 1 sentence
how could you improve the way you write?

Spend the next 5 minutes writing every thing that comes into your
head about your writing skill. Mention writing projects you've
finished and any feedback you have received as well as how you
honestly feel about your achievements in the area of writing.

From now on plan to write each day about your experiences and reflect
for 5 minutes or more on an aspect of your life by writing your
thoughts and feelings about the topic.

Try to get as many ideas on the page as you can in the time you give
yourself.

9. SELF ESTEEM - Your Identity

What we think about ourselves can either push us forward to achieve
or hold us back.

We need to mentally re-program ourselves - that way we don't
entertain and believe negative things about ourself.

Remember your thoughts can really make you fail - they can rob you
of a joyful life, so it's pretty important to deal with SELF ESTEEM
pretty early in our learning adventures.

Read the next article and take your notes. Write down those ideas
which you believe will help you!

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Study this Article:
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Article Title: What's Self-Esteem Got to Do With It?

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Word Count: 1024

Category: Personal Development

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What's Self-Esteem Got to Do With It?

By Julie Fuimano, Personal & Career Coach

"I don't think I can do that," says Shirley.

"Does it matter what you think or does it matter what you do?" I replied.

"I never thought of it like that. I know I should do this; I guess I just don't think I'm good enough." Shirley confessed.

To which I replied, "Who asked you what you thought?"

Self-esteem is described as how you think about yourself. You may have been brought up to caution how you express yourself to others. You temper how you think about yourself so that you don't 'get out of line' or become arrogant or 'too big for your britches'. But the fact is that by tempering yourself, you shrink yourself. And although others may not feel insecure around you if you are not any bigger or more expansive than them, the fact is that you do not get to experience all that there is of you.

By being less than you are capable of being and doing for fear of being too big or too great, you are limiting yourself. When you limit yourself, the result is that you are left with a sense that you could be so much more and the world loses out because you are not giving all that you have - to BEING YOU! The more 'you' you are, the greater the impact you have on the world.

Too often people are taught to do more for others. But in focusing on others rather than on yourself, you lose yourself and you miss out on enjoying life. You were born to make manifest all that is possible for you. In doing so, you naturally do more for others around you. It has the opposite effect of making others feel insecure; by being your all, you actually liberate others to be all that is possible for them.

People don't always know how to bring out the best in themselves. We are limited by how we think about ourselves, by how we were conditioned as children, by not knowing how to be more expansive and not knowing how to learn. We are also limited by our own ability to take risks, by our lack of courage.

Here's the good news. It doesn't matter what you think about yourself, your capabilities, or what other people think of you. Your job in this lifetime is to be who you are capable of being. You do not have a right to hold back for any reason. Pretty bold, huh?

Think about it. Do you think the rose 'thinks', "I don't know if I should open completely today. The other flowers get awfully jealous because I am so beautiful." Sounds silly, doesn't it? Well, it sounds just as silly when you do it to yourself.

What about a lion saying, "I shouldn't hunt so well or be so brave for fear of what the others in the pack will think or do." Even sillier. The fact is that the lion that demonstrates the most ferociousness and strength is the one the others follow.

The rose blooms beautifully and smells sweetly because it's in its nature. It doesn't question whether it 'should'. And the lion is brave and courageous because that's who he is. You are who you are. How you think about yourself is a judgment you don't have the right to make unless you're using that judgment as the impetus for change.

You are a child of the universe. You have a right to be here. And you have gifts and talents and strengths that are part of you. You are meant to maximize those gifts. Perhaps it's time to stop 'thinking' and start 'doing'. Focus your energies on discovering and developing yourself rather than on focusing on or trying to change how you think about yourself. As you move forward in becoming the person you were meant to be, you will learn to think differently about yourself. You will move beyond judgment and into gratitude.

If there is something you don't like about yourself, then either come to terms with it or fix it in a way that suits you. My client Sue remarked, "I hate my thighs. They just seem too big for my body." Sue enjoys running. So I asked her, "Do your legs work well? Are you able to run as fast and as far as you'd like?" She got the point.

If her legs were skinnier, it's possible they would not be as effective. The point is that she was blessed with two legs that worked perfectly well at carrying her the way she enjoyed. She had no right to criticize especially when there are others who long to have both legs - even if they were thick and meaty. Don't believe me? Ask a paraplegic or a diabetic who's just had their leg amputated.

You are not your body. Your body is your house. You are not your roles such as mom/dad, sister/brother, spouse, employee; they are just the positions you play in this life. It's time to shift the focus from judgment to gratitude and from thinking and intellectualizing to feeling and being.

You are not what you think of you; you are what you are and what you do. What you think about yourself and what you are doing and being are separate. There is a capacity of who you are capable of becoming; instead of worrying about what you think of yourself, focus your attention on maximizing your capacity. By doing so, you will maximize your enjoyment of life too.

Coaching Challenge:

1. Put your self-esteem aside and focus on moving forward in spite of what you think about you. Do what you are meant to do.
2. How do you think about yourself? What does your self-esteem look like? Is there an element of judgment?

3. What are your special gifts that you were put here to use? How are you using them? How can you use more of your special gifts and talents?

4. Start a gratitude list. Each day add three things to the list that you are grateful for. Consider all dimensions: spiritual, physical, mental, emotional, environmental.

Julie Fuimano, MBA, BSN, RN is a Personal & Career Coach, author and motivational speaker. Her passion is coaching clients to stop struggling and start enjoying their lives, careers and finances. What's the challenge in your life that you'd like to change? For your 20 minute coaching consultation, visit Julie at www.nurturingyoursuccess.com

Write to her at Julie@nurturingyoursuccess.com or call her directly at (484) 530-5024.

10. Improve Your Results by 100%

The following idea I believe can make a 100% difference to your results:

Are You Ready?

BE ACTIVE!

Be an active learner...design your own questions that you will research and answer.

The questions you design are important to you. They are the things you need to understand more clearly. Perhaps something that came up in class that you didn't understand when it was presented.

You can do this for each subject. Keep this study guide in your subject file and add to it. This list of questions may actually prove useful to help you review and revise before a test or exam.

"ACTION" yells the midget!

This one thing makes the difference between having a "GREAT" life and having a very "UNSATISFYING" life.

What ever you want to change right now requires you to "ACT".

Sit down...state what you want...talk to someone about it, or research things you can do to make it happen.

Now do it! Whatever will help you make it happen! By the way..make sure it's legal!

Warning...sitting on the fence can turn you into a fossil.

Read this Article and ASK yourself:

Why am I NOT Doing what could help make things better?

The Reason Nothing Happens ... is because nothing is happening!
by Edward B. Toupin

I hear many clients declare how boring and stagnant their lives have become. As they disclose their concerns, the answer usually bubbles near the surface, but never quite makes it to the top. However, after a few minutes, I usually ask, "What are you doing to re-energize your life?" The most common answer is, "I dunno what to do!" Ah, the answer to the problem in itself!

Life becomes stagnant for varying reasons; however, the most causes include 1) forgetting how to re-motivate oneself and 2) waiting for the next "thing." In both cases, it's a matter of fast-idling in a comfort zone in hopes that something better will come along. However, while you wait and hope for the best, opportunities are passing by because you are not open to having them in your life.

--- Re-Motivation ---

Motivation is tough. It requires an objective, a plan, and a reason. If any of these items are missing, then the reason for the pursuit of a dream disappears. We sometimes become so stuck on a way of life, or a direction, that when we encounter a loss of any type, the resulting change causes us to stall. Life, as we once knew it, is over. This, because we've been so focused on a given path that any sudden changes knocks us off balance. But, the end of one way of life is indeed the beginning of a new life altogether!

In such cases, we have forgotten how to motivate ourselves and decide that it's easier to idle with imitation projects in a comfort zone to fill our voids as opposed to breaking out and chasing a dream. We work hard to stay where we are by devising busy-work to occupy our minds that then become excuses for us to remain stationary. However, re-motivation is a necessary part of life management as it allows us to adapt to changes (i.e., success, loss, and trauma at the end of a cycle or period of extremes) that can affect our lives.

--- Just Waiting Around ---

"Waiting around" is a situation that we all encounter from time-to-time. We just "wait", for any number of reasons, including fear and "holding out for something better." In the interim, our minds run amok and we stall at the top of a downward spiral.

We sometimes become so accustomed to allowing our environment to "rain down" on us that every time we try to move forward, we stop and wait for the "other shoe to drop." This is not an uncommon feeling as many people remain so set in their situations that they fear what might occur if they move on with their lives.

In other cases, we occasionally enter into a situation that "looks good", but we feel that something better is just around the corner. With that, we put our current plans on hold to see what happens next. However, over time, we've accumulated so many unfinished projects that we don't know where to begin. Is it fear of commitment? Perhaps, fear of success? Or, perhaps once we finally make it through to the end of these plans, we don't know what will happen next? Many times, it's not so much that we're waiting for something better, but we're afraid of not having something to dream of or aim for once our current plans conclude.

--- What's next? ---

In all cases, life stagnates because we allow it to do so. During change, you must find something to replace the loss imposed by trauma or success so that you can continue life's journey, albeit, on a new path. However, the only way to re-motivate yourself and stop waiting is to have a Vision or a "dream of meaning". Defining a Vision can make all the difference between stagnation and a fulfilling life.

Instead of waiting or worrying that there will be nothing at the "end of the rainbow", start making plans for your next dream so that you can achieve the life you desire. Don't just hang around in hopes that something better will come along, go out and find that something better, and take it!

--- About the Author ---

Edward B. Toupin is an author, life-strategy coach, counsellor, Reiki Master, technical writer, and PhD Candidate living in Las Vegas, NV. Among other things, he authors books, articles, and screenplays on topics ranging from career success through life organization and fulfilment. Check out some of his recent print and electronic books as well as his articles covering various life-changing topics!

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Description : Instead of waiting or worrying that there will be nothing at the "end of the rainbow", start making plans for your next dream so that you can achieve the life you desire.

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Your mission may be to improve your grades,
leave school with a diploma or degree and
then get paid really well for doing your
work and then enjoy the rest of your days!!

Not a bad plan but there are many risks to
ending up with "a job" that will look after
you and give you benefits while helping you
pay the bills.

What no one tells you is that you could end
up losing your job! You want to be really
marketable – that way because you are flexible
and eager to learn you will stay in demand.

So you need to KEEP LEARNING. Look at
learning as ENTERTAINMENT. Get involved
with learning as your main pursuit!

Read as much as you can...and vary your
reading - don't just read the same thing
all the time, but do read what you LOVE!

Consider the following:

Learn to read.....

Read to learn.....

Both of these activities are important.
We can get better at both of these and
gain many benefits.

Learning to Read

This is not just about reading the letters.
"Learning to read" is about gaining the most
you can from "the printed word".

It can involve :

- comprehending the writer's message
- analyzing
- comparing
- contrasting
- doing a critique
- searching for specific information

Reading to Learn

Reading to learn can involve:

- collecting data to organize your presentation
- presenting information
- researching to prepare for a talk

If you're learning about physics read more
about the physics.

You would be advised to study the meanings
of "special words". Each subject has it's
OWN set of words - it's own language and
by becoming familiar with **THE WORDS** you
will understand a lot more.

This guide has been produced with the help of a few other people and I thank them for their contribution – it is also free and you can give it away to other people if you think it might help them.

I'm not going to leave you with just a job, or the hope of a job, or a few study tips – that's not my mission. I want to give you ideas you can derive greater benefit and who knows, this may even make a positive contribution to your income.

For this reason I include these tutorials. In the event the tutorials are no longer available, then go [here!](#)

A little explanation first. Working from home is going to become more important with time so getting some help to establish your own home business is smart. For this reason I have included a [free course](#) and some [tutorials](#). (Use the link at the bottom of the page to get your courses.)

It's a well-known fact that the [information business](#) is the largest (and most profitable) online market in the world and is likely to remain that way for many years to come.

That's why Apple can sell over a quarter of a million iPads in 24 hours... It's why Google performs over a quarter of a BILLION searches each day and it's all down to the mammoth numbers of people across the world who go online to look for information that'll solve problems, provide solutions, and give answers that will make their life better, easier or more efficient.

To them, it doesn't matter in what form the information is delivered to them; as long as they get it - and get a result - FAST!

This is where YOU step in.

Let me ask you a question...

Is 'delivering' information to people something that YOU are involved in as a business?

If it is... then that's GREAT news because what I'm about to reveal could sky-rocket your revenue drastically.

If 'delivering' information ISN'T a business that you are currently pursuing, then that DEFINITELY needs to change as soon as possible for reasons that I will tell you about in just a few moments.

First, check out this video and sign up for the [free videos](#).
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