

Tom Erik Green

HOW TO DEVELOP YOUR PERSONAL CHARACTER
FOR EXPONENTIAL SUCCESS

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WORK  BOOK

How to develop your personal character for exponential success
WORKBOOK

By Tom Erik Green

www.theplus.eu

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About the Author and the book

Tom Erik Green is a psychotherapist and mentor. His experiences over a thirty-year period have formed this e-book--the fourth in a series of books from PlusVendor AS. These books aim to create principles for personal growth and development available to everyone.

Life has a tendency to get in the way of the development of our true identity, making it easy to be distracted or fail to perform in areas of life in which our blueprint for success should be proactive. Anything that interferes with developing true personality characteristics for success can be considered to hinder start living our life to its fullest. This is how life goes.

Today it is important for all of us to spend time working on our Personal Growth & Development. Only through these efforts will you be able to discover your true identity and self. The e-Book will give you practical examples and ideas on how to develop personality characteristics for success. This accompanying workbook is a crucial supplement to reinforce the necessary tools and ensure you carry forward all you've learned. This journey will bring you to a life of full potential—something we all deserve.

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MONTH 1 - VISION AND GOALS

All great accomplishments begin with a vision. The easiest way to reach this vision is to plot your path using goals. This month you will work on exercises designed to help you create your vision and goals.

EXERCISES

WEEK 1:

Write out a detailed vision of your ideal life at its most successful.

For inspiration think about questions like: What would you do if you had all the time, money, and resources you wanted? Who are you? What do you want? What is worth your commitment and hard work? When you visualize your most successful self, what are you surrounded by? Describe your family, friends, career, home, cars, and anything else that shows up in your vision. Throw in a few dreams -- GO BIG! This is your life!

Your Ideal Life

WEEK 2:

Last week we explored your vision of a successful life and your dreams. This week we will discuss goals that will propel you towards that vision.

1. Think about your ideal life from above. Choose 3-5 goals you would like to focus on right now! Think about goals you would like to reach in the next twelve months.

Goal One:

Goal Two:

Goal Three:

Goal Four:

Goal Five:

You should now have a list of five goals to work on right away.

WEEK 3:

Now it's time to manage your goals to take actions to move you closer to success. Goals don't mean a thing unless you take action to make them real. The toughest part

for many people is taking the first step. That fear is best overcome by having a step-by-step action plan. So, for each goal you mentioned above - write an action plan. Write each goal down and then fill in smaller steps (mini goals) that will help you reach those goals.

Goal One:

Steps to Goal (Mini Goals)

-
-
-
-
-

Goal Two:

Steps to Goal (Mini Goals)

-

-

-

-

Goal Three:

Steps to Goal (Mini Goals)

-

-

-

-

Goal Four:

Steps to Goal (Mini Goals)

-

-

-

-

Goal Five:

Steps to Goal (Mini Goals)

-

-

-

-

WEEK 4:

This week we're kicking up your vision and goals a final notch to create your PLUS blueprint. Take each goals list you've set up and write rough completion dates next to each goal and mini goal. These dates don't have to be written in stone, but setting deadlines is a great way to make sure you work towards your goals. Remember "ASAP" isn't good enough if you crave true success.

I suggest keeping a new doc file on your computer titled "My PLUS Blueprint;" this doc will be tweaked and changed as you work through this book.

MONTH 2 - MOTIVATION

Motivation is a tricky subject. There is no “right answer” when it comes to this essential factor. The key is to discover what motivates you and then to keep that idea at the forefront of your mind. This month you will work on motivating yourself so you are excited to strive towards your own vision.

EXERCISES

WEEK 1:

The more clearly you can picture your success and the more often you do so, the quicker you will be able to achieve your goals. Did you know studies have shown your subconscious mind can't distinguish between what *is* real and what you *believe* is real? That's why visualization is so powerful. It is one of the most effective ways to keep you motivated. After the work you did last month, you have a clear, detailed picture of the unique, authentic, successful life you desire for yourself. Spend 10 minutes each day this week visualizing having already achieved this life.

This would be an excellent exercise to practice often, even daily, from now on. Remember, whatever you visualize clearly and often will eventually become a part of your reality.

To help you be honest with yourself write down the time you visualized and for how long.

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

WEEK 2:

Motivation can drop off quickly if your project becomes stale. Even when you're passionate about your goals, day-to-day activities can become tedious.

Keeping yourself motivated is important. One way to do that is to find inspirational people and follow their teachings or example.

Your exercise this week is to research people who motivate you! This doesn't have to be noted motivational speakers (although it very well may be). For inspiration here are some examples:

Traditional Motivators: Tony Robbins, Napoleon Hill, Brian Tracy

Online Motivators: Gary Vaynerchuk, Seth Godin

New School: Eric Thomas, CT Fletcher

...or anyone who inspires you regardless of his or her profession. Athletes like Muhammed Ali inspire some people. People who have overcome great odds inspire others, etc...

Find people who inspire and motivate you, period. List (at least) 5 motivating people you discover this week...

- 1.
- 2.
- 3.
- 4.
- 5.

WEEK 3:

This week, take care of yourself big time! You might believe you don't have the time...but this change will save you time in the long run.

Have you ever had a serious case of burnout? Sometimes it's hard to get back on track after that. Honor yourself right now by taking care of yourself. Take a little time each day this week to do something you really enjoy. Try something you haven't done before. You may return to your daily life with renewed zest and even some new ideas. The concept you're concentrating on this week is your business will survive without you for short periods of time, and those short periods are important to your well-being.

Of course, keeping track is important too! List three things you did this week that helped you unwind or released tension.

1.

2.

3.

WEEK 4:

This week we're working on practicing motivational exercises. Start each morning with motivating self-talk for the day. Think about what you have to do and question how you can do things more effectively. Remind yourself of your goals and why they are important. End each day with a review of what you accomplished. Review your "wins." What did you learn that you can use in the future? This review will demonstrate the

power you have to face obstacles as they arise and the power you have to find solutions.

MONTH 3 - ACCOUNTABILITY

One of the greatest ways to stay motivated, is to make yourself accountable. The best way to do this is simply tell someone that you commit to doing something. The mere fact that you told someone will make it harder for you to give up. This month you will learn a method to make yourself accountable.

EXERCISES

WEEK 1:

This week we want to look at responsibility in a new way. The first goal this week is to look for like-minded people (or a single person) who you can interact with as accountability partners. This may be online (Skype, or social media) or with a friend. Having people to be accountable to often increases your productivity. It can be easy to let ourselves down, but it's much harder to let others down.

Take time to list any potential accountability partners you can think of...

-
-
-
-
-
-

Put a checkmark beside any of the people you have already contacted.

WEEK 2:

This week is all about finding that accountability partner. Have you found one yet? Once you have found one (or more) fill out the info below...

My Accountability Partner(s) is...

Reasons for Choice:

I can help them by:

They can help me by:

WEEK 3:

Now that you have your accountability partner, let's talk accountability. Use the following template to create a "deal" with your partner, that should help keep you both working towards your goal.

I, _____ and my partner _____ will provide each other with accountability by agreeing to a quick chat on _____ (day) of each week.

That little blurb doesn't seem like much, but filling it out (and following through) is a solid step towards accountability.

WEEK 4:

Time to get uncomfortable! Actually, that's probably an exaggeration. This week's step is to discuss your PLUS blueprint (from month 1) with your accountability partner. This way you will now be accountable to someone else for your most important goals! Some people don't feel comfortable putting their goals out there - but getting out of your comfort zone almost always means you're doing something right.

MONTH 4 - PERSISTENCE

Persistence is the great equalizer. Men and women with less ability can out-perform their more naturally talented peers through persistence alone. Persistence is the ability to power through the obstacles in your life. There will be obstacles. Some people claim this is the most important trait for anyone who wishes to be successful. This month you will work on exercises designed to awaken your persistence.

EXERCISES

WEEK 1:

Persistence comes down to facing of any obstacles that arise and overcoming them!

One thing we rarely think about is how many difficult things we've come through successfully in the past. Make a list of 10 times you've persevered and been successful. This will help you to realize you can do it again even with future obstacles.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

WEEK 2:

Now make a list of 10 situations where you didn't have the successful outcome you hoped for. The main takeaway here is...you survived just fine!

1.

2.

3.

4.

5.

6.

21

7.

8.

9.

10.

WEEK 3:

Analyze the two lists you have created. Find 5 takeaway points (lessons learned) from your experience and list them. This might be hard, so here is an example to help you start.

Lesson Learned:

I learned that I have failed before but was able to come back and actually ended up succeeding.

Lesson Learned:

Lesson Learned:

Lesson Learned:

Lesson Learned:

Lesson Learned:

WEEK 4:

Go back to your PLUS blueprint from month one and review your goals' list. Can you see any potential problems arise? Write down any potential problems and how you can "persist" through them. If there isn't enough room below use a fresh sheet of paper or a word document.

MONTH 5 - FACING FEAR

For some people, fear can be paralyzing. When faced with their fears people run away, or cower. Successful people can't afford to do either. You need to break through your fears. This month's exercises are all about identifying and conquering your fears.

EXERCISES

WEEK 1:

Fear is a lot like a bully back in grade school. When you face the bully down, he slinks away . When you face them down, they mostly goes away. This week, make a list of your top ten fears.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

WEEK 2:

Which of those fears (if any) are potentially holding you back from your goals. List any of the fears you mentioned above that could hold you back and state specifically how they could impact your goals. Aim for at least 3.

My Fear:

How It Can Impact My Goals:

My Fear:

How It Can Impact My Goals:

My Fear:

How It Can Impact My Goals:

WEEK 3:

Successful people take action in spite of their fear. They know the best way to deal with fear is to confront it. This week it's time to confront your fears. So don't run away from that scary spider on your ceiling! Instead remove it from your house.

Or...

You could just choose a fear from above and decide how to confront it... Create a "game plan" to confront your fear and be as specific as possible.

The Fear:

How You Will Confront It:

WEEK 4:

Confront that fear! You got the game plan - now do it!

MONTH 6 - ACTING AS IF

A lot of people worry about the qualities they lack. People worry they lack confidence, grace or charm. They worry they don't belong or that they might not be up to the task at hand. The best way to deal with these insecurities is to fake it. If you aren't confident, or you feel like you don't belong.. act like you do. "Act as if" you were the person you want to be. This month's exercises will help you learn how to "act as if."

EXERCISES

WEEK 1:

This first week is all about identifying some of your weaknesses. Truly look within yourself and find negative personality traits and/or weaknesses you *think* you have. Some examples could be: laziness, lack of confidence, fearfulness, tardiness, or inability to speak comfortably in front of a group, etc...

Try to think of 5.

1.

2.

3.

4.

5.

WEEK 2:

For each weakness you determined, think of someone you know who doesn't possess this weakness. You can think about people in your life, celebrities, business people, or anyone else. For each weakness above list someone who embodies the opposite.

1.

2.

3.

4.

5.

WEEK 3:

Let's continue with this theme... Now that you have a list of 5 people, break down why you believe they don't share the same weaknesses. How do they act differently?

What do they do that makes them overcome or avoid those weaknesses? What traits do they have that you are missing?

1.

2.

3.

4.

5.

WEEK 4:

Once again we have saved week 4 for you to “show and prove.” Now that you have the above lists, identify 3 different ways you can begin “acting as if.” Try it for the week. If you are shy, and you identified someone who is outgoing, try to act that way for a week! See what happens. You may be surprised.

Choose 1-3 of the actions or traits from the above list, and act in these ways this week!

MONTH 7 - ASKING FOR THINGS

There is value in doing things for yourself—there is no debate here. However, the me vs. world mentality is not always conducive to success. There will be times you need to ask for help, advice, or even for tangible things such as the money you may be owed. This month you will learn how to move out of your comfort zone and begin to ask for things.

EXERCISES

WEEK 1:

Take the time this week to think about 5 times you were afraid to ask something and the negative effects that happened as a result.

I Didn't Ask For:

As a Result:

I Didn't Ask For:

As a Result:

I Didn't Ask For:

As a Result:

I Didn't Ask For:

As a Result:

I Didn't Ask For:

As a Result:

WEEK 2:

Now it is time to start asking for things! The only way to get used to this assertiveness is to practice! Let's start close to home. This week your job will be to ask 3 people close to you for something. Ideally these requests would be related to your goals. Since this exercise is about getting used to asking for things, any old reason will do.

Person to Ask :

What I'm Asking For:

Person to Ask :

What I'm Asking For:

Person to Ask :

What I'm Asking For:

WEEK 3:

This week we'll up the ante a little. Let's ask some strangers for things! All right, that sounds a little bit scary (and potentially creepy), but I suggest taking things slow. Simply ask someone for the time, directions, or anything that doesn't seem unusual. Push your comfort zone if you are feeling it. Ask three strangers for something this week!

Date:

I asked a stranger...:

How Did They Respond?

Date:

I asked a stranger...:

How Did They Respond?

Date:

I asked a stranger...:

How Did They Respond?

WEEK 4:

We've saved the best for last. This week ask someone to do something for you that you're not sure you will get a "yes" answer to. Make it something you'd like to have but, of course, you can live without. The lesson here is that whether the answer is "yes" or "no" you asked and you survived the answer. You put yourself out there and the answer didn't affect your self-esteem because your self-esteem doesn't depend on someone's answer.

MONTH 8 - TIME MANAGEMENT

There are only 24 hours in a day. We cannot change our clock. However, we can use the time we have more effectively. By taking control of your time, you can become more productive. Successful people utilize their time wisely. This month you will analyze your time management and start to take the steps needed to fix it.

EXERCISES

WEEK 1:

Right now we will take a look at potential time wasters. Blank spots are included so you can add any potential time wasters not already covered.

How many hours per week do you spend:

Television:

Procastinating:

Worrying:

Arguing:

Brooding:

Social Media:

_____:

_____:

_____:

_____:

_____:

_____:

Total Hours:

WEEK 2:

This week's exercise is quite easy. Simply identify your 3 worst time wasters from above.

Worst Time Wasters (include # of hours)

1. _____ *no. of hours:* _____

2. _____ *no. of hours:* _____

3. _____ *no. of hours:* _____

Now, the rest of your week should be dedicated to cutting back on these time wasters and replacing them with more productive activities. Track the time you spent doing the above activities this week and see if you can improve with less hours:

1. _____ *no. of hours:* _____

2. _____ *no. of hours:* _____

3. _____ *no. of hours:* _____

Total # of Hours Saved: _____

WEEK 3:

Take a look at your PLUS blueprint (from Month 1) and decide where you can perform more effectively. What are your biggest time wasters? Which activities can you minimize or cut out all together? Revise your PLUS blueprint accordingly (examples provide in italics below).

1. Do I have any time wasters related to my goals? (list them)

I have to work online for quite a bit so checking my email could be a problem for me.

2. How can I address these potential time sinks before they become a problem?

I will check my email twice a day, and twice a day only!

WEEK 4:

One of the biggest time wasters out there is simply not knowing what to do next.

The best way to combat this is by planning your days in advance. Keeping a simple calendar has never been easier. Set up a personal calendar (you can use a physical one, a phone app, your computer or even one of the many free calendar websites out there).

Plan out your next 3 months. Make sure to refer to your PLUS blueprint and include any of your goals you plan on reaching in that timeframe.

Having your time mapped out in front of you is one of the best ways to commit to effective time management.

MONTH 9 - COMMUNICATION AND PUBLIC SPEAKING

You could be the smartest person in the world, but if you can't convey your brilliance you will have a hard time getting people to notice. The good news is communication and public speaking skills can be learned by anyone. This month you will be introduced to public speaking.

EXERCISES

WEEK 1:

Outline a 5-minute speech about something that is important to you. Remember, the overall flow of a good speech is usually:

1. Tell them what you are going to say.
2. Then tell them.
3. Tell them what you have just said.

Sounds simple right? The outline template below will go into further detail. Fill it out to complete your speech outline:

Topic:

Intro: The Intro establishes the topic (from above) and introduces the supporting points below.

Supporting Point One:

Supporting Point Two:

Supporting Point Three:

Conclusion: Recap main points and add a call to action.

You now have a basic speech outline!

WEEK 2:

Time to write your speech! Using the outline from above, write a 5-minute speech on your chosen topic. *There is some room provided below, but it is suggested to use another piece of paper, or your computer.*

Take the week to make it perfect.

WEEK 3:

Okay, this is where the fun starts. Now that your speech is written – it's time to practice! You can start rehearsing in your head, but you need to eventually practice for real. Speaking out loud will let you properly time yourself, as well as get use to the cadence of the speech. Your last practice session should be in front of a mirror. Practice the speech at least 5 times this week! Record the dates and times below:

Practice Date #1: _____ Time: _____

Practice Date #2: _____ Time: _____

Practice Date #3: _____ Time: _____

Practice Date #4: _____ Time: _____

Practice Date #5: _____ Time: _____

WEEK 4:

Now it's TIME. Give your speech to real live people. While they are great "listeners," stuffed animals or your family pets are not adequate. Practice in front of a significant other, family or friend. If you can't find someone to practice in front of, record yourself and upload the video to YouTube (make sure it's public!)

This will be far more empowering than you'd assume.

MONTH 10 - KEEPING SCORE

Keeping score is important! Many people get stuck on worrying about future or current problems, and forget all their past wins. This is a problem for both self-esteem and motivation. Getting into the habit of recording your victories will ensure you appreciate your wins. This month you will learn the importance of “keeping score.”

EXERCISES

WEEK 1:

Each day this month, record ALL your big and small "wins." A win is anything you would consider a success, or an achievement that propels you towards your goals. A couple of examples are provided.

| DATE | WIN |
|---------------------|--|
| October 30rd, 2015 | <i>I reached a mini goal on the way to my major goal</i> |
| November 05th, 2015 | <i>I finished an outline for my first book</i> |
| | |
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| | |
|--|--|
| | |
| | |
| | |

WEEK 2:

List the 10 greatest wins/successes in your life and write in detail about what made them great.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

WEEK 3:

Now that you have listed 10 great wins, write in detail about what you learned from each of them. This exercise will help you realize why it's important to "keep score."

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

WEEK 4:

Track and analyze the wins you've had in the first nine months of this course.

MONTH 11 - FINANCES

When you are talking about success, most people will assume wealth is part of the equation. Wealth is all about your finances. Some of the most talented people in the world have lost their fortunes because they didn't have financial acumen. This month begin to take a more serious look at your finances.

EXERCISES

WEEK 1:

This week's first task probably isn't going to be terribly fun. The first step is to start a spreadsheet (Excel, Numbers, Open Office, Google Docs, etc...) and track all of your expenses from this week. If you aren't comfortable using a spreadsheet, just use a text file. Heck, use a pad and a pen if you want. Just track everything.

WEEK 2:

Now go through these expenses and classify each one as a "want" or a "need." This is pretty simple but you have to be honest. Needs are things you literally need to survive and wants are things you'd like to have.

WEEK 3:

Now, choose three of the "wants" you feel you can most easily live without.

1.

2.

3.

WEEK 4:

Live this week without the three “wants” from above! Sounds simple, but it might prove harder than you think. If you can live without the above “wants” for a week, consider how much money you really should spend on them.

MONTH 12 - GIVING BACK

It is often said that one of the best ways to boost your mood, happiness and/or motivation, is to give. This may sound weird to some people, but think about the joy you feel when you give someone a gift he or she really likes. Whether or not you believe in karma, you have to admit that giving to others fosters a great feeling of comfort. This month you will start to “give back.”

EXERCISES

WEEK 1:

This will be a fun exercise. Get into the spirit of giving. Each day give someone in your life...a compliment. Really think about this. Is there something you have wanted to tell someone? Has someone in your life been feeling down? Does someone impress you so much you just have to say something? Take some time and track it below...

Compliment #1:

Who I Said it to:

How They Reacted:

Compliment #2:

Who I Said it to:

How They Reacted:

Compliment #3:

Who I Said it to:

How They Reacted:

Compliment #4:

Who I Said it to:

How They Reacted:

Compliment #5:

Who I Said it to:

How They Reacted:

WEEK 2:

Let's pick up the act of giving. Giving someone a compliment is simple. Now, let's try giving someone a "hand." Help two people this week without being asked first. It can be someone you know, or a complete stranger. Track below:

Date:

Who You Helped:

How You Helped Them:

Date:

Who You Helped:

How You Helped Them:

WEEK 3:

Before we take “helping” to the next level, it is time for some research. Look for someone who really needs help. You can look within your own circle, your own community or you can do some online research. The goal is to find someone who needs help. Find someone who personally touches you in some way. At the end of the week choose one person or organization and write the name below.

Person/Organization Who Needs Help

WEEK 4:

This step is as simple an exercise as can be. Find a way to help the person you mentioned above.

CONCLUSION

Congratulations.

No matter how long it took you to work through this guide, you should feel proud that you finished.

Many people dream of success but only a few actively try to reach out and grab it. By simply working through this guide you have taken a step that few ever will.

Each of the past months you were introduced to a personality trait, mentality or skill that is absolutely key to success. The rest is up to you. Now you have to dive into each of these topics and fully embrace them. Take the powerful base you have learned and use it as the foundation of your success.

Powerful motivator Eric Thomas, puts it best: “When you want to succeed as bad as you want to breathe, then you will be successful.”