

A Concise Collection Of Practical Success Know How

Compiled by Piet J Venter

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PREFACE

The intention of this small collection is not to supply a complete inventory of all the various aspects and the full extent of the success process. I just tried to outline some of the more crucial factors that to my mind are indispensable to reach success. I am absolutely convinced that the principles outlined in the various parts of this collection should be ample to achieve success if honestly applied and followed. It is in fact a complete set of know-how with tutorials, tips and guides!

Why did I choose these specific articles you may ask! Well, the reason is not that complicated. I just wanted to cover a wide enough spectrum without being too lengthy or preechy. I have a few thousand articles, reports and tutorials in my e-library and found it impossible to cover everything. There are so many of them that are equally important and of good value for this purpose, that I am confident that my choice will be generally accepted and that none of the authors left out would be offended for not being used at this stage. Please rest assure that if this effort of mine is a success and things go my way, I will most certainly go on compiling more from all those in my database!

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P.S. It may happen as time goes by that some of the websites that are linked in the contents become obsolete or defunct. It would be of great help to all us internet users if any such dead or incorrect links and information could be reported direct to me at <http://pietventer.co.za/achieve/achievecontact.html>

And If you have any questions at all about this, please feel free to contact me at the same address. I'll be glad to help you in any way that I can.

8 Brief Lessons in Success

By: Thom Rutledge

There are probably as many definitions for success as there are people who want to succeed. And the targets for our efforts are many. We want to succeed in business. We want to be successful husbands and wives and parents. We want to whittle that golf score down to size. We want to be successful students, whether we are nineteen trying to decide on a major, or 45 trying to master that new computer program, or reaching for that promotion. More of us than ever, want to be successful entrepreneurs, doing what we love and praying for all we are worth that some money will follow. We even want to succeed spiritually --- that is, we want to effectively apply what we believe deep in our hearts to our day to day lives. Whatever your definition for success, wherever your sights are set, here are eight brief, but powerful lessons that will improve your chances of hitting the mark.

LESSON ONE: Forget about Control.

One of the keys to success is accepting full responsibility for ourselves. Accepting this responsibility, contrary to popular belief, has nothing to do with being “in control.” There is a major distinction to be made between being “in control” and accepting the responsibility of being “in charge.” I wouldn’t dare claim to be in control of all of the various aspects of my life, but I do acknowledge that I am the one in charge of my life.

Simply put: I have nothing to say about which cards are dealt me, but everything to say about how I will play those cards.

THE NUTSHELL: Be “in charge,” but forget about being “in control.”

LESSON TWO: Reject the Victim Within.

To accept full responsibility for ourselves is to renounce victimization.

Victimization is a state of mind in which we believe that how we are doing in any particular moment is determined more by the circumstances beyond our control than by how we choose to respond to those circumstances.

A victim will blame the dealer of the cards, or blame the person who taught him how to play cards, or maybe even the cards themselves. A victim may even take refuge in blaming himself, not understanding that there is an important difference between “assigning blame,” and “taking responsibility.” To admit that things are not going well in my life because I am a worthless piece of crap is not accepting responsibility. It is quite the opposite. Hiding behind self-blame, and drowning in the resulting shame is one of the most efficient --- not to mention prevalent --- ways for us to avoid personal responsibility.

THE NUTSHELL: Being a victim is an indulgence I cannot afford.

LESSON THREE: Recognize the Continuum.

None of us are totally immune to victimization. At one time or another, we all think and act as victims, and we all think and act responsibly. It would be a mistake to claim that you are always a victim, or that you accept full responsibility for yourself all of the time. Think of responsibility as a continuum along which you move back and forth, depending on any number of variables.

To enhance your chances for success, you will do well to perceive yourself in realistic terms along this continuum, and focus your efforts toward accepting full responsibility one day at a time. Remembering that you are in constant motion all along the continuum is a powerful antidote for that pesky perfectionism.

THE NUTSHELL: Change is constant. I am always in motion along the continuum.

LESSON FOUR: Let Go of Perfection.

To be successful you must become both optimistic and realistic. This requires that you come to terms with your own human imperfection. To pretend that your very real human flaws do not exist is certain self-sabotage, as is thinking of yourself as nothing by flaws.

Contrary to popular opinion, striving for perfection is not productive; it is destructive --- at its worst, suicidal. By constantly expecting the impossible of ourselves (perfection), we are set up to fail, over and over again. A perfectionist is not someone who does things perfectly; a perfectionist is someone who believes she is “supposed to” perform perfectly. Perfectionism is a condition of constant pain, and self-absorption.

Do the very best you can, even challenge yourself to stretch beyond your current level of competence, but do not expect perfection.

THE NUTSHELL: Perfectionism is a state of constant self-victimization.

LESSON FIVE: Disagree with Your “Shoulds.”

In our efforts (imperfect efforts) to recognize that perfection is not even one of our choices, we come face to face with perfectionism’s energy source: self-criticism. You must learn to identify and reject the highly negatively biased view associated with your self-critical thinking.

Imagine yourself as a separate person from your self-critical thoughts. Experience yourself not as the one doing the criticizing, but as the one being criticized. Although this is never much fun (standing in the line of self-critical fire),

separating from those predictable “should monsters” in our heads will create a place for “your own opinion.” It takes some time, but with practice you will learn to remain separate from self-critical thoughts, and ultimately to form your own, more realistic, more positive opinions of yourself.

The bad news is that you can’t just make those negative, toxic thoughts go away. Here is the good news: You don’t have to make them go away. You just have to disagree with them.

THE NUTSHELL: To your Should Monster, say, “I see you; I hear you; and I disagree with you.”

LESSON SIX: See the Greater Possibilities.

Any motivational speaker will tell you that in order to succeed, you need to be open to the positive. Learn to see and seek the greater possibilities. Take the time to develop clear images of your goals. Take the risk (and it will feel risky) to practice expecting positive outcomes. When necessary, utilize a simple slogan heard repeatedly in the program of Alcoholics Anonymous: fake it ‘til you make it.

Too often, we know much more about what we don’t want than what we do want. If we stop there, we will not have any idea how to change, and frequently we will return to the safe haven of the familiar, those old patterns of thinking and behaving that we have already proven to be ineffective. Set your sights on specific goals, your specific goals.

THE NUTSHELL: Once you identify something you don’t want, put into words, and into a visual image, something that you want instead.

LESSON SEVEN: Remain an Independent Thinker.

Trust no one who will tell you they have THE answer, THE way, THE plan, THE diet, THE anything. There are probably as many different approaches to genuine self-improvement as there are people, or at least as many different approaches as there are hucksters (like me) on their soap boxes telling you how to do it.

This lesson is a word to the wise. Take in the information --- from this article and from any other sources that seem potentially credible --- as raw material, raw material to be processed by your own good judgment. Accept nothing at face value. If an idea, a method or a technique appears to have value for you, take it off the shelf, hold it in your own hands, examine it, try it on, or try it out. Make adjustments according to your own good thinking. Accept it as your own “by decision,” not “by default.” Use the line-item veto; you never have to accept anything all or nothing.

THE NUTSHELL: I will respect your opinion. I will trust my judgment.

LESSON EIGHT: Work from the inside out.

To insure that I am pursuing a path of personal responsibility that will lead me to the success I seek, I keep this slogan in mind: “The first part of any conflict that I must solve is that which is between me and me.” This is not to say that I will not have legitimate “external” problems with you, or my wife, or boss, or colleague. And this is not to encourage the old codependent (and self-victimizing) approach of habitually opting for self-blame. When I remember to begin by resolving what is between me and me, I am effectively practicing the principle Stephen Covey emphasizes, “First Things First” (Covey, 1989), and being congruent with the simple and powerful truth that growth always moves from the inside out. Growth in its literal sense is expansion. Expansion moves from the inside out.

Consider the ripples in a pool of water when a pebble is dropped in. Now picture it this way: The pebble is dropped in the water, and somewhere far away from the pebble, slight ripples begin to form, moving inward toward the point where the pebble was dropped. The ripples become more and more prevalent as they move in toward the center point where the pebble hit the water.

It is a strange image, isn't it? It is an image that will make no sense to us because it is not based on reality, or at least any reality that we know of yet. We can agree that to expect the ripples to move from the outside in is ridiculous, and yet that is exactly what we are expecting when we wait for others around us, or for our circumstances, to change before we do.

THE NUTSHELL: The change I seek always begins with me.

AND ONE TO GROW ON

Put any or all of these eight lessons into practice in your life, and I will guarantee that you will see a change for the better. But give the lessons time to work. One problem that most of us ---if not all of us --- face from time to time is impatience. Remember that perfection is out of the question as long as we are walking around in this human skin. Remember also that there are more often than not many ways to "get it right."

Then, to quote an old Roger Miller song (You Can't Roller Skate in a Buffalo Herd): "All you've got to do is put your mind to it, knuckle down, buckle down, do it, do it, do it." Therein lies the ninth of these eight lessons, and very likely the most important lesson of all: In the end, it is persistence that will always pay off.

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Achieve Your Goal In Three Steps By Focusing On Actions Rather Than Results

ARTICLE FOR THE WEEK Friday July 9th 2010 from

<http://www.motivationtoday.com/>

This article explores three powerful lessons about goal achievement from the worlds of mountain climbing and Formula One racing. Achieve your goal by selecting a goal you care about, by focusing on actions rather than results and by taking one step or lap at a time.

The world-famous explorer, Sir Ranulph Fiennes, reached the summit of Mount Everest shortly before 1 a.m. on 21 May 2009, despite having previously declared “No more mountains!”

In the early hours of Thursday morning, 21st May, Sir Ranulph’s voice came from the top of the world: “We came to the summit as dawn broke.”

Sir Ranulph had done what he said he would and had climbed to the top of the world. Later, he described how he felt: “It’s quite a funny feeling because you can’t walk any further to the moon!”

He is the first British pensioner to ever reach the summit of Mt Everest. He had a heart attack on his first attempt, was exhausted on his second and succeeded on his third! What an amazing man!

What motivated him to achieve such a tough goal in his sixties and not long after a heart attack?

Several members of Sir Ranulph’s family had died from cancer in quick succession and he had seen the splendid work of Marie Curie cancer nurses at close hand. He had also realised that 1 in 4 people die of cancer.

He badly wanted to raise money for the Marie Curie foundation. One nurse costs £18 for an hour of care for a dying cancer patient. Sir Ranulph knew how great the

need was for these capable nurses.

He also likes to have the motivation of at least one tough challenge in his life. His next challenge will be something to do with the cold!

He explained to reporters another major secret of his success. He had a simple plan to keep him going.

“I am just going to be endlessly repeating ‘Plod Forever’. Don’t expect to get there. Don’t think there is going to be a top to this mountain. Just ‘plod forever’. Imagine it is a mountain with no top. You just keep going and then you can’t be let down. You start getting some false hopes. Don’t! You’ve got to say ‘Plod Forever’. And that’s it. Don’t let other thoughts come in.”

The mind can only handle one thought at a time properly just as a dog holds only one bone in its mouth at a time. Keep the thought you want in your mind by constant and unbroken repetition.

Don’t allow thoughts of failure or even success anywhere near the centre of your mind. Just ‘plod forever’. Take the next step and keep going.

A phrase like ‘Plod Forever’ can help whether you are walking or performing some seemingly endless task. Even a single key word is effective.

When I was at school in the Isle of Man, I found that repeating the one word ‘Faster’ non stop helped me on long cross country runs. Repeating the word did not make me fast but it probably succeeded in making me ‘faster’. This would not have been difficult!

The word ‘plod’ expresses an acceptance of the fact that your task will involve a boring, slow walk or climb to achieve the goal. The word ‘forever’ suggests that this task will seem to take ‘forever’. Anyone who repeats this phrase has committed themselves in advance to achieving a tough goal which will seem at times to be endless, slow and utterly boring.

At base camp on Everest, Andrew North, a BBC reporter had asked Sir Ranulph

“How’s it going?”

“Slow but sure,” replied the explorer who had conquered both the North and the South Poles and run six marathons in a row. “Yeah? Good!” replied Andrew.

Later Andrew North tried climbing with Sir Ranulph for a short while near the second base camp:

“Even at a slow plod, I still manage to find myself behind Ranulph Fiennes. After a hundred yards I am utterly exhausted! “

Meanwhile, in Monaco, Jenson Button was training for the Monaco Grand Prix. He had a similar plan to that of Sir Ranulph. Don’t think about winning the championship (the Everest of Formula One) Just concentrate on getting round the race track again and again. Before the race, he said:

“I have to take it race by race and practice by practice”

He believed that if you start thinking about winning the championship, you will play safe and no longer give 100%. Of course, at times, it is wise to accept second place rather than lose more points by giving 100% and crashing.

Coulthard, a former winner at Monaco, agreed with Jenson. Take the race corner by corner and lap by lap. As I write this article with 49 laps out of 78 still to go, Jenson Button is still leading!

Drivers have to ‘keep going, keep going’, in the words of one commentator, for two long hours. Their focus has to be intense. One lapse of concentration and they could crash into a barrier or another driver.

Of course, one major difference between Sir Ranulph and Jenson is speed. As we have already seen, when Sir Ranulph was asked how he was doing, he replied ‘Slow but sure’.

Jenson’s main aim is to go ‘Fast but sure’ Jenson is still leading followed by his ambitious partner, Rubens Barrichello, who does not want to play second fiddle to

Jenson. However, with only nine more laps to go. Jenson leads; Rubens follows! Another one, two finish will result for the Brawn team if things stay this way.

In the end, Jenson took the chequered flag with Rubens second. His team boss, Ross Brawn commented: "1st and 2nd. It's just stunning! He's exceeding everything I thought possible."

Three great lessons emerge from the Everest climb and the Monaco race. Focus your mind on the next step whether this involves a slow plod or a fast lap. Secondly, don't allow doubts, distractions or concerns about results to cloud your thoughts. . Accept the fact that you might have to plod or drive on for hours and hours without seeing an end result. Don't worry about the end result. Just keep going. Thirdly, select a goal you really care about.

Both men had picked a goal they cared about. As we have seen, Sir Ranulph wanted to raise money to pay for cancer nurses.

Jenson Button's motivation was also intense. He has suffered a long apprenticeship with Formula One teams that could only produce cars which were inferior to those of the top teams, Ferrari and McLaren. Years of battling the inadequacy of his cars must have built up a huge desire to have a decent car that would allow him to express his first rate driving skills.

Now he has such a car with Brawn GP. He is making up for all those lost years when all the glory went to drivers who had better cars. The humiliation of years of failure is pushing him on towards the pinnacle of success in Formula One.

To sum up: Make sure that you choose a goal you really care about. And then concentrate only on the steps to that goal. Take one step or lap after another. Don't be distracted by your potential results. You may well achieve a great outcome like Sir Ranulph and Jensen but, even if you don't, you will have had the powerful experience of sticking to your planned course of action.

Not many people can do this even when it relates to a simple goal like taking a short walk or cycle ride every day. Keep pumping the pump and eventually you may well see drops and then torrents of water. If not, the workout will have made you stronger in both body and mind!

John Watson is an award winning teacher and 5th degree blackbelt martial arts instructor. He has written several ebooks on motivation and success topics. One of these, already mentioned, can be found at http://www.motivationtoday.com/36_laws.php

You can also find motivational ebooks by authors like Stuart Goldsmith. Check out http://www.motivationtoday.com/the_midas_method.php

If you haven't yet read The Midas Method, don't wait a minute longer to do so: http://www.motivationtoday.com/the_midas_method.php

The Midas Method of Stuart Goldsmith has been a best selling self help book for years. The Seven Secrets of The Millionaires is less well known but is a great follow up to the Midas Method. It has great motivational power. Less politely, it will give you a great kick up the butt. The price has been lowered to \$9.97. Take a look at http://www.motivationtoday.com/seven_secrets_of_the_millionaires.php

John Watson's ebook 'The 36 Laws' could help you to 'reach the end of the road' and achieve your dreams and goals. It is full of practical and memorable advice that takes you from the start to the finish of any goal imaginable. Take a look at: http://www.motivationtoday.com/36_laws.php

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How to Phrase a Goal

By Sonja Fullwood in http://ezinearticles.com/?expert=Sonja_Fullwood

In order for a goal to be a goal and not a direction, it must be written in clearly defined quantifiable terms.

So many people know what they want and can make that declaration, yet fail to accomplish or achieve these goals because they think they have a goal but they only have a direction. Examples of what I am talking about - direction - "I want to be a successful actor." Direction - "I want to make a lot of money"; "I want to be in a relationship"; "I want to buy a new car" - all of these examples are pointing a person in a direction but without clearly defined and quantifiable actions.

In the example of "I want to be an actor" - as soon as that person gets an acting job they are an actor - right? They have successfully "acted" thus their "goal is fulfilled." What happens then is the goal-fulfilling mechanism within them shuts down - because the goal was not defined in a quantifiable manner. The same holds true for the other examples - nothing is quantifiable - how much money is a lot? What kind of relationship? What kind of new car? Get the idea?

A quantifiable goal is one where the end results can be counted and measured. In the above example of the "actor" - what's not quantified is the "successful actor" - does that mean earning \$10,000, \$100,000, or even \$1,000,000 plus per year? Does it mean winning and receiving an

Oscar? Does it mean being on the cover of People magazine or on the Oprah show?

Jim Carey, the actor, understood this theory. When he was broke and living in his car he knew he wanted to be a very successful actor. What he did to anchor that was to write and date a check to himself for \$10,000,000 (yes - 10 million dollars). Almost to the date of the check, Jim Carey was paid \$10,000,000 for a movie and as they say, the rest is history. Jim's goal was quantifiable.

What are your goals? Are they just pointing you in a direction or are they quantified and specific? Reviewing your goals from this perspective may give you insight as to why you do not have what you have declared. Many people write goals that are very general in nature - and that is a good start but re-writing them and honing them to be more specific will accelerate the accomplishment of these goals.

Sonja Fullwood, author, life, health, and prosperity coach. Sonja brings a life-time of experience, knowledge, and accomplishments to her coaching business. Sonja is direct in her approach to coaching and holds people accountable for their actions and supports the greatness and potential in everyone. Visit my site at <http://sonjafullwood.com> This site is a work in progress - please feel free to visit and comment.

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How Do You Problem Solve?

By Martin Urban http://ezinearticles.com/?expert=Martin_Urban

When you're confronted with a problem what is your immediate reaction? Do you want to find a solution? Do you ask someone else to help you resolve the issue? Or do you just wait and hope that it will go away? Whichever is your approach to problem solving (there are lots more by the way!) you have learned it through experience or someone has taught you!

Fundamentally our brains are wired to be alert to danger and take immediate evasive action to keep ourselves safe. When you first experience a situation you perceive as dangerous you quickly learn what action to take and will repeat that again and again, as long as it works for you.

Our ability to solve problems is based on similar methodology. Our first reaction to a problem can be instinctive where our brain searches for similar patterns and responds with the closest pattern that it can find. This almost instant emotional response is very clear cut, black and white, all or nothing. For example when a black object on the path looks like a snake, your first reaction could be to feel frightened and run!

More rational problem solving occurs in part of the brain that functions in learning, reasoning and memory. Here we have more control and flexibility of our thoughts BUT it is a much slower process! This is where we see the same black object on the path, deduct what it could be (a stick perhaps) and then make decisions about what to do.

How do you problem solve? Do you dive in and make immediate decisions based on your emotional response to the problem? Or do you use logical or rational thinking to find a solution?

It may seem that the 'right' answer to this question is that you 'should' use logical thinking! Yet some problems do need to be resolved almost instantly while others need more reflection.

To solve problems effectively its important to be aware of how you function. Do you dive in and act quickly almost impulsively or do you step back and reflect before you make a decision or take action? When you have figured out how you function you will be more in control of your own problem solving ability.

If you're a person who dives in and acts quickly you are a fast decision maker, capable of moving rapidly from one task to the next. Entrepreneurs are often like this which can lead to both success and failure as it could mean you make more mistakes! The issues you confront have not been well thought through and the decisions you make don't turn out as you expect!

Or if you are a person who steps back and reflects on issues before making decisions you tend to be more reserved, quite and slower to act. This can mean you make less mistakes though in a fast moving market your decision could be too late and you have missed your opportunity.

Now that you're aware of how you function, the art of effective problem solving is being able to access both your emotional or instinctive response of acting quickly and your more rational and reflective thinking capability to make a decision about your issue.

Martin Urban is a powerful online coach and trainer who teaches people how to transform their lives, careers and businesses with NLP Training, NLP Coaching and NLP Programming.

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<http://EzineArticles.com/?How-Do-You-Problem-Solve?&id=3080903>**

Perseverance

A. Success is Closer Than You Think

By Gary Gzik http://ezinearticles.com/?expert=Gary_Gzik

Perseverance is not about skill or talent. It's simply about finishing what you started. There are a lot of good ideas that just stall or sputter until all momentum or desire is lost. For even the most talented individual, challenges, obstacles and failures are commonplace. Only when a person matches talent with perseverance do opportunities become avenues of success.

Perseverance goes the extra mile. It is an attitude, a sense of accomplishment. We are all creatures of completion. We feel great when we get things done. So does every member of our team.

As leaders, we must inspire accomplishments. This sometimes requires us to pull people along, other times it requires us to push people through barriers. Either way, perseverance is the key.

Be careful not to fall into the trap. Perseverance can attract roadblocks and excuses from those operating from fear, doubt or laziness. You have to sift through the reality from the excuses. Challenges are a normal part of doing business but they are only opportunities in disguise for those that choose to see them that way.

Remember perseverance means succeeding because you are determined to, not destined to.

Calvin Coolidge, the 30th President of the United States stated;
"Nothing in this world can take the place of persistence. Talent will not; nothing is more common than unsuccessful people with talent. Genius will not; unrewarded genius is almost a proverb. Education will not; the world is full of educated

derelicts. Persistence and determination alone are omnipotent. The slogan "press on" has solved and always will solve the problems of the human race."

Conduct you and your team's effort with an attitude of 'Success is closer than you think!' Far too often people give up when success is right within their grasp. Perseverance is about building the right attitude and the right habits to succeed. If you or your team just give up on a goal, how do you know you just won't give up on the next goal? You build individual and team character through persistent determination.

Gary Gzik is a Corporate Trainer and CEO of the business consulting company BizXcel which publishes Generating Greatness, the bi-weekly ezine for business professionals. If you are ready to push your business to new heights, make more money, save time and improve productivity, then get your FREE tips now at <http://www.bizxcel.com>

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B. Perseverance may be the single most important factor in success *By Jack Zavada, writer/webmaster,*
<http://www.inspiration-for-singles.com/perseverance.html>

Got perseverance?

I hope so, because you simply can't succeed without it. No matter how smart, talented, or good-looking you are, you won't last long unless you keep on keeping on.

But here's one of life's most important truths: Perseverance can **more** than make up for any lacks you might have.

If you're **not** especially smart, talented, or good-looking (and I fall into that category, along with most other people), persistence is the great equalizer.

Check out the quotes below. There's a way through, around, over, or under your obstacles.

Perseverance is that way!

I am a slow walker, but I never walk backwards.

Abraham Lincoln

I have learned that success is to be measured not so much by the position one has reached in life as by the obstacles which one has overcome while trying to succeed.

Booker T Washington

You're not obligated to win. You're obligated to keep trying to do the best you can every day.

Marian Wright Edelman

Step by step the ladder is ascended.

George Herbert

Don't let life discourage you; everyone who got where he is had to begin where he was.

Richard L. Evans

By perseverance the snail reached the ark.

Charles Haddon Spurgeon

Diamonds are only chunks of coal, that stuck to their jobs, you see.

Minnie Richard Smith

Saints are sinners who kept on going.

Robert Louis Stevenson

Success is not final, failure is not fatal: it is the courage to continue that counts.

Winston Churchill

Author:

Jack Zavada, writer/webmaster,

<http://www.inspiration-for-singles.com/perseverance.html>

You'll find answers at: www.inspiration-for-singles.com

Uplifting stuff for single folks— and married ones too!

What Could a Blog Be Used For?

By Keith Lunt http://ezinearticles.com/?expert=Keith_Lunt

A blog can be your personal inspiration!

Are you training for a marathon or trying to lose weight? Do you often wander from your goals and need a helping hand steering yourself back on track? Then blogging in a community could be just what you want. Start a simple blog, using a free community blog, and start describing your goals and ongoing training and exercise regime. Thinking of missing a session or just feeling low after a bad session? Then write a new post and share it with others and hope to get some positive comments back. Read through other blogs in the community and share your thoughts with them.

A blog can be a home business.

If you want to earn a little extra cash from home, then you can blog for an income. Create a blog and write about something that you know and start working on building traffic to the website. Then add Pay Per Click adverts, banner advertising, affiliate links and paid posting. You can quickly and easily turn a simple blog into a decent income.

A blog can inform your customers.

If you want to release news and the latest information to your customers then a blog can be an excellent way of doing this whilst building a community feel. Encourage your customers to visit your blog and learn the latest about your company, maybe providing free hints and tips to help them in their own business. Get them commenting on your posts and they will visit your site more often and be more loyal customers.

A blog can be a full website!

Blogging tools such as WordPress.org do not just need to be used for blogs - they can also be used as a content management system for a complete website! After

you install your blog and set it up you can then create the pages you would in a normal website along with features such as contact forms, whilst being able to easy to update through the CMS system.

A blog can keep your business on track.

Add security to your blog so that only certain people can see relevant pages and you can use a blog to keep projects on track. Add a category for each new ongoing project and add posts for major changes, using the comments to discuss the changes and amendments and record them as complete. The blog then becomes an easy project management tool.

A blog can be an online newsletter.

If you want to run an online newsletter then a blog can be the tool to use. Each new issue becomes a post, with the advantage that your readers can also participate by leaving comments whilst making sure that they can get the latest posts by following your RSS feed.

A blog can be anything that you want it to be. Just get blogging!

If you want to know more about blogging, call over to our website - <http://www.howtostartmyblog.com> . There you will find loads more help, and you can get yourself a free copy of our how to start a blog ebook. Written by Keith Lunt

Article Source: <http://EzineArticles.com/?What-Could-a-Blog-Be-Used-For?&id=4502413>

Stop Checking Your E-Mail and Start Writing Your eBook

By Ethan Evans http://ezinearticles.com/?expert=Ethan_Evans

You wake up in the morning. Your plan is to spend all morning working on writing your new eBook. What's the first computer related activity that so many of us do? We check our e-mail. Oh look, an e-mail from a friend. They want to know if you want to visit a museum with them. There's a link to the museum website that has more information about the upcoming exhibit. You follow the link. You start to read the museum website. That reminds you of how you've always wanted to be an artist. You remember getting something in the mail from the local community college announcing an art class.

You go to the community college website and start reading about the different classes they are offering. You notice a class about photography. That is something else you have always been interested in. That reminds you that your rechargeable batteries need to be plugged in. So you get up and go do that. You can't find one of the batteries, and so you spend some time searching around for it. While in the kitchen, you notice that you're still feeling slightly hungry. You begin pouring yourself a bowl of cereal. You turn on the TV while you eat. You start watching a fascinating program on a popular science channel. Approximately 45 minutes later, the program ends. You drift back to the computer.

Your inbox has just received a few more e-mails. You proceed to check those out. One thing leads to another, and before you know it, it's time for lunch. Your entire morning has been wasted. It's right at a moment like this where a lot of people really start having a lot of negative self-

talk. They'll call themselves losers. They'll call themselves fat. They'll say disgusting things about themselves. I'm here to tell you that if what I've described has happened to you, it's normal. It has happened to me. Here's the secret. Try to become more conscious of this.

You can easily avoid falling into the e-mail trap described above by simply getting to work and ignoring your e-mail inbox. And when you find yourself checking your e-mail, realize what's happening and get back to work. It might take some practice, but your personal productivity will skyrocket. I guarantee it.

For more FREE information about how to make money on the Internet with your own home based eBook publishing venture, visit the eBook Secrets website by clicking on this link <http://www.eBookSecrets.com/> .

You'll discover a fantastic resource that I've put together for you that will help you launch and grow a profitable home based eBook business WITHOUT having to spend a lot of money on startup expenses. You can literally get started today. So go ahead and visit my eBook Secrets website today.

Yours For eBook Profits,

Ethan Evans

Article Source: <http://EzineArticles.com/?Stop-Checking-Your-E-Mail-and-Start-Writing-Your-eBook&id=2067995>

2 Tips To Ensure You Succeed In Your Life

By Ogiji Emmanuel

http://ezinearticles.com/?expert=Ogiji_Emanuel

Many people seems to have problems when it comes to being successful, I urge you to please sit back and take this few steps.

BELIEVE AND TAKE ACTION

Ask anyone who has ever succeeded in life that what was the secret and they will tell you they had faith in themselves, always believe in yourself and keep the faith going in other to succeed but remember that faith without works is dead so you have to back up your faith with action and I mean real action and you'll succeed. You will never make it in life without taking action and having faith in whatever you are doing and in yourself.

FOCUS AND PATIENCE

Usually they are over a million ideas God has deposited inside every one of us and that include you. But in other for you to succeed you have to have a focus; this is what you will need in other to succeed. You just have to have focus on one or two ideas before you take any other project, remember jack of all trade is master of none.

So I urge you take that idea practice it, learn it and put it to practice until you see the results to be good before you take the next idea. At times we may try to work but it does not go the way we plan it to be but you have to practice the virtue called

patience, he who has patience should call himself lucky.

Work hard, believe, take action coupled with patience and the never giving up spirit and you will be there.

Thought: How will you feel when you have stopped a project which does not work and someone told you, you were just a centimeter away from achieving it?

Ogiji Emmanuel is a writer and aspiring to be a great author, he currently contributes more interesting articles to <http://www.ebooks01.110mb.com/article.htm>

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Article Source: <http://EzineArticles.com/?2-Tips-To-Ensure-You-Succeed-In-Your-Life&id=777768>

How to stay focussed

By Piet J Venter

<http://pietventer.co.za/give/successgame/index.html>

Staying focussed leads to successful achievement of the predefined goal! To be focussed is a two-dimensional concept. You are either focussed out of free will or you are focussed on something you are forced to do! But both dimensions have the same purpose, namely to reach a certain goal!

Success = The goal had been reached (finishing to satisfaction, winning something, or gaining the desire profit).

The "goal" can be the final aim or the attainment of each small step that was completed in a chain of predefined goals aimed at reaching the final big goal! To walk from point A to point B is a good example. (Although the reality is more complicated this example illustrates the principle in very simple terms.) Every step that you walk is the completion of one small goal to reach the big goal point B. If you stop in between, the final goal will not have been reached yet.

So to get to the final goal or to success there must be movement from beginning to end. The time it takes to reach the goal or success, depends on how fast you complete each step satisfactorily!

The satisfaction part depends on what you decided in the beginning it should be. You can decide to do an outstanding job or an ordinary good job or just an everyday thing. I would suggest that you choose the first one for doing online business as your success will mostly depend on what others think of your product and presentation!

To be successful you must start and work only on those things that has the ability to reach a predefined goal. And, to be focussed, one should be directly or indirectly actively engaged in the process to reach the goal, after clearly accepted that the outcome will bring about something worthwhile to you and will be acceptable for your target market or audience!

Let me tell you something of my own struggle early in life.

The problem of staying focussed exactly pictures my own experience in life. What I did when I was a youngster early in my career to overcome the lack of will to start doing my work, was to realise that I should do something about the problem.

I decided to start doing something and took the first file in front of me and start reading through it page by page to see how I could get interested in what I am doing in order to finish the job successfully! I forced myself from that day on to make believe that the job at hand is interesting and worth the while! That also triggered something else - how to concentrate on what I am doing at the moment and cut myself off from everything else until I finished the job or could take a reasonable brake before going on! It also made me proud of the fact that I achieved something!

What I want to imprint on you with the above paragraph is that you will have to challenge yourself to start and finish a commitment before you lose interest in it. To motivate yourself for this challenge, you have to get involved in the task and regulate your speed in order to be in control all the time!

The best way of speed regulation is to divide the task into smaller workable sequential and interrelated steps. This allows you to see the results as you go on and thus keep you motivated to finish through the reality of what you accomplished so far!

A good example of such control is the "flow chart" in business and construction works. The complete task is projected over a specific period of time and divided into smaller parts, each following the other. The first step must be completed before the next step comes into operation. To stay focussed thus obviously requires good planning over both the long term (before

starting point) and short term during the process.

Look, I am not talking here about letting others do the job for you! In that case my success principles also apply to each of them personally. It doesn't matter where in the success chain you are. If you want to be successful there, these principles apply irrespective who you are or what you are doing!

So before you start, make it clear to yourself why you want to do it and what the outcome should be. Is the outcome worth all the effort and sweat? If not, it is best to abandon it and try something more satisfying or profitable.

Decide at the start what you want to do and I may add make sure that you really want it or want to do it. It should be important to you in such an extent that the outcome is worth the time, effort and money spent.

The anticipated result(s) must be such that it creates enough drive to go on and motivates you to the end! If you are forced to do something then do what worked for me! Force yourself to see reason why you must do it, get interested and look positively at the benefits as well as what you can learn from the process. If there is no gain, why do it if your life or reputation is not at stake!

Here is the crux of staying focussed! The strength of your focus equals the strength of your drive to achieve success!. The strength of your drive depends on how important a successful outcome will be to you!

***About the Author:** Piet J Venter is the author of a mini tutorial "How The Success Process Works In Practice" and owner of a optin only webpage "SuccessRefresher" giving the subscriber a wider perspective on the success process. He is a email list builder and runs a few webpages offering free products in various niches.*

Article Source: <http://pietventer.co.za/achieve/> (As revised by the author)

Additional Resources To Exploit

You are very serious about reaching your goals and appreciate the tips and guidelines above! Why not also help making this collection a great success too! You can do just that by:

- 1. Giving it away.**
- 2. Use it as a lead product to build your list.**
- 3. Give me some feedback by way of a comment at my blog: <http://ciskano1.com/3WebSecretsforsuccess/>**
