

>>FastForward MOTIVATION™

77 Powerful Motivation Techniques



The FastForwardIncome.com Skills for Success™ Course
Get an unfair competitive advantage with practical training in
9 critical categories to quickly build the skills you need to
FastForward your income and the quality of your life.

Legal Notice: The author and publisher of this eBook and the accompanying materials have used their best efforts in preparing this eBook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this eBook. The information contained in this eBook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this eBook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided "as is", and without warranties.

As always, the advice of a competent legal, tax, accounting or other professional should be sought. The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this eBook. All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

FastForwardIncome.com

>>FastForward MOTIVATION™

Table of Contents

Introduction	5
Tip #1 – Set a Goal	6
Tip #2 – Ignore Obstacles	6
Tip #3 – Think in Terms of Benefits	7
Tip #4 – Relish Small Victories	7
Tip #5 – Create a Detailed Plan	8
Tip #6 – Start Small	8
Tip #7 – Think Positively	9
Tip #8 – Break Big Goals Down into Little Goals	10
Tip #9 – Read About People Who Have Had Success	10
Tip #10 – Don’t Give Up Easily	11
Tip #11 – Exercise	11
Tip #12 – Improve Your Diet	12
Tip #13 – Plan Your Morning	12
Tip #14 – Time Your Daily Activities	13
Tip #15 – Find Out When You Work Best	13
Tip #16 – Get to Know Yourself Better	14
Tip #17 – Write Your Goal Down	14
Tip #18 – Reward Yourself	15
Tip #19 – Think in Shades of Gray	16
Tip #20 – Tell Others About Your Goals	16
Tip #21 – Give Yourself a Break	17
Tip #22 – Enjoy Your Life	17
Tip #23 – Discard Your Fear of Rejection	18
Tip #24 – Don’t Fear Failure	18
Tip #25 – Do Less	19
Tip #26 – Avoid Procrastinating	19
Tip #27 – Take Walks	20
Tip #28 – Start Your Day Early	20

Tip #29 – Let Yourself Day Dream A Little	21
Tip #30 – Create a Personal Slogan	21
Tip #31 – Create a Blog	22
Tip #32 – Make a Good Playlist	22
Tip #33 – Make Yourself Accountable to Someone Else	23
Tip #34 – Keep a Log	23
Tip #35 – Create Conflict	24
Tip #36 – Forget the Big Picture	24
Tip #37 – Challenge Yourself	24
Tip #38 – Push Hard, Fail, and Ask for Help	25
Tip #39 – Rationalize Your Goals	25
Tip #40 – Spend Time Relaxing	26
Tip #41 – Use Aromatherapy	26
Tip #42 – Visualize Your Goals	27
Tip #43 – Create a Support Network	27
Tip #44 – Seek Out the Help of Others	28
Tip #45 – Build Good Habits	28
Tip #46 – Toss Away Unimportant Hang-Ups	29
Tip #47 – Always Try to Learn	29
Tip #48 – Make Friends with People who Motivate You	30
Tip #49 – Think About Your Strengths	30
Tip #50 – Unify Your Goals	31
Tip #51 – Just Work	31
Tip #52 – Make Excuses to Win	32
Tip #53 – Set Deadlines	32
Tip #54 – Take Steps to Become Flexible (or Inflexible)	33
Tip #55 – Prepare for Each Day	33
Tip #56 – Read Motivational Blogs	34
Tip #57 – Read Books that Motivate You	34
Tip #58 – Watch Movies that Inspire You	35
Tip #59 – Add Motivational Posters and Quotes to Your Office	35
Tip #60 – Ignore Extraneous Information	36
Tip #61 – Don't Do Things that Make Bore You	36
Tip #62 – Switch Tasks Frequently	37

Tip #63 – Avoid Things and People That Drain Your Energy	37
Tip #64 – Copy Successful People and Habits	38
Tip #65 – Make it a Point to Overcome Challenges; and Celebrate Them	39
Tip #66 – Clean Your House and Office	39
Tip #67 – Don't Waste Time Worrying	40
Tip #68 – Set Realistic Goals	40
Tip #69 – Take a Day Off	41
Tip #70 – Make Your Motivation Internal	41
Tip #71 – Sleep with Your Curtains Partly Open	42
Tip #72 – Have a Cup of Coffee	42
Tip #73 – Re-Organize Your Computer	42
Tip #74 – Eliminate Distractions	43
Tip #75 – Re-Evaluate Your Life and Goals	44
Tip #76 – Meditate	44
Tip #77 – Post Your Goals Publicly	45
Conclusion	45
Appendix A – Motivational Songs	45
Appendix B – Aromatherapy	45
Appendix C – Motivational Books	45
Appendix D – Motivational Movies	45
Appendix E – Motivational Quotes	45

Introduction

The best motivation is self-motivation. The guy says, "I wish someone would come by and turn me on". What if they don't show up? You've got to have a better plan for your life than that.

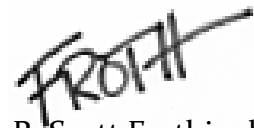
-Jim Rohn

Getting motivated and staying motivated isn't always easy. Even people who are successful in business and in personal relationships fall into slumps and find it hard to get motivated.

If you're in a slump right now, you know exactly what I mean. No matter how many successes you've had in the past, it all seems irrelevant now. It seems like no matter how hard you try, no matter what you do, you won't be able to achieve your goals; and even if you do, you're not sure that accomplishing them will make you feel any better.

Fortunately for you, no matter how bad it seems right now, it doesn't have to stay that way. You have a lot of options when it comes to breaking free of your slump and getting motivated. This guide, will detail exactly how you can do it.

By the time you're done, you'll have a powerful arsenal of tools at your disposal, which you can use to get motivated and stay motivated to perform at higher levels, improve productivity, reach goals and achieve success.



R. Scott Frothingham

www.FastForwardIncome.com

A Resource for Entrepreneurs,
Managers and Sales Professionals

Fastforward Your Success with the 5 eBook collection: ">>Success Classics",
">>Strategy Classics" and the 5 eBook collection: ">>Marketing Classics"
from the FFI Store at www.FastForwardIncome.com

People often say that motivation doesn't last. Well, neither does bathing -- that's why we recommend it daily. -Zig Ziglar

Tip #1 – Set a Goal

When it comes to getting motivated, nothing is more important than setting goals. Setting goals allows you to fix your attention on a single idea—something that you truly want to achieve and the benefits you will enjoy when you reach it.

Above all else, having goals allow you to visualize how your life will be different when you accomplish them. Perhaps your workload will be lighter; or your appearance will improve; or your business will perform better.

Start by setting some goals today. Decide what it is that you truly want to accomplish; and then write it down.

Tip #2 – Ignore Obstacles

It's true that the world is filled with many obstacles. And these obstacles often make it hard to accomplish our goals. But what's also true is that we suffer from cognitive biases that prevent us from taking action simply because obstacles exist. That is—we place an inordinate amount of weight on the significance of obstacles, even if they aren't overly challenging.

Ignore those obstacles. Don't allow yourself to fixate on them; and don't allow yourself to procrastinate when you think about how difficult the challenges will be.

Instead, stay focused on your goals; and pretend that the obstacles don't exist and push forward with your goals. When it's time to confront them, deal with them then, but before then don't allow them to have a significant position in your thought process.

Tip #3 – Think in Terms of Benefits

When you think about your goals, try to visualize the benefits that will come from them. Focusing on benefits, rather than abstract goals will help you to understand how accomplishing your goals will improve your life.

For instance, when you think about a goal, you might consider:

1. How accomplishing it will make you feel
2. How accomplishing it will improve your business
3. How accomplishing it will make you richer
4. How accomplishing it will your schedule freer, so that you have more free time to spend with your family

Focusing on these benefits will help you develop a clearer, stronger rationalization for accomplishing your goals.

Tip #4 - Relish Small Victories

Staying motivated is often harder than getting motivated in the first place. This is why it is important to find daily ways in which you can celebrate your achievements; and use these achievements to gain momentum, so that you can stay motivated on a continuing basis.

Start by defining your goals more clearly. Decide exactly what it is that you want to accomplish; and then break those goals down into a series of objectives that you want to achieve along the way.

Each time you achieve one of these objectives, make it a point to celebrate your successes. Give yourself a small reward, take a break, or let others know about what you have accomplished. This will make you feel better about yourself; and will reinforce your achievement of additional objectives.

Tip #5 – Create a Detailed Plan

Confusion and disorganization often makes it hard to get motivated. When we don't know what's coming next, it's hard to move from step to the next without getting lost.

Often, we position ourselves to follow an entirely ad hoc path, at each point in time making new decisions about what we should be doing. If we haven't thought it out in advance, there's a good chance these will be the best decisions.

This is why it is important to map out a detailed plan before you attempt to achieve some goal. As soon as you have a break in your schedule, you can look at the plan to find out what you should do next. This will prevent you from sitting around for long periods of time without any work to occupy you.

Another benefit of having a detailed plan in advance is that it reflects long-term thinking and considerations. This is much more likely to lead you in the right direction than a plan that emerges from minute-to-minute considerations without focusing the long term.

Tip #6 – Start Small

When setting goals, always start small. If you accomplish your small goal too quickly, you can always set another. But if you get stuck on a “big” task that you can't accomplish, often this halts progress towards the ultimate goals and generates stress and frustration.

So start small. If you're learning to play the guitar, learn one chord at time. Get good at that and then move to the next. If you're learning how to do calculus, set a small goal of working through textbook chapter every two weeks. Or if you're planning to boost traffic to an Internet-based business you own, then set a goal to increase your traffic by 10% over the course of the next month.

Again, aim small. If the goal turns out to be too easy, then you'll only be more encouraged by your progress when you surpass your goal easily. But if you start out big, you might find yourself becoming discouraged.

Tip #7 – Think Positively

Thinking positively may sound like generic advice that has no value, but in fact, it is a critical component of success in our life, our personal relationships, and our work. Thinking positively shapes how you see the world, how you make decisions, and how you feel about those decisions at the end of the day.

So, next time you find yourself thinking, “I can’t do this,” think again. Start with the premise that you can do it; and then figure out how. For instance, maybe you can’t overcome an obstacle to your goal, but if you ask for the help of others, you may find that the obstacle is easily moved aside.

Don’t give in to negativity. Thinking negatively will drain your motivation; and make it much harder to achieve your goals.

Tip #8 – Break Big Goals Down into Little Goals

As mentioned in other tips, it’s important to break your big goals down into little goals. Big goals are important, but if they aren’t approached correctly, they can lead to disappointment and frustration. Break your big goals down into goals that are manageable.

For example, if your “big goal” is to have a multi-million dollar business, start building that plan month-by-month: determine a realistic billing level to be achieved in the next month; and then the month after that. String these goals together, so they achieve your final goal within an acceptable time frame.

Tip #9 – Read About People Who Have Had Success

One of the best ways to get motivated is to read about others who have had success in your field. If you’re like most people, you can visualize yourself being successful, but along the way, you probably have a harder time visualizing how you will overcome all of the challenges along the way. Reading about how others faced challenges and overcame them will help you to see how you can do it, too.

Tip #10 – Don't Give Up Easily

In some situations, it makes sense to quit. For instance, if you are implementing a new marketing plan for your business; and it turns out to be enormously expensive and generates no profits, it may be a good idea to give up on it and try something else.

In many other situations, however, we give up when there is not enough data to make the decision to change direction. Perhaps we're about to finish some very difficult task, but we run into an unusually long string of snags right before we complete it. As a result, we get so discouraged that we simply give up.

No matter how tired you are and how discouraged you are, don't give up until you can make an informed decision that giving up (changing direction) is the best move.

Tip #11 – Exercise

This might seem like a strange way to get motivated, but it is possibly one of the most effective ways. When we are out of shape and carrying around a few extra pounds, it becomes much easier to feel worse about ourselves. It can also make you feel generally lethargic and physiologically uncomfortable. This makes it more difficult to focus on your work, your goals, and your personal relationships.

So, get exercising! Even if weight loss is not necessary, exercise will make you feel happier and less distracted.

Tip #12 – Improve Your Diet

As with exercise, adhering to a better diet can help to motivate you, even if you do nothing else. Improving your diet can regulate your blood sugar, improve your focus, and alleviate many physiological distractions.

With fewer distractions, you will be able to bring your full talents to bear on any project. You will see better results; and this will encourage you to work harder on new projects.

In addition to the direct effects on your productivity, you are also likely to find that your mood will improve once your diet improves. You may find yourself becoming more optimistic; and less bogged down in the challenges your project presents.

Tip #13 – Plan Your Morning

One of the most important parts of getting motivated is planning your day. Consider starting with the following schedule, which many successful, motivated individuals follow:

1. Wake up early (perhaps earlier than you typically awaken).
2. Eat a nutritious breakfast.
3. Do light exercise (such as jogging) for 45 minutes.

Beyond that, you can schedule your day however you decide.

If find yourself getting off on the wrong foot each morning, you'll probably find that your bad mornings will pass through into bad days. On the other hand, if you follow these steps, you'll significantly improve your chances of having a good day.

Tip #14 – Time Your Daily Activities

One good way to get motivated and accomplish your goals is to find ways to become more efficient; and then to do them. For instance, let's say that each day, you have to do mailings for your business.

When you first started doing this, you probably thought a lot about the process. But after a while, you locked yourself into a routine; and started doing everything automatically.

If you find yourself doing this now, it might be a good idea to start keeping track of how long it takes you to do these routines. For instance, if it takes you 15 minutes to re-organize your work area at the end of the day, then time yourself to see if you can do it faster. Challenging yourself to do this will get you in the habit of thinking new ways to improve how you carry out these daily routines.

Tip #15 – Find Out When You Work Best

Earlier, I mentioned that many successful and highly-motivated individuals wake up early, eat breakfast, exercise, and then shower. You may try this and find that it works for you, too.

It is not of major consequence if it doesn't work for you. The key is to find what works well for you; and to do it. If you work best very late at night, then work late at night. Don't burn yourself out by working all day at a slow or moderate pace, only to have nothing left when you reach your peak working hours.

As a general rule, it is a good idea to experiment with your schedule, find out what truly works best for you, and then stick to it.

Tip #16 – Get to Know Yourself Better

When it comes to getting motivated and achieving your goals, few things are as important as truly understanding who you are, what you want, and how you respond to the various situations that life presents you with.

So, get to know yourself better. Next time you make a plan for the day, think about how you have performed to similar plans in the past. This will help you to gain a better feel for how you are likely to perform in the execution of this plan.

Over time, by making a conscious effort to do this, you will begin to understand yourself better. You will not only know what makes you succeed, but also what makes you fail and how to overcome these impediments to your success.

Tip #17 - Write Your Goal Down

One good way to encourage yourself to accomplish your goals is to write them down. This is a simple yet highly effective way of reinforcing to yourself that your goals are concrete, inflexible, and something worth accomplishing.

Once they are written down, continually refer to the document on your computer or on the piece of paper you wrote them on; and remind yourself exactly what your goals are. If you aren't accomplishing them, you can hold yourself accountable.

Tip #18 – Reward Yourself

One of the best ways to motivate yourself is to provide yourself with tangible incentives for achieving goals. For instance, if you work at a sales-based commission job and you want to push yourself to sell more, then you may want to commit yourself in the following way:

If you make over a certain amount in commissions for the week, you will spend 25% of everything you make over that amount on something for yourself; or on a nice evening with your significant other.

You might immediately think: “that’s a lot to spend on a weekly basis.” But the point is this: if you can encourage yourself with good incentives to not only make as much as you would normally make, but more, then giving yourself that incentive not only makes you richer, but it also finances rewards like nice evenings with a special person in your life.

Tip #19 – Think in Shades of Gray

When thinking about goals, many of us think: “Either I will accomplish this goal in one week or I will never accomplish it at all.” Unfortunately, things don't always work out this way. More often than not, we'll run into a snag when we attempt to accomplish goals; and we'll need to reformulate our plans accordingly.

And this is precisely why it is important to think in terms of shades of gray, rather than black or white (success or failure). If things don't work out within a self-imposed deadline, take stock of your progress; and then determine how you can do things differently over the course of the next specified number of days, to attain the benchmark and take on the next step towards your ultimate goal.

Tip #20 – Tell Others About Your Goals

When it comes to accomplishing your goals and staying motivated, it is important to employ “commitment devices.” A commit device is any strategy that will give strong incentives to adhere to your commitment, even when there is no third party enforcing that commitment.

One good commitment device you can use is to get others involved in your goals. Tell them about your goals; and tell them what you’re going to accomplish and when you’re going to do it.

Now, when you’re attempting to accomplish your goals, you’ll have a built-in mechanism reinforcing your efforts: pride. If you fail to accomplish what you set out to do, you’ll have to report this to others, admitting defeat.

Tip #21 – Give Yourself a Break

Throughout our lives, we repeatedly hear that hard work is the key to success. But sometimes it isn’t. In some cases, working harder and longer hours won’t bring you closer to your goal; actually moving you further away from having perspective and sapping your energy further.

Periodically take some time to step away from your goal, rethink it, and decide whether it is truly something you want to accomplish. And, better yet, take some time to think of other things, too. If you let your goal completely dominate all aspects of your life, you may find yourself demotivated by lack of attention to other key areas of your life.

Tip #22 – Enjoy Your Life

This shouldn’t need to be said, but often it does: if you don’t enjoy what you do on a regular basis, then you’re going to have a very difficult time achieving your goals. The reason for this should be obvious: even if you “know” you should be working towards your goals, the pain and discomfort associated with them can push you in the opposite direction.

It is important to make sure that you enjoy your life, even as you work towards very difficult goals. If this is not currently the situation, start by revising your current approach to accomplishing your goals, so that they become more enjoyable.

For instance, let's say your goal is weightloss; and let's also say that you find it uncomfortable to go to the gym. Consider taking long walks in the evening. This could do the job of helping you lose weight, but without requiring you to face an environment in which you are not happy.

Tip #23 – Discard Your Fear of Rejection

Another reason why we often fail to accomplish our goals is that we fear rejection. For instance, when it's time to fill out a detailed application for a high-paying job, we simply might not be able to do it. In the back of our minds, we know it is a good idea, but at the same time, we worry that the application will lead to a rejection—or, possibly, an interview followed by a rejection.

So we don't apply. And we rationalize it by saying that we would have been rejected, anyway, so we might as well save the time that we otherwise would have wasted writing the application.

In moderation, this approach can be part of a rational decision-making process, but if it becomes the “default” decision in every aspect of your life, severely limiting your options, it has become pathological and needs to be dealt with.

Tip #24 – Don't Fear Failure

Another thing we often do is live in complete fear of failure. By spending so much time with negative self-talk convincing ourselves that we cannot accomplish something (and that when we fail to accomplish it, we will feel ashamed and impotent) that we stop working towards it all together.

Instead of trying to accomplish the goal; and being disappointed only if we fail, we convince ourselves to hedge against failure by only putting in half as much effort as we

could. Just like fear of rejection, fear of failure can be highly detrimental to our personal and business endeavors.

If you want to be truly successful in your field, it is critical that you stop living in fear of failure. If you fail, learn something from the experience and move on. Don't position yourself to fail.

Tip #25 – Do Less

Often, we are told to do more. And that, if we don't do as much or more than others, then we're somehow not worthy of success and will never achieve it. This is not necessarily true.

Yes, it's important that you work hard. And, yes, it's important that you dedicate yourself to your work. But it isn't true that slaving away for endless hours is the key to great success. Quality of work is always more important than quantity. Many successful businesses have sprung out of simple ideas that arose from big-picture insights.

If you want to gain those big-picture insights, you have to cut down on the amount of things you're doing, so that you have time to step back and look at the big picture.

Tip #26 – Avoid Procrastination

One of the most destructive behaviors that can negatively impact your productivity and your ability to attain goals is to procrastinate.

One way to tackle procrastination issues is by making a conscious effort to determine why you have them to begin with. For instance, are you procrastinating when you get bored with your work? Or do you procrastinate when you run into a snag and can't immediately see how best to get around it. It is important to know the cause; and to develop different strategies you can use in each case.

Tip #27 – Take Walks

From time to time, when you're working hard, you can start losing your focus. If you're self-employed or if your employer will permit it, it may be a good idea to spend this time doing something equally as productive, but different and refreshing, rather than continuing to work inefficiently. One healthy distraction is taking a walk. It's a good way to unwind, get some physical exercise, and distance yourself from your work in a healthy way. By the time you return, you'll be refreshed and ready to focus full efforts on the task at hand.

Tip #28 – Start Your Day Early

As mentioned earlier, many successful individuals follow a specific morning routine. Regardless of whether or not you want to try the full routine yourself, unless you have a compelling reason not to, try to start your day earlier, unless you have compelling reasons not to do so.

Would an extra hour a day be helpful? Phase in the shift gradually. Go to sleep when you are tired at night, but then wake up 15 minutes earlier than usual each day for a week. Do the same the following week (using the new 15-minute earlier wake up time). Keep doing this for 4 weeks and you'll have that extra hour.

Tip #29 – Let Yourself Day Dream A Little

Day dreaming can go a long way in helping you to stay motivated. It can help you visualize how you will feel and how your life will be tangibly different when you accomplish a goal. And from these day dreams, you can draw motivation to ensure that all of those things happen.

With that said, it is important not to let day dreaming overshadow the deep, thoughtful, analytical thinking that is needed in order to actualize those goals. So let yourself dream and visualize, but also try to remain alert, focus, and ready to solve problems and tackle challenges.

Tip #30 – Create a Personal Slogan

This might sound a bit contrived, but creating a personal slogan for your life and goals can serve as a focus point to motivate yourself toward long-term goal achievement. What is that you want most? Do you want to travel the world? Do you want to become financially secure or independently wealthy? Do you want to attain a certain type of lifestyle for your family members?

All of these things can go into your personal slogan. Just think about what it is that you want to do; and then make it a slogan. Whenever you're tired and dispirited, remind yourself of your slogan and what it means to you.

Tip #31 – Create a Blog

One good way to stay motivated and to stay focused on your goals is to create a blog that tracks your progress. And once you do it, invite your friends, family members, and the general public to read it.

This is an excellent example of the type of “commitment device” mentioned earlier. By keeping a public account of your struggles and victories, you can draw in others; and use their commentary, approval, and disapproval as incentives.

Tip #32 – Make a Good Playlist

Another good way to motivate yourself is by using music. Music, if used correctly, can sustain a good mood (or prolong a bad one). Think about what songs make you happy and keep you motivated, and use those to create a good playlist.

Of course, you won't always be able to listen to music when you're at work; or when you're trying to accomplish your goal, but if you find yourself in need of a “pick-me-up”, then it may be a good idea to have that playlist ready on your iPod; and use it to generate some motivation.

See **Appendix A** for a list of motivational/inspirational songs.

Tip #33 – Make Yourself Accountable to Someone Else

Another effective “commitment device,” is to find ways to make yourself accountable to someone else. Whether that person be your boss, your husband or wife, your parents, or someone else important in your life, give them a stake in your success. Keep them abreast of your decisions; and encourage them to push you harder when you need it.

This can work especially well with your spouse. Explain to him/her how achieving your goal will help the entire family; if s/he understands this, then s/he will also do whatever he can to ensure that you are successful in your endeavors, too.

Tip #34 – Keep a Log

One good way to make sure you are working toward your goals is to keep a log of everything you do on a daily basis. If you’re working, include it in your log. If you’re exercising, include it in your log. If you’re eating, including that, too. And if you’re procrastinating and aimlessly surfing the Internet, then include that also.

The log will allow you trace your steps back at the end of the day. If something went awry, you can figure out what it was and address that behavior in the future. And if something went particularly well, you can replicate it in the future.

Tip #35 – Create Conflict

Creating artificial conflict is a great way to motivate yourself. Next time someone tells you that you can’t do something, remember it. Harbor that conflict; and use it to motivate yourself to prove that person wrong.

This might sound like an unhealthy technique (and, indeed, it is if it is taken too far); however, when used in moderation, it can be quite successful. Olympic athletes, such as Michael Phelps, and others have used this technique to summon the strength and energy they needed to train, to execute and ultimately to succeed.

Tip #36 – Forget the Big Picture

The big picture is important, but, periodically, it's better not to think about the big picture, and focus the road that will get you to your goal (as opposed to the goal itself).

If you find yourself thinking too much about how great it will be once you accomplish something, always remember that the tough part is accomplishing that thing in the first place—not enjoying it after it has happened. So use that day dreaming and visualization to inspire and motivate you, but avoid getting bogged down in grandiose dreams of what *might* be.

Tip #37 – Challenge Yourself

Few things are less inspiring than finding yourself unchallenged with your work and life. But this is exactly where many people find themselves at some point along the path to one of their goals.

If you're in this position now, you need to figure out how you can break free. Otherwise, you will find yourself becoming disenfranchised as your work and life become increasingly routine-driven.

Tip #38 – Push Hard, Reach an Impasse, and Ask for Help

One of the things that prevents many people from succeeding is a fear of asking others for help. In most situations in life, there is someone other than us who knows better; and would be willing to help us if we'd only ask.

But often we fail ask them, because we feel that asking for help is an admission of weakness. Not asking for help can waste time and other resources and augment frustration. Next time you are pushing hard towards you goals and encounter an obstacle that is beyond your capabilities or expertise, seek help from a qualified individual.

The first time you do this, you may find it is quite uncomfortable. But after a while, you'll see that the discomfort is worth the stress reduction and the quicker attainment of your goals..

Tip #39 – Rationalize Your Goals

Creating goals and writing them down is an important part of keeping yourself motivated. However, by themselves, goals may seem meaningless and possibly even unattainable.

This is why it is important for you to rationalize each of your goals. You can do this by sitting down, thinking over your goals carefully, and explaining why each of them is important.

For instance, if your goal is to make \$150,000 next year, why is it that you need to make that amount? Would you like to move into a nicer home with your family? Would you like to buy a boat? Would you like to pay off debt?

Tip #40 – Spend Time Relaxing

One important part of staying motivated is knowing when to stop working. Of course, working hard is important; but beyond a certain point, it becomes largely counterproductive. Instead of getting more work done, you'll get a lot of work done, become burnt out, and then accomplish very little if anything.

So, instead of burning yourself out, set aside time to relax, rejuvenate, and prepare in advance for the work that must be done to accomplish your goals. Instead of working slowly all day, make it a point to get a tremendous amount of work done when you're working on your goals; and then rest when you aren't.

Tip #41 – Use Aromatherapy

The previous tip reviewed the use of rest and relaxation as part of the motivation process. One way in which you can do this is through aromatherapy, the use of scents to alter your mood.

You can perform aromatherapy by using a combination of scented oils; or by burning aromatherapy candles. Whatever way you choose, spend some time to research your choice of scents, so that you pick ones that will induce moods that are conducive to work or to relaxation.

See **Appendix B** for an aromatherapy reference chart.

Tip #42 – Visualize Your Goals

There's a growing amount of evidence that visualization can play an important role in helping people to attain goals. Visualization is the practice of focusing on something you plan to do in the future; and then forming mental pictures of your plans coming to fruition.

Professional athletes often use visualization to imagine themselves winning races, scoring goals, or coming back from disadvantages. Walking through the motions in advance of the actual scenario can make it easier and more natural when the actual event occurs.

Tip #43 – Create a Support Network

One of the factors that typically differentiates those who achieve their goals from those who do not is a strong support network. At the very least, this means a network of individuals who are willing to support you emotionally; and are there for you whether you succeed or not.

This network could also include those who will support you financially, as you endeavor to start your own business or organization—or as you go back to school.

Whatever your situation is, the stronger your network is, the better off you will be. Even if you don't have financial support, it would be good to have strong emotional support from your family members.

Tip #44 – Seek Out the Help of Others

One common reason people give for not accomplishing their goals is that they hit a snag and were never able to get through it. Eventually, they got discouraged and gave up, assuming it would be impossible to get through it.

In life, no matter what you do, there is probably someone who understands certain parts of what you're doing better than you do. It might be because they approach problem solving in a different way; or it might be because they have more experience in the field.

Whatever the reason may be, it is important for you to seek these people out and ask for their help. If you find yourself stuck on the same snag for hours, days, or weeks; you need to start asking for help.

Tip #45 – Build Good Habits

We all know how bad it is to build and reinforce bad habits. It can be as simple as trying something once, finding out you like it, and then continuing to do it on a regular basis, even if you know it's detrimental to your work schedule or personal life.

One trick to getting motivated and achieving your goals is to do the opposite of this: to build good habits, to reinforce them, and to allow those habits to govern your behavior on a daily basis. Identify situations in which you work best or when you think clearest; and then reinforce habits that push you to work or think at those times.

Tip #46 – Toss Away Unimportant Hang-Ups

Hang-ups are psychological dispositions that little have a tremendous amount of power over you. Business hang-ups are actions like asking others for help (even there is no good reason for not doing so. or the unwillingness to listen to others' ideas.

Whatever the case may be, hang-ups can be very destructive to your goals in life and in business. Identify yours and make an effort to discard them, so that they don't detract from your success in the long run.

Tip #47 – Always Try to Learn

Many people get as much information as they need to complete a task and then shut their brain off to new information. For instance, at work, you might be learning to use a new software program. As soon as you learn all the basic controls, you no longer feel motivated to continue to learn about it.

This can be highly detrimental to success at work, as it can prevent you from truly mastering your surroundings and your tools. Adopt a continuous learning model, where, each day, you make an effort to learn at least 1 new thing about your surroundings and your tools.

Tip #48 – Make Friends with People Who Motivate You

No matter what goal you are trying to accomplish, your friends will play a role in determining how successful you are. If they cheer you on, check up on you, and encourage you, you'll remain motivated. If they tell you it's impossible and that you'll surely fail, chances are you'll feel less confident; and you'll be more likely to give up when the going gets tough.

This is important to keep in mind when you're choosing your friends. You don't want to completely filter out people who have a tendency to be negative, but if you make an effort to surround yourself with those who are positive and supportive, you'll soon find that your goals are easier to achieve than you otherwise thought.

Tip #49 – Think About Your Strengths

Self-confidence is an important part of motivation. When you feel confident about your skills and abilities, you also feel confident that you can carry out the task at hand with some degree of success. To the contrary, when you lack confidence, it typically translates into poorer performance.

This is why it is so important to stay focused on your strengths, rather than your weaknesses. If you do focus on your weaknesses, focus only on how you can strengthen

and eventually eliminate them. That being said, spend the majority of your time focused on your strengths; and think about how you can use them to your advantage, no matter what position you find yourself in.

Tip #50 – Unify Your Goals

Like most people, you have many goals. Some of them relate to work. Others relate to your spouse and children. And others might relate to physical fitness, hobbies, or goals you have outside of work.

Whatever your goals may be, it is useful and important to unify them by spending some time to see exactly how it is that they interact with each other. For instance, doing better at work might increase your salary, which might improve your relationship by easing financial burdens and constraints.

You might also consider how improving your physical fitness might improve your relationship with your spouse; and make you feel more comfortable and at ease at work.

Tip #51 – Just Work

One of the best ways to accomplish goals is to sit down, make a short plan, and then begin working immediately. Don't give yourself time to doubt your plan, to explore too many other options, or to debate whether or not your approach is correct. Avoid paralysis by analysis.

Instead, begin work immediately and do not look back. If your plan wasn't good, you'll encounter challenges; and you'll figure out how to overcome them or how to adjust your plan. But if your plan was good, your hard work will pay off generously, as you rapidly move toward your goals.

Tip #52 – Make Excuses to Win

Often, when we know we won't accomplish something, we give ourselves excuses for losing. We tell ourselves that it doesn't matter if we don't lose the weight now. We can

lose it next year. Or it doesn't matter if we don't get the promotion. We'll figure out some other way to scrape that extra money together that we need.

This is a very pervasive coping mechanism that we use when we think we might not succeed. Instead of pushing ourselves harder to accomplish our goals, we prepare ourselves for what we see as probable failure.

If you're more concerned with letting yourself down easily, then this approach might be for you. Otherwise, you need to take a different approach. Make excuses for yourself to win, rather than to lose. Tell yourself why it is that winning is so important; and don't talk yourself out of it.

Tip #53 – Set Deadlines

Setting deadlines is an important part of accomplishing your goals. Without deadlines, you cannot know if you are making progress. And without deadlines, you cannot see what parts of your plan you are accomplishing; and what parts of your plan either may not work or may need to be approached differently.

So, make it a point to set deadlines for all of your projects. Set a deadline for when you will have a complete plan finished. And set a deadline for when you will begin working on the project. And, finally, set deadlines for each important objective you must complete along the way to your goal.

Tip #54 – Take Steps to Become Flexible (or Inflexible)

As with most things in life, flexibility is a continuum. On one side, there are people who tend to be rigid and unchanging, regardless of the circumstances; and, on the other side, there are people who are willing to jettison any plan or project as soon as news of a different approach becomes available.

When it comes to reacting to change in your business or life, it's typically good to be flexible; however, beyond some point, it may become detrimental. Spend some time thinking about where you should become more flexible; and also think about where it might be best if you remain a little rigid and slow to change.

Tip #55 – Prepare for Each Day

If you're like most people, you don't make a conscious effort to prepare for each day. You roll out of bed, shower, eat breakfast, and then head to work. All of your actions are automatic—and come naturally after years of repetition. You don't even have to think about what you're going to do next.

While routines can make our lives easier, they can also prevent us from preparing for what the day will bring. Even though we might be able to foresee common challenges and come up with good ways to respond to them, we choose not to because we have fallen into the trap of not thinking.

So, try to break free from your routines. Spend time thinking about how you can engage your challenges, improve the day ahead of you, and stay motivated and inspired throughout.

Tip #56 – Read Motivational Blogs

As I've mentioned earlier, reading other people's stories and hearing about how they've motivated themselves, how they've overcome challenges, and how they have experienced successes can be highly motivating.

For this reason, it's a good idea to keep an eye on other people's blogs who work in the same field or niche as you. Find out what they do on a daily basis, what inspires them, and how long it took them to finally achieve the same goal you're after. All of this is helpful and possibly inspirational material.

If you're not sure where to find blogs like this, you can go to <http://www.blogcatalog.com> or <http://www.bloghub.com> and look for blogs in your niche or general motivational blogs.

Tip #57 – Read Books that Motivate You

One good way to get motivated is to read books that will leave you inspired and ready to leap back into your work. For some people, novels do the trick. Reading a novel allows them to pretend to be a hero or an underdog in some alternative world; and imagine how they would deal with situations. By the end of the chapter, they are riveted and ready to return to work.

For other people, it helps to read biographies, autobiographies or books that are explicitly written for motivational purposes.

See **Appendix C** for a list of motivational/inspirational books.

Tip #58 – Watch Movies that Inspire You

In addition to reading blogs and books, watching movies can also prove to be inspirational. If you're at the end of your wire and can't do anything else, step back, take the night off, and watch a good movie.

Even if the movie has nothing to do with your own situation, it might generally carry a motivational overtone. For instance, it could be an epic fantasy or science fiction movie about good overcoming evil. Or it could be a drama in which a single parent overcomes struggles; and ultimately cares for her family while clawing her way to the top at her workplace.

No matter what genre you select, just remember to look for something that will leave you in a good mood, feeling restored and motivated to begin work.

See **Appendix D** for a list of motivational/inspirational movies.

Tip #59 – Add Motivational Posters and Quotes to Your Office

Ultimately, motivation is internal. It comes from a concerted effort on your part to stay motivated to achieve your goals. But there are many things you can do to rearrange your environment to ensure that your internal effort pays off.

For instance, one common approach people use is to re-arrange their workplace in a way they find inspirational. For instance, they might pick out a particular inspirational poster they like, and hang it above their desk.

Alternatively, some people like to find quotes that inspire them. Sites like the following one contain large lists of such quotes:

<http://www.heartsandminds.org/quotes/quotes.htm>. As with the posters, you can surround yourself and decorate your office with quotes that inspire you.

See **Appendix E** for a list of motivational/inspirational quotes.

Tip #60 – Ignore Extraneous Information

One key attribute of highly successful individuals is that they are often good at filtering out extraneous information. That is—they are readily able to capture the essence of any idea or project; and are ready and willing to discard the rest of the information.

This is an important skill to develop if you haven't already. When it comes to reaching goals and staying motivated, it's important to avoid getting bogged down with extraneous information that leads nowhere except to confusion and analysis-paralysis.

So, begin your filtering efforts today. Next time you're presented with a big concept or idea, make an active effort to discard the information you don't need; and to focus only on what's essential.

Tip #61 – Don't Do Things that Bore You

In life, it would be nice if we never had to be bored. If we could simply do only the things we like, then we'd never become distracted as boredom sets in; and we completely lose interest in the task at hand.

If you're bored with your current routine, you should consider mixing things up to keep you motivated. For instance, if you don't have to do things in a way that will bore you, then don't. Another technique is to space out the boring things, so that they are sandwiched between things of interest, then do that instead.

Tip #62 – Switch Tasks Frequently

As mentioned earlier, boredom can often stop inspiration dead in its tracks. It can take you from a state of mind where you are pumped-up and ready to tackle challenges to a state of mind where you simply want time to pass, so you can be done.

One way in which you can overcome this problem is to switch tasks more frequently than you normally would. Often, there's a large time cost involved in switching tasks (because you have to find the relevant materials to work with, reorient yourself to a new task, etc.), but this doesn't have to be the case.

If you spend some time to re-organize your workspace, so that it is faster and easier to switch tasks, then you will be able to do this more frequently. This means that you can simply switch to another task next time you get bored, rather than stopping your current task, but not having the energy or motivation to get setup for the next.

Tip #63 – Avoid Things and People That Drain Your Energy

Some people and activities make you happy, bubbly, excited, and inspired. Others make you sad, tired, lethargic, depressed, and dispirited. It's important to recognize these activities and people; and to choose your actions wisely as you encounter them.

If certain people constantly drag you down, then you should make an effort to avoid them. And if certain activities drain your energy, but provide little to no return, then you should make an effort to avoid them, too.

Overall, you should try to shift your activities and relationships, so that you spend more time on those that provide you with motivation; and help you to achieve your goals.

Tip #64 – Copy Successful People and Habits

Sometimes, simply following a template for success is too abstract. Along the way, you'll run into situations where you simply don't know how to respond; or you can't envision how your strategy would suggest that you act in this particular situation.

This is one of the reasons why it is a good idea to learn more about people who have been successful in your field; and to make an effort to copy their habits. There are a number of ways in which you can do this, including the ones below:

1. Follow the blogs of people who are successful in your niche or field
2. Read autobiographies about people who have been successful in your field
3. Make friends with other people in your field; and learn from them
4. Follow surveys on people in your field

Tip #65 – Make it a Point to Overcome Challenges; and Celebrate Them

Next time you're faced with a challenge that threatens to prevent you from accomplishing a goal, don't back down or give up. Instead, dig in and overcome this challenge. No matter how difficult it seems and no matter how poor your prospects of success seem, push forward until you overcome the challenge.

Once you have overcome the challenge, celebrate it with your family and friends. Go somewhere special with your spouse or significant other. Take the night off from work. Do whatever it is that makes you happy; and will encourage you to continue to overcoming challenges in the future.

Tip #66 – Clean Your House and Office

One of the most important things you can do to increase your productivity, improve your mood, and ensure you reach your goals is to clean your house and office. This might seem like a trivial detail that is only of second order importance; however, it can go a long way in ensuring that you remain motivated throughout the day.

No matter how badly things have gotten, you can always fix them by doing a thorough cleaning. Start by putting papers in their proper places, re-arranging your filing system, and clearing off your workspace.

Even if you're not obsessed with organization and cleanliness, having a neat, well-organized workspace should noticeably lift your mood and make it easier for you to focus and succeed.

Tip #67 – Don't Waste Time Worrying

One of the most unproductive ways in which you can spend your time is to worry about things that might or might not happen. If they don't happen, then you wasted precious time worrying, rather than working. And if they do happen and couldn't have been prevented, then there's nothing you could have done, anyway, so your time was still wasted. Finally, if they happened and were preventable, then you should have spent your time figuring out how they could have prevented instead of worrying.

In short, whenever you're encountered with a problem, don't worry. Either fix the problem by taking concrete steps or ignore it; just don't waste time worrying.

Tip #68 – Set Realistic Goals

When we're setting goals, it is easy to get carried away with ourselves; and set a goal that is truly unrealistic and unachievable. While it's a good idea to reach for the sky and be ambitious, setting the bar too high is likely to lead to severe disappointment and failure.

Instead of setting a high bar for yourself, set a lofty, but attainable goal. If that goal proves to be achievable, then you can always take the free time you have available afterwards to set and achieve new goals.

Set achievable goal, accomplish it, and then set a new goal. This will leave you more satisfied and motivated than if you set an unachievable goal and are constantly confronted with your inability to reach it.

Tip #69 – Take a Day Off

Many people like to think of themselves as a rare breed of hard worker. They would like to believe that they don't need to take days off, that they work harder than most other people, and that their work ethic is the only thing that separates them from everyone else.

It's important to work hard and to define yourself as having a strong work ethic. However, working too hard and too frequently can be detrimental to your motivation and creativity. For this reason, it is important to take days off, reflect on where you're really going, and re-evaluate your life and career.

So, take a break from your job, your goals, and your business. Relax, think about the future, and make sure you are on the right path.

Tip #70 – Make Your Motivation Internal

As mentioned earlier, motivation is something that should be internal. You can do a lot to change the environment around you, so that you are surrounded exclusively by positively motivating forces; however, you will never be able to completely separate yourself from all of the negative influences.

For this reason, it is critical that you develop a strong sense of internal motivation. Even in the darkest hours, you must be able to derive motivation internally; and use that internal motivation to keep moving forward and accomplishing your goals.

Tip #71 – Sleep with Your Curtains Partly Open

Tonight, instead of closing the curtains all the way to block out any light from creeping in, leave the curtains partly open. Allow the light streaming in through the window to gradually wake you up tomorrow morning—before your alarm clock goes off (assuming, of course, that you do not rise before dawn).

Allowing natural light to wake you up gradually each morning can go a long way in terms of synchronizing your internal clock. This could improve your mood significantly, making it easier for you to get and stay motivated.

Tip #72 – Have a Cup of Coffee

Sometimes, when all else fails, a mild stimulant like caffeine is the answer. Whether you drink coffee, tea, soda or a energy drink it may be a good idea to grab one if your energy has flat-lined; and your motivation has disappeared with it.

Of course, this strategy won't solve severe motivational problems in the long term, but in the short term, it can go a long way to help you get through the rest of a work day—or to help you push through a difficult project. That being said, this is not a healthy practice and should not be allowed to become a habit or crutch.

Tip #73 – Re-Organize Your Computer

While many people think to re-organize their offices, less think about reorganizing their computer. In fact, this can go a long way towards ensuring that you stay motivated throughout the day and achieve the goals you have set forth.

The reason for this is simple: if you have a disorganized desktop and a disorganized folder structure, you'll have a harder time finding things that you need. The long it takes you to put together the materials you need for a project, the less you'll feel inclined to do so.

Restructuring your folders and clearing off your computer desktop can solve this problem. It will make it easy and convenient for you to find everything, eliminating the incentive to give up and move on.

Tip #74 – Eliminate Distractions

Life is filled with distractions of many varieties. Having a disorganized workspace can be a distraction. Responding to an email later, rather than sooner, can be a distraction. Leaving a personal issue unresolved can be a distraction.

Every loose-end left untied and every issue delayed indefinitely can leave you distracted. And these distractions can stifle your motivation. For example: keep your calendar updated and schedule specific times to answer e-mails and return phone calls. By the end of the day, you'll feel less distracted, more motivated, and more able to achieve your goals.

Tip #75 – Re-Evaluate Your Life and Goals

Re-evaluating your life and your goals isn't an easy thing to do. It requires a great deal of reflection, planning, and careful thought and who you truly are and what it is that you want to accomplish with the one life that you have.

These are not trivial questions by any means; and so you should ask and answer them carefully. Spend some time to do this on a monthly or bi-monthly basis. Reacquaint yourself with your life and your goals; and use them to draw motivation for the steps you will have to take next to realize your life plan.

Tip #76 – Meditate

When it comes to getting motivated, there are few better things you can do than meditation. Meditation will help you to attain a focus that you may have never achieved in your lifetime thus far.

Meditation will allow you to focus so clearly on one topic that many challenges and problems that could have moved you off task will fade into the background.

Try meditating next time you are feeling unmotivated. If it works for you, keep it in your arsenal of tools, so that you can use it whenever you hit a snag.

Tip #77 – Post Your Goals Publicly

As mentioned several times throughout this book, it is important for you to find commitment devices that work for you; and to employ them to keep you motivated and to ensure that you have the incentives to reach your goal.

One highly effective commitment device is to post your goals publicly. You can do this in a forum, on your blog, or you can simply announce them to your family members and friends. Doing this will make it harder for you to give up on your goals, as you will be held accountable by your blog visitors, by the forum visitors, and by people you know.

Conclusion

Motivation is a key component in performance, productivity, attaining goals and achieving success. Since motivation is almost entirely driven by internal moods and decisions, you have a great deal of control over it; and can change it whenever you desire to get better results. It's just a matter of you making that decision and following through. So, no matter where you find yourself today, there are ways to get motivated, to turn things around, and to accomplish your goals. You can start by working through the 77 tips provided in this guide. Even if some of them don't work for you, you'll find dozens of others that will get you moving on the right path; and will help you to sustain your motivation to perform at higher levels, improve productivity, reach goals and achieve success.

Appendix A

Motivational Music

Music can be very personal and there are innumerable songs that can inspire and motivate based on the music and/or the lyrics. Here are 20 that represent a variety of offerings from Rock to Rap to Country to Pop to Instrumental.

I believe I can Fly - R. Kelly
Anything's Possible - Jonny Lang
Eye of the Tiger - Survivor
The Climb - Miley Cyrus
Live Like You Were Dying - Tim McGraw
Chariots of Fire - Vangelis
I Can See Clearly Now - Johnny Nash
We Are the Champions - Queen
Affirmation - Savage Garden
Beautiful Day - U2
What a Wonderful World - Louis Armstrong
When You Believe - Mariah Carey/ Whitney Houston
Man In The Mirror - Michael Jackson
Tub Thumping - Chumba Wumba
Remember The Name - Fort Minor
Unbreakable - Bon Jovi
The Power of a Dream - Celine Dion
Believe - Josh Groban
You're Unstoppable - Paul Hoffman
If Today Were Your Last Day - Nickelback

Appendix B Aromatherapy

Aromatherapy Quick Reference Chart

Condition	Most Popular	Other Suggestions
Anxiety	Bergamot, Lavender, Jasmine, Ylang Ylang, Patchouli	Orange, Frankincense, Sandalwood, Cedarwood, Neroli, Roman Chamomile, Clary Sage, Eucalyptus, Marjoram, Petitgrain
Depression	Bergamot, Jasmine, Lavender, Sandalwood, Ylang Ylang, Neroli	Roman Chamomile, Clary Sage, Geranium, Rose, Sweet Orange, Grapefruit, Vetiver, Rosewood, Petitgrain
Fatigue - low energy	Sweet Basil, Peppermint, Rosemary, Eucalyptus	Cinnamon Leaf, Grapefruit, Scotch Pine, Angelica Root, Lemon, Lime, Rosewood, Thyme
Headaches	Lavender, Peppermint, Rosemary	Lemongrass, Sweet Basil, Eucalyptus, Grapefruit, Marjoram, Spearmint, Roman Chamomile
Insomnia	Lavender, Roman Chamomile, Neroli	Frankincense, Mandarin, Sweet Orange, Ylang Ylang, Vetiver, Sandalwood
Irritability	Roman Chamomile, Marjoram, Lavender	Clary Sage, Geranium, Neroli, Mandarin, Petitgrain, Sandalwood, Vetiver, Ylang Ylang
Mental Focus	Rosemary, Peppermint, Sweet Basil	Bergamot, Lemon, Grapefruit, Rosewood
Stress	Bergamot, Lavender, Roman Chamomile, Clary Sage, Marjoram, Neroli, Ylang Ylang	Patchouli, Vetiver, Frankincense, Jasmine, Lemongrass, Mandarin, Sweet Orange, Rose, Rosewood, Sandalwood, Angelica Root

This aromatherapy chart is offered only as a reference; this book was not written by a medical professional. This information has come from reliable sources, but it is not meant, in any way, to be a medically sanctioned recommendation.

As with all products, there are safety concerns associated with improper use of essential oils. In general, however, essential oils are considered safe when used externally (not ingested) and in low concentrations. There may not be any safety information on the bottle, but usage guidelines may be posted near sales displays, on company websites, or available through company sales representatives.

If in doubt, always consult a healthcare provider you trust who is knowledgeable about essential oils or willing to investigate with you (there is a great deal of information about essential oils available on the internet, and it may be difficult to critically determine its integrity).

General safety recommendations include:

- Research each oil by reading about it in books or looking up information on the web
- Adhere to all cautions for not over-doing it
- Follow recommendations for diluting the oil
- Identify a knowledgeable person who can answer your questions

Appendix C

Motivational Books

There are thousands of motivational and inspirational books available, here are 20 that represent a variety of offerings from biographical to philosophical to self-help to spiritual to historical.

Jack: Straight from the Gut – Jack Welch
The 7 Habits of Highly Effective People – Stephen R. Covey
Fourth Down and Long: Everything is Possible When You Believe – Tony Lotti
As A Man Thinketh – James Allen*
To Kill a Mockingbird - Harper Lee
Way of the Peaceful Warrior – Dan Millman
The Little Prince - Antoine de Saint Exupery
The Magic Life - A Novel Philosophy - Ace Starry
Unlimited Power – Anthony Robbins
Shackleton's Way - Margot Morrell and Stephanie Capparell
The 7 Spiritual Laws of Success - Deepak Chopra
Success Built to Last: Creating a Life that Matters - Jerry Porras, Stewart Emery, Mark Thompson
The Greatest Miracle In The World - Og Mandino
The Alchemist - Paulo Coelho
Man's Search for Meaning - Viktor E. Frankl
Real Magic - Dr. Wayne W. Dyer
The Five People You Meet in Heaven - Mitch Albom
Team of Rivals - Doris Kearns Goodwin
A Fork in the Road: A Journey of Self-Discovery - Patrick Cohen
Think and Grow Rich – Napoleon Hill*

**Think and Grow Rich* and *As A Man Thinketh* are included in the ">>Success Classics" collection at www.FastForwardIncome.com – 5 Ebooks for what you would expect to pay for 1!

Appendix D

Motivational Movies

There are myriad of motivational/inspirational movies available; here are 20 that represent a variety of offerings from comedy to drama, from biographical to philosophical, from inspirational to historical.

Life Is Beautiful – directed by Roberto Benigni
The Blind Side – directed by John Lee Hancock
October Sky – directed by Joe Johnston
The Shawshank Redemption – directed by Frank Darabont
Gandhi – directed by Richard Attenborough
Erin Brokovich – directed by Steven Soderbergh
Pursuit Of Happyness – directed by Gabriele Muccino
Stand and Deliver – directed by Ramon Menendez
Chariots Of Fire – directed by Hugh Hudson
The Secret – directed by Rhonda Byrne
Apollo 13 – directed by Ron Howard
Billy Elliot – directed by Stephen Daldry
Braveheart – directed by Mel Gibson
Rocky – directed by Sylvester Stallone
Slumdog Millionaire – directed by Danny Boyle
Field of Dreams – directed by Phil Alden Robinson
Schindler's List – directed by Steven Spielberg
Seabiscuit – directed by Gary Ross
Patch Adams – directed by Tom Shadyac
Rudy – directed by David Anspaugh

Appendix E

Motivational Quotes

Over the years, well-known people have used well chosen words to offer thoughts, observations and advice that can help motivate and inspire us. Here are 20 motivational quotes that represent a variety of offerings from sources including businesspeople, statesmen, authors, entertainers, teachers, philosophers and athletes.

"The worst bankrupt in the world is the man who has lost his enthusiasm. Let a man lose everything else in the world but his enthusiasm and he will come through again to success." **H.W. Arnold**

"The millionaire says to a thousand people, 'I read this book and it started me on the road to wealth.' Guess how many go out and get the book? Very few. Isn't that incredible? Why wouldn't everyone get the book? A mystery of life. My suggestion would be to walk away from the 90% who don't and join the 10% who do." **Jim Rohn**

"Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful." **Herman Cain**

"The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather a lack in will." **Vince Lombardi**

"What you get by achieving your goals is not as important as what you become by achieving your goals." **Zig Ziglar**

"Employ your time in improving yourself by other men's writings so that you shall come easily by what others have labored hard for." **Socrates**

“Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude.”

Thomas Jefferson

“Would you like me to give you a formula for success? It's quite simple, really. Double your rate of failure. You are thinking of failure as the enemy of success. But it isn't at all. You can be discouraged by failure or you can learn from it, So go ahead and make mistakes. Make all you can. Because remember that?s where you will find success.”

Thomas J. Watson

“Desire is the key to motivation, but it's the determination and commitment to an unrelenting pursuit of your goal - a commitment to excellence - that will enable you to attain the success you seek.”

Mario Andretti

“We are what we repeatedly do. Excellence, therefore, is not an act but a habit.”

Aristotle

“Experience is the child of thought, and thought is the child of action.”

Benjamin Disraeli

“I don't know the key to success but the key to failure is to try to please everyone.”

Bill Cosby

“The greatest results in life are usually attained by simple means and the exercise of ordinary qualities. These may for the most part be summed in these two: common-sense and perseverance.”

Owen Feltham

“Change and growth take place when a person has risked himself and dares to become involved with experimenting with his own life.”

Herbert Otto

"Many of life's failures are people who did not realize how close they were to success when they gave up." **Thomas Edison**


"Keep these concepts in mind: You've failed many times, although you don't remember. You fell down the first time you tried to walk. You almost drowned the first time you tried to swim. . . . Don't worry about failure. My suggestion to each of you: Worry about the chances you miss when you don't even try." **Sherman Finesilver**

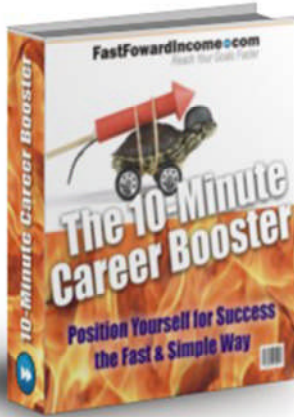
"Don't waste your life in doubts and fears: spend yourself on the work before you, well assured that the right performance of this hour's duties will be the best preparation for the hours or ages that follow it." **Ralph Waldo Emerson**

"Failures do what is tension relieving, while winners do what is goal achieving."
Dennis Waitley

"Though no one can go back and make a brand new start, anyone can start from now and make a brand new ending." **Anonymous**

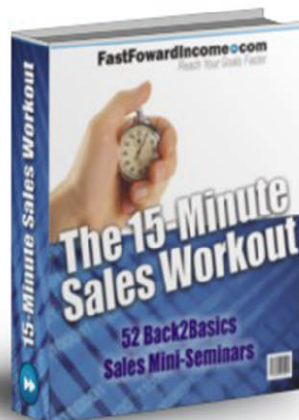
"The man who makes a success of an important venture never wails for the crowd. He strikes out for himself. It takes nerve, it takes a great lot of grit; but the man that succeeds has both. Anyone can fail. The public admires the man who has enough confidence in himself to take a chance. These chances are the main things after all. The man who tries to succeed must expect to be criticized. Nothing important was ever done but the greater number consulted previously doubted the possibility. Success is the accomplishment of that which most people think can't be done." **C. V. White**

 **FastForward Your Success**
with tools only available from the FFI Store at
www.FastForwardIncome.com



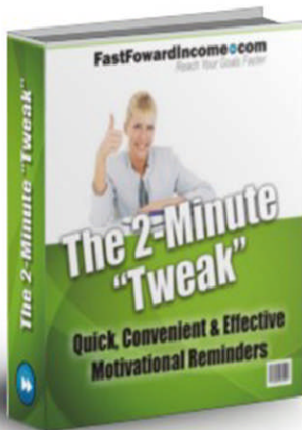
10-Minute Career Booster™

A 52+ week program that positions you as a credible expert to your customers, co-workers, bosses and investors to expand your opportunities within your current situation and beyond!



15-Minute Sales Workout™

- Improve Confidence and Competence
- Increase Client Acquisition and Customer Retention
- Produce More Consistent Sales Results



2-Minute Tweak™

An incredibly quick, easy and effective way to positively position yourself and your company with customers/prospects and/or keep your team focused.

FastForwardIncome.com 
Reach Your Goals Faster

About This Material

The legal department says I have to include all sorts of disclaimers with our products. And that's OK, 'cause I don't mind making it clear that information – no matter how good it is – isn't a guarantee of success; it's what you do with the information that makes the difference. That being said, if you think that our products will automatically make you successful or increase your income just because you bought them, please apply for an immediate refund. You have to work to succeed in anything and I'm neither going to hide from or apologize for that. The great results achieved by many of the folks who have invested in this material aren't necessarily typical and yours could and probably will vary. Maybe you'll do better than they have ... who knows? In the end, you may not advance your career or income at all. Being in business is tough, it's possible you might even lose money. Know that before going in, because if you're looking for some sort of magic bullet that guarantees success without putting in the time and effort, I'm sorry but this isn't it.

Needless to say, the legal department indicated that my explanation wasn't exactly what they had in mind, so they insisted that, along with the legal notice at the beginning of this material, I also include the following Disclaimer and Terms of Use Agreement:

The author and publisher have used their best efforts in preparing this material. The author and publisher make no representation or warranties with respect to the accuracy, acceptability, fitness or completeness of the contents of this material. The information contained in this material is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this material, you are taking full responsibility for your actions.

Every effort has been made to accurately represent this product and its potential. However, there is no guarantee that you will improve in any way using the techniques and ideas in these materials. Examples in these materials are not to be interpreted as a promise or guarantee of anything. Self-help and improvement potential is entirely dependent on the person using our products, ideas and techniques.

Your level of improvement in attaining the results claimed in our materials depends on the time you devote to the programs, ideas and techniques mentioned, knowledge and various skills. Since these factors differ according to individuals we cannot guarantee your success or improvement level nor are we responsible for any of your actions.

Many factors will be important in determining your actual results and no guarantees are made that you will achieve results similar to ours or anybody else's; in fact no guarantees are made that you will achieve any results from the ideas and techniques in our materials.

OK, now that the lawyers have said their piece, let me sum up by reminding you that *you are the person responsible for your success* ... so ... go out there and do something extraordinary!