

Easy-to-implement leadership tools for the results-focused leader



Leadership Tools



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Leadership Coaching Course

A special collection of 27 insightful chapters on the virtues of leadership. Leadership lessons and success laws passed down from the great leaders of the past.

Chapter One - The Opportunity of Man	Chapter Fifteen - Observation As A Success Factor
Chapter Two - Born To “Disadvantage”	Chapter Sixteen - The Curse Of Worry
Chapter Three - An Iron Will	Chapter Seventeen - The Victory Of Defeat
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INTRODUCTION:

Welcome to the introduction of our free executive coaching course, a leadership coaching tool - courtesy of Leadership-Tools.com.

Leaders continually struggle to find exceptional tools that are effective in helping them grow their skill-set. Effective leadership coaching is a critical part of every business person's ability to learn and grow.

In response to this basic need, we've created this insightful free executive coaching course so leaders can begin to teach some very important and proven universal laws – life lessons that help leaders know the correct answers when presented with difficult decisions.

The most effective leadership coaching comes from those who have experienced life and have grown in their abilities through struggle, and successfully overcame adversity in their own lives.

The lessons presented in this leadership coaching ebook are inspired by great men and women throughout time who have eloquently shared their wisdom with the world. Their special quotes, inspiring stories and thought-provoking words of advice will soon become part of your own library of personal and professional resources.

When next confronted with a serious issue or faced with impending failure, you will know how to properly respond to the situation and how to best digest the news to ensure a brighter tomorrow.

In addition, you are encouraged to share this executive coaching course with your peers and subordinates. This is a gift they will appreciate. Take your team on a short journey through time as you lead important discussions on how to learn from mistakes of the past.

Your team will soon see you as a true thinker, a leader with insight who understands the need to continually read, learn and grow. By teaching your team the life lessons provided in this ebook, your own credibility will increase and your team's commitment to you will become obvious from increased productivity in the workplace.

This leadership coaching tool is packed full of some of the most important life lessons of our time. It provides powerful stories of men and women who have brought great things to society. It gives numerous examples of how the so-called disadvantages have overcome tremendous adversity to triumph over their difficulties.

You'll learn in our Executive Coaching Course how regular people have seized common occasions and made themselves great examples of achievement. With higher expectations than that of the average person, you'll see clearly why some succeed and others fail, why we each tend to get exactly what we expect out of life.

People who until now have felt badly handicapped or even crippled by their lack of education will find these pages to be great encouragement for moving forward and improving their lives.

Our hope is that you will find inspiration, motivation and encouragement in every page of this executive coaching course. In fact, encouragement really is the keynote of this ebook. We aim to arouse your intellect and provide you with that much needed “spur” that will elevate and awaken any dormant ambitions.

One key message you’ll find throughout this Executive Coaching Course is that our greatest leaders throughout history did not necessarily possess above average abilities; they simply demonstrated exceptional persistence and perseverance.

The great ones refuse to accept mediocrity; they push away ideas of “can’t” or “not able”. They embrace words like “I can”, “I will” and “I must”. Therefore, it should be no surprise to anyone that these are the same people who ultimately enjoy saying the words “I achieved..”.

Ready to check out this free executive coaching course tool?

Okay, let’s get started.

Chapter One

THE OPPORTUNITY OF MAN

"Don't wait for your opportunity. Make it!"
– Marden

History provides us with countless examples of those who have seized occasions to accomplish results that were deemed impossible by those who were less determined.

E. H. Chapin said that the best men are not those who have waited for chances but who have taken them; jumped at the chance, conquered the chance; and made chance his servant.

Too often the lack of opportunity is the excuse given by those too weak to simply take action. Unlike you, these folks aren't reading a life coaching book. Instead, they sit and complain while those more focused are working each day to ensure they are prepared once opportunity presents itself.

Achievers understand that every lesson in school or college is an opportunity. Every examination is another chance taken that will help determine the future. Every book read, every business transaction, every introduction is another possible opportunity.

Whenever you have the chance to take on additional responsibility, this should never be taken lightly. Doing well in this new endeavor may just be the stepping stone to a more fulfilling future.

"Things don't turn up in this world until somebody turns them up."
– Garfield

Our existence in this world comes with a responsibility to continually learn and grow and to help others. It's truly a privilege to have such opportunity available to us at this time in the world's history. If each of us were to meet this inherent obligation like men and women of honor, just imagine how much better off the world might be.

If a slave in the 1800's like Fred Douglass, who did not even own his own body, can teach himself to read and elevate himself into an admired orator, editor and statesman – what then should the poorest of today's children be able to do with the benefits of technology and self-improvement tools?

Are we not already rich when we compare our current existence to those like Douglass who rose from what many believed to be impossible circumstances?

What is the excuse for allowing yourself the luxury of self-pity?

Without a doubt, it is the idle and lazy man (or woman) who is always complaining that fortune has abandoned him. He sits staring at his television and plays video games for hours on end, only to declare daily that he is entitled to more than he rightly deserves. It's been said that LUCK is when preparation and opportunity meet.

For example, the time comes to the young surgeon when, after many years of study, he is suddenly confronted with his first critical operation. He is now in charge of the staff and the patient's life is in his hands.

Can he fill the place of the great surgeon's that he studied for so many years? Is he equal to the task at hand? Can he save the life of his patient and live up to the expectations of his staff?

If he can, then he is the one that every patient hopes for and that every hospital chief administrator wants on staff. His opportunity confronts him at this single point in time. He and it are now face to face. Shall he confess his ignorance and inability, or step into fame and fortune. It is for only him to say.

Are you preparing yourself for a greater opportunity or do you only speak of someday when you have more time you will do this or that? What was the last life coaching book you read? Do you speak of a greater future, while continuing to do the same mundane tasks day in and day out?

Open your eyes to a brighter future. Open eyes will discover opportunities everywhere; open ears will never fail to detect the cries of those who seek your assistance; open hands will never want for noble work to do.

***"Are you in earnest? Seize this very minute;
What you can do, or dream you can, begin it."
– Unknown***

"What is it's name?" asked a visitor in a studio, after looking upon a sculpture of many gods, pointing to the one whose face was concealed by hair, and had wings on its feet.

"Opportunity," replied the sculptor. "Why is his face hidden? Because men seldom know him when he comes to them. Why has he wings on his feet? Because he is soon gone, and once gone, cannot be utilized to one's own advantage."

If you are waiting for your ship to come, know that it will not arrive without persistent effort on your part. And even if it did come, would you really be prepared to take advantage of what it might bring you?

Why let one more day go idly by, make use of every life coaching book or resource your local library has to offer. Do you worry that all the land in your county has already been

utilized? Are all the good seats taken in your area of interest? Are all the country's resources dried up?

Is there no way for you to use your spare moments to improve yourself or benefit others? Is the competition of modern existence so fierce that you must be content simply to gain a meager existence?

Don't wait for your opportunity, go make it! Read the remaining chapters of this life coaching book to start. Make it as all leaders of men and women before you made there own way – by utilizing what your creator has already given you.

Coaching Questions for Self-Assessment

- 1. Describe an instance in your life where opportunity has presented itself. Explain how you have typically responded to this kind of situation in your past. Are you genuinely pleased with the typical outcome?**
- 2. Explain what your outcome has historically been in this area of your life? Are you satisfied with this outcome or do you wish to improve in this area of your life?.**
- 3. Given what you know now, do you wish to improve in this area of your life? If the answer is yes, then explain what you need to do differently in order to gain better results in the future. Identify what you are willing do differently and what you are willing to sacrifice in order to create positive change in this area of your life.**

Chapter Two

BORN TO “DISADVANTAGE”

"Necessity is the priceless spur"
- Marden

Born to be poor? Destined to remain disadvantages? Nonsense!

The greatest success stories of our time begin with the tale of the poor and the disadvantaged who have chosen not to accept their plight. These are inspirational tales of people who declare outwardly that they will not be denied all this available to them through hard work and determination.

Whatever your parents aren't able to provide, you can gain on your own by traveling regularly to your nearest public library or using our advanced technology of the world wide web. Education is truly the key to changing your position in this world. Equip yourself with the mental tools that are necessary for opportunity to come your way.

“I was born in poverty,” said Vice-President Henry Wilson. “I know what it is to ask a mother for bread when she has none to give.” His is a personal growth coaching story to remember.

Wilson left home at ten years of age, and served an apprenticeship of eleven years while receiving only one month of formal schooling per year. At twenty-one Wilson went to work in the woods to drive a team of oxen and cut mill logs. Despite his long days, he spent every available minute to further his education.

Wilson was determined never to lose an opportunity for self-culture or self-advancement. Few men understood like Wilson the value of self-improvement using only their spare moments. Wilson managed to read a thousand good books – what a lesson for poor boys and girls everywhere!

After only twelve more years, Wilson stood shoulder to shoulder with the more polished people of Congress. With Wilson, every occasion was a great occasion to learn and grow. He ground every circumstance of his life into material for success.

"Poverty is very terrible, and sometimes kills the very soul within us, but it is the north wind that lashes men into Vikings; it is the soft, luscious south wind which lulls them to lotus dreams."
– Ouida

Elihu Burritt, known as the “Learned Blacksmith”, worked at the forge for ten to eleven hours each day. While at work he would solve difficult math problems in this head. In his diary, today’s youth can read the amazing entries Burritt made.

Such entries include: “Monday, June 18, headache, 40 pages Cuvier’s ‘Theory of the Earth’ 64 pages French, 11 hours’ forging. Tuesday, June 19, 60 lines Hebrew, 30 Danish, 10 lines Bohemian, 9 lines Polish, 15 names of stars, 10 hours’ forging. Wednesday, June 20, 25lines Hebrew, 8 lines Syriac, 11 hours’ forging.”

Burritt mastered 18 languages and 32 dialects. In later years, Edward Everett said of Burritt’s example to today’s youth, “Burritt’s example is enough to make any boy (or girl) who is blessed with good opportunities for education hang his head in shame if he chooses not to leverage his good fortune.”

Another terrific example of personal growth coaching is that of Thomas Edison. Edison passed through one dramatic situation after another – always mastering it – until he attained at an early age the scientific throne of the world.

When asked the secret of his success, Edison replied, “I have always been a total abstainer and singularly moderate in everything but Work.”

"It is not every calamity that is a curse, and early adversity is often a blessing. Surmounted difficulties not only teach, but hearten us in our future struggles."
– Sharpe

Early in the 1800’s, a poor colored woman in a log cabin in the South had three boys, but could only afford one pair of trousers suitable for school between the three. She was committed to gain schooling for her boys so she sent them to school in turns, each boy attending class every third day.

The teacher of the school soon noticed the pattern, but knowing the plight of the mother she allowed the boys to attend in sequence.

The mother, who refused to raise “poor” boys did her best and the results speaks volumes as one boy grew to become a professor, another a physician and the third a clergyman. What a personal growth coaching lesson for any boy or girl who pleads “no chance” as an excuse for a wasted life!

Boy’s and girls, men and women everywhere, hear this! With five chances on each hand and one unwavering aim to grow and improve, no one need despair or claim poverty. There is bread for everyone who has the right appetite for success. It doesn’t matter where you are born or what cards you are dealt. If your spirit is fully energized and is dominated by a resolute purpose, no man or circumstance can hold you down.

Coaching Questions for Self-Assessment

- 1. Describe an instance where you have felt that you were disadvantaged. Explain how you have typically responded to this kind of situation in your past.**
- 2. Explain what the outcome of your response has historically been in this area of your life? Are you satisfied with this outcome or do you wish to improve in this area of your life?.**
- 3. Given what you know now, do you wish to improve in this area of your life? If the answer is yes, then explain what you need to do differently in terms of personal growth coaching, in order to gain better results in the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.**

Chapter Three

AN IRON WILL

"Every man stamps his own value upon himself, and we are great or not based on our own free will."
- Samuel Smiles

Teachers of our past preached one's ability to will as a success system. "I don't know," "I can't", and "impossible" – they would not listen to. "Learn!" "Do!" "Try!" – they would continually exclaim.

Nothing is impossible to the man or woman who has the grit and persistence to will it into reality.

One writer stated, "There are three kinds of people in the world. The Wills, the Won'ts and the Can'ts. The first accomplish everything; the second oppose everything; and the third fail in everything."

History has shown time and time again that the man or woman, who possesses a resolute will, tends to eventually win the day.

In another life coaching article, Foster said, "The shores of good fortune are littered with the stranded wrecks of men of brilliant ability, but who have lacked the courage, faith, and decision, and have therefore perished in the sight of less capable men who possessed a greater will."

"The iron will of one stout heart shall make a thousand quail."
– Bismark

Historians have learned that one secret of England's great power over her colonies and those of other nations has been a forceful will to maintain her power.

But England did not remember that her children were of the same blood. As an example of this strong will, Patrick Henry wrote: "Is life so dear or peace so sweet as to be purchased at the price of chains and slavery? Forbid it, Almighty God! I know not what course others may take; but, as for me, give me liberty or give me death."

Awakened by such a spirit, the American colonies' will could not be broken and they could not be conquered.

Napoleon said it best when he stated, "Impossible, is a word found only in the dictionary of fools."

"As men in a crowd instinctively make room for one who would force his way through it, so mankind makes way for one who rushes toward an object beyond them."

– Dwight

A key point in almost every life coaching lesson is that those who wince at opposition or difficulty tend to die during pre-flight.

In other words, a man or women can possess a high degree of education, a special gift in the arts or industry, but without the determination to carry them through adversity, they will not meet their calling in life.

What can an employer do with a person who has an invincible will; who never knows when he is beaten; who thrives upon chaos and who is stimulated by difficult situations? If the employer is smart, he pays that person whatever he must to hire him!

Nothing is impossible to the one who has a strong will. The one who learns that something is necessary in order for progress to be made, and who instinctively decides that it shall be done without hesitation – understands clearly the natural law of success.

I like the motto of Ben Jonson, a playwright, who states that whenever he decides to do something, he does it like a tailor's needle – "I go through with it."

This will is evident in other life coaching article lessons such as Richelieu, who says, "When I begin, I go straight to my aim; I overthrow and cut down anyone or anything that stands in my path."

The famous businessman, Rothschild said in the same vein, "Do without fail that which you determine to do."

Gladstone's children were taught by their famous father to accomplish *to the very end* whatever they might begin, no matter how insignificant the undertaking might be.

Feltham says, "He that shoots may sometimes hit the mark; but he that never shoots will never hit his mark." The man who is trying to decide, forever twisting and turning, hesitating, splitting hairs over this or that – will never accomplish anything.

On the other hand, a man or woman who can commit to one specific course of action, turning neither to the right or left whenever tempted, who keeps her eyes squarely upon the goal – is sure to succeed.

Questions for Self-Assessment

- 1. Describe an instance in your life where your determination, or lack thereof, has created your present existence. Explain how you have typically responded to this**

kind of situation in your past. Are you genuinely pleased with the typical outcome?

- 2. Explain what your outcome has historically been in this area of your life? Are you satisfied with this outcome or do you wish to improve in this area of your life?.**

- 3. Given what you know now from the above life coaching article, do you wish to improve in this area of your life? If the answer is yes, then explain what you need to do differently in order to gain better results in the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.**

Chapter Four

POSSIBILITIES IN SPARE MOMENTS

"Dost thou love life? Then do not squander time, for that is the stuff life is made of."
- Benjamin Franklin

"What is the price of that book?" asked a man who had been browsing for over an hour in the front of Benjamin Franklin's store.

"One dollar," replied the young clerk.

"One dollar!" bellowed the man. "Can't you take less than that?"

"I'm sorry sir, but one dollar is the firm price of the book", answered the clerk.

The discouraged man asked to see the storeowner and even insisted once the clerk explained that Mr. Franklin was very busy at the moment. The man's persistence convinced the clerk to go get Mr. Franklin.

When Franklin arrived and asked the man how he might assist him, the man asked, "What is the lowest amount that you can take for that book?"

"One dollar and a quarter", Franklin replied without hesitation.

Surprised, the man said, "But your clerk told me it cost only a dollar, how that this be that is now offered at twenty-five percent more?"

"True enough", stated Franklin, "and I could have better afforded to take only a dollar had I not had to leave my work".

"Surely you jest", said the man. "Come now, tell me what your lowest price is."

Franklin looked the man squarely in the eyes and said firmly, "One dollar and a half."

After a short pause, the man sheepishly recovered the money from his pocket and quickly left with his book in hand.

Without a doubt, Benjamin Franklin knew the value of his time. He was a tireless worker and even as a young man he rushed to make the most of each moment. As a boy, he became impatient of his father's long-winded grace at the dinner table. Franklin asked his father if he could say grace for him in order to save additional time for his studies.

"Eternity itself cannot restore the loss struck from the minute."
- Ancient Poet

Great men and women throughout history have been known to place a high value on their day. When others squander time gossiping over beverage or taking naps, the high achievers are glued to their studies or working that little bit extra that over time makes all the difference in the quality of their lives.

George Stephenson seized every moment of time as if it were pure gold. He educated himself and did much of his best work during his “spare” moments. He learned arithmetic during the night shifts when he worked as an engineer.

Mozart would not allow a moment to slip by without trying to learn or improve upon something. He used every moment as evidenced by the fact that he wrote his famous “Requiem” on his death-bed.

"Lost! Somewhere between sunrise and sunset, two golden hours, each set with sixty diamond minutes. No reward is offer, for they are gone forever."

- Horace Mann

The past is the past and it is gone forever. Therefore, it makes no sense to invest any time today or in the future on things that lie in the past.

The present time is the raw material out of which we determine our destiny. Whatever we will be is preceded by how we spend our days today and tomorrow.

Do not brood over the past, or daydream about the future – but make certain you seize the present moments available to you. The worst part of losing an hour is not so much the lost time itself, but the lost opportunity.

Life skill coaching experts know that idleness and inactivity tends to rust the body and make the mind weak. WORK, does the opposite.

No one should be concerned over the youth that is always busy studying or working to pay his way. Rather, the ones heading for trouble are those who have no plans after dinner, no activities on the weekend, and no clear purpose or direction.

The great majority of people, whose lives are graded as average, make no plans after supper. Most of those who climb upward each year of their life tend to devote most of their evenings to study, or work in some way to continually learn and grow.

Time does equate to money. We should not be stingy or mean with our time, but we should not throw away an hour any more than we would rip up a dollar bill. Wasting of time equates to a waste of energy, waste of vitality and wasted opportunity.

Beware of how you choose to “kill time”, for your future is determined by this important decision. Time management is an essential life skill coaching point for every successful life. Planning your days effectively will place you on a path to a more successful and fulfilling life.

Questions for Self-Assessment

- 1. Describe your process for managing your time in order to gain the most from each day. Explain how you have typically managed your time in your past. Are you genuinely pleased with the typical outcome?**
- 2. Explain what your outcome has historically been in this area of your life? Are you satisfied with your use of time or do you wish to improve in this area of your life?.**
- 3. Given what you know now from the above life skill coaching article, do you wish to improve in this area of your life? If the answer is yes, then explain what you need to do differently in order to gain better time management results in the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.**

Chapter Five

WHAT CAREER TO CHOOSE?

"Do noble things, not simply dream them all day long, and so make life, death, and forever, one grand sweet song."

- Charles Kingsley

“The best way for any young person to begin, who is without family friends or opportunity,” said Russel Sage, “is first, by getting a position; second, keeping his mouth shut; third, observing; fourth, being faithful; fifth, making his employer think he would be lost in a fog without him; and sixth, being polite.”

John Wannamaker, whose motto is “Do the next thing”, suggests that careful application, integrity, attention to details, and effective advertising,” are the four steps to success.

The great Emerson advises us as part of our business coaching development to “Do that which is assigned to you and you cannot hope too much or dare too much.”

Too often people see their occupation as a mere necessity for earning a living. What a sad, narrow view to take of what was intended to be their greater calling. The thing that would continually push, stretch, challenge and encourage them to become all that God had intended for them.

There is no doubt that every person has a special fruit to bear on this earth. A very few, geniuses, we call them – realize what they are here to do from a very early age.

"The crowning fortune of a man is to be born to some pursuit which finds him in employment and happiness, whether it be to make baskets, or statues, or songs."

– Emerson

Rest assured, you have not found your right place until all your faculties are alive and your whole being consents to the work that is necessary to reach the high point of your vocation.

If your vocation is only a humble one, one that pays little – use business development to do more to elevate it to a higher status. Put into it more than all others who’ve come before you. Broaden the value of the work by inventing new methods. Improve the process and you will quickly find yourself employing others to do the same new work.

Learn all that can be known about your business. Study it as you would a golden treasure. Go with purpose to the entry-level, mid and upper positions of your business so that you can learn what it will take to master the industry and become the chief employer in the field.

Gladstone, a business coaching development guru in his own right, says there is a limit to the work that can come from the human body or the human brain, and the wise man or woman will waste no time or energy on pursuits for which he or she is not meant to follow.

“Blessed is he who has found his work,” says Carlyle. “Let him ask nothing else. He has a life purpose; he has found it, and will be wise to be grateful and hold it secure.”

"Whatever you are by nature, keep to it; never desert your line of talent. Be what nature intended you for, and you will succeed; be anything else, and you will be ten thousand times worse than nothing."

- Sydney Smith

In choosing an occupation, do not ask yourself how you can make the most money or gain the most fame. Choose what will require all your skill and powers, and work hard to develop yourself to meet your aim.

Not money or notoriety will feed your thirst to be what you ache to be. The world does not demand that you be a lawyer, minister, doctor, farmer, scientist, or business owner. Nature does dictate, however, what you should do. It requires you to be a master in whatever your calling is.

If you truly master what you were put on this earth to offer others, the world will ultimately applaud you and all doors will fly open to you. Continual business coaching development in your field will ensure that the money and fame will come. You'll succeed if you push with ingenuity and remain true to your calling.

Understand clearly that your talent is your calling. Your legitimate destiny speaks to you in your heart and mind. Follow your heart and know without question that you cannot successfully fight against your own aspirations. Parents, friends or even misfortune may convince you to “be realistic”, and compel you to take on unwelcome tasks.

If your talent is one thing but you are unsure if it is your calling, reflect on it squarely. If you wake up thinking of it; if you dream about it throughout each day; and you go to sleep seeing yourself as this one thing – odds are that you are meant to be it.

Go-at-it-ive-ness is the first requisite for success. Stick-to-it-tive-ness is the second. Under ordinary circumstances, and with practical common sense to guide him, one who has these two assets will not fail.

Questions for Self-Assessment

1. **Describe an instance in your life where your determination, or lack thereof, has created your present existence. Explain how you have typically responded to this**

kind of situation in your past. Are you genuinely pleased with the typical outcome?

- 2. Explain what your outcome has historically been in this area of your life? Are you satisfied with this outcome or do you wish to improve in this area of your life?.**

- 3. Given what you know now from the above life coaching article, do you wish to improve in this area of your life? If the answer is yes, then explain what you need to do differently in order to gain better results in the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.**

Chapter Six

CONCENTRATED ENERGY

"One unwavering aim is the answer. The longer I live, the more deeply I am convinced that the difference in men – between the weak and the strong, the great and the insignificant, is focused energy and invincible determination."
- *Fowell Buxton*

Those who are to be successful tend to focus their business in one thing supremely, not many things indifferently.

The great difference between those who succeed and those who fail does not consist in the amount of work done by each, but in the amount of intelligent work.

Many persons who fail at business fail not for a lack of ambition or work ethic, but rather they fail because their work is too varied. They haphazardly move from one chore to the next, forgetting their main purpose many times throughout the day.

On most days we could ask one of these aimless persons to state his or her purpose in life and they will respond; "I'm not certain what my main purpose is, but I am a thorough believer in hard work and I'll know my purpose when I see it."

The appropriate leadership executive coaching response to this person is to scream out, "NO!" Ask yourself, would any intelligent being attempt to dig up an entire continent in hopes of finding a single vein of gold or silver? The one who is forever looking around to see what he can find, will find nothing of significant value.

If we look for nothing in particular, we find just that and no more.

We will find what we seek with all our heart. Our life's ambition is waiting to be found and our focus to realize our ambition will determine when the two actually meet.

"The one prudence in life is concentration; the one evil is dissipation; and it makes no difference whether our dissipations are coarse or fine."
- *Emerson*

If a salamander is cut in two, the front part of its body runs forward and the other runs back. The same can be said of the man or woman who has divided his or her purpose. Leadership executive coaching experts will tell you that success tends to repel those without one true aim.

The giants of the human race have been men and woman of deep conviction with a single concentration.

Charles Dickens said, "I never put one hand to anything on which I could throw my whole self."

"I go at what I am about," said Charles Kingsley, "as if there was nothing else in the world for the time being. That's the secret of all hard-working men."

Too often men and women fail to become great because they habitually split themselves into mediocre pieces. They choose to be a so-so jack-of-all-trades rather than to become an unrivaled specialist.

Every great man has become great and every successful man has succeeded, in direct proportion to his ability to focus his efforts through one narrow channel.

"A general purpose is not enough. The arrow shot from the bow does not wander around to see what it can hit on its way, but flies straight to the mark."

- O.S. Marden

It is the most invisible point of a needle, the very slender edge of a razor or an ax, which makes way for the bulk of material that will follow. A person without a sharp focus tends to splinter in all directions.

The person who masters a single line of work, the razor-sharp individual, will more quickly and efficiently cut through obstacles and achieve greater success.

The young graduate who is seeking a position today is not so often asked what college he attended as he is asked, "What can you do?"

Leadership executive coaching experts encourage us to form a solid plan, understand our objective clearly, and then go forward and work with all our might to see our plan become a reality. This is the way to a successful life.

Young people are often told to aim high, and this is good, but to aim without knowing clearly your target is effort that is wasted.

The magnetic needle of a compass does not point in any and all directions to focus on many stars, it points to one central North Star. This single focus has directed countless beings to safety and security over many centuries. Knowing your own central focus will bring the same serenity to your life.

Questions for Self-Assessment

- 1. Describe if you can your single purpose. Explain how you have typically focused your daily energy. Are you genuinely pleased with the typical outcome?**

2. **Explain what your outcome has historically been as a result of how effectively you focus your time. Are you satisfied with this outcome or do you wish to improve in this area of your life?.**

3. **Given what you know now from the above leadership executive coaching information, do you wish to improve in this area of your life? If the answer is yes, then explain what you need to do differently in order to gain better results in the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.**

Chapter Seven

“ON TIME” SUCCESS IN PUNCTUALITY

“On the great clock of time, there is but one word, NOW.”

– Unknown

It’s been said that success is the child of two very plain parents – punctuality and accuracy.

Promptness, as a habit, can take the drudgery out of an occupation. Putting things off usually means never doing them at all. Too many people only make the effort once it is imperative – and often times they are too late to bring value.

For instance, there is no time best to respond to a letter as right when it is first received. A blast of effort right away will earn you the reputation of a caring and efficient user of time.

Doing a deed in a timely manner is not unlike planting a seed, advises one executive leadership training expert. If not done at just the right time it will quickly become out of season and any effort made after the fact will be time wasted.

“How do you accomplish so much?” asked a man of the late Sir Walter Raleigh. Raleigh replied, “When I have anything to do, I go and do it.”

The person that acts promptly, even if he makes the occasional mistake, will on the whole succeed. In contrast, the procrastinator with better judgment will more surely fail.

“By the street of by and by one arrives at the house of never.”

– Cervantes

“There is no moment like the present,” said Maria Edgeworth, “the man who will not execute his duties when they are fresh upon him can have no hopes to doing them well later.”

The word “tomorrow” makes a false promise. Tomorrow is a period of time that is nowhere to be found except perhaps on a fool’s calendar. “NOW” is the promise of success. By making full use of NOW, you can catapult yourself past your competitors. Marden states that “Tomorrow is the devil’s motto. All of history is strewn with its sorry victims, the wrecks of half-finished plans and unexecuted strategies. Tomorrow is the favorite refuge of sloth and incompetence.”

Leadership experts remind us that the favorite phrases of the wealthy include: “Strike while the iron is hot!”, “Make hay while the sun shines.”; and who can forget, “The early bird gets the worm.”

"Many a wasted life dates its ruin from a lost five minutes. 'Too Late' can be read between the lines on the tombstone of many a man who has failed."

– Marden

A noted writer states that a bed is a bundle of contradictions. We go to bed with reluctance, yet we rise with regret. We make up our minds every night to rise early, but each morning our bodies beg to stay late.

Yet most of those who have become successful have been early risers. Peter the Great always rose before daylight. He believed strongly that "I am for making my life as long as possible, and therefore sleep as little as possible."

Daniel Webster often answered twenty to thirty letters before breakfast.

George Washington always dined at four pm, but many times new members of Congress whom he invited to dine at the White House would be late and then mortified to find the President already eating. "My cook," Washington would say, "never asks if the visitors have arrived, but if the hour has arrived."

Once when Washington's Secretary was late for an appointment, he begged the President's pardon stating his watch was slow. Washington sharply replied, "Then you must get a new watch, or I another Secretary."

Executive leadership training teaches us that promptness is the mother of confidence. It is the best possible proof that our affairs are in order, and our timeliness gives others confidence in our abilities to represent them well.

Questions for Self-Assessment

- 1. Describe your habits on punctuality and timeliness. Describe your expectations of others. How do you typically respond to people who do not respect your time? Are you genuinely pleased with your ability to manage your time?**
- 2. Explain what your outcome has historically been in this area of your life? Are you achieving all that you can from each day? Do you wish to improve in this area of your life?.**
- 3. Given what you know now from the above executive leadership training information, do you wish to improve in this area of your life? If the answer is yes, then explain what you need to do differently in order to gain better results in**

the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.

Chapter Eight

THE TRIUMPHS OF ENTHUSIASM

"Every great and commanding movement in the annals of the world is the triumph of enthusiasm. Nothing great was ever achieved without it."
- Humphry Davy

A noted financier once noted that a business never becomes very successful until it has a President who takes it to bed with him each night.

Authors regularly complain that they become haunted by the characters in their stories so much so that they cannot sleep until they commit their newly formed ideas to paper.

What drives this behavior, one might ask? Passion! Enthusiasm, for which - thank goodness - there is no cure. Those lucky enough to experience it, know how truly fortunate they are to be spending their time doing that which they love doing.

Gladstone said that what he desired most was to be able to provide every grown man and woman with the spirit of their youth. What a truly wonderful gift that would be!

Recall in your youth when each day you exhibited the energy that burned within you; how you jumped out of bed and ran out the door to play and explore; how you knew in your heart that anything was possible. Where does that fire in us go? How is it so easily lost without a fight?

"Let us beware of losing our enthusiasm. Let us ever glory in something, and strive to retain our admiration for all that would ennoble, and our interest in all that would enrich and beautify our life."
- Phillips Brooks

How does indifference so quickly smother the enthusiasm of our youth? It is true that indifference never leads to success; has never led armies to victory; has never sculpted clay into art; has never sung music as sweet - as does one who is overflowing with enthusiasm.

Horace Greeley said that the best quality product is made by the energetic employee with an enthusiasm for his work.

Enthusiasm is that special gift, that harmonious spirit which hovers over the efforts of genius. Whatever gift you possess, pair it with an unmatched enthusiasm and the world will be sure to know your name and enjoy your talent.

Observe the energy of the young and claim it as your own. The most irresistible charm of youth is in its exuberant enthusiasm. Leadership experts remind us that the young tend to

see no darkness; they fail to worry about that which they cannot control; they believe in all possibilities.

People instinctively smile at the enthusiasm of youth. At some level they know that they are fully responsible for allowing that same energy to lose its rightful place within them.

"Enthusiasm gives the otherwise dry and uninteresting subject or occupation a new meaning."

– Marden

Is enthusiasm only slated for the young to enjoy? A noted life coaching training expert replies, "NONSENSE!"

How much more value would we see if everyone of an older age was to exhibit the same zest for life as their children or grand-children do? There is much glory to be shared from old age. Glory, at any age for that matter, is determined in each of us based on our current level of enthusiasm.

To be enthusiastic, is to be fully engaged in life. How we contribute to our family, our friends, our community and all of humanity, determines our personal level of fulfillment. Enthusiasm is only a symptom of a successful life.

Cicero said correctly that men and women are like wine; age sours the bad, and improves the good. With enthusiasm we can all retain our youthful spirit well after our hair has turned silver.

Questions for Self-Assessment

- 1. Describe an instance in your life where your enthusiasm was at it's highest. Is it still there or has it weakened with time? Explain your level of enthusiasm at this point in your life. Are you genuinely pleased with your current state of enthusiasm?**
- 2. Explain what your level of enthusiasm, or lack thereof, has contributed to your life and those around you? Do you tend to associate with other people who are full of energy and living a vibrant life. Are you satisfied with where you are in this area of your life?.**
- 3. Given what you know now from the above life coaching training information, do you wish to improve in this area of your life? If the answer is yes, then explain what you need to do differently in order to gain more energy and enthusiasm.**

Identify what you are willing to sacrifice in order to create positive change in this area of your life.

Chapter Nine

THE PRICE OF SUCCESS

"A constant struggle, a ceaseless battle to bring success from inhospitable surroundings, is the price of all great achievements."
- Samuel F.B. Morse

"Oh, if I could only put a dream on canvas!" exclaimed an enthusiastic young artist. "Dream on canvas?" scolded the old master, "it is only through the ten thousand careful touches of a brush to the canvas that will make your dream come true."

There is only one sure method of attaining excellence and that is with hard labor. Too often our thirst for immediate gratification and instant satisfaction convinces us to cut corners and dilute the quality of our efforts.

"We have been born to experience great things", say small business owner coaching advisors, "but there is a price to be paid. Once we attain that which we seek, we will only then truly appreciate it."

We are the sum of our endeavors. Our ultimate reward is in the race we choose to run, not necessarily in the final prize. The journey of self-growth and personal development adds value to all of those around us.

John Sebastian Bach said, "I have acquired all the talent I have by working hard; and all who like to work as hard will succeed just as I have." This quote begs the question, just how hard are you willing to work to achieve your ambition?

"Heaven never helps the man or woman who will not act."
- Sophocles

"What is the secret of success in business?" asked a friend of the famous Cornelius Vanderbilt. "Secret? There is no secret about it," replied Vanderbilt; "all you have to do is attend to your business in earnest, keep your expenses low, and keep at it." That is small business owner coaching advice to remember!

During the Revolutionary War the soldiers were trying to raise a heavy timber which they could barely lift off the ground. A young corporal stood by, urging the men to lift harder. The corporal's superior officer heard his words of encouragement, quickly got off his horse and began to lift along side the men.

Once the timber was moved out of the way, the officer walked over to the corporal and asked why he did not help. "I am a corporal," he replied. The officer narrowed his gaze and said firmly, "I am George Washington and you will meet me at your commander's headquarters immediately."

WORK – teaches us patience, perseverance and application. It teaches us the benefits associated with method and process by compelling us to crowd the most humanly possible into every day and every hour.

"Mankind worships success, but thinks too little of the means by which it attained."
- H.M. Field

To have the greatest chance of success, a man must be willing to work harder than his peers; he must spend more time planning when others are busy recreating; he must study more when competitors are sleeping; and he must be determined to advance to the top when his teammates aspire only for their next day off.

All men and women wish to succeed, but wishing is not enough. Who would even be satisfied with their success if it was so easily attained through wishing? You can surely have all that you desire, if you are willing to pay the appropriate price for your reward.

How eager are you to strive for success? How much can you endure? How long can you wait? If you lack the education, are you willing to sacrifice in order to gain enrollment at your local university? Are you willing to endure long nights working extra jobs in order to save the money to buy the materials you need?

Will you walk miles per day, regardless of the weather, in order to ensure your dream? Have you the stamina to overcome the inherent challenges that successful people tackle on instinct?

Success is the offspring of drudgery and perseverance. Fame never comes simply because it is craved, it is hard fought and the result of sweat and tears.

The successful business student will learn that to win, one must be fired up with determination which knows no defeat. The true worker scoffs at hunger, ridicule or hardship. Instead, these things fire him up for battle.

The greatest beings of our time fought their way to their stature. They pushed the world up from chaos into the light of a grander civilization. These were men and women who, as they climbed, expanded and lifted others to a higher plane and opened wider the doors of narrow lives.

Questions for Self-Assessment

- 1. Describe your business if you have one. Does it produce what it is capable of producing on a regular basis? If you don't own a business, what would your business be if you had one?**

2. **Are you pleased with your current salary? If not, what do you think it should be? How might you increase your take home pay?**

3. **Given what you know now from the above small business owner coaching information, do you wish to improve in this area of your life? If the answer is yes, then explain what you need to do differently in order to gain better results in the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.**

Chapter Ten

THE REWARDS OF ACCURACY

"If a man can write a better book, preach a better sermon, or make a better mousetrap than his neighbor, though he lives deep in the woods, the world will make a beaten path to his door."

– Emerson

When a person once asked him to repair a watch upon which his name was fraudulently engraved, Tampion smashed it with a hammer, and handed the astonished customer on eof his own master-pieces, saying, "Sir, her is a watch of my making."

Tampion now rests in Westminster Abbey, because of the accuracy of his work. "Make me as good a hammer as you know how," said a carpenter to the New York blacksmith. "As good as I know how?" asked David Maydole doubtfully, "you may not wish to pay for one made a good as I know how to make."

"Yes, I do," Exclaimed the carpenter, " I want a good solid hammer that I can count on." Maydole, not in need of any business coaching mentoring, presented the man with probably the best hammer ever made, complete with vast improvement in the eyes of the carpenter. The carpenter gladly paid his price and boasted to his companions of his great prize.

They all came to the shop the very next day to order their own quality hammer. The contractor even came by and requested a hammer that possessed even greater qualities as the one ordered by his men, which sparked the reply, "Sir, I can't make any better hammer. When I make a thing, I make it as well as I can, no matter whom it is for."

"I hate a thing done by halves. If it be right, do it boldly; if it be wrong, leave it undone."

– Gilpin

Character is power, and is the best advertisement in the entire world. "I don't try to see how cheap a machine I can produce, but how good a machine," said the late John C. Whitin, a famous manufacturer.

"Whatever is right to do," said an eminent writer, "should be done with our best care, strength, and faithful purpose. That which seems trivial to many may hold the secrets of life and death in critical moments."

There is really only one true failure in life that is possible for any man or woman, and that is to not be true to the best effort one knows how to exert.

“If you make a good hairpin,” said a successful manufacturer, “you will earn more than if you make a bad steam-engine.”

Carelessness, indifference and laziness are all words that could easily be written on the tombstones of thousands who have failed in life. Business experts remind us of how many clerks, cashiers, scholars, or clergymen have lost their position and prestige by carelessness and inaccuracy!

"The accurate employee is always the favored one. Those who employ do not wish to be on the constant lookout, as though they were rogues or fools."

– Tuttle

The true demand for perfection is overwhelming. To be considered great by the masses, simply do one thing better than anyone else on the planet.

Your attention to detail is the same as writing your signature on a legal document. Your work is your promise for what people can expect from you as a rule.

We must all strive for accuracy, as we would do for wisdom. We must promise through our daily deeds the quality that all shall come to expect.

Careless and indifferent habits will soon ruin any man or woman seeking employment, business coaching mentoring advisors. Nearly every successful person is accurate and will not compromise for any sum of money. Accuracy means character and character is power.

Questions for Self-Assessment

- 1. Describe an instance in your life where more resolute accuracy would have made a difference in your decision-making. Explain how well you have typically researched the material you base your decisions on. Are you genuinely pleased with the typical outcome of your decisions?**
- 2. Explain what pains you take to ensure accuracy in the information you process or pass along to others. Are you satisfied with the results you receive and/or provide?**
- 3. Given what you know now from the above business coaching mentoring, do you wish to improve the level of accuracy in your life? If the answer is yes, then explain what you need to do differently in order to gain better results in the**

future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.

Chapter Eleven

LIFE IS WHAT WE MAKE IT

"From the same materials one builds palaces and another hovels; one rears a stately edifice, while his brother, vacillating and incompetent, lives forever amid ruins."
- Henry Ward Beecher

Are you satisfied with your present level of success? Do you dream of a life with higher meaning and greater fulfillment?

The first step to realize a better tomorrow is in the realization that our current state of affairs are the direct result of all the decisions we have made in our life right up to this very minute.

We get out of life just what we are willing to put into it, say coaching experts. The world has waiting for us just exactly what we are willing to offer it. Our daily existence is a mirror, which reflects the sum of the faces we make. If we are determined to suffer, we will. If we are determined to win, we will win.

Whatever we say of others, we can be sure is said of us. We shall find nothing in this world that we do not first find in ourselves. If we are set on finding fault in most people, our world will be packed full of disappointments. However, if we are forgiving by nature, and we tend to concentrate on the well-meaning and the good deeds of others, we will be inspired on almost a daily basis.

"Everyone is the offspring of his own works."
- Cervantes

Somehow many people seem to have an internal conviction that, although they know they are free, there is some sort of fate lurking in the shadows seeking to throw them off their path as any given moment.

This fear of fate is nothing more than fear of the unknown. The way to squash this fear is through further study, education and continual self-growth. The more we know the less likely we are to give in to the fears of fate.

The more we learn the more confidence we possess and the greater our energy and enthusiasm for daily life will be.

Only those persons who are determined to rise superior, will ever achieve great success. "I resolved that, like the sun, so long as my day lasted, I would look on the bright side of everything," said Hood.

Stern said, "I am persuaded that every time a man smiles, but much more so when he laughs, it adds something to his life."

"There is a dew in one flower and not in another because one opens its cup and takes it in, while the other closes itself and the drop runs off."

– Beecher

Every man or woman's disposition, bigotry, prejudice, ignorance or vice, erects a wall of steel between the person and whatever may pass by them that is wise, good or great.

Executive trainers tell us that some people spend each day much like a bee; they focus on gathering honey from every flower. Others spend their day like a spider, carrying their poison to as many unlucky victims as they can find.

Isn't it interesting how one brother finds happiness everywhere and at most occasions, while the other sibling always appears to have just returned from a funeral?

What could possibly determine such a different outlook on two people who grew up in the same household; molded by the same parents; benefited from the same community and environment? Choice - must be the answer!

One man chooses to focus on the negative. He does this out of spite, ignorance, fear or laziness. However, advisors remind us that the opposite choice is ours to make. Another brother can just as quickly choose a more constructive and positive path. This is natural to him because he is confident in himself; he seeks approval from no one, he is certain of his own abilities yet open to continually improve himself.

Life truly is what we make of it. The choice is our own.

Questions for Self-Assessment

- 1. Describe three major decisions that you've made in your life that has led you to exactly where you are today.?**
- 2. Explain the outcome of each decision. Are you satisfied with this outcome or do you wish to improve your current situation?**
- 3. Given what you know from the above personal and executive coaching information, how would you change yourself and your current situation? Explain what you need to do differently in order to gain better results in the**

future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.

Chapter Twelve

THE SELF-IMPROVEMENT HABIT

"What sculpture is to a block of marble, education is to the human soul."
– Addison

Education, by most definitions, is the process of developing the mind by means of books and instructors. When one neglects his opportunity for formal education his only remaining hope is self-improvement.

Opportunities for self-improvement surround us everywhere; they are truly abundant if we seek them out. Despite early decisions to avoid the classroom, we can succeed by taking ownership of ourselves and filling the void through non-traditional means.

Public libraries are a fountain for knowledge and can open the world to new ideas and opportunities. There is no good excuse for not taking full advantage of all its wealth for mental growth and self-development. Life coaching tools are also easily accessible today at public libraries.

Over a century ago, a child may not have had money for books and libraries did not exist in many rural areas. Children remained home to work in fields and by necessity they lost out on the blessings of education. But today this plight has been removed. No matter how poor, or how lacking in resources one is – books are plentiful as well as internet access.

"All learning is self-taught. It is upon the working of the pupil's own mind that his progress is determined."
– Marden

The term “self-improvement” implies that one is seeking to improve. An essential ingredient for one to learn and grow is one’s own desire to do so. Not simply a wish to improve, but a willingness to put effort into it so that one can experience the wealth of knowledge and improve one’s current position in life.

Marden said, “Show me how a person spends his evenings, his odd bits of time, and I will forecast his future. Does he look upon this leisure as precious, rich with possibilities, as containing golden material for his future? Or does he look upon it as an opportunity for self-indulgence? The way he spends his leisure will determine the quality of his life.”

Some young people, who do not continue their education because they lack the desire or the funds to move forward, soon find that they fall behind those that press on in their studies. This is unnecessary with all of today’s life coaching tools.

They fall behind not only in their knowledge of things, but sadly, many fall behind in the quality of their spirit. Their self-confidence diminishes; their fears replace their optimism; and they tend to seek excuses for their outcome, which was of their own choosing.

"It is ignorance that wastes; it is knowledge that saves."

- N.D. Hillis

The fact remains that in most cases it is not a lack of ability, or even a lack of opportunity that keeps men from improving. Rather, it is a lack of will. Ability resides in most everyone; opportunity can be made; but the individual desire to become more must be present in order for self-improvement to happen.

The trouble with so many people is that they are unwilling to make sacrifices in order to ensure future gain. They prefer to stick to their daily and nightly routines rather than take on new responsibilities for self-improvement. Too few are willing to work without pay for a long period of time, even when it is the one sure thing that will eventually raise them to greatness.

Do not allow yourself to slide slowly into mediocrity. You have the ability for something higher; claim it as your own! Invest the energy and focus necessary to prepare yourself for your higher purpose. The journey of self-improvement will not only prepare you for greater things, it will fill you with confidence and pride.

Commit now to continual self-improvement throughout all your life and you will add years to your life. Always remain engaged in the act of learning. Play the life game for all its worth!

The many life coaching online tools for self-improvement are at your hand, use them in earnest. Progress may seem slow at first, but perseverance will assure your success. Everything in nature is on the move, either moving up or down. We grow or we decline, there is no neutral.

Questions for Self-Assessment

- 1. Describe what you are doing currently to improve yourself in the areas of finance, relationships, career, health and spiritually. (Hint: Taking this course does count.)**
- 2. Explain how your efforts, or lack thereof, have impacted each area of your life. Are you satisfied with your outcomes or do you wish to improve your current situation?**

- 3. Given what you know from the above life coaching online material, how would you improve yourself in order to realize greater results in the future? Identify what you are willing to sacrifice in order to create positive change in this area of your life.**

Chapter Thirteen

THE IMPORTANCE OF LITTLE THINGS

"The creation of a thousand forest is in one single acorn."
– Emerson

It was a little thing for a janitor to leave a lamp swinging in the cathedral at Pisa, but in that steady swaying motion the boy named Galileo saw the pendulum, and conceived the idea of measuring time.

It was a little thing for a cow to kick over a lantern, but that one small act laid Chicago in ashes and thus rendered homeless over one hundred thousand people.

The smallest remark made out of haste or frustration can convince a friend to turn a cold shoulder to you forever. Business management coaching experts remind us that any tiny weakness, the smallest self-indulgence, a quick temper – these are all little things that can wreck the most promising career.

The children of a spectacle-maker were playing and placed two or more pairs of the spectacles before each other, then told their father that this made the objects look larger. From this small hint came the telescope.

To be sure, the history of many lost opportunities could be written in three words, “lack of detail.”

"It's the little things in life that make life worth living."
– Unknown

“Words are things” said Byron “and only the smallest drop of ink produces that which can make millions of men think.”

In nature there is nothing small. All of life comes from microscopic things. The microscope reveals a world every bit as great as the world revealed high above from the telescope.

No matter how strong or large all the other links of a chain may be, the ultimate strength of the chain lies in its weakest link. It is our greatest weakness, which measures our real strength.

Small things become great things only when a great person sees them. A single noble act made by one man or woman can sometimes elevate nations. One great poet wrote, “Only a thought in passing – a smile, or encouraging word, has lifted many a burden no other gift could have stirred.”

Business management experts teach that to dress well can make the difference in getting a new position; to speak well can be the reason for a promotion; and to keep time well can be the reason for all sorts of good things to come.

"The fate of a nation has often depended upon the good or bad digestion of a fine dinner."

– Gladstone

The power of observation in the American Indian has put many an educated man to shame. While returning home, an Indian discovered that his venison, which had been hanging up to dry, had been stolen.

After careful observation he started to track the thief through the woods. Meeting a man on the route, he asked him if he had seen a little, old, white man, with a short gun, and with a small bobtailed dog.

The man told the Indian he had just met such a man, but was surprised to find that he had not even seen the one he had described, and asked how he could give such a detailed description of the man he had never seen.

"I knew the thief was a little man" said the Indian, "because he rolled up a stone to stand on in order to reach the venison; I knew he was an old man by his short steps; I knew he was a white man by the turning out of his toes in walking, which an Indian never does; I knew he had a short gun by the mark it left on the tree where he stood it up; I knew the dog as small by his tracks and short steps, and that he had a bob-tail by the mark it left in the dust where he sat."

So pay close to attention to the smallest of details, advises one business expert. One small step taken can make a career and one small mis-step can cause great damage to a reputation.

Questions for Self-Assessment

1. **Describe one little act that you've made in your life that ended up making a bigger impression than you thought it would, for better or worse.?**
2. **Explain in detail the series of events that occurred as a direct result of this one small act. Like one small pebble in a pool of water, describe the various ripples that resulted. Are you satisfied with these outcomes?**

- 3. Given what you know from the above personal and executive coaching information, how would you change yourself in deciding the potential impact of even the smallest decisions you make and the action you take? Identify what you are willing to do differently in order to create positive change in this area of your life.**

Chapter Fourteen
NERVE & GRIT!
THE REWARDS OF PERSISTENCE

"There is something grand and inspiring in a young person who fails squarely after doing his level best, and then enters the contest a second and a third time with undaunted courage and re-doubled energy."

- O.S.M

A famous General said, "I thought I was going to fail, but I kept right on. It is this keeping right on that wins the battle of life."

The perfection of grit is the power of saying "No," with an emphasis so plain that it cannot be mistaken.

Business leadership coaching experts encourage us to meet hard times with a firm will; one that is more determined than those who hold the opposite opinion.

The trophy of fame and fortune has been won by many from poor upbringings with zero support from family or friends, no financial backing, or anything other than pure grit and determination. An invincible purpose can move most obstacles.

The barriers have not yet been erected that can successfully shut out aspiring and tenacious talent. "Diligence is the mother of good luck," said Franklin.

Those who have failed in life usually believe in luck, fate, or destiny. They will cite numerous examples of men who have made "lucky hits," or who have been "lucky dogs."

"I find nothing so singular in life as this, that everything opposing appears to lose its substance the moment one actually grapples with it."

– Hawthorne

For all practical purposes there is no real luck to anyone who is not already striving to achieve something. If you haven't already begun spinning into motion the wheels of success, and you have no solid plans to do so ever, then you will certainly not receive the luxury of experiencing success.

What some may call accidental discoveries, often turn out to be made by those clear-headed persons who are vigorously looking for something.

Addison, a famous business leadership coaching expert in his own right, offered his secrets of what he referred to as good luck and bad luck. He explained bad luck as

belonging to those countless men who are determined to believe that the world stands against them at every street corner.

On the other hand, Addison said he “never knew an early-rising, hard-working, prudent man, careful of his earnings and strictly honest, who ever complained of bad luck.”

Strong men and woman believe in the theory of cause and effect. They believe that things happen by law, not by luck.

"When you get into a tight place, and everything goes against you, till it seems as if you could not hold on a minute longer, never give up then for that's just the place and time that the tide will turn."

- Harrie Beecher Stowe

As one famous writer put it, “A lucky man is as rare as a white crow.” Isn’t it true that the same person, who is waiting for his luck to turn, is also waiting for something, anything, to turn up?

He’d be better off to turn to labor to pay his bills. Hard work, paired with a resolute will tends to always turn something up in a fairly short period of time, say business leadership coaching experts.

Luck, lies in bed and wishes for an inheritance or a lottery to raise him from the ashes of despair and poverty. Labor, gets up early; plans the day to accomplish the most; and with a busy pen and a swinging hammer, lays the firm foundation of a successful existence. Luck whines; labor whistles. Luck relies on chance; labor relies on character and continuous effort.

So whatever it is that you dream of doing in your life; whomever it is that you aspire to be; whatever it is that you hope to accomplish – know this one thing for sure – it has no chance of happening until one glorious day you decide that you are fed up, through with, had enough of, the status quo.

Decide today that you have finally become *disturbed, exhausted, and mad as hell* - to the point of firmly exclaiming, “NO MORE!”. Apply yourself with energy and enthusiasm and then watch how quickly your luck will begin to improve.

Questions for Self-Assessment

- 1. Describe a time when you demonstrated firm persistence in order to stick to something for which you truly believed in. Describe another time when you’ve went along with something even though it went against your better judgment. Describe the struggle in each decision and are you pleased with your choice?**

2. **Explain the lasting outcome of each decision. Are you satisfied with both outcomes or do you believe in retrospect that your decisions were made more out of stubbornness, haste or fear, rather than based firmly on principle?**

3. **Given what you know from the above business leadership coaching information, how would you change yourself in the way you make decisions? Explain what you need to do differently in order to gain better results in the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.**

Chapter Fifteen

OBSERVATION AS A SUCCESS FACTOR

"An exhaustive observation is an element of all great success. There is no position in life where a trained eye cannot be made a great success asset."
- Herbert Spencer

A famous preacher who was well known for his powerful sermons was once asked how he was able to deliver such eloquence every week. The preacher replied, "I keep my eyes open and I ask a lot of questions."

Abraham Lincoln was another remarkable example of the possibilities one has to develop a great intelligence through intense observation. His mind stopped and questioned most things. Whatever the subject, he listened with care and then proceeded to question the subject fully.

Lincoln determined that everything he saw must give up its secret before he would let it go. He had a true passion for knowledge; he yearned to know the meaning of things and the philosophy behind them.

The keen observer has a strong advantage over his peers. The observer is always on the hunt for opportunity. He listens intently, all the while processing in his mind the various scenarios by which he might advance.

The observer is always accumulating knowledge of every kind. He does not merely look with his eyes, he sees with his eyes. He keeps his ears open. He keeps his mind open to all that is new, fresh and to the benefit of others. He seeks to piece together the snippets of valuable information that can be used to create new ways of helping others and in turn, profit from his inventions.

"Close observation is a powerful mental process. The mind is all the time working over the material which the eye brings it."
- O.S. Marden

Unfortunately, most people do not attempt to use the power of observation. They are too intent upon moving on to the next thing. Experts maintain the majority of people do not see things; they just quickly scan them.

Intense observation is a skill to be developed. It takes effort to not only look with the eyes, but to also see with the mind. Thought, is work – it takes effort. In return for this effort, the observer learns more rapidly and becomes more in tune with his or her true surroundings and potential opportunities.

All things being equal it is the observer who acts upon his opportunities that gets ahead more quickly. As an example, imagine going into any store with the intention of seeking opportunities that the storeowner could take advantage of to improve his business.

Let nothing escape you as you wander the store isles. Study the employees; assess their manners and how they interact with their customers. Review the cleanliness of the establishment; is it clean? How about the inventory; are the shelves nicely arranged and well stocked? Evaluate the atmosphere; is it warm, upbeat and welcoming?

If any of the above areas can benefit from improvement then that is your opportunity. Competition is based on one's ability to take advantage of the others' weaknesses and fill the void that means something to the customers. Price is not always the determining factor to the customer. Many are willing to pay a premium in exchange for a high-value experience.

"The person who would get on must keep his eyes open, his ears open, his mind open. He must be quick, alert, ready."

– Unknown

Get in the habit of observing and evaluating others, executive coaching services experts. With regular effort you will quickly become more aware of what makes other men and women succeed or fail.

No matter where you go, take a bit of time to study the situation. Think through why those you come in contact with are doing well; or have allowed themselves to become swallowed up in mediocrity.

Make mental notes about what you observe and vow not to make the same mistakes as others have made. Seek out patterns of success and make efforts to copy them. Identify patterns of disappointments and adjust your ways so that you will avoid making the same errors.

Few people realize the tremendous power of successfully training their eyes and ears to better partner with their mind. The secret of a richly stored mind is remaining alert, sorting out the facts and making highly thoughtful decisions.

Use the tool of observation along with a clear purpose, and see how quickly promotion will continue to visit you.

Questions for Self-Assessment

- 1. Describe the current emphasis you place on observing and learning from others. What do you tend to learn from the observation of others?**

2. **Explain what you believe to be the benefits of becoming a keen observer? Are you satisfied with your current level of observation of others?**

3. **Given what you know from the above personal and executive coaching information, how would you change or seek to improve yourself in the area of observation? Explain what you need to do differently in order to gain better results in the future.**

Chapter Sixteen

THE CURSE OF WORRY

"Work kills no one, but worry has killed vast multitudes."
- Orison Swett Marden

Did you ever hear of any good coming to any human being from worry? Did it ever help anyone to become a better person? Has it ever assisted in the promotion of a new idea or in obtaining a higher position?

Worry provides no real value to anyone. It does nothing more than impair your health, exhaust your vitality and lessen your effectiveness.

No man or woman can fully be engaged in the work that must be done when he or she is overtaken by the useless anxieties related to worry. People need to realize that it is not the doing of things that hurt us; it is the dreading of having to do those things that kill the spirit.

Many people approach an unpleasant task as if it were the one thing in their path that has the ability to strike them dead in an instant. The task itself may cause some sweat on the brow, but the worry is what will do the most damage to the body and mind.

"No human intellect can accurately estimate the intolerable havoc and ruin brought about by worry."
- Unknown

Worry not only saps our vitality and wastes our energy, but it also seriously impacts the quality of our work. It minimizes our effectiveness and lessens our output. The mind and body must be working with maximum freedom before they will join firmly to meet our hearts ambition.

Life coaching experts point out that some people make the unfortunate decision to spend their valuable time brooding over their past mistakes; punishing themselves for their shortcomings and errors, until their entire self-reflection consists of negatives.

The longer we allow these visions of dread to take up space in the mind, the more thoroughly it becomes embedded there, and the more difficult it is to remove it.

If you believe you are a worrier, or wonder if you are, consider taking out a piece of paper and write down a most exhaustive list of all the worries you have. Make this list as long as you can, thinking of all the ways in which you may be sabotaged or victimized; include your most feared anxieties.

Once the list is complete, store it away for 30 days. A month later, come back to your list and see if any of your worries have come true. After another 6 months has past, go back to the list again and make note of how many of your predictions were false. Go back to the list one final time a year later and you'll be laughing at how petty and ridiculous your worries were at the time you wrote them.

This realization that worry is nothing more than a time-stealer will hopefully provide you with the strength and insight to more quickly recognize worry and rapidly dismiss it from your mind whenever it raises its ugly head.

"One of the worst forms of worry is the brooding over failure. It blights the ambition, deadens the purpose and defeats the very object the worrier has in view."

– Marden

The secret to fight worry and fear is to quickly act in opposition to it. You can quickly drive away fear and worry by planting a new idea into your mind. Choosing a subject that requires great thought and effort, in order to create positive change, is a true antidote to worry.

Understand clearly that worry cannot besiege you without your permission. If you identify yourself as a *worry-wart* then you must take ownership of the fact that you created that which is in you. The good news is that you can also be the one who chooses to evict worry from your life. You are the only one who can control what you allow into your thoughts.

If instead of giving in to your fear, you would persist in keeping prosperity in your mind; and assume a hopeful, optimistic attitude; and conduct your business affairs in a systematic, economical and far-sighted manner – actual failure will be extremely rare in your life.

In conclusion, personal life coaching advisors emphasize that there is not a single redeeming feature about worry or any of its numerous fear-based cousins. It is always, everywhere, an unhealthy and destructive curse on the mind, body and soul.

Recognize worry for the enemy that it is. Realize what it is stealing life from you. Your time, and your life, are too valuable to allow worry to become a barrier to happiness and success.

Questions for Self-Assessment

- 1. Describe three major worries that tend to occupy your thoughts most regularly? Explain what in your past experience might be triggering these worries.**

2. **Explain the benefit you receive from worrying about things you cannot control. Does the worry result in a more positive outcome? Do you feel a sense of recognition when others respond to your worry with sympathy? What specifically is the payoff you receive from worry? (Hint: There must be some sort of payoff to you or else you wouldn't invest the time worrying.) Does worrying over things give you a stronger sense of self-importance? Were your parents worriers? Are you satisfied with the outcome you get from worrying or do you wish to minimize worry in your life?**

3. **Given what you know from the above personal life coaching information, how would you change yourself and your current situation? Explain what you need to do differently in order to minimize time spent worrying. Identify what you are willing to do in order to create positive change in this area of your life.**

Chapter Seventeen

THE VICTORY IN DEFEAT

"What is defeat? Nothing but education; nothing but the first steps to something better."

- Wendell Phillips

One of the first lessons in life is to learn how to get victory out of defeat. It takes courage and character, when mortified and embarrassed by a humiliating defeat, to seek out the lessons for future greatness.

Personal development experts encourage us to watch with great interest the first failing of a young man or woman. The response they give can become the theme of their life; the measure of their success-power.

The mere fact the person failed is not what should interest you the most; but how did he or she take the defeat? Was he encouraged? Did she pull back never to take so bold a step again? Did he quickly conclude that he wasn't made for the challenge, and immediately change directions to dabble in another area? Or did he pick himself up and go at it again with re-doubled determination that knows no defeat?

"To know how to wring victory from our defeats, and make stepping-stones of our stumbling-blocks, is the secret to success."

- Marden

Humphry Davy said, "I thank God I was not made of material too easily manipulated, for the most important of my discoveries have been suggested to me by my failures."

There is something truly grand and inspiring in a person who fails wholly after giving it his very best, and then quickly goes at it once again with a renewed vigor and persistence. No one should fear for the person who will not be disheartened or discouraged at failing.

Failure is a test of the human spirit; a test of persistence and of an iron will. It either crushes a life, or solidifies it. "The wounded oyster mends his shell with pearl."

No man or woman is a failure who instinctively stands upright and true to the passion that fills their heart. Our only true failing is in not being true to the best that is in us.

The one who has never failed, has never even half succeeded. The danger is not in a fall, but failing to rise.

"Our greatest glory is not in never falling, but in rising every time we fall."

- Goldsmith

Beware, uninterrupted successes at the beginning of a career can be dangerous. Many have become ruined by over-confidence that is born of their first sequential victories.

All the great work in the world has been accomplished by courage, and the world's greatest victories have been born out of defeat. Every blessing that we enjoy – personal security, individual liberty, and constitutional freedom – has been obtained through long hardships and hard-fought battles of will and determination.

“Failure is, in a real sense,” says Keats, “the highway to success, in as much as every discovery of what is false leads us to seek earnestly after what is true, and every fresh experience points out some form of error which we shall afterward forever avoid.”

The best advice is to not be afraid of failing. You are never closer to victory as when defeated. When you take what you've learned from your defeat, adjust yourself according, and then go back after your goal – success will inevitably be yours. It may take a few attempts, but ultimately the one who sticks to it will win the prize.

Questions for Self-Assessment

- 1. Describe an instance in your life when you have failed at something you truly tried hard to achieve. Explain why it meant so much to you and how you felt by not achieving your goal.**
- 2. Explain what your response to tough situations historically been in your life? Are you satisfied with this response and do you feel it serves you well? Do you wish to improve in this area of your life?**
- 3. Given what you know now from the above personal development coaching information, how might you respond differently the next time you are facing a potential failure? Explain what you need to do differently in order to gain better results in the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.**

Chapter Eighteen

BREAKING BAD HABITS

"Man's life work is either a masterpiece or a botch, according as each little habit has been perfectly or carelessly formed."

- Orison Marden

"When shall I begin training my child?" asked a young mother of her doctor.

"How old is your child?" inquired the physician.

"She recently turned two years old", said the proud mom.

"Hmm, then you've already lost two years." he replied gravely.

From the earliest stages we begin to form habits. Through our experiences we train ourselves to react or respond in a manner that makes us feel the most safe and secure. While good habits depend largely on self-discipline, and often on a purposeful self-denial; bad habits, like poisonous weeds, spring up without invitation and grow large upon us while choking out any virtue.

We seldom see great change in people after they get to be in their mid twenties and thirties, except that people do continue to travel farther along their chosen path. This can be a blessing or a curse, depending on the habits you've adopted during that initial quarter of your life.

You can take comfort in knowing that it is almost as easy to acquire a good habit as a bad one, and that it is possible to be habit-formed in goodness just as well as being taken hostage in the habits of personal destruction.

So take good care of the first twenty-five years of your life and you may hope that the last twenty-five will take great care of you.

"Habit, if wisely and skillfully formed, truly becomes a second nature."

- Bacon

Even our thoughts come to us from habit.

Isaac Watts had a habit of rhyming. His father grew so weary of it that he decided he would punish him, which made the boy cry out: "Pray, father, on me mercy take, and I will no more versus make!"

Remember that habit is an arrangement, a principle of human nature, which we can proactively use to increase the efficiency in our lives.

Unfortunately, the most definite cause of failure in millions of lives has been the firmly embedded existence of bad habits; drinking, smoking, gambling, drug addiction, laziness, unseemliness and pessimism – all become vices and disease that do nothing but hurt and destroy our quality of life, and the lives of those we love most. So take great pains to form good solid habits to rule your life.

If you make sobriety a habit, then indulgence in drink will be intolerable; make punctuality a habit, and tardiness will not be allowed; make character a habit, and you won't stand for laziness or men whom you cannot trust.

A man of business coaching life experience says: "There are four good habits, - punctuality, accuracy, steadiness and hard work. Without the first, time is wasted; without the second, mistakes are made and may become the reason for others to unknowingly make additional mistakes; without the third, nothing can be done well; and without the fourth, opportunities of great advantage are lost forever."

"You can not, in any given case, by any sudden and single effort, will to be true, if the habit of your life has been insincerity."

- F. W. Robertson

Through will-power you can educate your focus and thought on the bright side of things, and upon objects which lift and elevate the spirit. Habits of contentment and goodness may be formed the same way as any unhelpful habit.

There is a story of two sailors, who had been drinking heavily and decided to take their boat out for a ride. They rowed but made no progress. Each man began to accuse the other of not doing his part to get the boat away for its dock.

Both men rowed with great attention until they became almost exhausted. Having sweat out most of the liquor, one of them said soberly, "Why, Tom, we haven't yet pulled up the anchor!"

This is the same lesson gained from the realization that a bad habit will keep you from gaining prosperity in your life. Cut off bad habits just as you would intelligently pull up the anchor of a boat you wish to sail.

We humans are prone to overlooking the true ways a habit is formed. Every repetition of an act makes us more likely to perform that act. We discover that once the act is performed we have a tendency to want to perform the act again until the act has taken on a perpetual motion. Once the habit takes over it becomes difficult for the mind to once again regain control.

We successfully throw out a bad habit over time, through repetition of new activities, which once again take hold, say notable business coaching life advisors.

By building up the newly forming positive habits, the bad ones eventually are diminished and over time can be extinguished.

Questions for Self-Assessment

- 1. Describe two bad habits that are in the way of you becoming your best self. Describe two favorable habits that you are proud to exhibit on a regular basis. Explain the detail the meaning each habit has to you and how it has either lifted you up mentally or physically, or how it has depressed your spirit.**
- 2. Looking back, explain how each habit was born? Is it something you were taught by parents, teachers or friends? Or was it born of your own choosing? Do you wish to either adjust or break the habit and are you committed to doing so?**
- 3. Given what you know now from the above business coaching life development information, how might you go about breaking a particular habit? Explain what you need to do differently in order to rid yourself of the bad habits in your life and gain better results for the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.**

Chapter Nineteen

DECISION MAKING

"A man must master his undertaking and not let it master him. He must have the power to decide instantly on which side he is going to make his mistakes."
- P.D. Armour

In any emergency, the arrival of a man or woman who is prompt and quick to decide a course of action, will most assuredly change the face of everything.

Those who have left their mark upon their century have been men and women of great and prompt decision. In contrast, an undecided person is one who is always struggling between two differing opinions; forever debating which of two courses to pursue.

People, who are continually unwilling to state their opinion, proclaim by their indecision that they cannot control themselves and that they are meant to be led by others.

The man who is thoughtful, yet quick to decide, does not submit to circumstances or events – he makes them submit to him.

Caesar, the man who said, "I came, I saw, and I conquered," could not hesitate long. He, like Napoleon, had the power to choose one resolute course, and was quick to dismiss every conflicting plan in an instant.

"The heaviest charged words in our language are those that are the briefest, "yes," and "no." One stands for the surrender of the will, the other for denial; one stands for gratification, the other for character. A stout "no" means a stout character, the ready "yes" a weak one."
- T.T. Munger

The power to decide instantly the best course to pursue, and willingly tackle every obstacle that gets in the way of that pursuit, is one of the most potent forces in winning success.

To hesitate is sometimes to risk losing. In fact, the one who is forever twisting and turning, backpedaling, weighing and balancing over every tiny possibility in order to extinguish any bit of risk – will never accomplish anything.

The undecided man creates no confidence in others - he only invites distrust. But the man who can make a firm decision and stand by it to the end, is entrusted with great power to lead others. You can measure him, gauge him and you can estimate the work that his energy will achieve.

This was the mark of Alexander the Great who, when asked how it was that he had conquered the world, he replied, "By not wavering."

*"The vacillating man is ever at the mercy and of the opinion of the whomever spoke with him last."
– Marden*

There is no vocation or occupation, which does not present some difficulties. At times these issues can become quite overwhelming. The person who allows her self to waver every time she comes to a hard place in her life will not succeed.

Without decision and a firm will, there can be no clear focus; and to succeed a person needs to have constant control over their focus.

Let it be your first decision then, to teach the world that you are not made of wood or straw; that there is iron and steel in you. Let men know that what you say you will do, you will do; that your decision, once it is made, is final - no wavering; that once resolved to take a path, you will not be detained or lured to change course.

Some minds are so weak that they are bewildered and dazed whenever a new option is presented to them; they have a fear and dread of having to decide anything.

The man who would push to the front due to his firm will and competitive spirit must be a man of promptness and determined decision; like Caesar, he is compelled to burn his ships behind him, and make retreat forever impossible.

Questions for Self-Assessment

- 1. Describe an instance in your life when you were faced with a monumental decision that represented a "fork in the road." Explain the benefits and risks of each option that you had to consider.**
- 2. Explain the process by which you made your final decision. Are you satisfied with this response and do you feel it serves you well? Do you wish to become more resolute and effective at decision making?**
- 3. Given what you know now from the above executive coaching program information, how might you improve how you make important decisions in the future? Explain what you need to do differently in order to gain better results.**

Identify what you are willing to sacrifice in order to create positive change in this area of your life.

Chapter Twenty

SUCCESS UNDER DIFFICULTIES

"Little minds are tamed and subdued by misfortune; but great minds rise above them."
- Washington Irving

Great men never wait for opportunities; they make them. Nor do they wait for more favoring circumstances; they seize upon whatever is at hand, work out the problem, and master the situation.

A young man or woman who is determined will find a way, or make one. Franklin did not require an elaborate machine to bring electricity from the clouds; only a common kite.

Small business coaching experts remind us that nearly every great discovery or invention that has blessed mankind has had to fight its way to recognition, even against the greatest opposition of men and institutions.

Mere surroundings or circumstance that others might call too unfavorable should never prevent a young man or woman from striking out to become their best self.

"Victories that are easy, are cheap. Those only worth having, come as a result of hard fighting."
- Beecher

There is no open door to the temple of success. Everyone who enters makes his own doorway, which closes behind him to all others, not even permitting his own children to pass through.

Successful men and women do not attribute their success to choosing only smoothly traveled roads, says a notable business advisor. Rather, successful beings exclaim with pride how they often faced down adversity and poverty; remained steadfast in their quest for knowledge and wisdom; and learned key lessons from great minds that walked before them.

“What does he know,” said a famous author, “who has not suffered?”

A man who has never had to fight to win a position, does not know the highest meaning of success. He will never understand the pride and self-acceptance that an all out effort can win.

The money acquired by those who have struggled and fought successfully, is never their chief reward. Their main reward is the knowledge of what they’ve proven to themselves.

"Great men have found no royal road to their triumph. It is always the old route, by way of hard work and perseverance."

– Marden

A distinguished investigator said that when he encountered an apparently insurmountable obstacle, he usually found himself upon the brink of some important discovery.

While failure can destroy the weaker man, it can also lead the success-driven man to new heights by arousing his energies, awakening new powers that were dormant until then. We must all be determined to let the adverse breath of criticism be to us, what the blast of wind is to the eagle; - a force against him that only lifts him higher.

A famous judge once said to an aspiring law student preparing for the bar exam, "To make your way past the bar, you must live like a hermit and work like a horse. There is nothing that does a young lawyer so much good as to be half-starved."

Thousands, perhaps millions, who possessed great abilities, have been lost to the world because they have not been conditioned to wrestle with obstacles or struggle with any real difficulty.

Any man or woman who has triumphed over difficulties bears the signs of victory in their face and body. An air of success is seen in every movement as they stride along, in full pursuit of their next great achievement.

Questions for Self-Assessment

- 1. Describe an instance in your past life when you succeeded after overcoming a large barrier or difficulty. Explain what was driving you to resist defeat and press onward to the finish.**
- 2. Explain what may have happened since the above victory to create doubt in yourself. What, if anything, has caused your self-esteem to weaken? Are you satisfied with your current state of determination and resolve? Do you wish to improve in this area of your life?**
- 3. Given what you know now from the above small business coaching information, how might you respond differently the next time you are facing a difficult situation? Explain what you need to do differently in order to gain better results**

in the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.

Chapter Twenty-One

EXPECT GREAT THINGS

"Why should we call ourselves men, unless it be to succeed in everything, everywhere?"
– Mirabeau

The miracles of civilization have been performed by men and women of great self-confidence, who had an unwavering faith in their power to accomplish any task they accepted.

Our world would be centuries behind what it is today had it not been for their grit, their determination, their persistence in finding and making real the thing they believed in. There is no law by which you can achieve success in anything without expecting it, demanding it, assuming it. There must be a strong, firm, self-faith first, or success will never come.

There is little room for chance in nature's world of system and supreme order, advises business experts. Everything must have a specific expectation. No matter how great the ability; how large the genius; or how splendid the education, the achievement will never rise higher than the man or woman's confidence.

"Nothing else will so assist you to accomplish great things as to believe in your own greatness."
– Mirabeau

It must not matter what other people think of you or of your plans. Regardless of whether they call you a visionary, a dreamer, or just plain crazy; you must believe in yourself. You unwittingly forsake yourself when you lose your confidence. Never allow anybody or any misfortune to shake your firm belief in yourself. You may lose property, reputation or even your good health; but there is always hope for you so long as you maintain a strong faith in yourself.

Executive business coaching experts reminds us, "He can who thinks he can, and he can't who thinks he can't." This is an indisputable law of mankind.

If you never lose the gem of self-confidence and always maintain an instinct for pushing forward in life, sooner or later, life will make way for you.

"See that man as an enemy who shakes your faith in yourself, in your ability to do the thing you have set your heart upon doing. For when your confidence is gone, your power is gone."
– Mirabeau

You can never become your potential giant, if you adopt the vision of mediocrity for yourself; if you only expect marginal or small gains in your life.

Most people, unfortunately, have been conditioned to think that it was not intended for them to become the best in the world of something; that the good and the beautiful things in life were not designed for them, but were reserved for those uniquely favored by fortune.

Being shaped in such an inferior way places a young man or woman at a huge disadvantage in life. It is most likely that anyone afflicted with such poison will go through life possessing that same sense of inferiority, until one day he wakes up and claims superiority as his right.

A man's confidence measures the height of his possibilities. A stream cannot rise higher than its water source. We must not only believe we can succeed, we must believe it with all our hearts. We must push forward with positive conviction that we deserve; are entitled to; and are destined for success.

The difference between uncertainty and certainty; "I hope to" compared to "I can"; "I'll try" versus "I will", - this difference in men measures the distance between weakness and power, mediocrity and excellence, between commonness and superiority.

Questions for Self-Assessment

- 1. Describe two key abilities that you are the greatest and the least confident in doing. If chosen to demonstrate each ability to a large audience, how would you go about preparing?**
- 2. Explain how you see yourself when presented with something new or awkward to try out or demonstrate. Do you assume you'll be clumsy and reek of awkwardness or do you grasp hold of the idea immediately and being to envision yourself mastering the challenge? Are you satisfied your natural response and do you feel it serves you well? Do you wish to improve in this area of your life?**
- 3. Given what you know now from the above executive business coaching information, how might you respond differently the next time you are faced with a difficult opportunity? Explain what you need to do differently in order to gain**

better results in the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.

Chapter Twenty-Two

PRIDE IN THRIFT

"Beware of little extravagances; a small leak will sink a big ship."

– Franklin

The origin of the word thrift means the grasping or holding fast to the things that we have. It implies economy and carefulness, as opposed to waste and extravagance.

Thrift involves self-denial and frugal living for the time being, until the prosperity which grows out of thrift permits one to indulge more liberally on that which is desired. Only after wealth is built, can one afford the man-made luxuries of life.

One of the primary elements of thrift is to spend less than you earn, to save a regular portion from the salary received in an effort to plan for future comfort and opportunity.

Some people who spend every cent of their income are heard complaining about the fact that they have never become rich. They pick out some other man who is known to have made a fortune and speak of him as being "lucky".

There is practically no such thing as luck in business and the man or woman who depends upon it to carry him through is very likely not to get through at all.

"No gain is more certain than that which proceeds from the economical use of what we have."

- John Wesley

"Economy is wealth," This business coaching services proverb has been repeated to most of us until we are either tired of it or careless of it, but it is important to recall that a saying becomes a proverb because of its truth and significance.

"Provided he has some ability and good sense to start with, is thrifty, honest, and economical," said Philip D. Armour, "there is no reason why any young man should not accumulate money and attain financial success in life."

John Jacob Astor said it cost him more to get the first thousand dollars than it did afterwards to get a hundred thousand; but if he had not saved the first thousand, he would have died poor.

The first thing that a man should learn to do," says Andrew Carnegie, "is to save his money. By saving his money he promotes thrift, - the most valued of all habits. Thrift is the great fortune-maker. It draws the line between the savage and the civilized man. Thrift not only develops the fortune, but it develops also, the man's character."

The habit of thrift improves the quality of character because it strengthens the will that it depends upon to say “no” to all of the little extras one desires. Furthermore, the saving habit indicates an ambition to get along and move up in the world. It developed a spirit of independence and self-reliance. It means hope and a determination to “make good.”

"All fortunes have their firm foundations laid in economy."
- J.G. Holland

Beware of the impulse to buy on credit. It's better to save and pay in full if you absolutely must have something.

Credit is a curse! In every magazine and in every store window you will see the sign that reads, “Your credit is good with us!” and “Zero% Financing for Six Months” or “Easy Payment Plan!”

With these special-buying offers come clothing, furniture, jewelry and automobiles. In addition, you get the added accumulation of guilt, remorse, shame, disgust and self-pity, warn business coaching services gurus.

As one man put it, “Easy payments they sure are. As a matter of fact, the easy payments take all the ease and comfort out of life – they are easy only to the man who receives them.”

There's another old saying that business coaching services trainers tell, “He that goes a borrowing goes a sorrowing.” Every man is needy who spends more than he has; but no man is needy who spends less.

If you are suffocating from debt, or at the very least beginning to feel the initial discomforts from borrowing on time, decide now to become free of debt as soon as humanly possible. Sell so many things in your house that the dog thinks he is next! If you owe \$10,000 on an automobile, sell it, and buy a used one for only \$3,000 so that you can pay off other debts that are holding you back from a more prosperous future.

Become laser-beamed focused to owe no man or institution. The borrower is slave to the lender and you don't want to be either of these. You have more to offer the world, but you need to gain the leverage of your entire income to achieve greatness.

Your income is your single greatest tool for achieving wealth. If most of it is being used to pay monthly installments, then your wealth-building power is greatly diminished.

Say it out loud, “I've had it, and I refuse to be indebted to no man!” Start now by taking out a piece of paper and write out a complete budget for the next 30 days – SPEND IT ALL ON PAPER IN ADVANCE SO THAT YOU WILL BE ASSURED TO SAVE ALL YOU CAN. Work like you've never worked before until one day you can raise the window of your paid-off home and scream, “I'm Debt Free!”

Questions for Self-Assessment

- 1. Describe your present relationship with money. Are you more a saver or a spender? Do you easily acquire debt? Are you effectively planning for your later years or do you feel overwhelmed with the weight of your debt?**
- 2. Explain how you typically respond to the prospect of taking a vacation, buying nice clothing, jewelry or other special items of interest. Are you satisfied with this response and do you feel it serves you well? Do you wish to improve in this area of your life?**
- 3. Given what you know now from the above business coaching services information on thrift, how might you respond differently the next time you are faced with the prospect of adding to your debt? Explain what you need to do differently in order to gain better results in the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.**

Chapter Twenty-Three

READING TO IGNITE AMBITION

"The great use in reading is for self-discovery."
- O.S. Marden

Are we ambitious to associate with people who inspire us to more noble deeds? Let us then read uplifting books, which stir us to make the most of ourselves.

We all know how completely changed we sometimes are after reading a gripping book which has taken a strong, vigorous hold upon us.

Millions of people have found themselves through the reading of some influential book, which has opened a door and given them the first glimpse of new possibilities.

If the youth of today learn to feed on the thoughts of the great men and women of all times, they will never again be satisfied with the common or low; they will never again be satisfied with mediocrity; they instead, will aspire to something higher and nobler in an effort to join the ranks of the great ones they refer to as "mentor".

The great ideas needed to be taught more in our schools consist of truth, simple ethics, the distinction between right and wrong. We must stress to our youth the honor and value of noble deeds and self-sacrifice.

Each day we breathe is a single page in the book of life. Do not waste any day any more than you would tear out chapters of a great novel.

"Inspirational, character-making, life-shaping books are a goldmine for any man or woman looking to grow and become more complete."
- Unknown

The readers who do not yet know the teachings of Emerson, Tennyson, Marden, Hill, and other noted self-aware masters have yet to enjoy the great pleasures of reading.

Knowledge of all kinds is placed before us in a most attractive and interesting manner through books. The absolute best volumes ever written are available to most anyone who has the good sense to seek them out. Only a century ago these precious volumes might only be available to the rich.

What a shame it is that with libraries in every town, any American youth should grow up ignorant, should be allowed to be uneducated in the middle of such marvelous opportunity for self-improvement and personal development.

There is wealth and knowledge within the reach of the poorest laborer; wealth that is made up of a fully aware, engaged and cultured mind.

Good books elevate ones character and lift us up onto a higher plan of thinking and living. It seems almost a miracle that the poorest boy or girl can converse freely with the greatest philosophers, statesmen, warriors, poets and authors of all time with little expense.

"There are single books that have raised the ideals and materially influenced entire nations."
– Marden

Carlyle said that a collection of books is a personal university. What a pity that so many energetic and ambitious persons who lost out on the advantage of a formal education, are losing out again by not recognizing the value in self-teaching.

Of the things that man can do, by far the most momentous, wonderful and worthy, are the things we call Books!

It is truly amazing when you think about it, what some books have done for the world, and what they continue to do. Think about how books keep up our hope, awaken new courage and faith, soothe pain, provides a new vision of life to those whose upbringing was hard and cold. Just think how books bind together distant ages and foreign lands and share with us new worlds of beauty and opportunity.

You are encouraged to seek out all kinds of books that provide insight to yourself and the world around you, say executive individual coaching experts.

Choose with a clear purpose those books that may encourage you and stimulate your ambition. Let each book serve as a stepping stone to higher ideals and a nobler purpose in life. Read and live!

Questions for Self-Assessment

- 1. Describe the content of the typical book you read. Is it a romance novel, or biography? Does it lead you to thoughts of suffering or strengthen your resolve to achieve more? List out the titles of the last 5 books you read and estimate the value each one has on your personal growth and development?**
- 2. Explain what one would see if they were to walk into your home or office and inventory the various sorts of books or magazines on hand? What is your library made up of? How closely does it reflect the self-improvement library that is currently stored in your brain? Are you satisfied with your quality of reading**

and how it contributes to your advancement and do you feel your time spent reading serves you well? Do you wish to improve in this area of your life?

- 3. Given what you know now from the above executive individual coaching information, how might you respond differently the next time you are facing a potential failure? Explain what you need to do differently in order to gain better results in the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.**

Chapter Twenty-Four

CHOOSING SUCCESS OVER FAILURE

"Millions of youths fail in life because they never fall in love with their work. Work that lacks emotion is nothing more than drudgery."

- R.T. Gorham

“The five conditions of failure”, said H. H. Vreeland, “may be roughly classified as: first, laziness, and particularly mental laziness; second, lack

of efficiency in work; third, reliance on the saving grace of luck; fourth, lack of courage, initiative and persistence; fifth, the belief that the job determines a man’s standing, instead of the man determining the standing of the job.”

Look everywhere and ask any successful man or woman and they will tell you that it is more the personal qualities, not the circumstances, that impact the success or failure of a person.

Nothing else influences a career as much as a person’s disposition. He may be extremely capable, knowledgeable, and possess social distinction and money; but it is his disposition that will decide his place in the world.

Executives will challenge: Show me a man who is, according to his own pronouncements, a victim of bad luck, and I will show you one who has some unfortunate, crooked twist of temperament that invites disaster. More than likely he carries a good amount of ill-temper, is conceited, boastful and lacks any real enthusiasm to better himself.

"Life's highway is strewn with failures, just as the sea bed is strewn with wrecks."

– Marden

Goethe said that industry is nine-tenths of genius, and Franklin stated that diligence is the mother of good luck. In almost any history book in any language, successful men and women tell us that a strong work ethic is a pre-requisite to triumph in business and in life.

In every business district we see persons who started out with good education and great promise, but who have gradually slipped into mediocrity. Their early ambition has oozed out of them, their great ideals gradually weakened and eventually dropped to a lower standard.

These people now lack the energy and enthusiasm for each new day. They lack the drive to press forward. Nothing can take the place of push. Push means to work and endure whatever needs to be endured; that everlasting *stick-to-it-tive-ness*.

Whatever you decide to do in life, make certain it is the thing that draws you out the most. Your purpose needs to be your work, and your work needs to be filled with purpose.

Experts advise that a strong purpose will ensure that you will endure the obstacles and challenges that you will inevitably face. You will endure these things because they are between you and your life's ambition, your passion, your purpose.

"Every mainspring of success is a potential mainspring of failure, when wound around the wrong way."

– Unknown

WHEN IS SUCCESS A FAILURE?

When you are doing the lower while the higher is possible.

When you are not a cleaner, finer, larger man on account of your life-work.

When you live only to eat, drink, have a good time, and accumulate money.

When you do not carry a higher wealth in your character than in your pocketbook.

When your highest brain cells have been crowded out of business by greed.

When the attainment of your ambition has blighted the aspirations and crushed the hopes of others.

When you plead that you never had time to cultivate your friendships, politeness or good manners.

When you have lost your way; your self-respect; your courage; your self-control; or any other quality of manhood.

When it has hardened you to the needs and sufferings of others, and made you a scorner of the poor and unfortunate.

When your absorption in your work has made you practically a stranger to your family.

When your greed for money has taken over as the chief importance in your life.

Questions for Self-Assessment

- 1. Describe your greatest success. Then describe your greatest failure.**

2. **Explain what you did in each to cause success and failure. How did you plan? Did you execute well? Was your heart in it? Did you have a lot of support in your endeavor? Were you well financed? Are you satisfied that you learned solid lesson from each experience? Do you experience more failures than success? Do you wish to improve in this area of your life?**

3. **Given what you know now from the above executive coaching training information, how might you respond differently the next time you are facing a potential failure? Explain what you need to do differently in order to gain better results in the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.**

Chapter Twenty-Five THE VICTORY IN DEFEAT

"Don't let your heart grow cold, and you shall carry youth with you into the teens of your second century."
- William Ewart Gladstone

The first requisite to success is to become a first-class animal; a specimen of good human health.

Too quickly we tend to exhaust ourselves in the hustle and bustle of big city living. We hurry to this and to that with not a minute to spare. Hurry is forever stamped in the wrinkles of our face.

When we dismiss the needs of our body; when we fail to eat a well-balance meal; when exercise is considered a luxury versus a necessity of life - our body will eventually cry out for attention in the form of ill-health and disease.

Nature is a great economist. She makes the most of every opportunity. After you are wrecked and useless, she leaves the wreck upon the rocks for all to see. She hoists her signal of danger in an attempt to warn others.

"Pile luxury as high as you will, health is better."
- Julia Ward Howe

If the body is softened from drink, nature will leave her red flag of distress upon the body in the form of a red nose, sagging eyes and a large belly. Though bad choices and ugly habits diminish your life, nature can still afford to keep you around for a time as a lesson to warn others that may attempt to follow in your footsteps.

The laws of good health are fair and just. Nature compels us to recognize and follow her laws. We are given nerves to warn us of danger. Extreme heat would burn the skin if we were not instantly warned to remove our hand from the hot object. Gazing at the sun would destroy our sight, were it not for the sensitiveness of the nerves, which demands we close our eyelids.

Pain is the great monitor of our lives, ever reminding us of approaching danger. When asked of his success, Humboldt said, "It is continued temperance which sustains the body for the longest period of time, and which most surely preserves it free from sickness."

No well-thinking employer will keep in his office a drunkard or gambler. Men with these vices bring nothing good to their work or to the workplace. The very instinct of self-preservation should keep a man from ever entering the saloons or casinos.

"Youth will never life to age unless they keep themselves in health and exercise, and in heart with joyfulness."

– Sydney

"My recipe for self-preservation is exercise," said David Dudley Field. "I am a very reasonable man and have always been so. I have taken care of myself, and as I have a strong work ethic I suppose that is the reason I am so healthy."

Exercise is indeed a great life-preserver.

When the pores of the body are kept open by regular exercise, the pores of the imagination are apt to be open to creative ideas. It is amazing how healthy views on life depend on regular exercise and physical management of the body and mind.

Although we cannot defy death, it is now well known that we can greatly delay it by carefully observing the laws of health, especially in regard to diet and exercise.

For long life, the best drink on the planet is distilled water. Fruits, fish, poultry, veal and lamb are much better than beef, bread, or salty meat of any kind.

Listen to the consultant who says, "Man cannot conquer nature, but the best way to partner with nature is to learn and obey her laws."

Questions for Self-Assessment

- 1. Describe how you feel about your current state of health. Are you overweight? Do you indulge in drink or other unhealthy habits? How often do you exercise? Do you eat in regular portions? Explain what good health means to you.**
- 2. Explain how your current eating and exercise habits impact the quality of your life. For good or bad, are these things adding value to your life or are they stealing month and years off of your life? Are you satisfied with your current state of health and do you feel it serves you well? Do you wish to improve in this area of your life?**
- 3. Given what you know now from the above executive coaching consultant information, what might you do differently in order to gain better results in the**

future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.

Chapter Twenty-Six

RICH BEYOND MONEY

"He is richest who is content with the least, for content is the wealth of nature."

– Socrates

A man born with a strong sense of self, a hearty appetite for work and a healthy desire to learn and grow – is rich.

A millionaire pays a large fortune to own a gallery of paintings. Yet any poor boy or girl can easily visit the gallery and carry away a treasure of beauty which the owner may never see.

What does your money say to you? What message does it bring? Does it say to you, "Eat, drink, and be merry, for tomorrow we may die"? Or does it bring to you a message of comfort, of education, of culture, of travel, of books, of an opportunity to help your fellow man?

Does money mean to you more land, more wealth, more to own? Or does it bring to you the message of: clothes for the naked, bread for the starving, schools for ignorant, hospitals for the sick, something for those in need?

Is your money making you into an animal fixed on greed, or a man filled with a larger purpose than himself?

"Let others plead for pensions; I can be rich without money, by endeavoring to be superior to everything poor."

- Lord Collingwood

Executive leadership development masters remind us that money has never made a man happy yet. The more a man has, the more he tends to want. A great bank account has never made a man rich; the guilt-free mind and heart is what makes the body rich.

Some are rich in health, in constant cheerfulness, in a balanced temperament that carries them smoothly over troubles and trials large enough to sink a shipload of ordinary men.

One of the first great lessons of life is to learn the true estimate of values. Every young businessman or woman will be encouraged to buy-in to various schemes. The promise of ridiculous wealth will be dangled before their eyes.

The youth who will succeed, must not allow himself to be deceived by appearance. He must decide his path based on a clear head and an educated assessment of the true opportunity. He must remember that if it sounds too good to be true, it is.

Henry Wilson, a sworn friend of the oppressed, made his decisions based upon the question: "Is it right; will it do good?"

"Allow no man, just because he has land and money, to feel that he is rich in my presence. He must know I can do without his riches, that I cannot be bought."

– Emerson

The man who has no money, may be broke – but he need not be poor. Being poor is more a state of mind than it is a state of dollars and cents.

All men have the ability to educate the mind to instinctively focus on the brighter side of things; to spend their time elevating their intellect and fostering a positive spirit.

Men are rich who value a good name above a large purse. The object for which we strive tells the story of our lives. Men and women will be judged by the happiness they create in those around them.

Character is perpetual wealth. A man possessing character always stands taller than the millionaire who lacks it.

Invest in yourself and you will never be poor. "If a man empties his purse into his head," says one leading advisor, "no man can take it from him." An investment in knowledge always pays the best interest.

Questions for Self-Assessment

- 1. List all of the things you prize high above the accumulation of money. Rank your list from top to bottom in order of importance. Explain why your top 5 listings mean so much to you.**
- 2. Now ask yourself where in your list is located the following items: God, Country, Family, Self-Worth and Good Health? If any of these are not in your top five, listed above any mention of money, explain why this is. Do you remain satisfied with this response and do you feel it serves you well in life? Do you wish to redo your rankings and improve in this area of your life?**
- 3. Given what you know now from the above executive leadership development information, how might you respond differently the next time you are faced with**

a similar question? Explain what you need to do differently in order to obtain more balance in your life for the future. Identify what you are willing to sacrifice in order to create positive change in this area of your life.

Chapter Twenty-Seven

CONFIDENCE IN A SOLID RESERVE

"It is the part of a wise man to learn today what he may need tomorrow, and not to venture all his eggs in one basket."

– Cervantes

It is the reserve corps of an army, which enables the leader to strike the decisive blow when the critical moment arrives.

The great trouble with most of us is that we do not half believe in our divinity. The surety of our own reserves lie in the knowledge that if we invite Him in, God is always with us.

It is the reserve of knowledge, experience, character, and spiritual wealth that is accumulated during our entire life, which measures our real power and influence. We may draw from this reserve when called upon only if it is available in good quality and quantity.

He who rises earliest and invests in himself more than his competitor, will carry off the prize for his effort. Men and women who look inside themselves, find that there is a natural spring and source of power that offers supreme satisfaction and happiness through God.

"Every earnest person hears a call from his own soul; the voice that calls him is within."

– Marden

Sadly, too many people become hypnotized by fear and anxiety, fear of poverty and failure, fear of disease and suffering – so much so that they constantly visualize and attract the very ills they fear.

Due to the growing fear that drives them, they erect a solid barrier between them and the all the many good things that otherwise might come into their lives.

Beware of allowing fear to rule your day. We must realize what we wish to attain and see ourselves successfully reaching our goals. If you want to be prosperous, free of the daily grind and limitations of poverty, you must think positively and act according with a firm faith in yourself and in your creator.

Life coaching experts remind us that the things we long for tend to be the same things we pray for. God encourages us to stand up for doing good things, and in return, good things will come our way.

"When one is thoroughly alive to the consciousness that he is supported by divine power, which will rush to his aid in any emergency or trouble, he is neither afraid nor discouraged."

- O.S. M.

Emerson, a Christian, says that Christ alone in all history truly estimated the greatness of man. He constantly emphasized man's great possibilities. Emerson believed that God's challenge to us is to develop and realize our larger selves; to become the man or woman that God intends for us to be.

Regardless of your religious beliefs, whether you are Christian, Jewish, Buddhist, Muslim or other; you will never call out your greatest reserves; bring out the love and nobility that is intended for you; or attract the exceptional spark meant for your life – if you rely on hatred and dishonorable skills for getting ahead in the world.

Hate can never cure hate. It simply adds more fuel to the fire. Instead, do good to those who despise you, and someday the one who has been hating you will show himself to be friendly and offer his hand to you in recognition of your better gesture. Through God's wisdom you can make your life, a glorious success – a true masterpiece.

Questions for Self-Assessment

- 1. Describe your present state of spirituality. Do you have a personal relationship with your creator? Are you supported by the knowledge that you are never alone? Explain your feelings about spirituality and what impact your religious beliefs have on your daily decisions.**
- 2. Are you satisfied with your current state of spirituality or do you wish to improve in this area of your life?**
- 3. Given what you know now from the above Christian life coaching information, how might you respond to walk with God more closely? Explain what you need to do differently in your life. Identify what you are willing to sacrifice in order to create positive change in this area of your life.**

