

PHENOMENAL HIGH INTENSITY ACHIEVERS



By Dr Sylvan Lightbourne

**60 SECRET
WEAPONS
UTILIZED BY
HIGH PERFORMERS**



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INTRODUCTION

SETTING GOALS AND ACHIEVING THEM IS SOMETHING EVERYONE CAN DO TO IMPROVE THEIR LIVES. WHILE WE ALL HAVE GOALS THAT WE WANT TO ACHIEVE, DOING SO, HOWEVER, CAN BE DIFFICULT. NEARLY EVERYONE STRUGGLES TO CONVERT THEIR GOALS INTO REALITY.

WE PROCRASTINATE AND LOSE MOTIVATION, AND ULTIMATELY FALTER IN THE EXECUTION OF OUR PLANS, LEADING US TO BECOME FRUSTRATED AND DEFEATED.

THIS FAILURE TO ACHIEVE OUR GOALS, EVENTUALLY CAUSES US TO LOSE FAITH IN OUR ABILITIES TO MOVE FORWARD, LEAVING US FEELING POWERLESS TO BREAK OUT OF OLD HABITS AND IMPROVE OUR LIVES. SETTING GOALS CAN BE A POWERFUL TOOL THAT KEEPS US FOCUSED AND SHARP.

THEY CAN BE VISUAL AND MENTAL REMINDERS THAT WE NEED TO GET THINGS DONE. IF WE FAIL TO CREATE GOALS FOR OURSELVES, THEN WE CAN ALSO FAIL TO SUCCEED IN WHATEVER WE CHOOSE TO ACHIEVE.

HAVING A TANGIBLE SET OF GOALS THAT ARE WRITTEN DOWN AND CHECKED OFF WHEN COMPLETED, CAN PROVIDE AN AMAZING BOOST TO ONE'S SELFCONFIDENCE, WHICH CAN, IN TURN, SPUR US ON TO ACHIEVE FURTHER GOALS.

THIS WILL THEN INCREASE OUR CHANCES OF BETTERING OUR LIVES AND ATTAINING A LIFE-CHANGING GOAL THAT WE THOUGHT BEYOND OUR REACH.

FORTUNATELY, ACHIEVING GOALS IS A SKILL THAT CAN BE TAUGHT AND LEARNED. FROM BEING MORE ORGANIZED TO CHANGING YOUR MINDSET, THERE ARE NUMEROUS WAYS YOU CAN PUT YOURSELF IN A BETTER POSITION TO CONQUER YOUR GOALS.

THE FOLLOWING GUIDE WILL PROVIDE YOU WITH 40 TIPS FOR FINDING YOUR MOTIVATION, BUILDING SELF-DISCIPLINE, MANAGING YOUR TIME, CHANGING YOUR MINDSET SO YOU CAN FINALLY ACHIEVE YOUR GOALS.



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TIPS FOR MANAGING YOUR TIME

Life is nothing more than one task to complete followed by another. Life is busy. However, how you deal with your business can make a world of difference when accomplishing what you hope to achieve and reaching your goals.

If you're tired of not having the time to accomplish your tasks, you're not alone. A lot of people suffer from the inability to manage their time so that they can be more effective and productive throughout the day. However, the difference between them and you is that they aren't trying to change their behavior.

TIP 1

TAKE A STEP BACKWARD



Many people tend to jump right into their day without thinking it through. They have a list of chores in their mind and are planning on when they can complete which chore. However, without fail, something gets forgotten.

To keep this from happening to you, take a deep breath when you first wake up and take a step back from your busy mind. Take the time to write down your tasks so you have an idea of how much time each one will take so you can more effectively plan how you will tackle the list.

TIP 2

HAVE A PLAN



One of the easiest and most effective ways to ensure your success is to have a plan for accomplishing your to-do list. This is the one step that often gets skipped. Take time to think about where your tasks fit into your day. By planning and breaking down larger tasks, you can accomplish the more important tasks before tackling those tasks that might not be essential.

TIP 3

STICK TO YOUR PLAN



If you throw your plan out the window at the first opportunity, not only have you just wasted your time, but you run the risk of quickly veering off track. When you make a plan, stick to it as closely as you can. While things will happen to prevent your day from going exactly as you planned, you tried to make your plan work the way you intended it to. Learn to quickly deal with the other stuff that comes up and find your way back to your plan.

TIP 4

ALLOW TIME TO REST



If you're busy, rest might be a foreign concept. Too often, people will push aside their personal needs in order to accomplish what it is they set out to do. To keep your motivation and reach your goals, you need to make a point of taking a break during your day. .

TIP 5

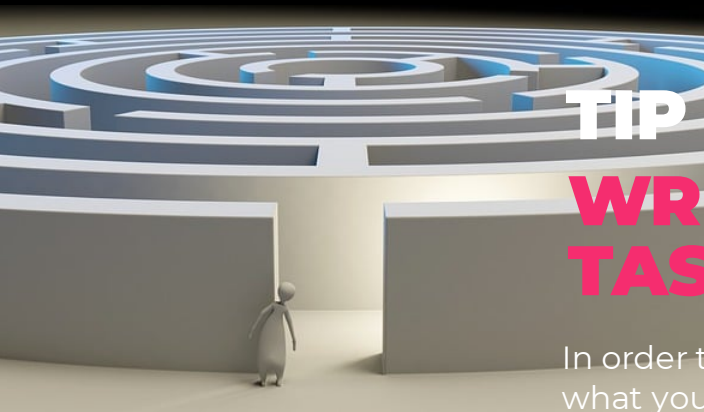
PRIORITIZE



Sometimes, it's just impossible to accomplish everything on your list in a given day. There will be those days where everything wrong will happen, eating up your time. When you plan out your day, make sure to plan to complete your most important tasks first. Give yourself enough time to accomplish them. If you have time to work on other things after you've finished, that's great.

TIP 6

WRITE DOWN YOUR TASKS



In order to properly plan your day, you need to know what you're going to need to do in that day. Take some time in the morning to write down your tasks. By seeing what you need to do, you'll be more likely to get it done. When we get busy, we tend to forget tasks that we needed to accomplish.

TIP 7

SCHEDULE YOUR DAY



Take the list of things you want to accomplish and make a schedule. Consider how much time each task should take to complete. With this information in mind, aim to complete certain tasks at certain times during the day. While it might not always work out the way you plan, at least you have some structure to your day.

TIP 8

TAKE OTHER SCHEDULES IN ACCOUNT



If you don't live alone, you need to make sure that you're aware of the schedules of others in your household. If you have children, their extracurricular activities can impact your schedule. Make sure that you know what the other members of your household are doing and when they are doing it, to save yourself frustration later.

TIP 9

PLAN FOR THE UNEXPECTED



You may have the best laid out plans, but it never fails that something will happen that ruins those plans. Make exceptions in your schedule for things that might come up that you hadn't planned for.

TIP 10

CARRY A SCHEDULE

Carry a schedule and record all your thoughts, activities, and conversations for a week. Doing this will help you to understand better how much you can get done during the course of a day. You'll have the opportunity to see how much time is spent producing actual results and how much time is wasted on unproductive thoughts, actions, and conversations.



TIP 11

DECIDE WHAT RESULTS YOU WANT TO RETAIN

Five minutes before you start a task, decide what results you want to attain. This will help you know what success looks like before you start. After completing each task, take five minutes to determine whether you achieved your desired results.



TIP 12

CREATE TIME MANAGEMENT GOALS

Eliminate your personal time-wasters. The focus of time management isn't actually changing time but changing the behaviors that waste time. For one week, set a goal to not engage in your biggest time-wasting activity, and see how much time you can gain.



TIP 13

UTILIZE TIME MANAGEMENT TOOLS



Whether it's a software program, phone app, or Day-Timer, the first step to effectively managing your time is knowing where it's going and planning how you're going to spend your time in the future. Time management tools allow you to easily schedule events and set reminders, making your time management efforts easier.

TIP 14

LEARN TO SAY NO



Making a lot of time commitments can teach you how to juggle various engagements and manage your time. However, it can easily be taken too far. At some point, you need to learn to decline new opportunities. You should only be taking on those commitments that you know you have time for and that you truly care about.

TIP 15

PRIORITIZE MULTI-TASKING



Multiple-Multitasking doesn't work. Rather than splitting your focus to accomplish numerous tasks, devote your entire focus to the task at hand. Find a quiet place to work and cut out all distractions. Concentrate on one task at a time, only moving on when you've accomplished the task.

TIP 16

BE ORGANIZED



It will save you a ton of time. Create a system for your documents and make sure every item is properly stored. Unsubscribe from email lists that are not relevant and streamline everything you do.

TIP 17

BATCH RELATED TASKS TOGETHER



Different tasks demand different kinds of thinking, so you should allow your mind to continue to flow with its current zone rather than unnecessarily switching to something that is going to require you to re-orient.

TIP 18

ELIMINATE THE NON ESSENTIAL



If you want to stay motivated and reach your goals, you need to identify the excess and remove it from your life. By removing the non-essential tasks and activities, you can become more and more in touch with what is significant and what deserves your time.



TIP 19 LEAVE A BUFFER TIME BETWEEN TASKS

Allow yourself downtime between tasks to breathe and clear your mind. When you rush from task to task, it can be difficult to appreciate what you're doing and to stay focused and motivated.



TIPS TO CHANGE YOUR THINKING



Negative thoughts, doubts, and fears are quite pervasive. We all have doubts and are afraid. However, if you want to live a worthwhile life, you have to get some degree of control over negative emotions and thoughts. These tips will help you create a positive atmosphere, even when facing difficult challenges. With the right mindset, you'll have the best shot at staying motivated and reaching your goals.





TIP 20

ITS NOT ABOUT YOU

It is important to remember that 99 percent of the time, how people behave is not about you; it's about them. You will never truly change your mindset if you don't realize that the behaviors of others have nothing to do with you.

TIP 21

DON'T TAKE THINGS PERSONNALLY

Don't take things that happen personally, because everyone has underlying issues that are not apparent on the surface. Stop making baseless conclusions based on a tiny amount of information that you have of others.



TIP 22

TRY TO FIND GOOD IN EVERYTHING

Life is too short to live in misery and blame everything else on your problems. Never blame, complain or take things personally. Instead, focus on the more important things in your life, those things that you are grateful for.

TIP 23

COLLECT REFERENCES THAT REINFORCES YOUR POSITIVE BELIEF

Deliberately collecting references to reinforce your positive beliefs will help to weaken your limiting beliefs. Think about two or three positive beliefs that will benefit you the most and start to collect real-life evidence to support these selected beliefs.

TIP 24

PRACTICE VISUALIZATION

Visualization is an effective technique for changing your belief and reaching your goals. Your mind can't differentiate between something vividly imagined and real life. Using visualization can provide your subconscious mind with manufactured pieces of evidence that will reinforce positive thinking in your mind.

TIP 25

AVOID NEGATIVE PEOPLE

The people you surround yourself with have a tremendous impact on your mind. If you spend most of your time around negative people who always put you and your abilities down, you would never feel confident.



TIP 26

AVOID INSTANT GRATIFICATION

Avoid seeking instant gratification. The good feelings you get are only temporary and will disappear quickly. Instead, you need to follow your heart's calling. Put your best effort into everything you do, and you will experience long-lasting, happiness and satisfaction.

TIP 27

LIVE UP TO YOUR VALUES

This is one of the single biggest factors that determine your self-esteem. To raise and maintain high self-esteem and shift your mindset, it is important to take action and move toward living up to your values.



TIP 28

STOP COMPARING YOURSELF TO OTHERS

We are all unique, so stop comparing yourself with others. Instead, you need to learn to accept yourself completely, then find your purpose, your mission, and live on it with all your heart.



TIP 29

LOOK FOR THE GOOD WITH YOUR BUSINESS PARTNERS

What: you give out, you will receive back 100 fold. If you give out love and care to others, you will get affection and support back. If you give out anger and hatred, you will receive the same in return. When you treat others well, you feel good in return.

TIP 30

PRACTICE MEDITATION



The best way to become more present in your daily life and change your mindset is to practice regular meditation. Meditation trains your mind to be in the present moment.

TIP 31

COMPLETELY FOCUS ON PRESENT ACTIVITIES

Learn to be more aware of the environment around you when participating in your day to day activities. Really look at things, noticing small details like shape, colors, taste, weight, smell, etc. This will allow you to cultivate present moment awareness.



BEAWARE OF YOUR THOUGHTS

Start paying attention to the thoughts that are going on in your brain. Don't judge. Don't label any thought as good or bad. Just observe them objectively. Stop taking ownership of your negative thoughts.



TIP 33 MINIMIZE ACTIVITIES THAT STOP YOU FROM BEING PRESENT

One of the best ways to be more present and change your mindset is to minimize activities that make your brain dull and unable to focus on the present. Some activities make you present, and some don't. If you aim to become more present so you can accomplish your goals, then you have to remove activities that aren't helping you accomplish those goals.



TIP 34 FACE YOUR FEARS

When you expose yourself repeatedly to your fears, it can begin to lower their intensity. It can help to take the sting out and make it more manageable for you.



TIP 35

HAVE FAITH IN YOURSELF

One of the core pillars of strength against fear is faith in yourself, your vision and your ability to succeed. Believe in yourself and your vision and know that you have all the resources you need to become the person you want to be and reach your goals.



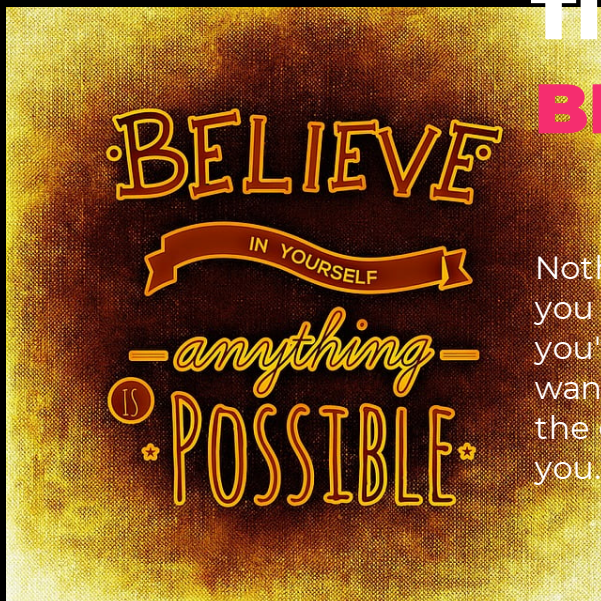
TIP 36

TRUST IN YOUR OWN VALUE

Don't let any compliments boost your ego or any criticisms shake your confidence. Always do your personal best at the moment and continually look for ways to improve next time.

TIP 37

BE OPTIMISTIC



Nothing is certain in life. When you expect the worst, you tend to fear the unknown. Instead, realize that you've been given a choice to create the future you want. In life, you get what you expect, so try and find the good in every situation and the people around you.

TIP 38



ALWAYS SHOW YOUR TRUE SELF

Always show your true personality. Never be afraid to fully express your thoughts and feelings. Let the world know who you are and what you stand for, and you'll come across as a genuine, confident person who inspires people to break out of their own shells.



TIP 39

ALWAYS SPEAK YOUR MIND

If you don't think that anybody understands you, then you need to speak up and be assertive. Let people know who you are and what you need. This is the only way they can clearly understand you.





Tips For Reaching Your Goals

Have you ever wondered how you could set attainable goals, so you can make your dreams happen? You're not the only one who has hopes and dreams, but your goals may be too lofty to happen.

The goals you currently have may be a great overall result of smaller goals that you've set for yourself, but as your goals currently sit, you are setting yourself up for frustration and failure.

Here are the best ways that you can set attainable goals that will encourage you to work towards a greater end result.

"Motivate YOU!"

TIP 40

HAVE AN END RESULT IN MIND

Having a clear focus on where you want your efforts to end up is an important part of setting attainable goals. Having an ultimate goal will help you as you try to achieve the smaller goals you have made. Having a solid focus will help you achieve more.

TIP 41

BREAK DOWN LARGER GOALS IN TO SMALLER SUMS

Help yourself reach your end goal by breaking it down into smaller steps, rather than becoming stressed by trying to accomplish it all at once. When you take on too much at one time, you can become stressed, which might cause you to abandon your goal completely.

TIP 42

SET REASONABLE TIMEFRAMES

If you try to do something too slow or too quickly, it will throw you off focus. Give yourself an ample amount of time to complete each goal, to make sure that you get the results that you're aiming for. Be reasonable and set time frames on your goals and your achievements.

TIP 43

STACK YOUR GOALS



Working on your goals in a stacked method, allows you to work toward a new goal while finishing out the goal you were already working on. This will help you to start the next step while finishing the previous step. This helps you keep the overall goal flowing.

TIP 44

MOVE ONTO NEW GOALS ONCE COMPLETED OTHERS



Often times, once you complete a goal that you have set out to achieve, you might feel like you're stuck in a rut. This can become frustrating because you feel like you're no longer moving forward. Don't let doubts hold you back. Begin to work on new goals as soon as you feel as though you have accomplished your previous goals.

TIP 45

HAVE BENCHMARKS



Check in with yourself frequently. Creating a schedule to check on the progress of your goals will help you to understand better where you are and what you need to work on next. Set a regular time for you to check up on yourself and be honest about the progress you are making.

TIP 46

START WITH THE BASICS

Once you've set the goals that you'd like to pursue actively, you need to start at the beginning. Take the time to figure out where you need to begin and take the process in small steps.



TIP 47

START ON SMALL GOALS

When it comes to setting goals, you'll find that some of them will be larger than others. Identify the goals that you can handle on a smaller level and work up from there. After you've learned to put some goals into action, you will figure out how you can tackle the larger goals to make them a reality.



TIP 48

PRIORITIZE YOUR GOALS

Some of the goals that you set will be more pertinent to the place you are in your life and your career. Try placing importance on certain goals and set some aside until you feel you are ready to give them your full attention.



TIP 49

DON'T TAKE ON TOO MUCH

Often when you are busy, you tend to take on much more than what you can handle at once. The strain of taking on too much can cause you to become stressed and result in you losing focus on what is really important. Always be aware of what your limits are and accordingly.

TIP 50

HAVE SOMEONE TO KEEP YOU ACCOUNTABLE

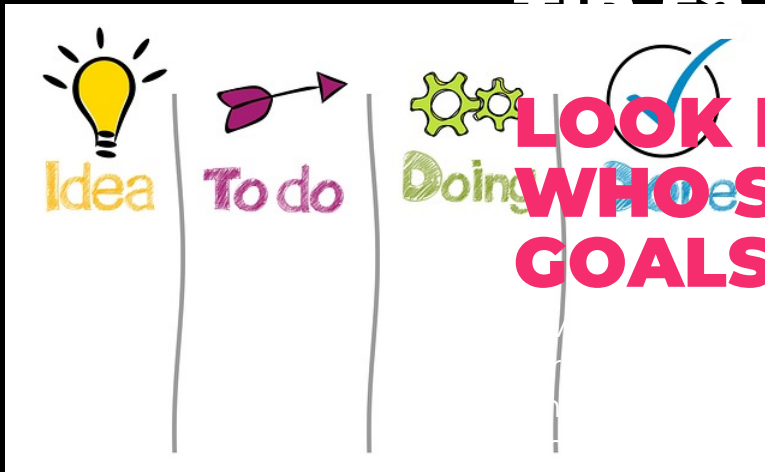
Another way to can continue to work toward your goals is by having someone who can help to keep you accountable. By having someone to ask you about your progress or about how you feel about the goal can help you keep your goals in the forefront of your mind, so you can continue to work toward reaching them.

TIP 51

DON'T BE DISCOURAGED BY OBSTACLES

Life is full of obstacles and challenges. If you allow these things to stand in your way, you will never reach your goals. When you face success in life, you have to find a way to face them head on and make it through the fire and to the other side.

TIP 53



LOOK FOR PEOPLE WHO SHARE SIMILIAR GOALS

They may already belong to an existing support group, but there is always an opportunity to add to it and make it more diverse. They don't have to be people you've known for a long time but can be people you've encountered throughout your life that can offer you solid advice to make your goal easier to accomplish.



USE YOUR CLOSE PEOPLE AS SOUNDING BOARDS

Your family and friends are who know you best. They might be able to offer you advice that is extremely helpful and that you may never have thought about yourself. Their advice can help you to pursue your goals with more ease.

TIP 54



LEARN TO LET GO OF NEGATIVE FORCES

There will always be at least one person who will do whatever they can to discourage you from your goals. Don't let these people have a part in your life or your goals. Let them go and remove the negativity from your life.

TIP 55



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TALK TO YOUR NETWORK CONSISTENTLY

Having a support group will help you make sure that you can talk about your worries and frustrations and get the advice you need to continue on your journey to making your goals into realities.

TIP 56

GOAL * PLAN * SUCCESS

LISTEN TO ADVICE

Take the advice that is worth listening to and make it a part of your goal. Don't think that you know everything. Allow yourself the vulnerability to know when you need to take advice or let the advice go.

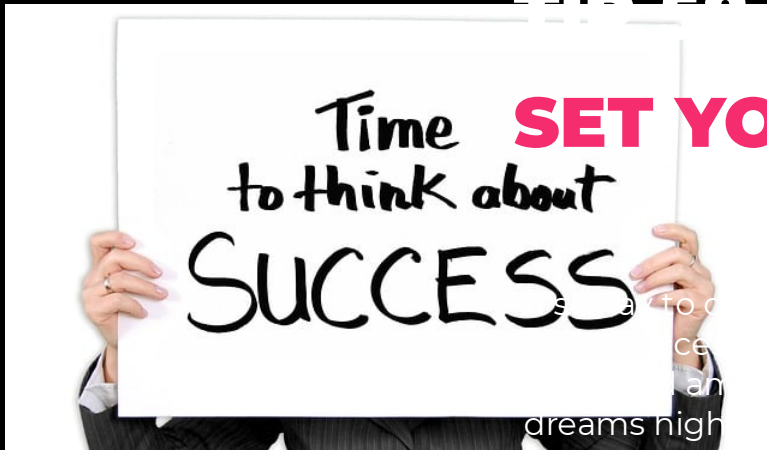
TIP 57



BE OPEN TO CHANGE

Change can be difficult for everyone. However, the more open to change that you are, the easier the transition will be when you are ready to make changes in your life. There will come a point in your life where things will need to change in order for you to be successful. Don't fight it, embrace it and continue moving forward.

TIP 58

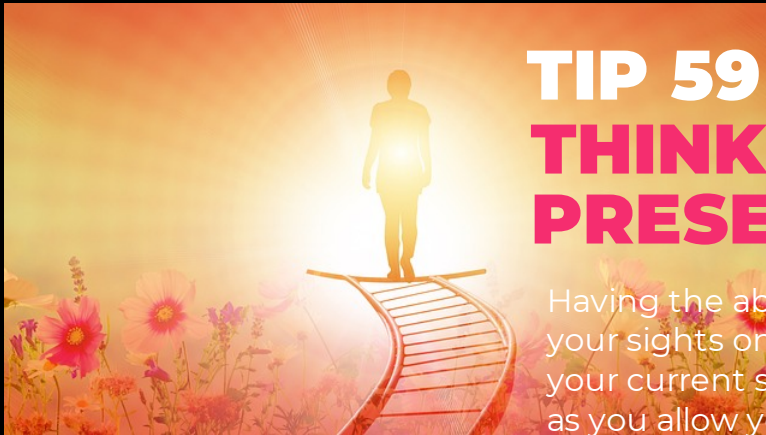


SET YOUR SIGHTS HIGH

It's a lot to do in a day. You can get more done and be successful when you take the time to set your sights higher. Don't be afraid to set your dreams high.

TIP 59

THINK BEYOND THE PRESENT



Having the ability to look past the present and set your sights on your future and your goals can make your current situation temporary. You can only go as far as you allow yourself to go.

TIP 60



DON'T SETTLE WHEN MORE CAN BE DONE

Settling when you know you can do better, only cheats you out of what greatness your life can really hold. You can realize more success when you push yourself further.



EVERYONE HAS BIG DREAMS, AND WE TEND TO MAKE EVEN BIGGER PLANS TO FULFILL THEM. UNFORTUNATELY, AS TIME PASSES, WE TEND TO LOSE MOTIVATION AND ENTHUSIASM IN WORKING TOWARD REACHING OUR GOALS, LEAVING US STUCK IN THE SAME PLACE, TOILING AWAY AT OUR 9 TO 5 JOBS, TRYING TO EARN JUST ENOUGH MONEY TO SURVIVE.

EACH OF US HAS A POSITIVITY INSIDE THAT SERVES AS THE SOURCE OF OUR GREAT IDEAS AND ACCOMPLISHMENTS IN THE WORLD. IN EXERTING MORE EFFORT IN FINDING OUR MOTIVATION, WE CAN ACHIEVE OUR ULTIMATE GOALS AND FIND THE PASSION IN OUR LIVES.

UTILIZE THESE 60 SELF HELP TIPS TO KICK OUT THE NEGATIVITY AND ELIMINATE THE STRESS THAT HAS BEEN CONTROLLING YOUR LIFE. DON'T WAIT, BREAK THE BARRIERS THAT ARE KEEPING YOU FROM REACHING YOUR GOALS, BREAK FREE FROM THE COCOON, AND FINALLY WIN CONTROL OVER YOUR LIFE.





**THANK
YOU!**



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