

Master Your Success

Action guide

Thanks again for purchasing my book. I want you to succeed and to get as much as you can from it. Please make sure you use this action guide alongside the book. In the end, your commitment is what will determine how much you get out of this book. I encourage you to print out this workbook to make it easier to refer to it as you are reading the book. Also, writing down your answers using a pen is more powerful than just typing on your computer.

Let's get started!

Section I. Taking responsibility

1. Start where you are

Take a moment to acknowledge that you are exactly where you're supposed to be *at this moment* and let go of any sense of pressure.

Get excited about all the things you can do to improve and start moving toward your dreams. Write some of them using the space below.

2. Take one hundred percent responsibility for your life

Write down two or three things you would do differently if you were to take one hundred percent responsibility for everything in your life:

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-
-

3. Take extra responsibility

Complete the exercise below

Write down one thing that currently bothers you:

Writ down what you think the root cause might be:

Write down what you could have done differently to prevent the issue from happening in the first place:

4. Forget about luck

Write down the answer to the following question:

If luck didn't exist, what would I do to maximize my chances of achieving my biggest goal?

5. Value your time above all

What exactly does "valuing your time" mean to me?

What are two specific things I could do to make better use of my time?

1.

2.

6. Follow your own path

If I were to follow my own path, what would I be doing?

If I didn't have to worry about what my family, friends, colleagues or society think, what would I be doing?

7. Embrace your destiny

What is my true calling? What's my intuition telling me?

What fears do I need to overcome to move in the right direction?

8. Forgive yourself and others

Take a couple of minutes to:

- Acknowledge that your peace of mind is more important than anything anyone may have done to you in the past. Stop trying to be right, try to be happy.
- Forgive yourself for mistakes you may have made in the past. You did what you could based on what you knew and who you were at the time. You can write down below what you want to forgive yourself.

Section II. Knowing yourself

9. Cultivate self-awareness

If I were to be more self-aware, what specific thing would have the biggest positive impact on my life?

What is the one negative emotion I experience most often?

What is the underlying belief causing me to feel this way?

10. Define what success means to you

Write down five must-haves for a successful life.

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

Based on these must-haves, come up with your own personal definition of success and summarize it in one or two sentences below.

My personal definition of success:

11. Know what you want

Spend five to ten minutes brainstorming answers to the question, “What do I really want?” Do this for each area of your life: career, finance, health, personal growth relationships and spirituality.

Career:

Finance:

Health:

Personal growth:

Relationships:

Spirituality:

12. Know what matters to you

Write down your top 10 values below. If you're unsure what a value is, simply ask yourself what thing or concept you value the most (freedom, family, contribution, honesty et cetera).

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Select your top three values by asking yourself, "If I could choose only one value, what would it be?" Repeat the process until you have your three values. Then on a scale of 1 to 10, where 1 is low and 10 is high, ask yourself how well you're living by these values.

Value #1:

How well you're currently living by it

1

10

Value #2:

How well you're currently living by it

1

10

Value #3:

How well you're currently living by it

1

10

Finally, answer the following question:

Which is the one specific thing I could start doing today that will be more aligned with one or more of these values?

13. Know your strength

Identify your biggest strengths by answer the questions below:

What people around you say your strengths? Ask at least one person who knows you well and write down your answers below:

What do you do during your spare time? Write down anything you do spontaneously when you have free time:

What can you do easily (but others can't)?

What people compliment you for?

What do you really enjoy doing?

14. Embrace your weaknesses

Write down below what you believe to be your biggest weaknesses.

Then ask yourself:

What would happen if I took these weaknesses to extremes? How could I turn some of them into strengths?

Who or what can help me overcome these weaknesses?

15. Listen to your intuition

What single thing could you do to listen to your intuition better?

Section III. Deciding who you want to be

16. Decide who you're going to be

Look at one of your major goals. What would happen if you were absolutely committed to achieving it? What would you do if attaining this goal was a matter of life or death? Write down your answer below:

17. Be intentional during your day

What would it mean to me to have more "intent" during my day? What specific things would I do?

18. Raise your standards

If you chose to do one single thing to help you raise your standards significantly, what would it be?

19. Cultivate self-discipline

To build self-discipline, choose one positive habit that would improve your life and resolve to stick to it for the next thirty days. Make sure you start small to avoid putting too much pressure on yourself.

My positive habit:

20. Build accountability

How could you build an accountability system that works for you?

Write down what your ideal accountability system would look like.

21. Create a morning ritual

Create your own morning ritual including 2-3 simple daily habits. Then, commit to sticking to it for at least the next thirty days.

My 2-3 simple daily habits:

-
-
-

22. Find people worth fighting for

Who do I want to fight for?

Who do I feel a strong desire to serve?

Section IV. Living with integrity

23. Respect yourself

What are three specific things you could do to show yourself more respect? Write them down below:

- 1.
- 2.
- 3.

24. Practice radical honesty with yourself

Is my current life really what I want?

What questions am I avoiding asking myself, and why?

Knowing what I now know, if I could start all over, what would I do differently? What actions could I take now?

If my future self—now five years older—were to talk to me, what would he/she tell me?

Am I really doing whatever it takes to achieve the goals I say I want to achieve?

25. Practice radical honesty with others

Who are you not sharing your honest feelings with?

By failing to give people the honest feedback they deserve, who are you preventing from improving?

26. Learn to say no

If you could say “no” to anything without experiencing shame, guilt or any other negative feelings, exactly what would you say no to? Write them all down below.

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-
-

27. Set clear rules and boundaries

Complete the following exercise:

1. Write down the things you tolerate in your life, but you wish were different.

2. Establish clear rules you can stand behind. Write them down below (be specific).

3. Imagine yourself acting according to your defined boundaries when the situation presents itself. To do so, rehearse your responses in your mind, using visualization.

4. Remind yourself that you have the right to set your own rules and boundaries and that not everyone will be happy about it.

28. Show up on time

Strive to arrive on time (or earlier) to every business meeting in the next thirty days until it becomes a habit.

29. Take pride in your work

Answer the following questions:

Am I doing the best I can at work/school?

If I were to step into my best self, what would I do differently?

How can I become more engaged at work? What can I deep dive into instead of running away from? Who can I interact with more often and at a deeper level?

30. Cultivate a passion for what you do

When do I feel the most engaged at work? What specifically am I doing in these moments?

What do I volunteer for at work or outside of work? How can I do more of these things?

Additional step: choose one activity you enjoy and dedicate 10-15 minutes to pursuing it every day.

31. Ask for what you want

This week, ask for one thing you want, whether it be small or big. For instance, you could ask for a discount, a small favor or an upgrade.

What I will ask or this week:

32. Be a producer, not a consumer

Answer the following questions:

If I shifted from being a consumer to a producer, what would it mean to me? What would I be doing differently? What would I create?

What can I do to better express my unique personality and creativity?

Write down one unproductive activity you regularly engage in. Then, write down one productive activity you could engage in instead.

Unproductive activity:

Productivity activity you could engage in instead:

Section V. Cultivating confidence

33. Believe you can

Select one of your biggest goals or dreams and allow yourself to believe you can achieve it.

My biggest goals:

All the reasons I believe I can achieve it:

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-
-
-
-

All the things I could do to start moving toward that goal:

-
-
-
-
-

Imagine you have already achieved this goal. Then, relax and allow yourself to feel good about it.

34. Believe that who you are and what you do matters

- Close your eyes. Then, allow yourself to let go of any need for approval (from your parents, friends, colleagues, society et cetera). Imagine how freeing it will be if you don't need to prove anything to anyone.
- Appreciate yourself just for existing and acknowledge your inherent value as an individual human being with a unique personality.
- Think of all the people you've ever helped in even the smallest way.
- Feel good for being you.

35. Challenge your limiting beliefs

Select one area of your life and ask yourself why you're not at a 10/10 in this area:

Write down all the reasons (or excuses) you came up with:

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-
-
-
-

Challenge them. Are they really true? Write down any counter argument you can think of:

Find specific examples that disprove each of these reasons or beliefs (whether in your personal life or in other people's lives) and write them down:

Choose the empowering belief you want to adopt instead.

Create an affirmation using the tips below:

- Use present tense,
- Use the first person, and
- Make it specific and keep it short.

For instance, if you believe you don't have enough time, you could use the affirmation below:

"I always make the time to do whatever I'm committed to."

My affirmation:

36. Focus on what you want

Write down one thing you want:

Find at least one group of people moving toward the same goal, either online or offline.

Write it down below:

For the next seven days:

- Write three things you are grateful for related to that thing.
- Spend a few minutes every day reading books and articles on the topic.
- Take one small action to move closer to your goal.

37. Cultivate optimism

What are two or three specific things you could do to cultivate a greater sense of optimism?

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-
-

38. Perceive the opportunities around you

1. Answer the following questions:

What can be improved around me?

What do I need to learn, in order for new opportunities to open up for me?

What opportunities are so obvious that I may have missed them?

2. Ask someone close to you what opportunities they see for you.

3. Practice write down ten new ideas each morning on any topic of interest and start perceiving more opportunities around you.

39. Think big

- 1. Envision the craziest and most unrealistic dream you can think of.
- 2. Think of the smallest action you could take to move closer to those dreams.
- 3. Take that small action today and see where it takes you.

40. Believe you will improve long-term

- 1. Look at one of the things you can do well.
- 2. Remember a time where you couldn't do that thing.
- 3. Think of something you want to become great at.
- 4. Assume mastering that thing is inevitable in the mid to long term.

41. Celebrate your success

At the end of your day, ask yourself:

“What are the three things I'm most proud of having done today?”

42. Move beyond your comfort zone

Complete the following exercises below, using your action guide:

What does “moving beyond your comfort zone” mean to you?

Remember one time you pushed beyond your comfort zone. How did it make you feel?

Think of one uncomfortable thing you could do today or later this week and decide to undertake it.

The one uncomfortable thing I could do:

43. Practice positive self-talk

For 24 hours, observe your self-talk. How is the little voice inside you treating you? Notice when you criticize yourself and what impacts it has on your mental well-being.

44. Practice visualization

Take a couple of minutes now to visualize yourself in a specific situation. It can be a future goal you want to achieve or an uncomfortable situation you want to handle better. See yourself feeling, thinking and acting the way you want to.

Section VI. Developing an accurate model of reality

45. Understand that success is a process

Write down one meaningful goal you want to achieve:

Identify the best process to help you reach that goal. What daily habits could you implement? What key tasks would you focus on?

46. Align yourself with reality

Reflect on the two questions below in relation to your previous goal:

In what ways am I trying to fight against reality?

How does it make me feel?

47. See failures as part of the process

In which areas of your life are you not trying and failing enough?

If you weren't afraid of failure, what would you do differently in those areas?

48. Look for role models

Identify one or two people who have already achieved the meaningful goal you're chasing. Then, resolve to learn everything you can from them.

My role model(s):

49. Dramatically reduce your learning curve

Answer the following questions about your goal:

How can I reach it as quickly and with as little effort as possible?

Who has the best blueprint for this specific goal?

If I were to perform certain key tasks every day, consistently, which ones are most likely to guarantee my success?

50. Focus on solutions

Write down three to five things you're currently worrying about.

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-
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-
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Now write down what you can do about each of them.

51. Don't assume, verify

What are the biggest assumptions you might be making in your life right now? Write down a few of them.

What are the consequences of holding onto these assumptions?

52. Cultivate long-term thinking

Where do you want to be mentally, physically and financially ten years from now? And why is that important to you?

53. Schedule thinking time

Schedule one hour of thinking time either today or later this week. Check whether you're moving in the right direction and brainstorm innovative ways to improve your life or to reach your goals.

When I'll do my hour of thinking time:

54. Challenge the status quo

What is one thing that most people accept but you're unwilling to do the same?

What are you going to do about it?

55. Ask smart questions

Write three of the most empowering questions you can think of. Start reflecting on them and do so for at least a few minutes.

The three most empowering questions I can think of:

56. Take calculated risks

What risk do you feel like taking in the near future?

What can you do to ensure it's a calculated risk with limited downsides but huge upsides?

57. Better anticipate

Write down one issue you're facing right now.

Now go back to its root cause and ask yourself, "What could I have done to avoid that problem and/or limit its negative impact on my life?"

Section VII. Getting things done

58. Set daily goals

- Identify three to five tasks that you will work on today (make sure they move you closer to your long-term vision).
- Complete the first task before moving on to other tasks.
- Repeat this process until you complete all your tasks.

Bonus tip: an effective way to ensure you work on your most valuable task every day is to make it part of your morning ritual (see also *Chapter 21. Create a morning ritual*).

59. Finish what you start

Do one of the two things below:

1. Write down three simple tasks and complete them today. Repeat this process for seven days:
 - 2.
 -
 -
 -
2. Complete a task you've been procrastinating on for a while and complete it one hundred percent.

60. Think less, do more

Identify one thing you've been procrastinating on due to fear. Then, take that first step you've been avoiding for far too long.

61. Leverage The 80/20 Principle

Select one area of your life and write it down below:

Now create an exhaustive list of all the actions you're currently taking.

Finally, answer the question below:

Of these actions, which 20% lead to 80% of your results in this specific area?

Circle one to three key actions that you believe are the most effective. These are the tasks you want to focus on. A good idea is to make them part of your morning ritual (See *Chapter 21. Create a morning ritual*).

62. Maximize your speed of implementation

Select one exciting goal and write it down below:

Imagine you were given a power called, "Extreme speed of implementation". What can you do right now to make progress toward that goal?

63. Get started

Write down your first step. This first step could be toward the achievement of any sort of goals in any area of your life. That's up to you.

My first step:

Take that first step today or later this week and see where it takes you.

64. Focus on the process

Write down one goal you want to achieve (a result goal).

Now write down the process goals that will most likely lead you to achieve that goal:

65. Think projects not tasks

Reflect on the tasks you've been working on in the past seven days. Now, think of the few key projects you are trying to complete. Are these the most important tasks you should be focusing on to complete these projects? If not, what could you be doing differently?

66. Focus on one thing at a time

Make a list of all the major projects you're currently working on using the space below:

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-
-
-
-

If I could only focus on one thing, what would that thing be?

Now how will you allocate time during the day to focus single-mindedly on it? (I recommend you make it part of your morning ritual whenever possible).

67. Eliminate distractions and boost your focus

Today, practice working on one task for forty-five minutes without interruption. Whenever you catch your mind wandering, bring your attention to the task at hand.

68. Go temporarily out of balance

If you decided to focus most of your time and effort on one area right now, which one would have the biggest positive impact on your life?

69. Be a master, not a dabbler

Think of one goal you failed to achieve in the past.

Now, imagine how things would have been different if you had a mastery mindset.

Write down below a few things you would have done differently:

Then, select one of your major goals and imagine what working on it with a mastery mindset would look like.

70. Fall in love with consistency

Select one daily habit and write it down below:

Then, commit to sticking to it for the next thirty days in a row.

71. Take effective breaks

Experiment with each of the time-blocks below for a week. Then, select the one that works best for you.

- **Every seventy-five to ninety minutes:** Robert Pozen, author of *Extreme Productivity: Boost Your Results, Reduce Your Hours*, recommends taking a break every seventy-five to ninety minutes.
- **Every fifty-two minutes:** The startup, Draugiem Group, found that the most productive people took frequent breaks, working fifty-two minutes and taking seventeen-minute rests.
- **Every twenty-five minutes (Pomodoro technique):** The Pomodoro technique entails working twenty-five minutes and taking five-minute breaks.

Section VIII. Maintaining an open mind

72. Leverage your curiosity

What is the one thing you're the most curious about?

Go learn more about that thing by reading articles online, buying a book or taking a course.

73. Embrace flexibility

Select a major goal you're working on right now and write it down below:

Do you enjoy working on this goal?

Does it help you design the future I want?

If not, what could you do about it? Could you revise your goal? Could you just give up on it and focus on another goal?

74. Never stop learning

Develop the habit of reading or listening to educational content for fifteen minutes every day.

75. Stay humble

In what ways are you not as humble as you could be? Write down some of your answers. below:

What one specific thing could you do to change that?

76. Make the most of your mistakes

What failures are you refusing to face head-on and learn from?

What mistakes may you be making right now or in the near future?

What could you do about it?

77. Let go of your ego

How is pride preventing you from living the life you want?

Section IX. Developing emotional resilience

78. Embrace patience

Remind yourself to be patient and refer the book as often as necessary until you have a solid grasp of the principles introduced in it.

79. Treat each day as a new beginning

For the next few days, experiment with the process below (smile, act, acknowledge, clear, express gratitude and plan). See how it makes you feel.

- **Smile.** As soon as you wake up, smile. This simple act will boost your mood over time.
- **Act.** Don't hit the snooze button. Jump out of bed immediately. This will help build the habit of being proactive and decisive.
- **Acknowledge.** Think how lucky you are to have been granted a new day. This is the first step to making your day count.
- **Clear.** Start your day as a blank canvas. To do so, visualize yourself letting go of the burden of your past. For instance, picture your past as a ball and chain. Break free from your chains and feel yourself becoming lighter and lighter. This will help you be more present during the day.
- **Express gratitude.** Think of three things you're grateful for or do one of the exercises introduced in *Chapter 85. Cultivate gratitude*. This will boost your mood and reduce your negative emotions.
- **Plan.** Write down today's date as well as your goals for the day. This will help you give more importance to your day while boosting your productivity.

80. Focus on what you can control

Using the table below, take a few minutes to write a few things you're worrying about. Then, in the right-hand column, write down whether you have total control (TC) some control (SC) or no control (NC) over the situation.

Things you worry about	TC, SC or NC?

81. Leverage the power of reframing

Think of one negative event that happened to you recently and write it down below:

What was great about it?

What valuable lesson did/could you learn from it?

How did you turn (or how could you have turned) this situation into an opportunity?

82. Honor the struggle

Remember the difficult times you had to go through to reach your current position. In hindsight, what would you say to your past self? Then, say the same thing to your present self and see how it feels.

83. Cultivate self-compassion

For the next seven days, speak to yourself only in a gentle, supportive way. Whenever you're harsh with yourself notice it and refocus on being kind to yourself.

84. Prepare for the worst

Think of one major goal you're currently working toward.

Now write down some of the worst-case scenarios you can think of:

-
-
-

Imagine yourself going through each of them. What would be your initial reaction?

Finally, see yourself pushing through these obstacles.

85. Practice gratitude

- Think of ten things you're the most grateful for right now.
- Adopt a daily gratitude practice using one of the exercises introduced below
- **Write down what you're grateful for.** Write down three things you're grateful for and try to come up with three different things every day.
- **Create a gratitude journal.** Buy a notebook and use it to record any compliments you receive. Keep adding new entries, and go through old ones every day, or at least a few times a week.
- **Thank people.** Close your eyes and think of the first person that comes to mind. Then, thank that person (in your mind). Try to thank them for at least one specific thing they did for you. Perhaps they helped you find a job. Perhaps they were there for you during challenging times. Perhaps they taught you a lesson. Repeat the process with a second person. Keep doing this for three to five minutes. To help you experience feelings of gratitude, you can listen to a song that moves you while doing this exercise.

86. Learn from your emotions

Think of one negative emotion you experienced recently and write it down below:

What can you learn from that particular emotion? What is it trying to tell you?

87. Exercise regularly

Write down a simple exercise routine you could see yourself following for months or years. Remember that being consistent is key. Start small. You can always intensify your workout over time.

My simple exercise routine:

Section X. Influencing and inspiring others

88. Share your dreams/broadcast your desires

What goal could you broadcast to the world and how will you do it?

89. See yourself as a role model

Who has changed for the better as a result of spending time around you?

What could you do specifically to become an even better source of inspiration to the people around me?

90. Aim to change yourself before changing others

If you were to change something within yourself, what specific thing would allow you to have the biggest possible impact on the world around you?

91. Add value to other people's lives

How can you deliver more value to the people around you?

92. Believe in the potential of others

Close your eyes and visualize the people close to you (family members, friends, colleagues, et cetera). For each person you visualize, imagine them as having achieved their absolute potential. Envision how they would feel, think and act. See all the wonderful things they would be accomplishing.

93. Be obsessed with your customers

How can you give your customers what they truly want?

94. Compliment others

Think of five people you spend a lot of time with and give one genuine compliment to each of them (in your mind).

Try to think of something you've never told them before. Then, challenge yourself to give them that compliment in real life.

95. Seek a win-win

Think of someone with whom you are having a disagreement and write his or her name below:

What could you do to create a win-win relationship with that person?

96. Ask more questions, give fewer answers

Today, notice whenever you feel like giving an answer or offering advice. Then, pause and ask yourself what question you could ask instead.

97. Listen more, talk less

Practice active listening during one of your conversations today. Don't listen to take control of the conversation or give advice. Don't think what you're going to say next. Just listen without judging.

98. Put yourself in the shoes of other people

Select three people close to you and try to define their values and goals.

Person #1:

Values:

Goals:

Person #2:

Values:

Goals:

Person #3:

Values:

Goals:

Then, go ask them directly. For instance, share your values first and ask them what their values are. Ask them where they see themselves in ten years.

99. Surround yourself with successful people

Who is one negative person you want to spend less time with?

Who is one friend or acquaintance that, if you were to spend more time with, would allow you to grow and learn faster?

If you could connect with one person to have the most positive impact in the long term, who would it be?

100. Focus on building long-term relationships

Who do you want to connect with?

Specifically, what could you do to help that person?

THANK YOU SO MUCH!

I hope you will become the hero of your own story and achieve all your goals and dreams in the coming years.

Let me wish you all the best with your new endeavors. I'm very much looking forward to hearing from you.

If you have any questions send me an email at :
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Thanks a lot!

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