

STAIRWAY TO SUCCESS



QUALITIES OF SUCCESS

Place a ★ by the five qualities that you feel you currently possess

Place a ✓ by five qualities you want to further develop

Honest	Manners	Passion
Intelligent	Gratitude	Convictions
Goals	Teachable	Encourager
Organized	Dependable	Vision
Responsible	Pride	Faith
Commitment	Diligent	Wisdom
Punctual	Thrifty	Courage
Self-starter	Resourceful	Confident
Optimistic	Extra-miler	Humble
Enthusiastic	Sober	Smart
Motivated	Loyal	Hard worker
Decisive	Respectful	Authoritative
Focused	Caring	Self-control
Disciplined	Affectionate	Fair
Persistent	Supportive	Communicator
Positive mental attitude	Sincere	Consistent
Team player	Attentive	Creative
Energetic	Personable	Knowledgeable
Competent	Open minded	Humor
Self-image	Good-finder	Good Listener
Common sense	Educated	Teacher
Integrity	Service attitude	Obedience

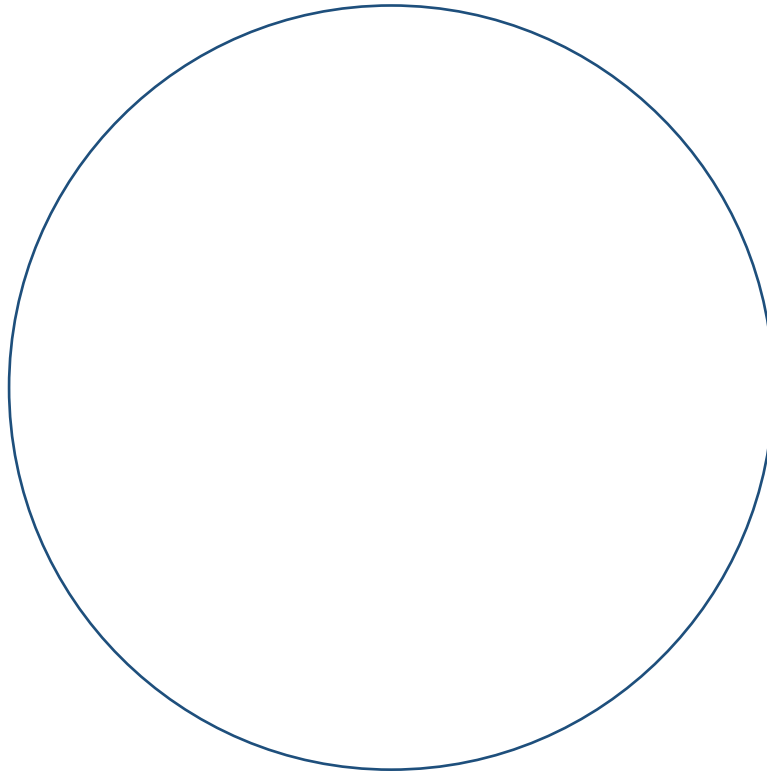
Choose one of the qualities you want to develop and write an action step of how you can develop that quality in your life.

ACTION STEP:

SOURCES OF INPUT

You are what you are and where you are because of what's gone into your mind.
You can change what you are and where you are by changing what goes into your
mind.

-Zig Ziglar



Divide the circle into a pie chart. Put one source of input into each slice and make the slice size relative to the impact that source of input has on you.

QUESTIONS TO CONSIDER:

1. What types of input are on your chart? Were you surprised by anything on your chart?
2. What do you notice about the amount of positive or negative input you have?
3. Do you have enough positive input? If not, how can you get more positive input in your life?
4. How can you turn the negative input into positive input?

Thoughts are the software of the mind. - Diane Dean

YOUR THOUGHTS HAVE POWER

What have you been telling yourself consciously or subconsciously?

List as many thoughts or beliefs as you have about yourself, success, relationships, money, etc.

•

.....

•

.....

•

.....

•

.....

•

.....

•

.....

•

.....

•

.....

A LIFE-CHANGING PROCEDURE

Every morning start your day, and every evening at the close of the day, stand in front of the mirror in a room by yourself, look yourself in the eye (the eyes are the windows of the soul) and say “I, _____ am a child of the King (John 1:12) in the will of God (The Lord’s Prayer), and can do all things through Christ who gives me the strength (Philippians 4:13). I claim the following attributes because I have the mind of Christ (I Corinthians 2:11), am a confidant of God (Psalms 25:14), and although I am weak in many of these qualities I am specifically told (Joel 3:10) to ‘let the weak say I am strong.’ By claiming, developing and using these Biblical qualities, I will become the person God created me to be and will glorify God and benefit mankind.

“I, _____ am an honest, intelligent, organized, responsible, committed, teachable person who is sober, loyal, and clearly understands that regardless of who signs my paycheck I am self employed. I am an optimistic, punctual, enthusiastic, goal-setting, smart working self-starter who is a disciplined, focused, dependable, persistent, positive thinker with great self-control, and am an energetic and diligent team player and hard worker who appreciates the opportunity my company and the free enterprise system offer me. I am thrifty with my resources and apply common sense to my daily tasks. I take honest pride in my competence, appearance, and manners, and am motivated to be and do my best so that my healthy self-image will remain on solid ground. These are the qualities which enable me to manage myself and help give me employment security in a no job-security world.

“I, _____ am a compassionate, respectful encourager who is a considerate, generous, gentle, patient, caring, sensitive, personable, attentive, fun-loving person. I am a supportive, giving and forgiving, clean, kind, unselfish, affectionate, loving, family oriented human being and I am a sincere and open-minded good listener and a good-finder who is trustworthy. These are the qualities which enable me to build good relationships with my associates, neighbors, mate, and family.

“I, _____ am a person of integrity, with the faith and wisdom to know what I should do and the courage and convictions to follow through. I have the vision to manage myself and to lead others. I am authoritative, confident, and humbly grateful for the opportunity life offers me. I am fair, flexible, resourceful, creative, knowledgeable, decisive, and an extra-miler with a servant’s attitude who communicates well with others. I am a consistent, pragmatic teacher with character and a finely-tuned sense of humor. I am an honorable person and am balanced in my personal, family and business life, and have a passion for being, doing, and learning more today so I can be, do, and have more tomorrow.

“These are the qualities of the winner I was born to be and I am fully committed to developing these marvelous qualities with which I have been entrusted. Tonight I’m going to sleep wonderfully well. I will dream powerful, positive dreams. I will awaken energized and refreshed; tomorrow’s going to be magnificent and my future is unlimited. Recognizing, claiming, and developing these qualities which I already have gives me a legitimate chance to be happier, healthier, more prosperous, have more friends, greater peace of mind, better family relationships, and legitimate hope that the future will be even better”

Repeat the process the next morning and close by saying, “These are the qualities of the winner I was born to be and I will develop and use these qualities to achieve my worthy objectives. Today is a brand new day and it’s mine to use in a marvelously productive way.”

After 30 days, add the next step:

Choose your strongest quality and the one you feel needs the most work. Example: Strongest—honest. Needs most work—organized. On a separate 3x5 card, print “I, _____ am a completely honest person and every day I am getting better and better organized.’ Keep this 3x5 card handy and read it out loud at every opportunity for one week. Repeat this process with the second strongest quality and the second one which needs the most work. Do this until you’ve completed the entire list. Use this self-talk procedure as long as you want to get more of the things money will buy and all of the things money won’t buy.

Note: Because of some painful experiences in the past (betrayal, abuse, etc.), there might be a word or two that brings back unpleasant memories (example: discipline). Eliminate the word or substitute another word.

AFFIRMATIONS

It's time to replace your negative "garbage dump thinking" thoughts with positive affirmations. Write down several affirmations to replace the negative self-talk you identified in our last module.

Remember, for affirmations to be strong, they must be present tense (I am, I can) and positive. For example: "I'm always late can be replaced with "I arrive 5 minutes early wherever I go." Or, "I'm not good enough" can be replaced with "I'm perfect just the way I am."

•
.....
.....

•
.....
.....

•
.....
.....

•
.....
.....

•
.....
.....

•
.....
.....

•
.....
.....

LEARNING FROM MY RELATIONSHIPS

Instructions: Spend some time jotting down your answers to these questions. Then, discuss your answers with your group.

- Identify your favorite and/or most valued relationships.

- Why do these relationships work?

- How many of the qualities you listed above can be replicated to improve other relationships?

- With whom do you want to build winning relationships? What is something specific you can do to begin to create a positive relationship?

MIND-JOGGERS

MY DREAMS

CLASSIFICATION

CHILDREN AND FAMILY
education, activities, quality
time

Step 2

CAREER
salary increase, benefits,
promotions

Step 2

FRIENDSHIP
respect, helping others

Step 2

PHYSICAL
body weight, exercise

Step 2

SPIRITUAL
Bible study, prayer life,
church involvement, witness

Step 2

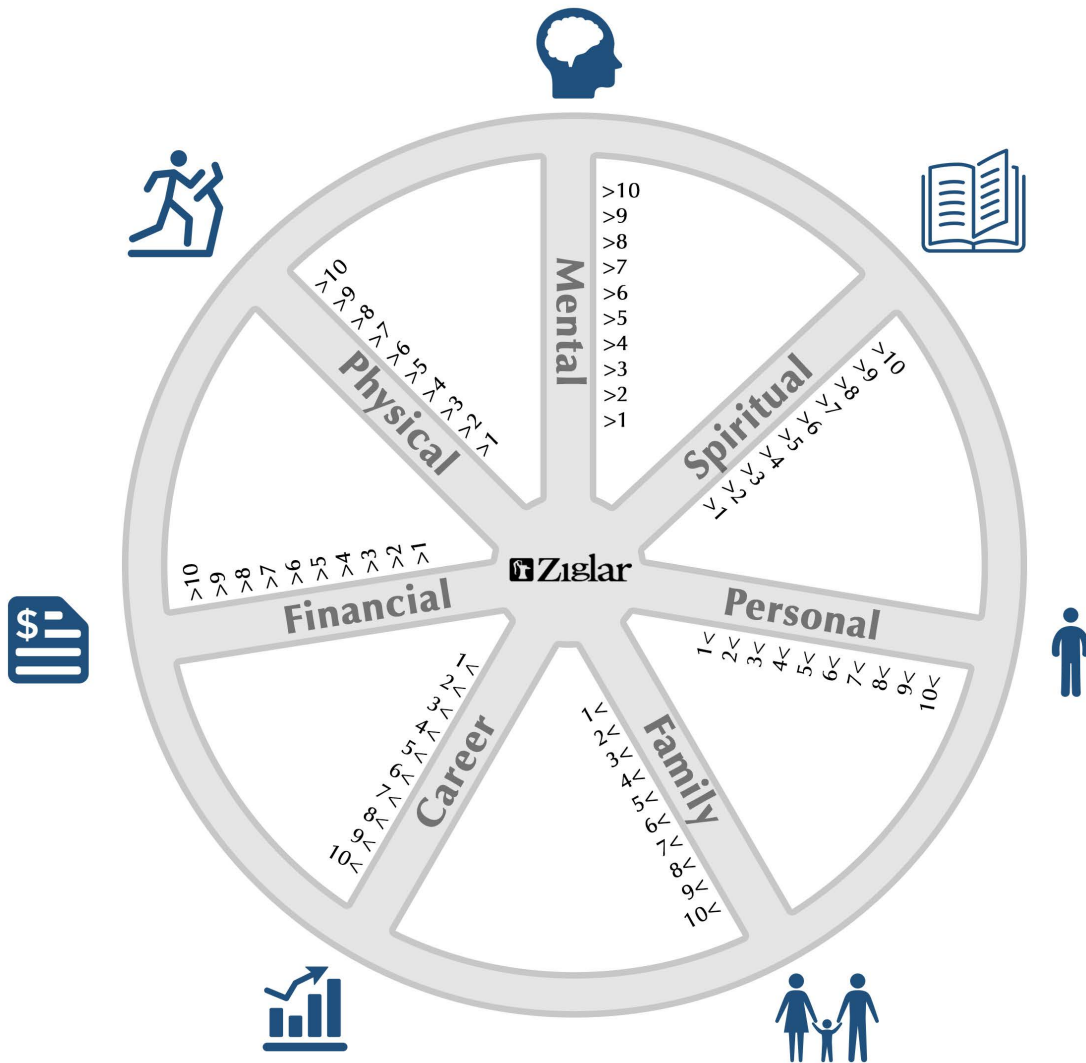
MENTAL
continuing education, memory
(names, dates, numbers)

Step 2

THE WHEEL OF LIFE

“As a man thinketh in his heart, so is he.” - Proverbs

Use the Wheel of Life and ask “Do I really have this in balance?” Each of the “spokes” on the wheel represents an opportunity to achieve and improve in all areas of your life. Rate how you feel you are doing in each area by placing an X through the number that best states where you are today. One is “needs improvement” and 10 is “where I want to be.” Are you in balance?



GOAL SETTING FORMULA

STEP 1 → IDENTIFY YOUR GOAL (Professional Goal)

.....

.....

.....

STEP 2 → MY BENEFITS FROM REACHING THIS GOAL

.....

.....

STEP 3 → MAJOR OBSTACLES AND MOUNTAINS TO CLIMB TO REACH THIS GOAL

.....

.....

STEP 4 → SKILLS OR KNOWLEDGE REQUIRED TO REACH THIS GOAL

.....

.....

STEP 5 → INDIVIDUALS, GROUPS, COMPANIES AND ORGANIZATIONS TO WORK WITH TO REACH THIS GOAL

.....

.....

STEP 6 → PLAN OF ACTION TO REACH THIS GOAL

.....

.....

.....

.....

.....

.....

.....

STEP 7 → COMPLETION DATE

CHECK-UP FROM THE NECK UP

Directions:

The statements below represent a synopsis of the key concepts in “*Foundations For Success*”. This is a quick and fun way to track your development. We encourage you to use it many times throughout your career to “check up” on your progress.

STATEMENTS	ALWAYS	OFTEN	SOMETIMES	NEVER
I listen to motivational recordings.				
I appreciate constructive feedback.				
I have a positive attitude about life.				
I stop a temporary setback from becoming a permanent failure.				
I make choices recognizing how they shape my future.				
I work toward using my full potential.				
I recognize happiness starts with me.				
I take responsibility for my decisions.				
I avoid gossip.				
I expect to achieve success.				
I seek positive input daily.				
I am willing to change.				
I think positively.				
I like myself.				
I acknowledge that where I am in life is a result of my choices and actions.				
I act with honesty and integrity.				
I exhibit character.				
I see myself as capable of doing more.				
I see my environment as being full of opportunities.				
I consider morals when making decisions.				
I eliminate negative input.				
I believe I have the necessary qualities for success within me.				

PART ONE ACTIVITY

OBLIGATIONS AND LIMITS

Many times we limit our choices by what we *believe* we have to do or what we think we can or can't do. Thomas Merton said, "The greatest human temptation is to settle for too little."

Part I

As you look at all the different parts of your life (family, friends, work, school, physical, spiritual, financial), you will be identifying what you believe about your choices. Complete each of the following sentences with the first thing that comes to mind. You will not be sharing your answers with anyone else.

FOR EXAMPLE: I HAVE TO GO TO WORK.

I ought to

I should.....

There's no way to

I must

I've got to

It's impossible

I have to

I can't

I shouldn't.....

PART TWO ACTIVITY

OBLIGATIONS AND LIMITS

Part II

Review each of the sentences you just wrote, cross off the first two or three words and replace with one of the following phrases.

FOR EXAMPLE: I WANT TO GO TO WORK NOW.

I want to...

I get to...

I can...

I choose not to...

I don't want to...

I choose to...

What did you notice or learn or feel about the statements when you changed the wording?

It often seems less of a burden or chore when we use words that remind us we are choosing our actions. Changing our words reminds us we are responsible.

This week I will be solution-oriented and not problem-focused. I will be intelligently ignorant!

CONTRACT FOR SUCCESS

I plan to develop myself in the following areas:

.....

.....

.....

.....

.....

I will do this by taking the following action steps:

.....

.....

.....

.....

.....

My first action step I will implement is:

.....

.....

.....

.....

.....

Today, _____, I, _____

DATE NAME

am making a commitment to myself to be the best me I can be
by following through on the above action steps.