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About the Author

Lee Milteer is a high-energy, entertaining success coach whose advice is full of humor, practical strategies, and a wealth of experience. She offers a winning attitude and the wisdom of someone who has been there. Since 1980, Lee has been speaking professionally throughout North America and Europe and has shared the platform with many well-known personalities, such as Dan Kennedy, Jack Canfield, Tony Robbins, Zig Ziglar, Dr. Norman Vincent Peale, Stephen Covey, Brian Tracy, Og Mandino, Ted Koppel, Lynn Redgrave, and Marlo Thomas.

Lee has created and hosted educational programs airing on PBS and other cable networks throughout the US and Canada. She is a regular guest on TV and radio shows and has appeared as a human potential expert on *The Sally Jesse Raphael Show*, *CNN’s Sonya Live*, and *The Montel Williams Show*, among others.

In recognition of her achievements, Lee received a doctorate in Motivational Theory from Commonwealth College. She was awarded the “Rising Star Award” by General Cassette Corporation and named “Most Outstanding Young Woman” by the Jaycees, as well as being named, “Most Professional Woman in Hampton Roads.” Most recently, she received the “2004 Entrepreneurial Woman of the Year” award from the National Association of Women Business Owners.

About this program

*Habit Busting* is designed for your entire being: body, mind, and spirit — to help you rid yourself of unwanted habits and replace them with positive ones. Whether you’re trying to stop smoking, procrastinating, or overeating… or you want to lose your bad temper, stop being late, and end the dozens of other habits holding you back from being the
person you want to be, this EASY 21-day program will help you take control of your life and inspire a feeling of certainty that you do have the power to be the person you want to be.

“Habit Busting is the first program to explain to me how habits are formed and how to really break them using the most powerful tool I have, my mind. The bad habits went away effortlessly, and I have been able to lose weight and stop procrastinating just using this simple and painless 21-day plan. Thank you! This program helped me create a miracle in my life!”

J. MacAdams, Washington, DC

“I loved the Habit Busting system! I could not recommend this program any more highly! Anyone can learn from this program because it generates energy, enthusiasm, and positive feelings for yourself, and it gives you the confidence to try anything and to know you can be successful. I personally am pleased to report that after many years of having a really bad temper, which hurt my personal relationships and business, I have finally found ways to reprogram myself to be calm and in control.

I have seen an improvement in my mental state of mind and that led to a promotion and raise at work. All I can do is say THANK YOU for this information that allows us to truly be in charge of our destinies again.”

Mark Strickland, Maryland
Foreword

The exercises contained in the following pages are tailored to amplify the content of the CDs and maximize your learning benefits. The following steps are given as a guide to help you begin and proceed through the program:

1. **Listen to all the CDs and read the workbook at least once before starting any of the exercises.** Your subconscious mind must hear material 8 to 16 times to really learn it and for it to integrate into your subconscious mind.

2. **Answer the questions as honestly as possible to achieve the best results.**

3. **Begin the program right away. Invest in a journal. Create a support system for yourself.**

This system was designed for you to listen to the CDs and read the workbook for 30 minutes to one hour each day for 21 days before you attempt to eliminate behaviors that hold you back from your success.

To receive the best results from this program, set aside a certain amount of time each day just as if you were enrolled in a class. Use this specific time to build new habits. Just as when learning a new sport, you get better and better at it with time; be patient and practice.

Make the commitment to yourself to spend the time and energy to create a new future. It’s important to recognize that different methods work for different people.

To empower yourself to make any long-term change, you must go to the core of yourself and change your programming. Simply trying to make changes in your life using external strategies will not change your old habits. You must first make a clear
decision as to what you want changed. This system will help you create an action plan
to override past programming (old habits) with new images, new empowering thoughts,
and new actions (new habits).

Your old habits will stop because you will install a more powerful program of positive
habits in your mind. Think of it as simply updating the software in your computer.
Learning to replace old behavior is a process. Using this learning system can make
releasing old habits an easy and joyful experience.

Making any lasting change is not a one-stop process or overnight event because the
brain is not designed to make sudden changes that will be permanent. Your brain is
designed to follow patterns of habits and rules. You did not develop negative habits in
one day and you cannot rid yourself of these negative habits in a single attempt. It only
takes 21 consecutive days to create a new habit. Repetition is the secret of success.

It’s very important to listen to the CDs and read the workbook as often as possible
to achieve your desired outcomes.

One option that is powerful and used by all successful Habit Busters is utilizing “dead
time.” In an average week you often spend over seven hours commuting. To really learn
something you need to hear information 8 to 16 times. Play these CDs at least once a
day to keep yourself motivated and excited about new options and new choices.

By investing in this program you start to exercise control over your life by making
more intelligent and resourceful choices.

The good news is that your point of power is this minute in time. It’s the choices you
make and act on from this day forward that will determine your future and the habits in
your life.

The purpose of this learning program is to give you the information, skills, and
strategies that will assist you to create a more rewarding lifestyle. You have within you
all the talent and potential to manifest any type of behavior you want.

But there is a price tag. You must raise the standards of what you demand of yourself.
You must make a conscious decision that you want to alter your life and make a
long-lasting change. You have to be tired of settling for less. You must feel your power to create new options for yourself to be able to overcome negative habits.

All success in any area of your life must be created internally before it can be created externally.

You have to start somewhere and today is the perfect day! Take advantage of these resources and you will be successful.

Please note: If any of your habits have to do with your health, it is important to consult with your doctor about the strategies you plan to use. This program is not designed to handle complex habits such as alcoholism, severe addictions, or eating disorders. These habits require skilled intervention from psychiatric and medical professionals.
Habit Busting: A 21-Day Program to Break Any Habit

Start thinking of this program as your own personal coach. Whenever you feel yourself losing motivation or starting to stress out, you can simply re-read this material and turn on the CDs.

This course was designed for your entire being: your body, mind, and spirit. It consists of four major parts: Self-Discovery, Self-Inventory, Self-Motivation, and Self-Change.

These 4 major parts will offer the tools to recover a host of untapped resources and undiscovered options within yourself to break any and all unwanted habits.

Set 3 Ground Rules

The ground rules up front are --

1. You must start to be honest with yourself and you must have a sincere commitment to make changes.

2. You must develop a deep passion to rid yourself of old, unwanted habits.

3. You must be willing to try new strategies and give yourself permission to be more creative and resourceful in creating new behaviors to replace your old habits.

The bottom line is that choice and not chance determines your future. The choices you make today will create your future.

Notice, for yourself, what results you will be able to create in your life by simply
making small changes to your attitudes, desires, and actions. That means you have to make a choice to commit yourself to be a full-time participator. You have to make a commitment to do this program only for yourself. Not because anyone else wants you to change something, but because you want to.

The past is a locked door; your future is made up of the choices you make today. You do not have to be a victim of your past programming, your past habits, or your past failures. Those experiences are important because they have given you knowledge of what doesn’t work. That in itself is a very powerful tool to have on your side. When you know what you do not want, it helps you identify what you do want.

First, Let’s Define the Word Habit

According to the dictionary, a habit is an acquired pattern of behavior that has become almost involuntary as a result of frequent repetition.

Even though your habit may seem automatic, behind it stands a thought, a choice, and a decision. You are going to be developing the skill of awareness throughout this empowerment course. You will be conscious of your choices and why you choose them. All actions have consequences. It’s time for new actions that bring new results.

Getting Started: Take Inventory

Think about your life and ask yourself honestly what habits you are now using to cover up or hide from feelings you don’t want to deal with. Some of the habits you may want to discard that are covering up other stressful issues are —

- Abusing your body with food
- Drinking too much caffeine
- Abusing your body with nicotine
- Losing your temper
- Gossiping
- Negative thinking
- Excessive spending
- Overuse of mindless TV
- Lying
- Nail biting
- Procrastination
- Compulsive shopping
- Being late
- Stealing
- Losing things

… and other unwanted habits.

You cannot fix any problem you have not admitted to yourself that you have. Staying in a denial state of mind only prolongs your pain and reinforces behaviors that make you unhappy with yourself. **List below exactly what habits you have that hurt your health, add to your waistline, waste your time, or in some way make you feel bad or angry with yourself:**

1. _______________________________________________________________
2. _______________________________________________________________
3. _______________________________________________________________
4. _______________________________________________________________
Take inventory of the resources you already know that work for you. List strategies that have worked for you in all areas of your life to achieve any type of goal. It’s important to use the information that you know already works for you. (Example: I stay motivated by listening to motivational tapes.)

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________

Keep a list of your slips — the times you fall off the wagon. Ask yourself: “Hey, what happened?” (Example: I was feeling depressed about work, so I ate too much to feel better.)

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________

This exercise is important because learning takes place when you start asking questions. List reasons why your slip did not really address your problem. Ask yourself: “What didn’t work here? Why not?” (Example: Overeating didn’t make me feel better; in fact, it made me feel worse about myself later.)

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________
If you can learn as much as you can (from one slip), then the next slip isn’t quite so traumatic. **It’s important to think of progress rather than perfection. Reformat your thinking for a moment; you need your past mistakes or behavior to use as information to be able to correct and improve your present and future behavior.**

The only way we learn is through feedback based on trial and error. Simply put, making mistakes is essential because each mistake that we correct makes us wiser and moves us closer to the new person we want to become.

Take the opportunity to handle your stressful situations with a clear head and the skill of awareness. Then make a decision from a point of power to decide what action to take or not take instead of reacting from a habitual response.

The emphasis in your life should be on developing a vision. See beyond the negative habit or behavior to develop mental control over your emotions. Feel your own power. Assume responsibility for your future.

**The Skill of Awareness**

**Are you adding to your problem by being too critical of yourself?**

When you have fallen off your program and acted on your old habit, do you feel guilty and beat up on yourself? Think of the pain you have caused yourself when you are constantly judging and evaluating.

**Remember: You are not your behavior.** When you feel bad and find fault with yourself, you empower your faults. How you focus on different situations determines your emotions. When you feel good, you are willing to try new things. When you feel bad about yourself, you give up in frustration.

**To start to break old habits we must become effective risk takers, because progress in life is always going to involve risk.**

Many of us feel fear at the mention of the word “risk” because we associate risk with pain. In reality, for you to be in control of your own destiny, you must be willing to be an actor in life versus a reactor to life. **This means you must be willing to risk failure**
in order to grow. People who make no mistakes usually don’t take any risks, and therefore never allow themselves any opportunity to stretch and grow into their potential. Every experience gives you additional resources and references. It gives you valuable information to draw from.

List any risks you have been afraid to take:

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________

You have to look at life from the point of view that there is no such thing as failure, only results. List the risks you are willing to take to start creating new habits.
(Example: I am willing to risk feeling uncomfortable for a short time to create a better future.)

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________

List the fears that you have about not being successful at breaking your old habits.
(Example: I will feel like a failure again.)

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________
Fears That Hold Us Back

The Fear of Failure

Do you know anyone who hasn’t failed at something? Most likely not. Napoleon Hill, author of *Think and Grow Rich* said, “If you make a plan and that plan fails, make another plan. If that plan fails, make another plan. The only people who fail in life are the ones who give up.”

List any fears that hold you back:

1. _____________________________________________________________
2. _____________________________________________________________
3. _____________________________________________________________
4. _____________________________________________________________

The Fear of Making a Mistake

The only time you really make mistakes in life is if you continue a behavior or a strategy over and over that doesn’t work. The first time you do something wrong is called a learning experience.

The Fear of Criticism

So many times in life we would like to try a new sport, cut our hair in a different way, lose weight, or change our image. But we’re afraid of the criticism we might receive because we have changed. We’ve been brainwashed to believe that other people’s opinions are more important than our own feelings. We don’t want to be judged. **To break old habits you must not be outer-directed, you must be inner-directed.** Whose life is this anyway?

When you hear criticism, listen for the truth. Ask yourself: is there any truth in what they are saying? If so, how can I learn or grow from the feedback? If your intuition tells you that the information is not true, discard it! Remind yourself of another famous saying: **To thine own self be true.**
List any criticisms from yourself or others that hold you back from releasing your old habit:

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________

The Perfectionist Dragon

One of the most destructive habits you can have is perfectionism. Most people don’t even realize it, but being a perfectionist creates procrastination — putting off doing what you know needs to be done.

At the root of procrastination is a fear that we won’t do something perfectly so we are reluctant to get started. Many people let the fear of not doing something perfectly keep them from even starting. They are fearful that they do not have the willpower or the ability to follow through so they simply will not start changes. Their worldview is that flaws mean total failure.

This type of thinking leaves no middle ground; you’re either perfect or a complete failure. People who think this way set themselves up for failure because very few things in life are perfect.

Striving to be perfect creates unrealistic expectations, pressures, and problems. Being a perfectionist creates and promotes stress, and it makes playfulness almost impossible.

One of the most damaging problems that comes with being a perfectionist is the emphasis on external focus and the desire to impress and please others. The pressures of perfectionist-type thinking hold people back from trying to break old habits and starting new lifestyles with positive new habits.
Again, the root of perfectionist thinking is the false belief that you must be perfect. 
List the areas of your life in which you think of yourself as a perfectionist. 
(Example: I must always look in control.)

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________

Please, never call yourself a perfectionist again. It only uses your self-talk to program 
you to look for what is wrong. Instead, label yourself as flexible. You need to be 
committed to stretching yourself in life. Create a frame of mind of excellence instead of 
perfectionism, because trying to be a perfectionist creates frustration, whereas 
excellence means you are being the best you can be.

It is said that destiny is the consequence of your daily decisions. It is the decisions 
you make in your life every day from moment to moment that will make the crucial 
difference, not the circumstances in which you make those decisions.

Old solutions may not always work in trying to break habits. You must make new 
choices. Your goal is to become conscious of how you are using your mental, physical, 
emotional, and spiritual life energies in creating new positive behavior patterns. Your 
thoughts, intentions, and actions create your future.

Your challenge is to enlarge the repertoire of resources you have in order to stay 
motivated to make the changes you want.

It is very empowering to realize that by choosing your response to any 
circumstance, you powerfully affect your future. By taking responsibility for your 
life, you alter the circumstance and your future in a positive way.

To deal effectively with changing your life, you must question your perceptions. The 
way you look at the world clearly determines how you interpret the events going on 
inside and outside of yourself. Your perceptions filter all your incoming experiences.
These perceptions are strongly held rules and regulations that can blind you to old habits. When you resist new ideas, you reject new ways of thinking before you’ve even given them a chance.

We tend to hang onto traditions and ignore new ways of thinking because we’re not used to looking at breaking our habits from a broader perspective.

In the past there were some strong reasons why it was hard to break your old habits. But the great news is now that you have made new life decisions and you want to make some changes in your life. It doesn’t matter if it is as straightforward as swearing off cigarettes or as complex as leaving a career that you are bored with.

**The secret to why we resist change, psychologists say, lies in the wall of inertia and resistance** found in personality factors such as childhood scars and old habits. We expect to change in a weekend, yet we have spent a lifetime becoming the person we are. Habits are like our old shoes.

We are all creatures of habit, and a habit is a way of doing something we have comfortably taken for granted, which can be anything from the way we drive a car to the way we prepare a meal. Since our habits and patterns of behavior have been reinforced by our parents, teachers, workplace, and our society, it is very difficult to change, even if we don’t like the way things are.

These habits are familiar, easy, and routine. Changing means disturbing our emotional equilibrium. The new way is a disruption to our life’s routine. We tell ourselves that it just takes too much effort to change. We find it inconvenient — that it takes too much energy.

**It is important to understand that your mental and emotional attitudes are also shaped by your habits.** If you welcome change, you look forward to experimentation and challenges. However if you’re in a rut and don’t like to experiment with anything new, you will shut down any real opportunities for growth and new solutions.

William James said, “It is our attitude at the beginning of a difficult undertaking which, more than anything else, will determine its successful outcome.”

Our culture also affects our ability to change. It will become very hard for an individual
to act differently or change their behavior if there is strong peer pressure to stick to the status quo, what has always been accepted as standard. The force of our old habits hinders our vision of new opportunities.

Typical Insecurities: Why It’s Hard to Change

Insecurity

We all fear something. We all fear that by making changes our life will not be as good in the future as it is now. Some of us fear we will be worse off because we can’t keep doing the things we have become accustomed to. All these fears and feelings of uncertainty create anxiety and stress.

Fear of Failure

We tend to resist change because, at that moment in time, we feel more comfortable with our old habits than we feel confident of our abilities to adapt to new habits. When we have to adjust to new behaviors, we often fear we will not adjust well and that we will ultimately fail. Because of our fear of the unknown, we resist change of any kind.

Fear of Looking Incompetent

We often fear we will look foolish during the learning process. We feel easily intimidated by those who have already achieved the ideal that we want. (Example: I don’t want to try a new sport or go to the gym because I might look silly.) Many times we refuse to try simply because we feel inadequate.

Fear of the Unknown

Our feelings of insecurity increase when we don’t know what our life will be like when we change. We do not know if we will like ourselves. We fear our old friends will not like the new us. (Example: I go out drinking and smoking with my buddies every weekend, will I fit in after I stop drinking and smoking?) For some people, losing weight means that the opposite sex will then pay attention to them and they don’t know if they can handle it.
Learned Helplessness

Learned helplessness is when we give in to being a victim and reactor to life. We look for reasons things won’t work out for us. What you focus on becomes your reality. When you focus on why you cannot succeed in any given endeavor, you supply yourself with the reasons not to try.

Because of our old programming, some people just quit as if they had learned that changing was not possible. As in fairy tales, we sometimes expect someone to save us and take care of us. We often fall back into the child-like mentality that someone else will bail us out.

Blaming Others

The reality of life is that we all have had challenges and obstacles to overcome, but we cannot blame the past and we cannot blame others for our current behavior and decisions. Today, we have the tools to break old behavior patterns and create new ones.

You must remember that you create your own reality with your thoughts and actions. Having a clear vision of what you want and motivating yourself to feel energized and excited about creating a new future is what will keep you on target. This is the essence of personal power: feeling like you are in control of your life because of your own actions.

Take Inventory

The next area we need to deal with is assessing yourself and the excuses you have used in the past that have prevented you from dealing with your habit. Facing the fears or insecurities you have had in the past allows you to have the skill of awareness about yourself. You are becoming conscious of your behavior.

Stop yourself and realize that since you are a self-fulfilling prophecy, you have the power to make a new choice. Excuses that were true up until now don’t fit any longer. Now you are going to create a new label. It’s very important to do this exercise to
help you become aware of what has stopped you in the past so it will not have the power
to stop you in the future.

For example, have you been saying to yourself:

- I don’t have the energy.
- I’ll stop when I am not so stressed out.
- I’ll stop when my mate will also stop.
- I have tried and I just cannot stop.
- You cannot teach an old dog new tricks.

**Excuse inventory:** List all the excuses you have used not to get started in changing your
habit:

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________

**Consider the Consequences**

You need to consider the consequences of your habits. Think of it like this: A chain of
events is set in motion when you act on your habit. Not only does it affect you
personally, emotionally, and physically, it also affects the people around you — your
family and friends and coworkers.

**You have to accept the hard, cold truth right now that your actions have
consequences.** It’s time you laid all the cards on the table faceup and dealt with the
realities of your habits and how they affect you and the people around you. Once you
see on paper how your habits have affected you, it will empower you to make real changes in your attitudes and actions. **Answer the following questions:**

**How do you feel about yourself when you do your habit?**

1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________

**What are the reactions of your family and friends?**

1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________

**What physical symptoms do you experience?** *(Example: I feel tense. My heart beats rapidly. My hands shake)*

1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________
What financial consequences have you had to deal with that are related to your habit:

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________

How has your habit affected your social life, work life, and family life?

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________

If your body could talk to you, what do you think it would be saying about your habit? *(Example: Could it be saying things like, “Please stop putting so much food into me.” “Please exercise, I do not feel good sitting around and getting flabby.” “Enough with the smoking, I am tired of the coughing, congestion, anxiety.” “Stop the alcohol. I hate hangovers, muddled thinking, slurring, and high blood pressure.” “Pay attention! I hate sugar and that’s why I give you headaches and keep you so tired.”)*

Your body is a powerful messenger. If you take the time to listen to it, you will know when it feels good because you are treating it with love and respect. It will also tell you when you have no love or respect for it because you abuse it. The consequence of long-term abuse is a very high price to pay for short-term distraction or a moment of pleasure.
List what your body is saying to you about your habit:

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________

**Our Next Inventory Exercise —**

**How Did You Create Your Habit?**

Answer as spontaneously as possible, without editing the facts on how you created your habits. Spend just several minutes alone and confess all those secrets you did not want anyone to know. In your workbook answer the following questions:

**What has my habit kept me from having, doing, or being?**

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________

**Are you blaming your lack of social life on your habit?** Explain to yourself how you do it.

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
How are you allowing your habit to ruin your relationships or possible relationships?

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________

What has been your payoff for the habit? *Let’s face life; we don’t do anything unless there is a payoff of some kind.*

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________

What has your habit been a solution to? *Are you using it for sympathy or avoiding people? Are you using your habit as a procrastination technique? Complete this sentence: I’ll break my habit after I _________________________________.*

Up until now we have been defining the symptoms of your habit. Now it’s time to work on the cure. Create some long-range goals to guarantee success.

First, you must accept the idea that you must change your perspective. If you accept a new perspective, you empower yourself to see new solutions and opportunities to change your habits. You have taken inventory of yourself and your past excuses. You have also listed the consequences of keeping the habit.

Now you can see on paper the reasons you created your habit and why you must change.
You must believe that you have the ability to change. Take 100 percent of the responsibility for your actions. Now accept that no one else and nothing outside of yourself will do it for you.

You have to believe you can change. A belief is simply that feeling of certainty about what something means to you.

The Next Powerful Strategy Is to Take Action

Results are created by action. If we want to break habits, we have to figure out more creative ways to change our behavior and then take action on those ideas! A wonderful by-product of initiative is how it improves your self-image. Simply making some changes in your lifestyle and routine will empower you to succeed in changing any old habit. Your confidence will soar and the likelihood of your success will increase greatly. Give yourself permission to change.

Keep in mind that inaction not only guarantees nothing will change or improve; it also undermines your confidence. When you have no confidence in yourself, you are destined to fail when trying to break old habits.

We have to find a way to cut through the fear, helplessness, and passivity to do things differently. We can no longer wait for the perfect time. Now is the perfect time. The law of inertia besets us on a daily basis but we just have to get moving.

According to Newton’s Law of Inertia, objects in motion tend to stay in motion, and objects at rest tend to stay at rest.

When we succumb to inertia, we mentally rationalize why our habits aren’t so bad.

We procrastinate on getting started, telling ourselves that we will get around to it eventually. The bottom line of life is this: taking action and using initiative is the difference between being a winner and being a spectator.
Exercise Your Potential Muscles

An intelligent place for us to start is by having the facts. Write down a habit or a behavior that you want to stop every time you do it:

1. _____________________________________________________________
2. _____________________________________________________________
3. _____________________________________________________________
4. _____________________________________________________________

Write down how you felt before you did it or why you did it. (Example: I was upset. I felt bored.)

1. _____________________________________________________________
2. _____________________________________________________________
3. _____________________________________________________________
4. _____________________________________________________________

This may be uncomfortable and time-consuming but it’s the only way you can measure your habit. This also has a very positive side because it gives you the skill of awareness and helps you become conscious. When you are clearly conscious you can make more intelligent and empowering choices and decisions about your actions. You will no longer do things from an automatic response.
How to Motivate Yourself to Make Changes in Your Life

Record keeping is the single most useful device in self reinforcement. Carry a small notebook with you and record your progress. Record your performance in a way that you can see improvement with a glance. You can have a lot of fun creating graphs of your progress. Any feelings of failure or guilt over a lapse could be softened by simply looking at the graphs and seeing how much progress you have made in the past 30 days.

Please accept that your ideal goal might take a while to be achieved. In the meantime the curve of the graph moving in the right direction will be visible proof of your improvement and will empower you with the motivation to keep going.

Ask yourself what motivation you had in the past to keep the old habit:
(Example: All my friends do it.)

1. _____________________________________________________________
2. _____________________________________________________________
3. _____________________________________________________________
4. _____________________________________________________________

Now knowing what you do, along with the new decisions and choices you have made for yourself, do the old motivations still hold true for you? What new motivation can you use to condition yourself that will inspire your new behavior?
What Could You Do to Keep Motivated?

You could create a success graph, develop a support system of people who could give you a standing ovation when you achieve a victory, and/or treat yourself to something special that creates that “winner’s” feeling.

Ask yourself empowering questions that will lead you to your own answers.

List your motivational ideas:

1. _____________________________________________________________
2. _____________________________________________________________
3. _____________________________________________________________
4. _____________________________________________________________

Take Inventory of the Beliefs
Behind Your Old Habits

Only when we face the old limiting belief systems can we consciously decide to change them to more empowering beliefs. All your beliefs about your habits have been accumulated from your past life, your parents, friends, teachers, books, and the mass media.

Our beliefs create our future because we are self-fulfilling prophecies. These old outdated opinions about your habits have been reinforced to the point that they are now beliefs that are rooted in the past and interfering with your present.

Your old beliefs can distort your understanding of your power in the present. What used to be true for you may not be true for you now.

No matter how great your ability, how large your genius, or how extensive your education, your achievement will never rise higher than the beliefs you have about yourself. In the words of the late Henry Ford, “If you think you can or if you think you
cannot, you are always right.” This is an indisputable law of life.

Whatever you believe about yourself will determine how much time you devote to trying new strategies, creating a support system, and creating positive habits to replace your old negative habits.

Many people go through life thinking that other people may have the ability to stop smoking, lose weight, or control spending, but they themselves cannot achieve these successes — that the rewards of life go only to the special people. They don’t realize how they sabotage themselves by this attitude of self-deprecation or self-effacement. **Giving yourself permission to believe in yourself is one of the greatest gifts you have.**

The more you believe in yourself, the more you expect of your life and the more life delivers!

One of the reasons people fail in changing their habits is because they have not created enough leverage for themselves. You can create leverage by designing rewards you will enjoy when you reach your goals.

**People who fail often stay focused on the pain instead of the gain.** Most people attempt change with a sense of dread and fear because they unconsciously believe the change will only be temporary and all their efforts will be in vain. It’s hard to have a home run when you still have one foot on first base.

**You must make a new decision to alter your life; stop settling for less. When you have a concentration of focus, it’s like a laser beam and it can cut through anything stopping you.**

One of the ways to change your beliefs is to envision the rewards you have to gain from creating a positive habit. Start to focus on positive reinforcement. You must draw a clear picture of why you want to do something.

For example, experts on weight loss suggest that you write down at least three or more specific reasons why you want to lose weight. For many people it’s for health reasons and to be pleased with what we see in the mirror.

What would be some of the gains and benefits of taking the time and energy to form
new habits? You want to create a powerful list of reasons so you will be able to get charged up on the rewards.

**You must change your focus from the challenges to the rewards.** Put these lists on your bathroom mirror, your desk at work, your refrigerator, or anyplace that you can be reminded many times per day of the benefits of your efforts.

One positive thing you might gain from a change of habit is *the feeling of mastery.* Having the feeling of control in your life is one of the most empowering and confidence-building feelings you can have. Remember how you felt the first time you got your driver’s license and took the car out by yourself?

**How would you like to have the same feeling of mastery by eliminating a habit?** You can feel great about the way you eat and the energy your body is charged with. You can feel great when you look down at your fingernails and see attractive, healthy nails. You can feel great about going out to eat with friends and after dinner not needing that cigarette.

**Become a Role Model for Others**

Become an inspiration and mentor to your children or loved ones because you control your life, and habits or substances are not controlling you. Since words do not teach people and examples do, start to think about how your life may have been different with strong role models in the areas you wish to change right now. Think about how — if you develop great habits, such as exercising, being a positive thinker, or becoming someone who reads a lot — it will influence your loved ones.
Material Rewards

List how you could save money from not acting on your old habit. *(Example: I save money from not smoking but I also save money on my dry-cleaning bills and my health insurance.)*

1. _____________________________________________________________
2. _____________________________________________________________
3. _____________________________________________________________
4. _____________________________________________________________

Self-Respect and Self-Worth

Your self-esteem will soar when you finally win the battle between you and the habit you have wanted to break. Think of the confidence and self-satisfaction you will enjoy from taking control of your life. This renewed belief in yourself can improve many parts of your life, from business to sports.

What the heck, if you can overcome the challenges of breaking this habit you can overcome any challenges that may come your way. The truth is, winners are losers who give it just one more try.

Behavior Substitution

As you know, you cannot just stop your habit. You must fill that space with a more empowering action that can turn into the habit you desire.

Temptation-Nixing Techniques

If your goal is to lose weight, what can you do instead of eating? Perhaps take a walk, get yourself something great to read, call your best friend, write a letter, or take a nap.
If your goal was to go **shopping less**, why not take up gardening or painting or do some charity work? A lot of lonely kids and older folks would really appreciate someone spending time with them.

If your habit is something like **watching too much TV or being addicted to video games**, why not go to the library and read, join an exercise program, or take up a martial arts class? Throw away the TV guide and make plans to be active when you would formerly have sat on the couch.

If your habit has been one of an **explosive temper**, instead of allowing your old habit to take control of you, train yourself by developing a new plan of action. Have a notebook with you and write out your feelings, even if it’s just about the guy who cut you off in traffic. Another intelligent strategy is to immediately remove yourself from the situation and walk it off.

If you are a **nail biter**, every time your hands drift towards your mouth, jump up and do something else to relieve the tension. Drink a glass of water, take some deep breaths, or do some stretching. You cannot bite your nails and do any of those things at the same time.

Make a copy of all the temptation-nixing techniques you could use and keep them in your wallet or purse, so when you are tempted you can pull them out to remember other options.

**List the temptation-nixing techniques you can use:**

1. _____________________________________________________________
2. _____________________________________________________________
3. _____________________________________________________________
4. _____________________________________________________________

**Many addictive behaviors such as smoking and eating have environmental cues that trigger the urge to act on your old habit.** These are dangerous times when it could be easy to forget your goals. On an unconscious level you have identified certain
cues in your life with your habit. For example, let’s say that you want to stop smoking. If you have been in a tense business meeting, having drinks after a meal with friends can make you want to light up a cigarette to relax.

You must start to identify when the environment triggers your habit so that you can do something different. Sometimes things as simple as putting the ashtrays out of sight or changing your scenery will empower you not to be triggered into a habitual response.

It is helpful to try to stop doing the behavior simply on the cue from the environment. Another example might be that you are looking to lose weight. Just because you go to the movies, you do not have to order popcorn with butter. You could bring your own air-popped corn with a bottle of water. Instead of pigging out at a party, eat sensibly before you go.

List ways you could change some of your past environmental triggers:

1. _____________________________________________________________
2. _____________________________________________________________
3. _____________________________________________________________
4. _____________________________________________________________

Control Your Self-Talk Thoughts

One of the strongest reasons people are unable to break their negative habits is because they spend most of their time reinforcing their belief that they cannot break their habits. They have created labels for themselves that they reinforce with their self-talk. Some people label themselves with things like: I am a heavy person. I am a smoker. I am a nervous person. I have a bad temper. I am always late. I am a gambler. I am a bad speller. I am lazy. I bite my nails.

These types of statements are all negative reinforcements that only create a picture for yourself with the habit, instead of creating the new image you want in your life.
You were not taught that you are a self-fulfilling prophecy, but the truth is that you are. In other words, what you say and think about yourself does come true. It is as if we unconsciously believe that we can say negative things about ourselves, and those negative thoughts will have no effect on us or our future.

**We have unconsciously created labels for ourselves that keep us stuck with old behavior patterns.**

The bottom line is that you are now the sum total of all the programming others have given you and that you have reinforced through the thoughts you have had about yourself.

The end result is that all those past images, thoughts, and directions will influence your attitudes and every action you take today. If you do not take personal responsibility for the nurture, care, and feeding of your own subconscious mind, you will be manipulated and controlled by past programming and your current environment.

You have the power to train your mind to choose what you think, instead of allowing random thoughts to hold you hostage. **Your goal is to become inner-directed and focused, so that you decide what you want to think, rather than have your thoughts and emotions determined by the world around you.** The untrained mind has more emotional ups and downs because it is reacting to random thoughts. Focus on what you want with joy and enthusiasm.

Remember, just like the Earth, your brain does not discern what you plant. It will work just as hard to grow weeds as it will to grow beautiful flowers. You determine the seeds that are planted by what you say to yourself over and over.

Quite simply, you are a self-fulfilling prophecy because your subconscious mind does not know the difference between factual reality and imagined reality. If you focus on what you say you don’t want, then you will create that as the dominate request in your experience.

So, keep focused on what you do want. Define yourself as the new person you chose to be. (Example: *I am a perfect weight for my body and lifestyle.*) If you are still looking to lose weight, you may want to say something like: *I am allowing my body to obtain its...*
**perfect balance for health and vitality.** Many of your beliefs have no foundation of truth, so instead of promoting your purpose, they hold you back from success.

If you think you are destined to be overweight, below average, poor, unlucky in love, clumsy, or even “not good at something,” you will take actions that make these thoughts become reality. None of these thoughts are actually true, but thinking them creates beliefs and images in your mind that reinforce these negative statements until they actually become true for you.

Be aware of the directions you give your brain. Your internal dialogue, along with what you believe about situations, is how you create your emotions. **Negative self-talk messages will cause you to give up before you even try something new. Always be aware that your words can make ominous predictions.** If you say about your habit, “I’ll never be able to stop this; I’ve been doing it so long.”

You are programming yourself to believe that you are too weak and powerless to overcome the habit. These negative permissions clutter up your ability to change your behaviors. Pay attention to yourself when you hear yourself uttering negative permissions and negative reinforcements.

*Avoid negative self-talk:* “I can’t do this. I don’t understand. I’ll look stupid. I’m too old to learn new skills. They make me feel stupid. That’s just the way I am. There’s nothing I can do. No one in my family can do it, so I know I cannot.”

Change your self-talk to positive reinforcement for changing old behaviors (habits). A positive outlook creates more options for creative solutions. Remember, focus on what you want. Keep it simple and sure.

**Use positive and uplifting statements instead:** “If they can do it, so can I. I’ll never know until I give it a try. I’ve succeeded before during difficult challenges and I know I can succeed again. So what if it won’t be easy? I still want to give it my best shot. I can choose a new approach. I choose. . . I prefer. . . I will. . .”

It is human nature to follow the path of least resistance. Accordingly, the mind also follows the habits of thought with the least resistance. That is why the old powerful programs in your mind overwhelm the new habits you are trying to establish. When you take charge of the caliber of information you feed your mind and create a new and more
empowering program, you are literally creating a new path of least resistance for your mind to follow and operate from in the future because it has new resources.

**Willpower does not work because the subconscious mind will attempt to act on the program that has the most power.** Once you understand why you have not been successful making changes in your life, you can use a new strategy to modify your behavior that will match the new desired goal.

In order to empower yourself to change a habit for the long term, you have to give your mind a new program that is stronger and more powerful. Your subconscious will immediately start to act on the newer and stronger program as it becomes common thought in your mind.

Then it becomes a matter of your subconscious mind trying to decide which program offers the path of least resistance. It will simply pursue the program that has the most energy, the most specific direction, and the most power.

We are not powerless to change ourselves. It is a well-established fact that your subconscious mind will accept and attempt to act on any information you give it, if you tell it often enough and strongly enough. The subconscious mind is a neutral machine that responds to information without subjective regard for its value in truth or accuracy.

**Repetition is the only secret you have to remember to overcome past programming.** The simple fact is that the more often you present your subconscious mind with the same information, the more opportunities your subconscious mind will have to accept it.

### Declarations

Empowering self-talk can take the form of declarations, statements also known as affirmations or autosuggestions. These terms come about because the word affirmation means to make firm. When you declare you are going to do something, you are creating a new program in your mind. With repetition and action, this clear intention (focus) allows you to manifest new outcomes in your life!
The Formula for Making and Using Declarations Is Simple

1. **Always use the present tense.** *(Example: Say “I am now a perfect size ______ and weigh ______ pounds” instead of “I want to be...” or “I wish I were...”)*
   
   You are going to make a clear statement to your subconscious mind that you are **now** what you want to be.

2. **Make your declarations in the positive** (focused on what you want), rather than affirming what you don’t want. *(Example: Say “I now awake on time, bright and fresh” instead of “I no longer oversleep.” Say this out loud. Can you feel the difference? In the old statement you are focused on what you don’t want — to oversleep. In the new statement you are focused on what you do want — to awake on time, bright and fresh.)*

3. **Keep your declarations short and simple** for more impact on your subconscious, and to make them easier to remember. *(Example: “I am now patient and understanding with my family.”)*

4. **Use declarations that feel positive, expanding, and supportive.** Only use declarations that feel right to you.

5. **Create declarations that focus on what you want**, the “new image.” Embrace a spirit of creating something new, rather than changing or resisting current reality. *(Example: “I enjoy exercising.”)*

6. **Act as if your declarations are already true.** It is important to give yourself permission to believe your declarations are true right now. By allowing yourself to capture the feeling you’d experience with this new picture, you allow your mind to imprint a new and stronger picture on your subconscious mind. This tool allows you to achieve your goals faster.

7. **Use your name in your declaration whenever possible.** This helps your subconscious mind accept a new picture of who you are becoming. *(Example: “I, (your name), am now filled with positive energy to achieve my goals.”)*
8. **Back your declarations with emotional force.** Emotion harnesses the extra energy you need to reprogram. The words are not as important as your feelings. Your feeling is what is really going to create the imprint in the mind to make the new changes.

**Strategies and Timing for Using Your Declarations**

1. Two of the most powerful times for your subconscious mind to reprogram itself are before you get out of bed in the morning and just before you go to sleep at night.

2. Use your **declarations** in your daily shower or bath.

3. Use your **declarations** driving in your car.

4. Use your **declarations** silently in your self-talk. Focus on your positive declarations to improve your mood and attitude, instead of just letting your mind wander aimlessly.

5. Use your **declarations** aloud throughout the day: while cooking, dressing, exercising, and working around the house or yard.

6. Put your **declarations** on tape. This gives your subconscious the opportunity to listen to your own voice. Your voice is the most powerful voice to your subconscious. These tapes are called “self-programming commercials.”

7. Write your **declarations** 8 to 16 consecutive times. Whenever you have any dead time, such as when waiting for an appointment, write out a powerful **declaration**. Focus your attention on the meaning of the words and the feeling you get while writing.

8. Post the most powerful and important **declarations** in places where you will see them frequently, including your desk, your refrigerator, your bathroom mirror, and/or inside your closet.
The Mind Likes Consistency

Set up a 21-day regimen to create a new and positive habit whereby you dedicate the same time each day to your inner growth so that a rhythm develops. Remember: one of the most powerful times of the day is first thing in the morning just before you get up and become active. Make the most of this knowledge. Start each day by silently reviewing your goals with the affirmations you want to accomplish in your life.

What your mind focuses on expands and sets the tone for your day. This is important to remember because it will help you to prevent yourself from being a reactor to life. Now you are taking control.

The second most powerful time of the day for programming your mind is just before you go to sleep. As you get comfortable and prepare yourself for sleep, begin to repeat selected declarations to yourself until you naturally fall asleep. You will find that you sleep better and awaken in a better mood because you have installed information in your subconscious mind that is healing and soothing.

Examples of Declarations

Customize at least 10 declarations that deal with your own habit:

1. I, (your name), now take full responsibility for my life and my thoughts.
2. I, (your name), am now in control of my destiny, and I am excited about the positive changes I am making in my life.
3. I, (your name), now love and honor myself for who and what I am at this moment in time and I am getting better and better every day.
4. I, (your name), now release myself from programming by others that does not serve me.
5. I, (your name), now choose my future, rather than react to life.
6. I, (your name), now feel more confident and successful every day, in every way.
7. I, (your name), am now practical and realistic and give myself the freedom to live my life up to my fullest potential.

8. I, (your name), now have drive, stamina, and a winning attitude to achieve my goals… (state goals).

9. I, (your name), am now becoming healthier and fitter.

10. I, (your name), love my body and eat only foods that are nourishing to me.

List your own declarations:

1. _____________________________________________________________

2. _____________________________________________________________

3. _____________________________________________________________

4. _____________________________________________________________

Become the Star, Director, and Writer of Your Future

One of the secrets of success is to not work so hard with your physical body; instead, use your mind to work out the details of how to be the person you want to be. Are you motivated to spend 10 minutes a day envisioning the future you want to create for yourself?

By deliberately mentally rehearsing the experience of success in your mind, you can turn aspirations into realities. See yourself free from the old negative habits that have wasted your time, energy, and money. Forget willpower for now and imagine yourself with positive behaviors. See yourself handling any challenging situation that normally triggers your old habits and see yourself using new strategies and doing it with ease.

Success experts say your imagination is your own personal workshop of the mind. This is particularly true when you want to program yourself towards new habits of success.
Visualize Yourself as the Person You Want to Be with Mental Rehearsal

Mental rehearsal is the most powerful way to tap into your creative process and overcome old behavior patterns. Mental rehearsal can be used in all areas of your life, from seeing yourself as a non smoker, seeing yourself as the weight and size you want to be, and even seeing yourself as calm during challenging times.

Mental rehearsal is a tool that can help you reduce the effects of stressful situations. Now you will be more resourceful, reducing the possibility of reverting to your old habits. All areas in your life can benefit from imagery. It doesn’t matter what level your goals are on: physical, emotional, mental, or spiritual.

Use visualization to improve your abilities. Because the body follows the mind, if you start seeing yourself in a different light, then your body will follow suit — maybe by not craving the things that hurt you, or by motivating you to exercise more. It’s up to you to experiment. Who knows what miracles you can create in your life by using this powerful tool?

Counselors and therapists who recommend using mental rehearsal say it is the true key to tap your potential. Their research reveals that all of our skills are learned through the image-making process, whether it’s driving a car, reading a book, or changing a habit. You use your mind to picture the activity before you actually perform it.

Think of it like this: Your mind works like a movie projector, screening an endless reel of memories and scenes of situations both real and imagined. You have the power to direct your movie projector (your mind) to reach your desired goals. Once you imagine something new for yourself, you begin to be flooded with ideas about how to realize that image. All of this will come about when you have allowed yourself to break through your own worst limitation: what you believe are your capabilities.
Basic Steps for Using Mental Rehearsal

1. **First**, if you think of the mind as a computer, you will want to program this computer correctly. The best way to begin using the power of mental rehearsal is to first get your computer into the correct mode for programming.

   The correct mode is deep relaxation in both body and mind. It’s only when you are relaxed that your mind will open to fresh ideas and new techniques. When your mind and body are deeply relaxed, your brain actually becomes slower. This slower state is known as the alpha state.

   Research in this area has found that using mental rehearsal during this relaxed time is most effective, because the subconscious records new programs more effectively. *Two of the most effective times to use mental rehearsal are as you wake up in the morning — while your mind and body are very relaxed and receptive — and at night just before sleeping.*

2. **The second step** for effective mental rehearsal is having a clearly defined goal of whatever you would like to have or create in your life. You must have the faith and belief that you can realize your goal.

3. **The third step** is to create a mental picture as if the goal were already yours. Act as if the picture were real today, not some time in the future. Be sure to fill in the small details of the sights, colors, smells, textures, and feelings — the more realistic the detailing the better.

   If you can see, hear, touch, smell, and taste your goal, your picture will be that much clearer and will imprint much faster in your computer.

4. **The fourth step** is to focus on your mental picture as often as possible. Do this at least twice a day for 5 to 10 minutes each time for 21 days. *Research has proven that it takes a minimum of 21 days to effect any perceptible change in a mental image.*

   It only takes three weeks for an old mental image to dissolve and a new mental image to form. Another easy way to imprint your desire on your mind is to simply create the image of what you want for 5 to 10 seconds at a time, maybe 10 or more
times a day. There are dozens of times a day you could simply envision the new you
(Example: While you are at a stop light or on hold on the phone.)

5. **The fifth step** is to have a tangible picture of the goals you are consciously creating. Use various sources, such as magazines or newspapers, to start to collect the symbols for what you want to create in your life. These symbols can be in the form of pictures, sayings, or statements that represent the goals and dreams in your life. To the best of your ability, script out a scene from your mental rehearsal focused on what you want. Create the script to include how joyful and happy you feel about your new habits.

**Design Your Destiny with New Positive Habits**

One of the most affirming ways to be inspired to break any habit is to look for role models, people who have clearly been able to change their lifestyle and their behavior.

By observing or getting to know these people, you can clearly see that they had a strategy and plan that helped them obtain their dreams. Why reinvent the wheel? Why not study someone who has already learned how to make it happen? Molding and shaping their strategies into your own lifestyle and personality will create a shortcut for you.

**Set Goals**

Goals are important because they give us something specific to go for with our life energy, and they provide feedback to let us know how we are doing. The problem lies in the importance we attach to these goals. Goals are only good for one thing — what you become along the way because you chose them. (Example: *If I set a goal to lose three pounds per week but I only lose one pound, I am still successful because I am still moving in my desired direction.*)

In order for your goals to be beneficial, they must be guided by something that
inspires you with courage, creativity, and persistence. To sustain excitement and passion in your life you must have something to aim for that moves you.

Your goals can empower you more than anything else in life because they create a vision that motivates and inspires you. Goals enable you to handle the setbacks and challenges of changing your lifestyle.

What you accomplish in life is determined by the goals you clearly define and set for yourself. Setting definitive goals takes the tension and anxiety out of living. Setting goals is the only proven way to bring health, wealth, and happiness into your life. Goal achievement works because it is governed by specific mental laws: **Whatever you give your attention to and what you believe will become your reality.**

This is the mental law of cause and effect — your thoughts materialize your future. The goals you set become the orders to your subconscious mind, your subconscious mind believes what you tell it, and then your subconscious mind carries out your orders.

## The “How Tos” of Setting Goals to Create Positive Habits

1. **The first step in breaking old habits is deciding what new habits you want to create with your life energy.** Start asking yourself these questions: What do you want your life to look like? What habits do you need to eliminate? What positive habits do you need to develop to make your life look like you want it to look?
   These desires must be realistic and obtainable. What is your intuition telling you about what you should be doing?

   Listening to your intuition is one of the most intelligent things you can ever do with your life energy. Your intuition always guides you in the direction that is perfect for you. It is that small voice that is not affected by egos, past failures, or other people’s opinions. It is your inner guiding light. In your journal, keep notes on what your intuition tells you about the strategies and the resources that might empower you.
2. **Crystallize your thinking.** Determine what specific goals you want to achieve. What habits are you letting go? What habits are you creating in place of the old ones? Your goals need to be specific, measurable, and realistic. To do this you’ll have to avoid nebulous thinking, such as “I want to lose weight.” *What does that really mean?* For your subconscious mind to be able to serve you it must receive very specific directions.

3. **Develop a sincere desire for the things you want.** Desire is the starting point for all achievement. It’s the greatest motivator of every human action. Frequently, your mind is more motivated by pictures and visualization than it is with words and written exercises. The right side of your brain is where your creativity comes from, and it thrives on pictures. Many times the right side of your brain takes precedence over the left side, which thrives on words. In the past, you may have just written words down to reach your goals. Add this new dimension to your process.

   Draw, cut out pictures, or take photographs of what you want in life. Put pictures up on your refrigerator, your bathroom mirror, or any place that will remind your subconscious mind of your desires to reinforce your goal.

   Every thought you have uses electrical energy to imprint a new picture in your subconscious mind. The efforts of your subconscious mind are to match the pictures in your mind with reality.

   The more you deliberately plant pictures of what you want, the faster you will attract it into your life. It’s very important that you allow yourself to fantasize about what you want in your life — let your imagination run wild! To achieve what it is you want in life, you must think about it. There are no limits except those we put on ourselves. This is your life and you will be cheating yourself if you don’t go for what you want! You must feel your success before you can manifest it in reality.

4. **Develop a plan for achieving your goal, and a deadline for its attainment.** The difference between a “wish” and a “goal” is that the goal is written down. Once you have a clear picture of what you want in life, your subconscious and conscious mind can work together to achieve it. When you prioritize and focus
you can literally see what you want; this gives you the power of concentration.  
Deliberate concentration is like a laser beam — it can cut through any obstacles in your path.

5. **Distinguish between goals and activities.** A goal is the specific end result you want to manifest in your life. Activities are those things you do to achieve your goals. Use the skill of awareness, and remember the goal. Don’t get stuck in the activities.

6. **Create deadlines for your goals.** Without deadlines your brain doesn’t have a clear picture of what you want created. Deadlines have a magical way of motivating us to produce results.

   First write your one-year goals on paper, then write down all the activities you will have to do to reach your goal. Ask yourself these questions: **What is the very first activity I must do to get started on this goal?**

   1. __________________________________________________________
   2. __________________________________________________________
   3. __________________________________________________________
   4. __________________________________________________________

   7. **What are the activities I must do in the first three months to achieve my goal?**

      1. __________________________________________________________
      2. __________________________________________________________
      3. __________________________________________________________
      4. __________________________________________________________

   Then think about the activities you’ll need to follow up in the next three months. By breaking down the goals into manageable, bite-size pieces, you’ll feel more
in control. This divide-and-conquer approach keeps your goals from becoming overwhelmingly complicated.

8. **Make your goals yours.** Don’t set a goal for yourself that your spouse *(or anyone else for that matter)* wants for you. Please revise your current goals to meet your needs, not someone else’s desires for you. You will never be successful achieving goals that are not motivated by your desires. When you set goals, don’t compare them with other people’s goals — you’ll always come up short. We usually compare our worst traits with someone else’s best traits and we can never win that way.

9. **Write your goals as if they have already occurred.** Try writing, “I now weigh ______,” rather than “I want to weigh ______.” This allows your subconscious mind to see the end result.

10. **Develop confidence in yourself and your abilities.** Stay “sold on yourself.” Listen to motivational CDs and tapes daily in your car. Do your declarations daily, and control your self-talk. Tackle every activity without giving any recognition to the possibility of defeat. Focus on your strengths instead of your weaknesses. Recognize and honor your personal point of power found in this moment. Develop a determination to follow through on your goals regardless of obstacles, circumstances, or criticism.

11. **Make your goals realistic and congruent.** You have to make your goals attainable or you will give up on them. Don’t set unrealistic goals for yourself if you know in your heart you’re not willing to pay the price for achieving them. Setting yourself up for failure will only cause frustration and cause you to lose confidence in yourself. *(Example: Do not set yourself up for failure by trying to lose weight on your vacation or by trying to lose 20 pounds in one month.)*

12. **Keep your goals to yourself.** If you are excited and charged up about your dreams, you’ll want to share this information. *Don’t* — too often you’ll hear how everyone else has failed while trying what you want to do. Their negative energy and opinions will sabotage your enthusiasm and faith in your abilities.

   In our culture we are given the subtle message that “other” people are smarter
than we are. If you share your dreams with people who are not part of your support system, they will undermine your confidence, so keep your own council. Keep your dreams to yourself so you do not scatter your creative energy. Tell your dreams only to people who support you, are happy for you, and believe in your abilities.

**List the people in your support group:**

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

13. **Review your goals monthly.** The first day of the month is the perfect time to set up a ritual goal-reviewing. This should be the time that you can be honest with yourself on what goals you are really committed to and how you can improve your strategies. You must also be honest with yourself on what goals are only paper dreams if you aren’t really going to pay the price to achieve them.

14. **Have persistence.** Persistence is the real key to successful goal achievement. Don’t allow yourself to become distracted with excuses about why things can’t be done. Excuses are the enemies of goal achievement.

**Invest in a Goal Book**

**If you are not willing to put your ideas and dreams on paper, you are not willing to achieve them.** They must be written down so you can literally see them. Give yourself the opportunity to take your habit workbook into a quiet place. Outside in nature is one of the best places to go, away from phones, kids, and other daily demands.

Allow yourself to just relax and become centered. Ask yourself empowering questions such as:

**What do I really want?**
Start with the area in your life that has the most importance to you and give yourself time to “think.” The strategy of goal setting will transform you from being a thinker and talker with good intentions to being a doer and achiever. You’ll be more motivated, more optimistic, and you’ll feel more in control of your life than ever before.

Next Assignment:
Have an Attitude Adjustment
Every Morning

Before you get out of bed every morning, tell yourself this: Today is going to be a great day! I am going to have fun today. I am going to be resourceful and productive today. I am going to be proud of myself today. I am going to be the best I can be, if only for today. Today I will now (fill in the blank) with some of my positive new habits.

Nurture yourself daily with books, tapes, people, and maybe even a support group that will empower you to stick to your goals. It’s crucial that you love and honor yourself by feeding your soul with positive, uplifting information that allows you to enjoy your life.

For the Next 21 Days, Listen to Yourself More

Pay attention to that small inner voice that so gently guides you. Take action on your instincts. Make time every day to just be alone, to relax, and to center yourself. You must balance your life and pay attention to the inner you, if you want the outer you to be happy and successful.

Pay Attention to Your Self-Talk

You are a self-fulfilling prophecy. The things you say to yourself right now are programming what your future will be. You have the power to give yourself the most empowering messages possible. If you don’t, who will? You have to love yourself every day with positive internal reinforcement. The real secret of motivation is to give positive messages to yourself.
Be Flexible

Create a new label for yourself. When you label yourself as easygoing and flexible, you give yourself permission to take control of your inside world while you take control of what the outer world is expressing to you. Flexibility is power because you will experience less conflict and stress with the world. Another form of flexibility is to get out of your old habits or life ruts by creating some new ones.

Simply change your routine for the next 21 days. Notice the new ways to be more creative. You also give yourself the opportunity to see life from a totally different perspective when you do things differently.

See Yourself as You Want to Be in the Future

Use your imagination to see yourself in your new empowering habits. See yourself as successful and enjoying the process. Mentally rehearse your actions in your mind before you try to do them in the physical world. This gives you an edge because it improves your performance and reduces your stress. Mental rehearsal allows you to build your confidence and empowers you to stay motivated. See yourself in situations with your new behaviors. This action will empower you to follow through on your goals.

Have Great Persistence

Persistence is an essential factor in transforming desire into reality. Persistence is the ability to keep moving forward, even when you don’t see immediate positive results. It’s the internal commitment to withstand setbacks again and again without giving up.

If you are willing to give yourself permission to see yourself in a new light, and if you are willing to work with yourself, you can acquire the skills needed to transform your old habits into new positive, behaviors.
Enjoy Your Success

Start to catch yourself doing things right and congratulate yourself often. Begin to appreciate yourself and count your blessings. By dwelling on feelings of success, you imprint on your computer — your mind — that much more confidence to handle the challenges of the future.

All of our energy will create some type of repercussion or result. If we start to focus and remember circumstances and feelings of mastery in the different areas of our lives, it will actually imprint on our computer and help us create success for the future. Your thoughts do create your beliefs, and your beliefs create your reality.

Now, instead of feeling sorry for yourself about how hard it is to break away from old behaviors, you have the knowledge to empower your choices. Shift your focus onto the things you want to do now.

Do something that you’ve always wanted to do, but have avoided because you’ve been waiting for everything in your life to be perfect before you do it. If you have been avoiding joining that exercise class because you do not think you are slim enough to wear a leotard, buy shorts and get going.

Be adventurous and start to take new risks. You will feel better about yourself. When you feel better about yourself, you are strengthening your ability to break away from the old habits, and you are giving yourself the power to create the new you.

Success Is Not a Destination; It Is a Journey

The past is a locked door. Whatever mistakes or failures you’ve ever had are truly great tutors and educators for the success you can create in the future. Your past setbacks have been gifts of wisdom — use them wisely. Know that the future will take care of itself if you take care of the present.