Building a Better Life – Concrete Steps for Success

JOEL K. OPPENHEIMER, PE

January 28, 2010
How Are You Doing?

- Great! Terrific!
- Good.
- I will get by.
- Hanging in there.
- I would be doing much better if I did not have to sit here and listen to this talk.
- Not bad. At least I do not have to work today.
- Not bad. The weekend is not too far away.
- OK. I’ll survive.
Great Day – Element 1 - Attitude

- Starts with your thinking
- Being Proactive
- Being Positive
- Being Responsible
Great Day – Element 1

- Change Your Thinking – Change Your Life (Brian Tracy)
- “Stinkin’ Thinkin’”
- “Checkup, from the Neck Up.” (Zig Ziglar)
What Do You Want?

What is success?

What makes a great day?

What makes a great life?
Six Requirements for Success

- Peace of Mind
- Health / Energy
- Loving Relationships
- Financial Freedom
- Worthy Goals & Ideas
- Personal Fulfillment
Great Day – Element 2 - Goals

- Written Goals
  - Daily
  - Weekly
  - Annual
  - Lifetime
How Much Free Time? Week = 168 hrs.
- Sleep = 8 hrs. / day = 56 hrs. per week
- Work = 40 hrs. / week
- Commute = 10 hrs. / week
- Wake up, dress, prepare for bed = 14 hrs.
- Meals / food shopping = 3hrs. / day=21 hrs.
27 Discretionary Hours per week!
Three Elements for a Great Day

- Attitude
  - Proactive
  - Positive
  - Responsible
- Know Where You Want to Go - Goals
- Using Time Effectively – Time Management
<table>
<thead>
<tr>
<th>Public Victory</th>
<th>Interdependence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Habit 6: Synergize</td>
<td></td>
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<tr>
<td>Habit 5: Seek First to Understand, Then to be Understood</td>
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<tr>
<td>Habit 4: Think Win / Win</td>
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<table>
<thead>
<tr>
<th>Private Victory</th>
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<tbody>
<tr>
<td>Habit 3: Put First Things First</td>
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<tr>
<td>Habit 2: Begin with the End in Mind</td>
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<tr>
<td>Habit 1: Be Proactive</td>
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</tbody>
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<thead>
<tr>
<th>Dependence</th>
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</table>

Habit 7: Sharpen the Saw
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Part 1

Attitude
Habits

- Good habits are hard to form but easy to live with.
- Bad habits are easy to form but hard to live with.
- Law of Habit: “Any thought or action that you repeat over and over will eventually become a new habit.”
## Proactive Versus Reactive

<table>
<thead>
<tr>
<th><strong>PROACTIVE</strong></th>
<th><strong>REACTIVE</strong></th>
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</thead>
<tbody>
<tr>
<td>• I can</td>
<td>• I can’t</td>
</tr>
<tr>
<td>• I choose</td>
<td>• I have to</td>
</tr>
<tr>
<td>• I can</td>
<td>• I wish or I hope</td>
</tr>
<tr>
<td>• I will</td>
<td>• I’ll try</td>
</tr>
<tr>
<td>• I will</td>
<td>• I should</td>
</tr>
<tr>
<td>• I am responsible</td>
<td>• He is to blame</td>
</tr>
<tr>
<td>• It was my fault</td>
<td>• It was their fault</td>
</tr>
<tr>
<td>• I control my future</td>
<td>• He controls my future</td>
</tr>
<tr>
<td>• Let’s solve it</td>
<td>• Life is full of problems</td>
</tr>
<tr>
<td>• I will find a solution</td>
<td>• It will never work</td>
</tr>
</tbody>
</table>
E x R = O

Event x Response = Outcome
“If it is to be, it is up to me.”

Brian Tracy
Law of Cause and Effect

- Everything happens for a reason; for every effect, there is a specific cause.
- Thoughts are causes, conditions are effects.
- Sowing and Reaping
- “If you keep doing what you have been doing, you will keep getting what you have been getting.”
- Old Texas saying: “If all you ever do is all you've ever done, then all you'll ever get is all you ever got.”
- To change your life, change your thoughts.
Law of Cause and Effect

• Sign in a feed store:

    *If you don’t like the crop you are reaping,*
    *Check the seed you are sowing.*

    John Maxwell
“Our achievements of today are but the sum total of our thoughts of yesterday. You are today where the thoughts of yesterday have brought you and you will be tomorrow where the thoughts of today take you.”

Blaise Pascal

(French Mathematician, Philosopher and Physicist, 1623-1662)
Law of Attraction

• Living magnet attracting people, situations and circumstances that harmonize with our dominant thoughts.
• “Birds of a feather, flock together.”
• “If you want to soar like an eagle, don’t hang with the turkeys.” [Zig Ziglar]
• “The Secret” by Rhonda Byrne
Law of Attraction

• Negative vibration words:
  – Don’t
  – Not
  – No

• Instead, What do I want?
Law of Substitution

• Since your mind can only focus on one thought at a time, we can substitute a positive thought for a negative one.
Universal Laws of Success

- Law of Control
- Law of Cause and Effect (Sowing/Reaping)
- Law of Belief
- Law of Expectation
- Law of Attraction
- Law of Concentration
- Law of Substitution
- Law of Correspondence
Responsibility

- Forgive

“Resentment is like drinking poison and then hoping it will kill your enemies.”

Nelson Mandela
Responsibility

• Forgive
• Take Control

“Never let yesterday use up today.”

Richard H. Nelson
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Part 2

Goal Setting
1st Step – Setting Goals

“If you do not know where you are going, all roads will get you there.”
“If you don’t have goals for yourself, you are doomed forever to work to achieve the goals of others.”

Brian Tracy
“Goal setting is the master skill of success.”

Brian Tracy
Reasons to Set Goals

• Set direction
• To grow (in the right direction, consciously)
• To be aware of what one wants and then to set about doing it
• Measure accomplishments
Reasons People Do Not Set Goals

- Fear of failure
- Fear of success
  - Others won’t like me, ridicule, feel guilty
- Avoids risking, avoids change
- Now what
- Low self-esteem (not worthy)
- I don’t have the time
- Logic (Left Brain) – It feels silly
- Not sold on value
- Do not know how
S.M.A.R.T. Goals

S = Specific
M = Measurable
A = Action-Oriented
R = Realistic
T = Timing
Principles of Goal Setting

1. “Dream big dreams”

“The greater danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it.”

Michelangelo
Principles of Goal Setting

1. “Dream big dreams”
2. Goals must be written in present tense, personal, positive, visual, emotional (reticular activating system)
3. Goals must be balanced
   • What – Business, Career, Financial
   • Why – Personal, Family, Health
   • How – Professional & Personal Development
Balanced Goals

**Why**
- Personal
- Family
- Health

**What**
- Business
- Career
- Finances

**How**
- Personal Development
- Professional Development
Principles of Goal Setting

1. “Dream big dreams”
2. Goals must be written in present tense, personal, positive, visual, emotional (reticular activating system)
3. Goals must be balanced
   • What – Business, Career, Financial
   • Why – Personal, Family, Health
   • How – Professional & Personal Development
4. Major definite purpose
5. Plan of Action to accomplish goals
Major Definite Purpose

- In 30 secs., list 3 most important goals right now
- Eulogy / Life Story / Epitaph

A Positive Life of Loving, Learning, Living and Helping Others Achieve Success
Major Definite Purpose

• In 30 secs., list 3 most important goals right now
• Eulogy / Life Story / Epitaph

HE MADE A
DIFFERENCE
Major Definite Purpose

- In 30 secs., list 3 most important goals right now
- Eulogy / Life Story / Epitaph
- What 5 things you value most in life
- What if you won $10 million
- 6 Months to live
- Always wanted to do but afraid to try
- In your life, what gave you greatest satisfaction
- Granted 1 wish
- 1 Great thing if you could not fail
“A goal properly set is halfway achieved.”

“A goal without a deadline is just a dream.”
Part 3

Time Management

Building a Better Life – Concrete Steps for Success
Goals Set Priorities

• With Priorities Set…
• What is the most valuable use of my time right now?
High Priority Task

- High future impacts to your goals
- Important future consequences
Low Priority Task

- Little or no impact to your goals
- Little or no future impacts
Stephen Covey asks:

“How many people on their death beds wish they had spent more time at the office?”
Ben Franklin’s Simple Definition

“Time is the stuff life is made of.”
Time Management

We are all busy but…
Are we productive?
“You run the day or it runs you.”

Jim Rohn
Time – Unique Resource

• Cannot accumulate / store
• Everyone has same amount
• Cannot be replaced
• Spent at constant rate of 60 seconds per minute
• All accomplishments require time
Time – “A Full Day”
Why Time Management

All Things Being Equal, TIME Becomes the Differentiator!
Value

• 2 Sources of Value - Time & Knowledge
• Every job is to solve problems & satisfy needs of people
• Value added is through increased productivity
• Successful people are more productive than unsuccessful people
Value of Time

• Rewards in Life will Match Service Provided
• “You can have anything you want in life if you just help enough other people get what they want.” [Zig Ziglar]
All successful people have one thing in common…
They value time!
“Time Management is planning and organizing your time in such a way that you accomplish your most important goals as quickly as possible.”
Pareto’s Principle (80-20 Rule)

- 80% of effects comes from 20% of causes (Law of Cause and Effect)
- 80% of sales comes from 20% of clients
- Focus on 20% of tasks that create 80% of results
- Do not “major in minor things”
Time Management Matrix

<table>
<thead>
<tr>
<th>Quadrant of Crisis</th>
<th>Quadrant of Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>II</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Urgent</td>
<td>Not Urgent</td>
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<tr>
<td>Not Important</td>
<td>Important</td>
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<tr>
<th>Quadrant of Deception</th>
<th>Quadrant of Waste</th>
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<tbody>
<tr>
<td>III</td>
<td>IV</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Urgent</td>
<td>Not Urgent</td>
</tr>
<tr>
<td>Important</td>
<td>Not Important</td>
</tr>
</tbody>
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- Quadrant of Crisis:
  - Crises
  - Pressing Problems
  - Deadline Driven Projects

- Quadrant of Quality:
  - Preparation
  - Crisis Prevention
  - Values Clarification
  - Planning

- Quadrant of Deception:
  - Interruptions
  - Some mail
  - Some meetings
  - Many popular activities

- Quadrant of Waste:
  - Trivia, busy work
  - Junk mail, junk email
  - Some phone calls
  - Time Wasters and escape activities
7 Ways to Get More Done

• Work harder with greater focus & concentration.
• Work with faster tempo.
• Batch similar tasks - learning curves.
• Do more important things, higher value tasks with higher potential payoff.
• Do things that you are better at.
• Make fewer mistakes. Do it right first time.
• Simplify work – reduce, eliminate or consolidate steps.
Best Practices – Value of Time

- **Law of Compensation**: “You are always fully compensated for whatever you do, positive or negative.”
- Whatever you put in, you get out (Law of Sowing and Reaping)
Best Practices – Value of Time

• If you want to increase the quality and quantity of your pay, you must increase the quality and quantity of your contribution (the service you provide).

• “When we do more than we are paid to do, eventually we will be paid more for what we do.”  [Zig Ziglar]
Best Practices – Value of Time

• “Law of Comparative Advantage”
• Hourly rate (current and desired)
• Can someone else less expensive do the task?
• If so, delegate.
## Comparative Advantages

<table>
<thead>
<tr>
<th>STRENGTHS</th>
<th>WEAKNESSES</th>
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<tbody>
<tr>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2. <strong>FOCUS ON STRENGTHS</strong></td>
<td>2.</td>
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<tr>
<td>3.</td>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
<td>4.</td>
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</tbody>
</table>

Marcus Buckingham “Now, Discover Your Strengths”
Make More Time for Yourself

• To earn more, you must learn more
• Knowledge is doubling every 7 years
• To move further, you must learn more
Renewal - Interdependence

• Habit 7 – Sharpen the Saw
  – Physical
  – Spiritual
  – Mental
  – Social / Emotional
Sharpen the Saw – To Learn More…

• Read 1 hour per day in your field
• Take speed reading course
• Invest 3% of income in improving self
• Rip and read – Use during waiting times
• Read books by experts (see “Book List”)
  – Make sure authors are successful
  – Wait for paperbacks
  – Read reviews
• University on Wheels
University on Wheels

• Zig Ziglar
  – Goals, See You at the Top, Top Performance…
• Brian Tracy
  – How to Master Your Time, Psychology of Achievement, Maximum Achievement, The Universal Laws of Success and Achievement
• Lou Heckler – Leadership Training
• Edwin Bliss – Doing it Now
• Jeffrey Mayer – If You Haven’t Got the Time…
• Napoleon Hill
  – Keys to Positive Thinking, Think and Grow Rich
## Recommended Books and Audiobooks

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<tr>
<td>Ziglar</td>
<td>Zig Goals</td>
<td>Cassettes</td>
<td>6</td>
<td>Goal Setting</td>
<td>Excellent recording on setting goals</td>
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<td>Ziglar</td>
<td>Zig Top Performance</td>
<td>Cassettes</td>
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<td>Self-Improvement</td>
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<td>Ziglar</td>
<td>Zig See You at the Top</td>
<td>Book/Cassette</td>
<td>382</td>
<td>Self-Improvement</td>
<td>Success principles. Ziglar's first book.</td>
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<td>Ziglar</td>
<td>Zig Over the Top</td>
<td>Book/Cassette</td>
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<td>Self-Improvement</td>
<td>Excellent motivational tape on success</td>
<td>8</td>
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<tr>
<td>Tracy Brian</td>
<td>How to Master Your Time</td>
<td>Cassettes</td>
<td>6</td>
<td>Time Management</td>
<td>Tremendous overview on time management</td>
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<td>Tracy Brian</td>
<td>The Universal Laws of Success and Achievement</td>
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<td>6</td>
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<td>Tracy Brian</td>
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<td>Eat That Frog</td>
<td>Book/CD</td>
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<td>Tracy Brian</td>
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<td>Book</td>
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<td>The Ultimate goal setting book. Must Read!</td>
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<tr>
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<td>Millionaire Habits</td>
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<tr>
<td>Tracy Brian</td>
<td>Creating Your Future</td>
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<td>Self-Improvement</td>
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<td>Bliss Ed</td>
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<td>Wetmore Donald</td>
<td>KISS Guide to Organizing Your Life</td>
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<tr>
<td>Morgenstern Julie</td>
<td>Organizing from the Inside Out</td>
<td>Book/Cassette</td>
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<td>Time Management</td>
<td>Excellent time management guru</td>
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<td>Covey Stephen</td>
<td>The 7 Habits of Highly Effective People</td>
<td>Book/CD/Cass</td>
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<td>Self-Improvement</td>
<td>The classic book that frames success. Must read.</td>
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<td>Heckler Lou</td>
<td>Leadership Training (CareerTrack)</td>
<td>Cassettes</td>
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<td>Leadership</td>
<td>Excellent audiobook on leadership</td>
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<td>Hill Napoleon</td>
<td>Think and Grow Rich</td>
<td>Book/CD/Cass</td>
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<td>Self-Improvement</td>
<td>The original self-improvement, goal setting book</td>
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<td>Hill Napoleon</td>
<td>Keys to Positive Thinking</td>
<td>Book/Cassette</td>
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<td>Self-Improvement</td>
<td>Excellent overview of positive mental attitude.</td>
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<td>If You Haven't Got the Time to Do It Right…</td>
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<td>Carnegie Dale</td>
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<td>Book/Cassette</td>
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<td>A classic book that has survived time. A must read.</td>
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<td>Buckingham Marcus</td>
<td>Know Your Strengths</td>
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<td>Excellent book to evaluate your strengths.</td>
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<td>Rohn Jim</td>
<td>7 Strategies for Wealth and Happiness</td>
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<td>Excellent author, excellent overview of success</td>
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<td>The Power of Ambition</td>
<td>Cassettes</td>
<td>6</td>
<td>Self-Improvement</td>
<td>Excellent author and good tape on ambition</td>
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<tr>
<td>Rohn Jim</td>
<td>Challenge to Succeed, A Philosophy for Successful Living</td>
<td>Cassettes</td>
<td>6</td>
<td>Self-Improvement</td>
<td>Excellent tape program on elements of success</td>
<td>8</td>
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<td>Robbins Tony</td>
<td>Giant Steps</td>
<td>CD/Cassettes</td>
<td></td>
<td>Self-Improvement</td>
<td>Robbins is animated presenter with great ideas</td>
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<td>Robbins Tony</td>
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<th>Rating</th>
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<tbody>
<tr>
<td>Waitley</td>
<td>The Psychology of Winning</td>
<td>Book/Cassette</td>
<td>6</td>
<td>Self-Improvement</td>
<td>An outstanding classic by an excellent presenter</td>
<td>10</td>
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<tr>
<td>Sommer</td>
<td>How to Set and Achieve Your Goals (CareerTrak)</td>
<td>Cassette</td>
<td>4</td>
<td>Goal Setting</td>
<td>A good seminar on goal setting.</td>
<td>8</td>
</tr>
<tr>
<td>Canfield</td>
<td>The Success Principles</td>
<td>Book/CD</td>
<td>6</td>
<td>Self-Improvement</td>
<td>A book on all principles for success by author of Chicken Soup for the Soul</td>
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<td>Canfield</td>
<td>Self-Esteem and Peak Performance</td>
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<tr>
<td>Maxwell</td>
<td>Today Matters</td>
<td>Book</td>
<td></td>
<td>Time Management</td>
<td>Excellent writer on variety of self-improvement</td>
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<td>Bach</td>
<td>The Automatic Millionaire</td>
<td>Book/CD</td>
<td></td>
<td>Finances</td>
<td>Excellent book for young adults to manage finances</td>
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<tr>
<td>Stanley</td>
<td>The Millionaire Next Door</td>
<td>Book/Cassette</td>
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<td>Finances</td>
<td>Interesting facts about average millionaires</td>
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<td>Clason</td>
<td>The Richest Man in Babylon</td>
<td>Book</td>
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<td>Finances</td>
<td>Easy reading timeless classic from 1920's</td>
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<td>Solin</td>
<td>The Smartest Investment Book You'll Ever Read</td>
<td>Book/CD</td>
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<td>Finances</td>
<td>Excellent overview on investing for long term</td>
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<td>Orman</td>
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<td>Book/CD</td>
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<td>Finances</td>
<td>All of Suze Orman books are excellent &amp; clear</td>
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<td>Orman</td>
<td>The Nine Steps to Financial Freedom</td>
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<td>All of Suze Orman books are excellent &amp; clear</td>
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<td>Finances</td>
<td>All of Suze Orman books are excellent &amp; clear</td>
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<td></td>
<td>Finances</td>
<td>All of Suze Orman books are excellent &amp; clear</td>
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<td>Orman</td>
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<td>Book/CD</td>
<td></td>
<td>Finances</td>
<td>All of Suze Orman books are excellent &amp; clear</td>
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<td>Kiyosaki</td>
<td>Rich Dad, Poor Dad</td>
<td>Book/CD</td>
<td></td>
<td>Finances</td>
<td>Very interesting discussion on finances</td>
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<td>Byrne</td>
<td>The Secret</td>
<td>Book/CD/Movie</td>
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<td>Book/CD/Tape</td>
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<td>General rules for success with people case studies</td>
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<td>Book/CD</td>
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<td>Shimoff</td>
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<td>Book/CD</td>
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<td>Self-Improvement</td>
<td>Study on what leads to happiness</td>
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<td>The 5 Secrets You Must Discover Before You Die</td>
<td>Book/CD/DVD</td>
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<td>Self-Improvement</td>
<td>230 wise, elderly people commonalities on life</td>
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<td>Collins</td>
<td>Good to Great</td>
<td>Book/CD</td>
<td></td>
<td>Business/Ldrshp</td>
<td>Study of what makes great companies great</td>
<td>8</td>
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</tbody>
</table>

Date: 10/20/2008 8:52     Contact: Joel.Oppenheimer@stvinc.com (410-281-2850)
Learn Success

• Take a Successful Person Out to Lunch
• Read Books Highlighting Attributes of Successful People
  – “Think and Grow Rich” by Napoleon Hill
  – “The Secret” by Rhonda Byrne
  – “The Five Secrets You Must Discover Before You Die” by John Izzo
• Be True to Yourself: Follow Your Heart
• Leave No Regrets
• Be Love
• Live the Moment
• Leave More Than You Take
8 Time Wasters

• Cluttered/Messy Desk and Office
• Phone Interruptions (E-Mail Interruptions)
• Drop-in Visitors
• Meetings
• Firefighting
• Procrastination
• Socializing
• Indecision with Paper and Tasks
“Clutter is a pile of unmade decisions.”

Julie Morgenstein

“Organizing from the Inside Out”
Organize Desk

• Clear your desk
  – Pilemania – Eliminate clutter
  – 60% of papers on desk, no value
  – Save 30 secs. every 5 mins = 1 hour per day
  – Save 30 mins. per day = 3 weeks per year

• Start every new task with clear desk

• New Tasks – Pull out what you need
Best Practices

- Handle each piece of paper only once
- Handle each e-mail only once
- Answer mail when picked up
- Don’t let things end up on your desk
• Two letter word that saves more time than any other word?
• NO
• “Say no to others in order to say yes to ourselves.”
Best Practices

• To-Do List
  – Daily: Accomplishments anticipated
    • Large tasks broken into component parts
    • Prioritize A, B, C; then A-1, A-2, A-3, etc.
    • Set time frames
    • Set Daily List at end of day for next day
  – Long Range Plans and Projects
    • Prioritize
    • Move to Daily To-Do Lists
• Keep List in Visible Location
• Review before leaving office & before bed
Simplified Method To Do List

• Write out 6 most important items to-do
• Prioritize the list from 1 to 6
• Work on Item 1 until completely done, then Item 2, & so on…
• Rewrite the list at end of every day
• Review before going to sleep and first thing in the morning
Best Practices

• Know your peak performance period
  – Schedule most important / most difficult tasks
  – If morning, go to work 1 hour earlier
  – Hold calls, close door, avoid e-mail
  – Avoid little tasks
Best Practices – People Interruptions

• Intercept people by standing up
• Walk them out of your office
• Walk to their office to continue
• Avoid having desk visible from door
• Turn desk so no eye contact from door
Best Practices – Phone Interruptions

- Screen calls
- Establish times for taking calls
- Bunch return phone calls in less productive times
- Call others before lunch, before leaving
- Plan out important calls
- Do easy jobs while on phone
- Don’t interrupt someone else
Best Practices – E-Mail

• More Polite than Phone Calls
• Multiple People Can be Copied
  – Copy those Who Need to be Copied
• E-Mail is “forever”
• E-mailing across Internet, Request Reply as Evidence of Receipt
• E-Mail provides interruptions
“Meetings are indispensable when you don’t want to do anything.”

John Kenneth Galbraith
Best Practices – Meetings

• Share Expectations In Advance
• Schedule in advance to prepare
• Distribute materials in advance
• Agree upon desired products/results
• Attendees List
  – Hourly costs = value of meeting
  – Number of People
  – Know What is Expected
• Attend Meetings not to Discuss Issues but to RESOLVE Issues
Best Practices – Meetings

• Distribute Agenda in Advance
  – Objective
  – Proposed Attendees
  – Location
  – Items to be Addressed with Time Limits
• Start on time
• Meeting Minutes
  – Distributed 2 Business Days
  – Actions Items Addressed
    • Who is Responsible
    • When is the Action Item To Be Completed
“Things that are easy to do are easy not to do.”

Jim Rohn
Best Practices – Avoid Procrastination

- Think on paper. Prepare thoroughly.
- Gather materials and tools in advance.
- Do one small thing to get started.
- Salami slice the project.
- Swiss cheese technique - punch hole in it.
- Start at outside and move to core.
- Start from center and do hardest task.
- Do task that causes most anxiety.
Best Practices – Avoid Procrastination

• Reward yourself at intervals.
• Start with most unpleasant task.
• Think of negative consequences if not done.
• Think of benefits of completing task.
• Set aside a designated time.
• Don’t be a perfectionist.
• Develop compulsion to finish.
• Maintain fast tempo.

DO IT NOW!!!
Building a Better Life – Concrete Steps for Success

Part 4

Putting It All Together
Starting the Day Right

- Opportunity Clock
- Pump Hand into the Air
- Think the Right Thoughts
Starting the Day Right

- Opportunity Clock
- Pump Hand into the Air
- Think the Right Thoughts
- “Something wonderful is going to happen today!”
- Attitude of Gratitude
- Skip Listening to News
- Exercise Mind, Exercise Body
- Breakfast
- Waking kids
- Saying goodbye to family members
Starting the Day Right

• Driving to Work
  – Audiobooks
  – Go Lights
• Arrive at Work 1 Hour Early
• Review Work Goals
• Prioritize To-Do List
• 2 Hours Uninterrupted on Highest Priority Task
Continuing the Day Right

- Lunch
  - Healthy Bag Lunch
  - Off Peak
- Organize Tomorrow’s Priorities
- Leave on Time, Clean Desk
- Take Index Card of Tomorrow’s Tasks
Concluding the Day Right

- Healthy Dinner, Healthy Conversation
- Exercise
- Read
- Time with Family
- Review Goals
- Review Task List for Tomorrow
- Early to Bed
Some Final Thoughts

Key to Time Management:

• Not finding more time but making better use of time we have
Some Final Thoughts

Attitude – Proactive, Positive, Responsible

• Set your goals
• Know your priorities
• “What is the most valuable use of my time right now?”
Conclusion

“The main thing is to keep the main thing the main thing.”

Fred Smith
“When you do the things you ought to do when you ought to do them, The day will come when you can do the things you want to do when you want to do them.”

Zig Ziglar
Conclusion

“Happiness is a journey, not a destination.”

“The Station”

Robert Hastings
Contact Information:
Joel Oppenheimer (STV Incorporated)
E-Mail: joel.oppenheimer@stvinc.com
Phone: 410-281-2850

REFERENCES:
• Stephen Covey – “The 7 Habits of Highly Effective People”
• Brian Tracy – “How to Master Your Time” (6 Audiocassette Tapes)
• Zig Ziglar – “Goals” (6 Audiocassette Tapes)
Tucked away in our subconscious is an idyllic vision. We see ourselves on a long trip that spans the continent. We are traveling by train. Out the window, we drink in the passing scene of cars on nearby highways, of children waving at a crossing, of cattle grazing on a distant hillside, of smoke pouring from a power plant, of row upon row of corn and wheat, of flatlands and valleys, of mountains and rolling hillsides, of city skylines and village halls.

But uppermost in our minds is the final destination. On a certain day at a certain hour we will pull into the station. Bands will be playing and flags waving. Once we get there so many wonderful dreams will come true and the pieces of our lives will fit together like a completed jigsaw puzzle. How restlessly we pace the aisles, damning the minutes for loitering – waiting, waiting, waiting for the station.

“When we reach the station, that will be it!” we cry. “When I’m 18, that will be it!” “When I buy a new 450 SL Mercedes Benz!” “When I put the last kid through college!” “When I have paid off the mortgage!” “When I win a promotion.” “When I reach the age of retirement, I shall live happily ever after!”

Sooner or later, we must realize there is no station, no one place to arrive at once and for all. The true joy of life is the trip. The station is only a dream. It constantly outdistances us.

So stop pacing the aisles and counting the miles. Instead, climb more mountains, eat more ice cream, go barefoot more often, swim more rivers, watch more sunsets, laugh more and cry less. Life must be lived as we go along. The station will come soon enough.