

# Personal Development

101

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# Foreword

This book is designed to give you an idea of areas where we usually look for personal development. When we identify these areas and dig into their effects, you can take responsibility and create a life journey that's fully your own.

Personal Development 101 asks that you look at yourself as you are now and decide if that's who you want to be or if you're ready to be the person you imagine yourself to be going forward. The goal is to be intentional and effective, keeping an inner balance where your thoughts, feelings, actions, and skills are working together to create the life you most want.

The themes shared in this book will give you a firm foundation as you start your personal development journey. They'll put you on track to take control of any situation, accomplish your most desired goals and shine out the brilliant person you are.

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# Chapter 1: Create an Abundance Mindset

***Scarcity Mentality is a psychological state where the belief that there is not enough to go around motivates our actions.***

## There Is Enough

Because rivalry and competition are highly valued in our society, you may find it hard to think of it as a problem. We think that we can only have what we need or want by competing.

That's not the full picture. Although there are some healthy forms of competition, competing at another person's expense is a product of thinking there isn't enough for everyone. Competition is healthy when it's with yourself or with someone you've collaborated with so you can help each other reach your best.

Every time you stop trying to achieve success at another's expense, you're stepping into an abundance mindset. You'll realize that you can get everything you think of. Having that information helps you work with the idea that there's more than enough for everyone.

A really good way to help push yourself toward an abundance mindset is to use positive affirmations. Affirmations do exactly what it sounds like they do, they "affirm" a belief you already have and make it stronger. Affirmations work best when we focus on them first thing in the morning, say them throughout the day and then focus on them again right before bed in the evening.

To help you get started, here are a few affirmations you can use. Later, when you're feeling sure of yourself and what you want to affirm, you can create your own. What's important is that your affirmations feel comfortable, they're easy to remember and they affirm abundance in the areas you're interested in developing in your life.

## Affirmations:

- I see abundance everywhere I look
- There's more than enough for everyone
- There's more where that came from
- I choose to live in abundance.

Another great way to work on an abundance mindset is to train yourself to focus only on what you want. If you want to eliminate thoughts of scarcity, direct your care and attention to manifestations of abundance. Spend time in nature, test drive deluxe cars, listen to singing morning birds, read about positive and wealthy people, visit royal or grand buildings, whatever you associate with the abundance you want, focus on that.

There's a lot of abundance to choose from. Pick the ones that represent abundance to you.

When you train yourself to focus on your abundance symbols, you'll stir the sleeping giant of abundance within yourself. Your thinking will shift so you only see abundance manifestations. The more you focus on abundance the more you'll enjoy and attract it.

Once you're able to center on abundance, you'll have no problem finding your thoughts of abundance. These thoughts will manifest by bringing what you've focused on into your life.

An abundance mindset knows that there are always new chances and opportunities. That knowing relieves the pressure you felt when you had a scarcity mindset. You'll understand that there's always another shot and that one failure doesn't mean you've failed, it means you've learned, grown and will move forward.

You'll be able to look at things with a more long-term perspective helping you better your performance because you're a lot less pressured and anxious.

## Chapter 2: Meditation

***“It does not matter how long you are spending on the earth, how much money you have gathered or how much attention you have received. It is the amount of positive vibration you have radiated in life that matters,” – Amit Ray***

### Power Within

Meditation is a mental practice that turns your focus from the outside world to what’s going on internally. It’s a way to train your brain’s attention so you’re able to live in the moment rather than reacting to past or future worries.

There’s not one right way to meditate. Everyone’s practice is different. However, there is one thing that’s universal, breathing. In meditation, and also in Yoga, focusing on the breaths you take and how you take them helps focus the mind.

A regular practice of meditation allows you to put aside negative thoughts so you can vibrate on a more positive frequency. After meditating you’ll find that you’re feeling more relaxed and peaceful because fewer thoughts are distracting you. It’s calming and refreshing.

After getting into the habit of practicing meditation, you may be able to get yourself into a state of deep relaxation that’s called “theta.” In theta, you’ll be in such a deep state of relaxation you’ll feel an absolute calm. It’s almost as if you’re in the REM (*rapid eye movement*) state of sleep.

By practicing meditation, you’ll become more aware of steps you can take to accomplish the goals you’ve set. It’s like your subconscious mind becomes activated and reminds you of what you need to do, things you’d normally forget.

Starting a meditation practice will give you more clarity to notice changes in your reaction to people and events.

You'll enjoy:

- less stress
- reduced anxiety
- heightened self-awareness
- greater attention
- improved sleep
- ability to control pain response
- reduced blood pressure

You'll also find that you experience more:

- joy
- peace
- happiness
- clarity of mind
- focus of mind

Meditation promotes a state of being that many people crave, but few find. The fast pace of our society and the negativity we're exposed to keeps us from reaching these states. Meditation cuts through the noise and trains our minds and bodies to find and focus on more positive ideas, leading you to enjoy more of life.

As you grow in your meditation practice so will your intuition. You'll find that you experience stronger feelings warning you against or spurring you to take action in any given situation. The most crucial change you'll experience with meditation is clearer thinking.

## Chapter 3: Setting Goals

***Intentional goals keep you pro-active. Without goals, outside forces control you.  
With goals, you create your life and get to be the master of your destiny.***

### Create Your Plan

One mistake we make in setting goals is thinking that achieving our goals will bring us happiness. Truth is, happiness is something you find within yourself, not something found in outside accomplishments or pleasures.

Goals need to be set so you reach the level of comfort in life you want. Goals help harness your happiness and focus it on things that enhance your desired lifestyle. So, when setting goals it's important to think about what you truly want and why you want it.

Using a journal to track your goals is a great way to stay on track with your progress. In your journal you can keep daily, weekly or monthly records of your progress.

You can also keep affirmations, wins, tokens of appreciation, honors, resistance, obstacles, and setbacks. Having a goals journal gives you a place to write down, re-work or adjust your goals. It's also a good place to write the steps you're ready to take toward your goals and anything else you need to remember.

It's important to be in an inspired, positive and relaxed state before writing goals. That way you're more likely to set a goal that's truly meaningful to your needs and wants.

When we write goals based on what someone else wants for us we tend to resent or ignore them.

Here are a few ideas for getting yourself into a positive state:

- Meditation
- Listening to inspiring music
- Reading
- watching a funny movie
- taking a walk
- dancing
- exercising
- contemplation
- prayer

Once you're in a great mental and emotional state, start brainstorming. Write any goal that comes to your mind quickly, no editing. You'll review and prioritize your list later, but for now, just let the ideas flow, nothing is too outrageous or too small, just flow.

One thing you do want to consider are the areas of your life where goals would really help you move forward. Some basic areas are:

- Work
- Finances
- Relationships
- Home
- Friends
- personal development
- health & wellness
- Style
- Fun
- Travel
- Spiritual
- Community / Service

Goals are most effective when they are “time-bound” which means they need to be achieved in a certain amount of time. That timeframe is based on your needs so they can be:

- Immediate
- 30 day
- 6 month
- 1 year
- 5 years
- 10+ years

Just make sure you can achieve what you want in the time frame you’ve set.

When writing down your goal, write it like it’s already happened. Writing it that way tells your subconscious mind it needs to happen, since you already believe it has.

For example, instead of “I want a new car” you can write “I have a new car.” To make it even more tangible, you can add more details such as “I have a brand-new black, hybrid, Toyota, Highlander.” Your subconscious will start showing you all the black, hybrid Toyota Highlanders on the road.

If you really want to add passion, get fully invested and motivated with your goal, add emotional language. Beyond being incredibly specific, using emotional language tricks your brain and pushes you even closer to your goal. Remember your black, hybrid, Toyota Highlander? Here’s an example of how to make it emotional: “I absolutely adore and am super excited about my beautiful new black, hybrid, Toyota Highlander!”

Always use specific language that’s clear when you describe your goals. And always make sure to use positive language so your subconscious will manifest exactly what you’ve envisioned.

Check in with yourself to make sure that your goal is still something that you truly want. So often we try to please others at our own expense. You'll never be truly successful attempting to reach goals your parents, spouse or anyone else wants for you.

Think about what's most important to you. What values and beliefs do you hold dear? Keep them front and center when you're developing your goals. For example, if you value freedom, your goal might be to be self-employed. If security is important, you might choose to work in an essential field such as medicine, food service, plumbing or for a government agency where layoffs are few and far between.

After you've brainstormed, create a scale from 1 to 10 (one being the least priority, 10 being highest priority) then rate each goal you've written on this scale. That way you'll be able to weed out the goals that are just "nice to do/have" and start focusing on the ones that are "must have."

Once you have your "must have" list, start breaking those goals down into manageable pieces. Create a step-by-step plan for each. For example, if you want that brand new black, hybrid, Toyota Highlander, find out how much it costs, what financing is available, where you can buy it etc. Find out everything you need to know to get your car. Write out the steps, put them into your calendar and go for it!

Goal setting is fun and creates excitement, that's a very powerful vibration! Getting excited, being thankful for and going for something that harnesses your joy will give you the confidence you need to always go for your goals!

# Chapter 4: Focus Yourself

## *Stay focused*

Have you ever watched a movie where the main character is driving a car, but turns for like ten to fifteen seconds to talk to the person in the car with them? It freaks me out every time! Maybe that's just me. I always feel like they're going to hit someone, or something unexpected is going to happen to throw them off track.

The point is, when you're driving or going down the road of life, if too many things distract you from your goal, it'll take you longer to arrive. You'll run into more resistance and likely experience more setbacks. That's where focus comes in.

Finding your purpose keeps you focused. Often, when we don't feel motivated, or we're unsure it's because we haven't been clear on our purpose. Purpose is fuel for our focus and dreams. Just like gas. Without a strong purpose, distractions will throw you off track and you'll wonder what happened.

Get clear on your goals. Once you're clear, work in steps. Take small bites until, before you know it, you're exactly where you've always wanted to be. A few ways to stay focused are:

- Review your goals on a daily or weekly basis
- Write your progress in your journal
- Repeat mantras to help you stay focused (*see below*)
- Reward yourself along the way
- Visualize yourself achieving your goal every night

What you focus on is what grows in your life. Your brain becomes obsessed with the task you've commissioned. You read about it, you daydream about it, you talk about it, and slowly produce enough thought energy in the direction of your goal that it comes to be.

Make sure your desire is strong enough. The most crucial question to ask before you try to accomplish any goal is, do you have a strong desire to make it happen? What's pushing you toward your goal? When you think of achieving your goal do you get a gleam in your eye? Do you feel sure that you can achieve it? If not, you'll lose steam along the way.

Dig deeply to find what it is that sparks your soul. That's what you need to pursue. The deepest desires of your soul.

Don't be afraid to dream big. Dream bold! It'll keep your brain centered. The greater your purpose the less trouble you'll have accomplishing what you want.

Take breaks to refresh your mind, body and soul. Not everything needs to be about your goal. Take time to play and get refreshed. But when you're working toward your goal, be focused.

# Chapter 5: Go Through Your Fears

***“Fear is a lying friend, once you know they lie, you can move beyond the friendship to where you want to go.”***

## Be Real With Yourself

Being afraid and allowing that fear to rule our lives, often keeps us from succeeding or becoming what we want to become. It stalls progress and stagnates us as individuals.

You're in control. Always remember that. Being in control means you can confront your fears. The world you see around you is the expression of how you feel inside. When you understand that, you won't be afraid of anything because you'll know that you can change things by changing the way you think.

To defeat fear you can't deny it. You must feel it, experience it but know that it's there to help. Fear keeps us from real danger. However, it also keeps us from perceived danger. It's up to us to examine situations and decide if what we're afraid of is real or made up.

When you can figure that out, fear shrinks. Then you can make your dreams bigger. Pushing through and knowing what you want is the best way to overcome the fear that creeps into your life. When you know the goal, the bumps in the road won't derail you, they'll make you more determined. Fear is a bump in the road.

Remember, you're in charge of what goes on inside your heart and mind. Take a good look at your ideas and see if you're focusing on what you don't want more than on what you do want. Make sure to focus on your ultimate goal. Make what you want bigger than what scares you.

## Acceptance

The first time I went to do a television interview, I was nervous. But I knew it was a steppingstone to my goal of being a speaker. So instead of focusing on my fear or nervousness, I focused on the outcome. Shifting my focus helped calm me and got me excited about doing the interview.

One of the main ways I overcome my fears every day is by admitting that they exist. Accepting them as part of the package. Then, I look at where I want to go and I move forward without second guessing my decisions. The reason I move with determination is because I've realized that when we second-guess, it's a stalling tactic. We're buying into our fears instead of trusting our goals.

It works. No matter how scared I am, if I'm honest with myself, I know the outcome I want, and I'm sure of what I need to do to get there, fear is trivial. It's a waste of time. Usually what we're afraid of is failure. But failure is only a learning experience needed to get to our goals.

We all have fears, but those who take action to move beyond the fears that hold many of us back, are the ones we usually admire as successful.

## How to Make Your Fears Trivial

Now that you know you can overcome your fears, let's see how we can make them even more trivial.

The best way is to always bring yourself back to thinking about where you want to be. What direction do you want to move in? If you know you're on the right path, doing the thing that excites you will keep you moving.

Take small, non-scary steps first. Then move on to bigger tasks that need to be done. You must believe you're courageous enough to get through. The more you exercise your courage, the easier it'll be for you to move past fear in any situation.

Let's say you're going to dinner with a friend and while driving and you see a sign that says "road closed" do you stop at the sign, call your friend and say "I can't get there, this road is closed?" No! You find the detour. You find another way to get to your friend.

So why is it that anyone would consider stopping, mid-journey, when something comes up that's scary or seems like that "road closed" sign on the street? It's because we don't believe in our ability to get what we want. We believe the sign and think "that's it, there's no way." When it's just a pause to help us get our bearings.

We have what it takes to confront our fears until they disappear and become irrelevant. What we need to do is exercise that ability, so it becomes easier each time. Looking at the options is a good way to overcome fear.

When something comes up it's a good idea to weight the options. What happens if you let your fear take over? What happens if you don't? Are you willing to trade what you want for what you fear? Asking those questions will make your fears trivial and what you want more exciting.

Figure out how to excite yourself. Take action and learn how your brain works. It's easy to believe that your brain, your thoughts and your feelings are in control. But if that's true, why can you observe your thoughts and feelings?

Your thoughts and feelings aren't in control, you are. Breathe, relax and get present. In that presence, weight the options and decide. Start small and grow. But keep moving.

# Chapter 6: Gratitude

*“...Be thankful for all you already have, while you pursue all that you want.” –  
Jim Rohn*

Gratitude brings you more of what you're grateful for because the Universe reacts to your gratitude and delivers more of what you've shown gratitude toward. It's a beautiful, never-ending cycle. Every action has a reaction. Gratitude's reaction is to have and get more of what you're grateful for.

## Give Thanks

One of the best things you can do for your outlook, goals and success, is to express gratitude for everything. What you have, what you've done, who you have in your life and for the growth you experience. Gratitude is a high vibration that attracts greater flow into your life.

Without gratitude we can get arrogant, and isolated. However, when we look at all that we have, treasure what we've been given and express gratitude, things become more meaningful.

A few things to be grateful for include:

- Nature's beauty around you
- Fresh air
- Eyesight
- Your capacity right now
- All that you're learning
- Those who love you
- Strengthening experiences

It's sometimes easy to think and say "I did all this by myself" when looking at your success, but it's not true. There are people, situations and obstacles that have

contributed to your success. The emotional support, balance, and power you enjoy isn't only of your making. Be grateful.

Along life's path there are people we meet that affect us deeply with one meeting. There are others that become lifelong friends. There are also teachers, mentors and guides placed along our paths at different intervals to help us at just the right moment. Be thankful for them all.

With a spirit of gratitude, you'll be able to attract things to you. Gratitude lets the Universe know that you're open to receiving more of something you've already received. Gratitude pulls like a magnet.

When you want to produce and receive, be grateful and express your gratitude before it happens so the Universe will know to bring it quickly.

- "Thank you for healing me"
- "Thank you for bringing me the right person"
- "Thank you for my dream home with the big windows"

Write it down, speak it in your heart, or yell it out to the world! It doesn't matter how, just make your gratitude known, then stay open and continue to show gratitude for what you want. Make sure you truly feel grateful! Put your emotions behind your thanks. That way your mind, body and soul will create a powerful vibration towards what you want.

Practice gratitude today. Don't take anything for granted. Make a list of 10 things you're grateful for every day. Say it or read it out loud every day. It only takes a few minutes to change your thinking, and your receiving.

# Chapter 7: Visualize

## *When you visualize, you materialize*

Visualization is a personal development tool that will help you move through life with intention.

If you hold one image or idea in your mind consistently, without being distracted, you'll find that's what develops in your life. After visualization you'll start seeing clues about what you need to do to reach your goals. Make sure to trust and use those clues to bring your visualization forward.

You need to know that this personal development idea doesn't work alone. If you're constantly negative, 10 minutes a day of visualization won't bring you success. Why? Because when you visualize what you want, your negative frame of mind creates an obstacle that keeps you from getting what you want. What you visualized has already manifested in the intangible world, but the manifestations can't reach you because of your negativity.

So, if you're still feeling negative, work on your mental state before visualizing. Do something to get you in a more positive state of mind. Then, once you're feeling neutral or positive, visualization will speed up the manifestation of your goals.

### See It

Write down everything you've ever wanted. Push ahead, have a blast! No limits! Just pretend you have a fairy godmother that will grant you any wish and you can have anything you've ever wanted.

Impossible? Think not! Just write whatever comes to mind that you want, places you want to go, things you want to do, individuals you want to meet, your dreams etc. Write at least fifty things.

Once you have your list, prioritize what you've written. It'll take a bit of work and thinking, but it's fun work that's worthwhile. Then, buy yourself a board that makes you happy. It can be a poster board, a cork board, a sticky board or a chalkboard, it doesn't matter, just as long as you can stick pictures, quotes and phrases on your board and create a vision of what you want.

Then, put your vision board in a place where you can look at it every day and visualize yourself having, doing or being what you've visualized for yourself. Remember to stay in a positive mindset.

# Wrapping Up

Discipline is crucial to self improvement. We need to conquer ourselves if we want to live the lives we dream.

When you make personal development a priority you begin to master your self-control. It'll allow you to become a totally different person. You'll understand more than you understood before your personal development journey and you'll be able to set and accomplish goals much faster and easier.

You're not your emotions. You're not your thinking. You're not your ego. You're in control of all those aspects of your life. Thinking, self-control and emotions are tools to help you create a life you love!

We usually want fast results, but when we find out what's involved in accomplishing anything, we tend to get put off by the process of self improvement. I encourage you to stay focused on the awesome benefits you'll get when you make huge steps in your personal development.

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You're now ready for the next steps! Implementation and exponential growth!

Personal development is a process. It can get annoying, frustrating and seem hopeless at times. Those times are usually when old habits kick in and make us feel we just can't do it.

Having a **Personal Development Coach** is the answer. Just like an athletic or personal fitness coach, a personal development coach helps get you to your goals faster!