

SELF ASSESSMENT QUESTIONNAIRE

Before we begin, I think it's important to have a baseline to know where we're starting from. Use this questionnaire to help evaluate your motivation factors and satisfaction level in your life. Please answer the questions before proceeding with this book.

Circle the option that applies to how you REALLY feel:

Do you get frustrated with your life's challenges?

Never Rarely Occasionally Often Always

Do you care for others easily, but find it hard to take care of yourself?

Never Rarely Occasionally Often Always

Do you experience stress in your relationships with others?

Never Rarely Occasionally Often Always

Do you frequently feel angry or sad?

Never Rarely Occasionally Often Always

Do you feel unfulfilled in your life, either personally or professionally?

Never Rarely Occasionally Often Always

Do you feel satisfied with the way you set and reach important goals in your life?

Never Rarely Occasionally Often Always

Is change difficult for you?

Never Rarely Occasionally Often Always

Do you recognize and acknowledge your own achievements?

Never Rarely Occasionally Often Always

Do you experience poor health, fatigue, headaches, aches, or pains?

Never Rarely Occasionally Often Always

Save these answers. We'll refer to them later.

DO I HAVE TO STRUGGLE? – EXERCISE:

What challenges are you struggling with right now? Take a few minutes to think of three specific things in your life that aren't working out the way you want them to. On the lines below:

1. List each challenge.
2. Circle the phrase that describes what you want to do about this challenge.
3. Write down how you will follow through with this decision. What specifically will you do to accept or fix the challenge you are experiencing?

1. _____

2. **Accept it** **Fix it**

3. _____

1. _____

2. **Accept it** **Fix it**

3. _____

1. _____

2. **Accept it** **Fix it**

3. _____

DO I HAVE TO STRUGGLE? – FOLLOW-UP EXERCISE:

You made a good start by identifying three things that are causing stress in your life. Now let me help you deal with that stress.

If you decided to Fix it, then start working on the specific actions you wrote down. Begin today. If these actions don't completely resolve your issue, create a plan that will. Include dates by which each action will be completed. Check off each action as you finish it. Revise your plan if necessary, and don't stop until you have reached your goal of having the issue resolved to your satisfaction.

Remember, a perfectly good option is to accept struggle as part of life and not let it bother you. If you decided to accept one or more of the issues above, then don't let them stress you out. Take advantage of the life lessons that are being presented to you. Write down at least three positive aspects for each issue that you are not taking action on.

Issue:

1.

2.

3.

Issue:

1.

2.

3.

Issue:

1.

2.

3.

WHO AM I? – EXERCISE:

How do you think other people see you? Complete the sentence below for each topic listed. Take the time to be honest and thorough. You may notice that these responses might vary if you consider the viewpoints of different people who know you.

When other people describe me in regard to [topic] they say I am ...

[Honesty]

[Humor]

[Loyalty]

[Money]

[Relationships]

[Responsibility]

[Sincerity]

[Temper]

[Trust]

Next, we'll take a look at how these answers compare to the way that you would like others to see you. Turn to the next page.

WHO AM I? – EXERCISE Continued:

Now, answer the question, How would you like others to see you? This time, complete the sentence by writing down the ideal personality traits, habits, and attitudes that you *would like* to possess.

When describing the ideal me in regard to [topic], I see someone who is ...

[Honesty]

[Humor]

[Loyalty]

[Money]

[Relationships]

[Responsibility]

[Sincerity]

[Temper]

[Trust]

Compare the two lists. Does your vision of the ideal you match up to how you think others see you? If not, what can you do to change? Fill in any of the above areas in which you wish to change, and jot down the actions you will take in each area:

[]

[]

[]

[]

[]

[]

WHO AM I? – FOLLOW-UP EXERCISE:

Do you really want to be the best friend, spouse, or co-worker you can be? Then you need to understand how your friends and spouse *really* perceive you. First, I need to warn you that you need to be ready to hear some things about yourself that you might not like. After all, if each person in your life asked you to tell them the whole truth about how you see him or her, wouldn't you need to list weaknesses as well as strengths?

Ask your friends and spouse to complete the following sentence for each topic:

I would describe [your name] in regard to [topic] as ...

[Honesty]

[Humor]

[Loyalty]

[Money]

[Relationships]

[Responsibility]

[Sincerity]

[Temper]

[Trust]

WHO AM I? – FOLLOW-UP EXERCISE Continued:

Use the knowledge of how your friends see you to identify how you really come across to others. If the list of your ideal traits and your friends' answers match, congratulations! But if not, then your actions may not be consistent with the "you" that you want to be. Again, fill in any of the areas in which you will work to change, and jot down the actions you will take in each area:

[]

[]

[]

[]

[]

[]

WHY DO YOU TREAT ME LIKE THAT? – EXERCISE:

How would you like to treat other people? Shape your answer to this question into a statement that you can repeat to yourself frequently. This statement, often referred to as an "affirmation," will help you to take the focus off of yourself and appreciate the people around you. Here's mine:

I give thanks to God for the opportunity to serve everyone I come in contact with including my wife, customers, coworkers, family, and friends. I make sure that everyone I come in contact with benefits in some way from our time together.

Why don't you try it? Copy my affirmation above or write one in your own words.

Now see how it feels to repeat this affirmation out loud. I hope you feel a peaceful feeling that you can spread to the people around you.

WHY DO YOU TREAT ME LIKE THAT? – FOLLOW-UP EXERCISE:

Do you really want to get along better with others? The exercise on the previous page is as powerful as it is simple, but it won't do you any good unless you make a decision to make it part of your daily thought process.

Here's how you can make it a habit to remember to treat people better:

1. Take the affirmation you wrote on the previous page and type it into your computer.
2. Print a copy and carry it with you wherever you go.
3. Make a commitment to saying your affirmation *with feeling* at least three times a day for the next week.

I find that the perfect time to read my affirmation is when I am leaving my house or stepping out of my car. It serves as a reminder to treat the people I am about to see the way I want to be treated.

Try this yourself and let me know how it works out. I bet that you'll find that the people around you are magically easier to get along with.

HOW CAN I CONTROL MY ANGER? – EXERCISE:

I'm sure there are things that people around you do from time to time that drive you crazy. Would you like to get a handle on your anger?

Take a few minutes to think of recent incidents when you were frustrated and maybe even lost your temper, or situations that really get you upset every time they come up. Choose three of these to work with. On the lines below:

1. Write down the incident or situation that made you angry.
2. Describe what you could have done to handle the incident or situation without getting upset.
3. List the benefit(s) of handling the incident in a calmer manner.

1. Incident:

2. I could have...

3. Benefit(s):

1. Incident:

2. I could have...

3. Benefit(s):

1. Incident:

2. I could have...

3. Benefit(s):

HOW CAN I CONTROL MY ANGER? – FOLLOW-UP EXERCISE:

Whenever something happens to get you upset, try counting to ten before reacting. (Yes, you've heard this before, and I'm telling you again because it really does work.) While you're counting start asking yourself questions like, "Will I still be upset about this tomorrow?", "What part did I play in this?", "What is there to be gained by my yelling?", and "How will my reaction reflect my love for the person, or people, around me?"

Will you agree that it takes a stronger person to control their temper than to lose it? Take pride in your ability to show restraint.

HOW CAN I BE SUCCESS-MINDED? – EXERCISE:

What is the most important goal in your life right now? Write it down as a positive statement as if it has already happened.

Now make a list of every resource you can think of that provides the support and knowledge necessary to be successful in reaching that goal. Think of support groups, books, mentor programs, professional coaches, etc.

Now, pick at least one resource off this list. Write it down below along with a date that you will start using that resource to help achieve your goal.

HOW CAN I BE SUCCESS-MINDED? – FOLLOW-UP EXERCISE:

Success is a thought process that can only exist in a positive mind. Are you serious about staying positive and focused on your goals? If so, can you make a commitment to yourself to not watch the news for a week? OK, you can watch the weather, but as soon as a negative news story comes on turn off the TV or change the channel. And, I strongly recommend that you do not watch TV before going to bed. If you have to do something to clear your mind, then read a positive, inspiring book for fifteen minutes.

If reading the newspaper is part of your regular routine, then skim the paper for topics that interest you, but don't read the negative articles.

I predict that by the end of the week, two things will happen. First, you will realize how addicted you have been to the mental stimulation of negative events. Second, you will be more conscious of your thought processes and will begin protecting your mind from negative influences.

WHAT DO I WANT OUT OF LIFE – EXERCISE:

People's actions are generally based on either seeking pleasure or avoiding pain. The goals we set for ourselves work the same way. Answer the following questions in as many different ways as you can.

I am happiest when:

I am frustrated when:

When you think about the goals you have in your life, do you see a correlation to what you wrote above? If you can't think of any goals that you currently have, then take a closer look at what you wrote down. Use these answers to help you determine what goals you may start working towards to bring you happiness and a more fulfilled life. Why don't you write them down while you're thinking about them?

WHAT DO I WANT OUT OF LIFE – FOLLOW-UP EXERCISE:

NOTE: This is the most important exercise in this book for setting goals. If you really want to change things in your life then be ready to set aside 20 – 30 minutes to identify your goal and begin implementing your game plan for achieving it.

This exercise is designed to guide you through setting goals and reaching them easily. You can use this technique repeatedly in different areas of your life for short, medium, and long range goals. It is my hope that you become comfortable with the process and repeat it regularly.

Follow these steps to succeed in any venture:

1. **Identify your goal.**
2. **If needed, find people who are already successful in this area and learn from them.**
3. **Create a game plan for your success.**
4. **Remove negative influences from your life.**
5. **Stay focused and work your plan.**
6. **Expect obstacles and persevere.**
7. **Evaluate your progress on a regular basis.**
8. **Continue to adapt and work your plan until you succeed.**

1. Identify your goal. For the purposes of this exercise, answer the questions below about your job, your health, and your relationships. You will then pick one area to concentrate on.

At my job I'm frustrated when:

Concerning my health, I'm frustrated when:

Concerning my relationships, I'm frustrated when:

WHAT DO I WANT OUT OF LIFE – FOLLOW-UP EXERCISE

Continued:

Write down what you would like to change in each area within the next 30 days.

What I really want to change about my job is:

What I really want to change about my health is:

What I really want to change about my relationships is:

Now pick one of the three statements about what you want to change above and write what you will change in the next 30 days.

2. If needed, find people who are already successful in this area and learn from them.

Ask yourself if you need any additional training to accomplish your goal. Can you find a mentor to guide you? Should you enroll in a course, join a support group, or read books on the subject? Write down what, if any, additional training you may require:

WHAT DO I WANT OUT OF LIFE – FOLLOW-UP EXERCISE

Continued:

3. Create a game plan for your success. How will you accomplish your goal? What will you do differently over the next 30 days to achieve your desired result? Make a list and be as specific as you can be.

The steps above helped you to identify your goal and create a plan to achieve it. Now, apply the steps below on a daily basis to follow through with your plan.

4. Remove negative influences from your life. You already understand the importance of maintaining a positive frame of mind. Avoid negative influences in your life, including people who do not support you.

5. Stay focused and work your plan. Write down your goals and the rewards that will come to you when you achieve them.

Reread your goals several times each day to keep yourself focused on your plan. Make time every day to do something to work towards your goal.

6. Expect obstacles and persevere. Don't be surprised when you encounter obstacles. Remind yourself of the rewards that are waiting for you when you achieve your goals:

7. Evaluate your progress on a regular basis. You may find that you are not achieving your goals as quickly as you expected. Be willing to evaluate your plan and make adjustments as necessary.

8. Continue to adapt and work your plan until you succeed. Perseverance is the key. Reread your goals on a daily basis. Stay focused, expect obstacles, and revise your plan as needed.

Now you have a framework to begin changing your life. The decision to follow through with it is up to you.

IS NOW REALLY THE RIGHT TIME TO BEGIN? – EXERCISE:

Do you really want to make positive changes in your life? If so, what's stopping you from beginning to make those changes today? In the exercise from the chapter *How Can I Be Success-Minded?* you wrote down your most important goal. What, you still haven't done the exercise? How do you expect to reach your goals if you don't write them down? This time try writing your most important goal *as if it already happened*, and assign a completion date to it. For example: *I am so proud and happy that I lost 20 pounds by March 15th.*

Rewrite your goal now as if it already happened and assign a completion date to it

Now write down all of the advantages and positive things that you will have and experience when you achieve your goal. Really think this through. The more exciting the rewards, the quicker you will reach your goal. Finish the following sentence.

Because I achieved my goal I...

Now write down what actions you are taking today to achieve this goal.

To reach my goal, today I will...

IS NOW REALLY THE RIGHT TIME TO BEGIN? – FOLLOW-UP EXERCISE:

You did a great job writing down your goal, target date, and benefits of achieving your goal. Read over your goal and the benefits on a regular basis. Keep yourself motivated and excited about achieving your dream, and keep planning and taking actions toward your goal.

Do you have trouble getting even your small, daily tasks accomplished? Try this. Either first thing in the morning or just before you go to bed make a list of everything you need to get done in the next 24 hours. Prioritize the list in order of importance.

Refer to the list constantly throughout the day. Your goal should be to resolve every item on the list that day. Here's a tip: When possible, do the hardest or least fun items first. That way they will be off the list and you will have a real sense of relief and accomplishment that will encourage you to do more.

WHY DO I HAVE TO DELAY MY REWARDS? – EXERCISE:

How do you spend your time and what activities would you be willing to give up temporarily in order to reach your dreams and goals? Think about your average week. Write down all the activities that you do, including sleeping. Include your time working, eating, bathing, running errands, watching TV, playing sports, attending recreational events, spending time with your family, doing household chores, etc. Consider your work days and your weekends. Then write down on each line the number of hours a week on average that you spend in each activity.

Activity	Hours/Week
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total hours	_____

Just for curiosity's sake, how close did you get to the 168 hours in an actual week?

To get the most out of this exercise, review the list and determine what activities take time away from achieving your goals. What are you willing to cut back on temporarily to realize your dreams? Circle these activities and replace the number of hours you're currently spending on this activity with the number of hours you will spend (maybe it's 0). You may see that delaying your gratification is not as big a sacrifice as you thought it would be. How many hours have you freed up to achieve your goal? _____

WHY DO I HAVE TO DELAY MY REWARDS? – FOLLOW UP EXERCISE:

In the first exercise of this chapter, you estimated where your time was spent. But how do you really spend your time? If you're serious about understanding how much time you're devoting to activities that you can cut back on, then you need to keep a time log for a week. Start by writing down the activities you identified in the previous exercise. Leave room next to each activity to list the time you spend doing it. Every day for a week, write down the time you start each activity, the time you finish it, and the total time spent on the activity. If an activity you engage in is not on the list, add it. Make extra copies of this page if necessary.

Day	Activity	Start	End	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

At the end of the week, add up the total amount of time spent on each activity. Now, review your list and decide what activities you can temporarily cut back on, or even eliminate, to make your dreams a reality.

How much time each week will you invest in achieving your goals?

On what days and at what time? _____

WHO/WHAT IS GOD – EXERCISE:

Your beliefs are your own. It is not my place to tell you how you should relate to God, or even if you should believe that a God exists. But, I have found that believing in and communicating with a higher power has given me the serenity and confidence I have needed to live a successful life.

Here are some questions relating to your spiritual life for you to consider. Ask yourself:

Do I have dreams and goals in my life that are unfulfilled? Yes No

Could I use some outside help in my life? Yes No

Do I have conflicts with people that at times are difficult to resolve? Yes No

Would it hurt if I asked a higher power for guidance? Yes No

Could it help? Yes No

Who are three people I feel comfortable talking with about God?

How do you think that a higher power can help and support you in your life? Are you willing to talk with someone else about how you envision a higher power in your life? Try using the questions above to start a conversation with someone you are comfortable talking with.

WHO/WHAT IS GOD – FOLLOW-UP EXERCISE:

Use these activities if you want to strengthen your relationship with God as you understand him. Again, I'm not here to preach. If you're not comfortable with this topic, go to the next chapter.

1. If you are interested, join a discussion group or evening course at your place of worship.
2. Have an honest discussion about God with your spouse or a close friend. Don't let the fear of causing an argument stand in your way. Instead concentrate on understanding each other's point of view and broadening your views.
3. Start and end each day by having a personal discussion with God as you understand him. Begin the talk by giving thanks for all of the good things in your life. That will open up your mind and spirit. Then talk to him about what is on your mind.

WHY PAY ATTENTION TO MY PHYSICAL HEALTH? – EXERCISE:

If you're like me, you've probably made and broken dozens of promises to yourself over the years when it comes to taking care of your health. So why is this time any different? Well, after completing the work in the previous chapters, I think you are better prepared to set goals and follow through with them. Don't you?

Take a few minutes and write down three goals you have for better physical health. The goal could be about exercising, losing weight, eating better, quitting smoking, or whatever matters to you.

1. _____

2. _____

3. _____

Now, pick one small step you can take *today* to put each of these goals in motion in your life.

1. _____

2. _____

3. _____

WHY PAY ATTENTION TO MY PHYSICAL HEALTH? – FOLLOW-UP EXERCISE:

Pick the most important of the three goals from the previous page. Can you make a promise to yourself to set up a program to follow through on that goal? You know how; just follow the steps from the Follow-up Exercise in the chapter *What Do I Want Out of Life?* Once you are on the way to reaching this goal, then set a plan to achieve the next one.

Start with small time commitments if you have to. By the end of three weeks, you will have established a new, healthy habit.

Self Assessment Questionnaire Follow-up

This is the same questionnaire you filled out before you read this book and worked through the exercises. Please answer the questions without referring to your previous answers.

Circle the option that applies to how you REALLY feel:

Do you get frustrated with your life's challenges?

Never Rarely Occasionally Often Always

Do you care for others easily, but find it hard to take care of yourself?

Never Rarely Occasionally Often Always

Do you experience stress in your relationships with others?

Never Rarely Occasionally Often Always

Do you frequently feel angry or sad?

Never Rarely Occasionally Often Always

Do you feel unfulfilled in your life, either personally or professionally?

Never Rarely Occasionally Often Always

Do you feel satisfied with the way you set and reach important goals in your life?

Never Rarely Occasionally Often Always

Is change difficult for you?

Never Rarely Occasionally Often Always

Do you recognize and acknowledge your own achievements?

Never Rarely Occasionally Often Always

Do you experience poor health, fatigue, headaches, aches, or pains?

Never Rarely Occasionally Often Always

Now compare the answers above with your previous responses. Do you see any differences? Are there areas of your life that you feel you would like to continue improving on? I hope that I helped you get started on your journey to a happier and more successful life. Be sure to let me know how you do.

TELL ME, WHY DID I READ THIS BOOK? – THE REAL FOLLOW-UP EXERCISE:

Now that you've read this book, take one more step for your personal development. Are you ready? Good. Go back and review the results of the exercises. What? You didn't do all of the exercises? Well, that's OK, but now it's "catch up" time. Review the exercises from each chapter or do them for the first time. Read them over with the mindset that you are ready to take action and be a happier, more fulfilled you.

To get the most value from this book, commit to redoing at least one exercise each week. You'll find that, as you refresh the concepts and activities in your mind on a regular basis, you will continue to transform.

I hope that you find yourself increasingly more productive, more relaxed, less stressed and closer to the people around you. Remember, the time to take action is NOW.