

# THE MINDSET OF HIGH ACHIEVERS

What it takes to get what you want

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# INTRODUCTION

Why are some people more successful than others? What differentiates those who rise to the top when it comes to income, relationships, health, and overall satisfaction with life from those who live a life of mediocrity and frustration?

The answer is simple: Successful people are high achievers, and they share the high achievers' mindset. This is true regardless of the area or areas in which they achieve success. Bill Gates is a high achiever. Mother Teresa was a high achiever. And you can be a high achiever.

While no two people measure success by the same yardstick, most successful people know and apply similar techniques to achieve their particular definition of success. If you want to become a high achiever, you need to use those same techniques and develop the same mindset that high achievers have.

*What do all successful people have in common? It's not education, resources, experience, or even astrological sign—it's that they all have the mindset of a high achiever.*

*And it's a mindset you, too, can develop, just by following the suggestions in this book.*

# THINK HIGHLY OF YOURSELF

High achievers think highly of themselves. This isn't about arrogance, although it's certainly possible for a high achiever to be arrogant. It's about confidence. It's about knowing and liking yourself.

Arrogance is actually a limiting factor when it comes to achievement because arrogant people are self-centered, fundamentally insecure, and have difficulty building truly satisfying relationships. It's important to understand the difference between arrogance and confidence. Arrogant people do not inspire loyalty and respect; confident people do. Arrogant people are usually quick to tell you how "great" they are; confident people know their actions speak for themselves. And when times get tough, arrogant people will crumble and disappear; confident people will stick it out and pull through.

Build your sense of confidence, but know that arrogance is not only unnecessary, it's counterproductive.

## ***The Process of Personal Development***

- ***Use affirmations.*** *Affirmations should be personal, positive, and in the present tense.*
- ***Visualize.*** *Form a clear mental picture of what you want.*

- ***Act the part.*** *We become what we think and feel; if you pretend that you are what you want to be, it will soon become a reality.*

- ***Surround yourself with high-achievers.*** *What your mother told you is true: we are the company we keep.*

## Requirements for Success

Though we are the most complex organism on our planet, we don't come with instructions. We are born without a manual and spend most of our lives trying to figure out how we work. The earlier in our lives we reach that level of awareness, the more time we have to achieve success.

So what do humans require for success?

Most important is that we need peace of mind. We need to be free of fear, anger, and guilt. Fear stops us from trying the things that we need to do for success. Anger distracts us from our goals. And guilt is a nonproductive energy vampire that can suck all the vitality out of us.

In addition to peace of mind, and perhaps in part as a result of it, we need good health and high energy. It's hard to enjoy life when you don't feel well. Of course, certain health-related issues will be beyond your control, but it's important to be proactive with a healthy diet, adequate exercise, sufficient rest, and regular check-ups.

We also need strong relationships. Our relationships need to be loving and mature. They need to be truly intimate on an emotional level—sex by itself doesn't count. In fact, sex without true intimacy can be damaging to your quest for achievement. In addition to a romantic partner, we need genuine friends—people we can like as well as love, trust with our

secrets, and count on to be there when we need them. Just as we need these friends, we need to be such a friend to others.

Financial freedom is another key requirement for success. There is no fixed dollar amount that defines financial freedom; it's different for everyone. But successful people have reached an economic status where they don't have to worry about money. They know they have enough, and they can focus their energies on enjoying life.

High achievers are committed to worthy goals and ideals. They recognize the human need for purpose and meaning, and they have discovered what works for them.

Successful people enjoy a sense of personal fulfillment. They recognize their own potential and are moving toward reaching that potential. They know that self-actualization—the drive to reach one's full potential which, in Maslow's hierarchy of needs, is the final need when the lower needs have been satisfied—is a lifelong process, not a task that can be completed and checked off a list.

Finally, successful people are usually people of faith. Some are Christians, some are not. But whatever their particular religious path, they recognize and have faith in a power higher than themselves

Individuals who meet these requirements for success share a key attribute: they are fundamentally positive.

*“Once you make a decision, the universe conspires to make it happen.”*

*—Ralph Waldo Emerson*



## Results of Positive Living

There's more to being positive than simply looking on the bright side and chanting affirmations every day, although optimism and upbeat self-talk are important elements of positive living.

Positive people feel like they are in control of their lives and, because of that, they feel good about themselves. That attitude permeates everything they think and do. It's important to understand this feeling of control because the reality is that we cannot control everything that happens. The only thing we have absolute control over is our own minds. We can either accept and use that control, or we can relinquish it to others and give them power over us.

Even when a situation appears disastrous or hopeless, there will be a positive side and the possibility of a positive attitude. Positive people are realists; they know they can't always control what happens, but what they can control is how they respond, and that affects the impact of the situation. Positive people also gain strength from their faith to get through the tough times.

For example, we can't control natural events such as hurricanes, tornadoes, and earthquakes, but we can minimize their potential impact through planning and preparation. We also can't control what other people do—but we don't have to allow the behavior of others to control us. When we feel controlled by others or by circumstances, we are uncomfortable and out of harmony. When we are in control of ourselves and our lives because we are grounded by faith and secure in our relationship with God, we feel comfortable, confident, and

in harmony. That sense of control begins with taking control of our conscious thoughts.

Taking control of our thoughts leads us to an understanding of the law of cause and effect. Every thought is a cause that has an effect on some level. There is a specific cause for everything that happens in our lives, and we have the ability to control the cause and therefore change the effect by changing our thinking. For example, if we are not making enough money (the effect), we can take steps to increase our income (the cause). If we are overweight (the effect), we can change our diet and activity level (the cause). If we are in an unhealthy relationship (the effect), we can seek counseling to address the problems or end the relationship (the cause). If you don't like the effect, change the cause.

Positive people understand that what we believe becomes our reality. Beliefs are not necessarily truths. If our beliefs are self-limiting, they will become true for us whether or not they are based on reality. You've heard this before: If you believe you can, you probably can; if you believe you can't, you most certainly can't. The phrase made famous in Napoleon Hill's classic *Think and Grow Rich*, "Whatever the mind of man can conceive and believe, it can achieve," is more than a cute rhyme, it's a proven fact. God won't let you dream it if you can't achieve it.

What we expect becomes our self-fulfilling prophecy. How you talk to yourself will control what happens in your life, so make a habit of expecting the best and reinforcing your expectations with appropriate thoughts, self-talk, and prayer. Remember, our expectations come from our beliefs of who we are and what we believe our lives will be like. Our

attitudes come from our expectations. If we expect to win, our attitude will be positive.

Finally, positive people know that we attract people and circumstances that are in harmony with our dominant thoughts. Negative people attract negative people and circumstances. Positive people attract positive people and circumstances.

*“To attract attractive people, you must be attractive. To attract powerful people, you must be powerful. To attract committed people, you must be committed. Instead of going to work on them, you go to work on yourself. If you become, you can attract.”*

*—Jim Rohn*

## Who Do You Think You Are?

Our beliefs about ourselves and the world around us are based on our self-concept, which is the combination of all the ideas, thoughts, and experiences that have happened over the course of our lives. Our self-concept consists of:

- 1. Self-ideal:** the ideal person we would most like to be.
- 2. Self-image:** the way we see and think about ourselves.
- 3. Self-esteem:** how we feel about ourselves.

All of our problems are, at least to some degree, rooted in low self-esteem. People who accept and like themselves perform at higher levels than those who do not. They also like and accept other people to the same extent. It's impossible to like someone else more than we like ourselves. At the same time, we can't expect anyone else to like us more than we like ourselves.

Just as we are complex creatures with many aspects, self-concept is multi-faceted. We have a self-concept of everything about ourselves. It's possible to have a high self-concept in some areas and a low self-concept in others. For example, you may have a high self-concept of yourself as a cook and a low self-concept of yourself as an athlete. While it may be true that you're a whiz in the kitchen and a klutz on a sports field, it's important to learn to feel good about even the aspects of yourself where you do not excel.

Using positive affirmations such as "I like myself" and "I am worthy of admiration and respect" will boost your self-esteem, lead to a better self-concept, and generate higher achievement. Say it so often that you believe it!

# YOU ARE RESPONSIBLE AND IN CHARGE

How did you get to be who you are? More importantly, how did you learn to be afraid?

Babies are born with only two fears: the fear of falling and the fear of loud noises. Everything else a child is afraid of was taught to him. So we come into the world virtually unafraid and totally uninhibited—essentially, a blank slate. We're taught what to be afraid of, to restrict our spontaneity, and to be inhibited in our relationships. And sadly, so many of the teachers in our lives—parents, other adults, older siblings—do not realize how much damage they are doing by what they often unconsciously teach us.

Children learn in two ways: by imitation and by moving from discomfort toward comfort.

Inhibitive habit patterns are learned when children are repeatedly told things like:

*Stop!*

*No!*

*Don't touch that!*

*Put that down!*

*Don't!*

Inhibitive habit patterns ingrained at a young age lead to the fear of failure as an adult.

Compulsive negative habit patterns are learned when children are the recipient of conditional love; that is, when the

parent or parental figure expresses love and affection only when the child exhibits certain conduct. The child learns that he is not loved for himself but for what he does. This leads to a fear of rejection and an unhealthy, destructive concern about what other people think.

*What you do is far more a result of how you feel than what you know. Certainly, knowledge, information, and skills are fundamental, but your ability to use what you know is driven by your emotions.*

The good news is that negative habit patterns can be overcome with positive thoughts and positive affirmations. Use positive affirmations such as the ones below to reprogram your negative habit patterns. In addition to these, come up with a few more that are specific to you. Write them down and read them—to yourself and out loud if you can—several times a day. You might feel a little silly at first, but once they start to work, you'll enjoy the process.

*I like myself.*

*I am responsible.*

*I am successful.*

*I am in control.*

*I have great ideas.*

*I am decisive.*

*I feel wonderful.*

*I am energetic.*

*I take action and get things done.*

*My life has meaning and purpose.*

Equally important to the process of using positive affirmations is to be sure you aren't canceling them out with negative

self-talk. Avoid self-depreciation. Never say anything about yourself—whether it’s to yourself or someone else—that you do not absolutely want to be true. When you say things like, “I’m not smart enough to understand that,” or “I have no will-power,” your mind hears it and believes it. Besides, saying bad things about yourself is no way to talk about God’s creation.

Affirmations and other messages to our subconscious must be couched in positive language. Your subconscious mind does not process a negative instruction. For example, if you hear, “do not think of a purple elephant,” what do you see in your mind? And if the next thing you hear is, “What color and size are the dots on the elephant?”, your solid purple elephant will suddenly turn into a purple elephant with dots.

So, if your goal is to reduce your weight, your affirmation should not be “I will not eat dessert,” it should be, “I will only eat the type and quantity of foods that will cause me to reach my ideal weight.” To tell yourself, “I will not fail,” causes your mind to see you failing and it will help you do exactly that. So the affirmation should be, “I will successfully accomplish this task.”

Remember that you can decide what to think, and when you decide what to think, you decide what you believe. This process of managing your thoughts can change your behavior in a very predictable way.

*“Believe it can be done. When you believe something can be done, really believe, your mind will find the ways to do it. Believing a solution paves the way to solution.”*

*—Dr. David Schwartz*

## The Conscious and Subconscious Minds

The conscious mind is rational. It receives and analyzes information, then determines if any action needs to be taken. It can only hold one thought at a time.

The subconscious mind makes sure we think and behave in a manner consistent with what the conscious mind has accepted as true. When the conscious mind accepts a thought, it is immediately communicated to the subconscious, and the subconscious will take action.

We have a wide range of automatic functions wired into our beings. Breathing is one such function. We did not have to be taught how to breathe, and we don't have to think about it for it to happen. However, if we do think about it, we can deliberately change our breathing pattern—we can take long, slow breaths or short, quick pants. Most of the time, we're better off if we just breathe naturally.

When babies are learning to walk, they have to think about what they're doing. Eventually, walking becomes automatic and requires virtually no thought. When you learned to drive a car, you thought about every step of the process. But after you mastered that skill, it became automatic. There are thousands of things you have learned to do, both physically and mentally, that took effort at first, but now you do them without any thought at all—and if you do think about them, you may negatively affect your performance.

If you take the time and effort to teach yourself to be positive, to expect success, it will become automatic. It may feel a little awkward at first, but it will eventually become comfortable and reflexive, and it will drive your subconscious mind to take the appropriate actions in any situation.



## Accepting Responsibility Means No More Excuses

When you accept total responsibility for your life, you are in total control of your life. You accept what you do right, and you accept what you do wrong. You will no longer blame others for what happens. You have true freedom.

An important distinction about this concept is this: Accepting responsibility is not the same as accepting blame. Responsibility looks to the future; blame looks to the past.

## Never be Angry Again

Negative emotions are manifested as anger, either at ourselves or at others. Negative emotions are our *reaction* to situations; they are not *part* of the situations. We typically feel negative emotions such as anger, jealousy, guilt, resentment, distrust, worry, and envy when we blame someone or something else for circumstances we don't like. When we accept responsibility and stop casting blame, we will stop experiencing negative emotions.

To realize our full potential and be a consistently high achiever, we must eliminate our negative emotions.

## Understanding Guilt

Guilt is perhaps the most damaging of negative emotions. It compounds other negative emotions and harms relationships. Most people who suffer from guilt grew up on the receiving end of destructive criticism. Because the criticism is

ingrained, they believe they deserve it and that they have done something wrong. In adults, feelings of guilt manifest as:

- a fear of success;
- destructive self-criticism and criticism of others;
- a habit of trying to make others feel guilty;
- being easily manipulated; and/or
- a victim mentality.

Destructive criticism—whether self-criticism or criticism of others—does not drive people to improve; rather, it makes them want to cease the action that was criticized. Think about it: Suppose you worked really hard preparing a special meal for someone, and that person responded by saying things like:

*“This doesn’t taste good.”*

*“You know I don’t like this vegetable, so why did you cook it?”*

*“This dish is so much better at a restaurant.”*

Are you thinking about preparing another meal? More likely, you’re thinking, “I’ll never do that again.”

This applies in the workplace as well. When you are in a position to evaluate employees, take care to avoid destructive criticism. It won’t improve performance—instead, it will likely make people reluctant to do whatever task was involved in the criticism.

If you suffer from feelings of guilt, there are two key ways to deal with it:

- Change the behaviors that are manifestations of guilt.
- Forgive everyone who has ever hurt you, especially yourself.

Truly healthy personalities are able to forgive all wrongs. You don’t have to like or spend time with the people you forgive; you just have to let go of the negative feelings you have

about what they did. And if you have wronged someone else, apologize. Strong people apologize; weak people place blame.

This is not to say that forgiving is easy—it's not. But it's essential if you're going to be a high achiever. I discuss forgiveness in more detail in [\*Finding Joy in the Morning: You can make it through the night\*](#). If you're struggling with forgiving, that book will help. Another one of my books that deals with forgiveness is my novel [\*Choices\*](#), which follows a hit-and-run driver and her victim as they deal with the aftermath of a serious crash.

*“We are supposed to forgive everyone; everyone includes ourselves.”*

*—Denis Waitley*

## Don't Worry

Worry is fear caused by indecision and results in negative goal-setting. When you worry, you focus on what you *don't* want to happen and then turn that into a self-fulfilling prophecy because that's what you're thinking about and visualizing. It's been said that worrying is just praying for the wrong thing to happen.

Here's how to deal with worry:

- 1. Clearly define what you are worried about.** If you can figure out what you're really worried about, it will be easier to deal with the issue. Often, just the process of defining what you're worried about will resolve the situation.
- 2. Articulate what the worst possible outcome of the situation could be.** In most cases, you'll realize that whatever

the worst possible outcome is, it's not as bad as you thought. More importantly, the worst is not guaranteed to happen. Chances are, even if things don't go well, they won't be as bad as the worst possible outcome.

**3. Resolve to accept that worst-case scenario if it should occur.** Know what you'll do to deal with the situation if it happens—then stop thinking about it until and unless you need to.

**4. Do everything possible to make sure that the worst-case scenario does not happen.** This circles back to step one, because if you know what you're worried about, you can take the necessary steps to prevent it from happening.

Once you make a decision, don't worry—simply focus on making whatever you have decided a success. Purposeful action is the best antidote to worry.

# PROGRAMMING FOR SUCCESS

We become what we think about. The mind is like a garden. If it is cared for and cultivated, you'll have flowers and vegetables and other good things. If you don't care for it, it will quickly be overrun with weeds. Weeds don't need any care to grow.

Programming our minds for success takes practice and repetition, just like anything else we do that we want to get good at. It takes more than one piano lesson to learn to play music, and it takes practice to coordinate both of your hands on the keys and your feet on the pedals. You're not going to be ready for a tournament the first time you pick up a tennis racket or a golf club. You're not ready to perform surgery after one year of medical school. You need to study and practice to master anything, whether it's physical or mental, or both. So practice being positive until it becomes a habit.

To begin the process of programming your thoughts for achievement, keep a clear picture in your mind of the kind of person you would like to be and the goals you wish to accomplish. This is not a process that you should do quickly or superficially. Pray about it. Listen for God to guide you. And when you think you have the answers, go back to God for confirmation.

Remember that what we believe becomes our reality, and what we expect becomes a self-fulfilling prophecy. If we believe we are accomplished and successful, if we expect very specifically articulated results, those things will happen.

*Before every important situation, whether it's a sales presentation, critical meeting, or something else, play a mental mini-movie of you being your ideal self and performing at your best.*

Keep in mind that we will attract people and circumstances that are in harmony with our dominant thoughts. If we are positive, we will attract positive people. If we are negative, we will attract negativity. Positive people tend to avoid negative people because they instinctively know that they will be dragged down by that negativity. If we believe in ourselves and are committed to achieving our goals, we will attract likeminded people and circumstances that will allow us to realize the success we want.

Another important element in programming for success is focus. Don't scatter your energies among too many things; doing that makes it impossible for you to devote the necessary effort to achieve anything. If we want something in our lives, we must concentrate on it until it becomes our reality. Then move on to the next thing we want.

We should also focus on positive thoughts, things, events, and circumstances, and immediately substitute any negative thought with a positive one. This will feel awkward when you first start to do it, but it won't take long for it to become automatic.

Finally, relax and believe. Believe in God, believe in yourself, believe that the right circumstances will occur, and believe that you can achieve your goals.

## Visualization

As a child, you were probably told to “stop daydreaming and get to work.” You may even have heard that a few times as an adult. But effective daydreams can be powerful success tools. High achievers daydream regularly—they call it visualization.

When you experience an event in your imagination that is vivid and detailed, your subconscious mind accepts it as reality. This is why you develop strong feelings about characters in well-written novels. While you read, your imagination creates a reality based on the book.

With visualization, it’s important to remember the old computer programming term GIGO—garbage in, garbage out. Your subconscious mind will accept what you tell it, good or bad. So instead of random, uncontrolled daydreams, invest your time in powerful, effective visualization.

Your visualizations should consist of clear, detailed images of what you want to happen, whether it’s endorsing a large check, accepting a prestigious award, enjoying a strong relationship with your spouse and family, making a difference by serving others, excelling at a sport, or anything else that is important to you and is part of your goals. It’s also important that you see yourself enjoying whatever it is that you’re doing; your visualizations should be satisfying and pleasant.

# SETTING GOALS FOR HIGH ACHIEVEMENT

The ability to set goals is absolutely essential for achievement. High achievers understand the vital role effective goal-setting plays in their success. This is a serious process that requires an investment of time and energy, but it's an investment that will pay off in tremendous returns.

High achievers will tell you that setting goals played a critical role in their success. There are countless books and study programs that talk about why and how to set goals. But so few people actually do it. Why don't they? There are five basic reasons:

1. They don't understand the importance of goal-setting.
2. They don't know how.
3. They fear rejection.
4. They fear failure.
5. They fear change.

## Techniques for Rapid Change

You've heard that the only person who likes change is a baby with a wet diaper. That's not true. Someone who is truly committed to making the transition from mediocre to high achiever also welcomes change.



If you're not satisfied with your present circumstances, the only way to make them different is through change. And yet it is human nature to resist change. We prefer the familiar and comfortable to the unknown, even when the familiar and comfortable isn't satisfactory. Change often means giving something up to make room for something else, so we focus on the sacrifice instead of the gain.

If you struggle with the dichotomy of being dissatisfied with the status quo but reluctant to change, try these four techniques to change your mental programming quickly:

**1. Write out your goals using precise language.** Every day, copy your major goals over in a journal, reading them aloud as you write. As you do that, see a mental picture of yourself enjoying the goal.

**2. Take time every day to relax in a private place.** Breathe deeply, clear your mind of distractions, ask God to keep you focused, then read your major goals and repeat them out loud three to five times.

**3. Use the programming technique employed by athletes:** Before they begin a competitive event, they go through their entire routine in their minds, mentally doing every step of the process the way they want it to happen in reality. Mentally see yourself doing everything you need to do to create positive change in your life.

**4. Mentally rehearse any non-recurring event of importance.** Affirm a positive outcome by visualizing yourself completely relaxed and in control of the situation ahead of time.

*Change is inevitable. Goals enable us to control the direction of change in our lives.*

## Identifying and Setting Goals

There are three basic categories of goals. It's important to have goals under each of the categories. This provides you with balance in your life, which is essential to goal achievement. The three categories are:

1. Family and personal
2. Business and professional
3. Self-improvement

Your goals should be both tangible and intangible. You'll probably set goals involving the acquisition of money or material things. You should also set goals for things such as developing skills, building or improving relationships, or simply expanding your personal experiences. One of your goals should be to identify and develop your own area of excellence. It's difficult like yourself unless there is at least one thing you're good at.

Set three to five goals in each of the categories. Don't put all of your goals in one compartment of your life; you need balance.

Not every goal must be major. If it's something you want to achieve, it's worth setting as a goal, no matter how important or unimportant you think it might be. For example, if you want a new car, that could be considered a major goal. If you just want a new sound system for the car you have, that could be considered minor—but if you want it, it's still worth setting as a goal.

In addition, your goals should be a mix of short- and long-term. It's a good idea to break long-term goals down into short-term increments so that you can more easily manage the process and see your results. For example, if you want to run a

marathon, that's a long-term goal. But you shouldn't just put on your running shoes, walk out the door, and run 26.2 miles with no training. So instead, your goal list can include your training schedule, which might be to run 5 miles three times a week for three weeks; then run 5 miles two times a week and 8 miles one time a week for two weeks; then keep increasing the mileage of your weekly long run until you reach the marathon distance.

When you accomplish a goal, replace it with a new one. Always have 10 to 15 goals on your list that you're working on. If that seems difficult, start by setting and achieving one critical goal. Once you've done that, you'll find it easier to set and achieve a second, third, and fourth goal. Then goal-setting and achievement become a habit.

Your goals should be within your reach, but not immediately within your grasp. They should be doable so that your mind can believe in their reality, but not so easy that they require no thought or effort. They need to be high enough to excite you but not so high that they are futile. For example, let's say you're in a sales position and you've been closing deals that net you \$5,000 per month. A goal to take that up to \$6,000 or even \$7,500 in six months is within your reach but not within your immediate grasp. You can do it, and your subconscious mind will believe that. But a goal to increase from \$5,000 per month to \$50,000 per month in 60 days is probably not realistic, and your mind will reject it. Once your subconscious mind rejects a goal, you'll never reach it. But even as you're being careful not to set a goal too high, don't set it too low, either. Don't make it too easy. Goals are a tool to help you reach your full potential, and that won't happen if they don't force you to stretch.

### ***Our Goals Must be in Harmony with Our Values***

*You will find it extremely difficult, if not impossible, to achieve goals that are not in harmony with your other goals and your fundamental values.*

*For example, you can't achieve a financial goal of wealth if you have a personal goal of spending all your time reading novels on the beach. You can't achieve a self-improvement goal of learning to snow ski if you also have a personal goal of living full-time on a tropical island.*

*You aren't likely to achieve a goal of becoming a philanthropist if you don't genuinely enjoy and believe in giving to others. You aren't likely to achieve a goal that will require hard work if you aren't willing to work hard.*

*As you set your goals, be sure your goals are in accord with one another and your values.*

Make your goals very specific. Do you want a new car? If so, what make, model, and color? What features? Or do you want a new house? If so, what style, square footage, number of rooms, type of appliances, and other amenities? Do you want to improve your physical condition? If so, what is your target weight and what are the other measurable physical characteristics that would be part of achieving that goal? Do you want a new job? Describe the title, the responsibilities, the salary level, and the work environment.

Once you have identified your goals, write them down in the form of a simple, present tense affirmation. Repeat the affirmation every day and allow yourself to experience in

your imagination what it feels like to have that goal be a reality.

Of course, affirmations are only a part of what it takes to reach goals. Remember that goals are achieved at a cost. The cost may be financial, but it will likely also involve time, effort, planning, organizing, and a host of other activities. Running that marathon will require many hours of training. Being a better spouse or parent requires an investment of time and energy in your relationships. Increasing your income could mean a financial investment in education along with a time and effort investment in doing the work necessary.

As you consider your goals, ask yourself two questions. First, what is it that *you* really want to accomplish? These must be *your* goals, not anyone else's. Your mother may want you to become a doctor or lawyer, but if you don't want to do that, don't put it on your goal list. Second, what price are you going to have to pay to do what you want to accomplish? What's it going to cost you in money, time, and energy?

Before you put a goal on your list, be sure it's something you really want and that you are willing to pay the price to get it.

*"The only goal you can't accomplish is the one that you don't go after."*

*—Vilis Ozols*

## The Relationship of Achievement and Giving

High achievers are rarely selfish people. In fact, they tend to be very generous, because they know that, to use a cliché,

what goes around, comes around—and it's usually multiplied by the time it comes back. The mindset of a high achiever includes an understanding and acceptance of these fundamentals:

- The beginning of true success and wealth is when you learn how to concentrate on what you can give and how you can serve.
- Be willing to go the extra mile and always do more than you are paid for. You will be rewarded.
- People who don't achieve are the ones who focus on what they can get, not what they can give.

## Key Elements of Goal-Setting

Use these key elements of goal-setting as your step-by-step guide for developing and achieving your goals.

**1. Desire:** To be motivated to achieve your goal, it must be something you strongly desire for yourself.

**2. Belief:** To actually achieve your goal, you must believe that you have the ability to do so, which is why your goals must be realistic.

**3. Write:** Write the goal down in complete detail.

**4. Benefit:** Make a list of the specific benefits you will enjoy when you accomplish your goal.

**5. Analysis:** Analyze your current status so you have a clear starting point.

**6. Deadline:** Set a deadline for when you will accomplish your goal.

**7. Obstacles:** Identify and list the obstacles you will have to overcome to attain your goal.

**8. Knowledge:** Identify the additional knowledge will you need to acquire to reach your goal.

**9. Assistance:** List the individuals and organizations whose support and assistance you will need to achieve your goal. Include what you can provide for them in exchange.

**10. Plan:** Formulate a detailed plan with all the actions you need to take to reach your goal.

**11. Visualize:** Develop a clear mental picture of your goal as it will be when attained and “look” at that picture every chance you get.

**12. Implement:** Put your plan into action with determination and persistence.

## Keep Your Goals Confidential

People who do not understand goals and the goal-setting process may not be supportive of your goals and may even say or do things to sabotage your efforts.

Share your goals only with those who understand their importance, who are committed to achieving goals of their own, and who are also committed to helping you achieve your goals.

## Time Management

Time management is a misnomer. You cannot manage time; time simply is. What you can manage is yourself and how you use the time you have. High achievers apply these strategies to use their time well:

- **Set clear, specific, measurable goals.** This can't be emphasized enough. High achievers know what they want to accomplish and when they expect to do it.

- **Develop detailed plans.** High achievers know exactly what they have to do to accomplish their goals; they leave nothing to chance.

- **Make and prioritize daily task lists.** High achievers know exactly what tasks they need to perform each day and which tasks are most important; they refuse to be distracted by anything that is not on their list. Because they are more organized, they get more done.

- **Concentrate on one thing at a time.** High achievers do not multi-task; they focus on one thing at a time until it's completed, then move on to the next task.

- **Develop a sense of urgency.** High achievers do not procrastinate; when something needs to be done, they do it.

- **Do what the most valuable use of your time is.** Anything else is a waste of time.

*“Don’t say you don’t have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michaelangelo, Mother Teresa, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein.”*

—H. Jackson Brown

## Expect Setbacks

Failure is an essential component of success and achievement. Your failures and setbacks are lessons that will give you the knowledge you need to ultimately reach your goals. It's



impossible to succeed without failure. All great success is preceded by failure.

Remember, the only person who can ultimately stop you from achieving your goals is yourself.

# CREATIVE PROBLEM- SOLVING AND DECISION- MAKING

This is a fact: You are creative. You were born creative. Even though your creativity may have been inhibited over the years for a variety of reasons, you still have the ability to tap into your superconscious mind and start your creative juices flowing at full force.

Scientists and behavioral experts tell us that the human mind has three parts: conscious, subconscious, and superconscious. The superconscious mind is the mind of your extended self. The term *superconscious mind* is used by Brian Tracy and other contemporary authors; Napoleon Hill called it *infinite intelligence*; scientists call it the *universal mind*; and some call it the *unconscious mind*. I think it's God manifesting in your life.

The superconscious mind is the source of all creativity, all true invention. It has all the answers you want. If you ever experienced a time when you were totally on target, when you could say or do no wrong, your superconscious mind was at work. Use your conscious mind to impress your goals on your subconscious mind, and your superconscious mind will respond.

- The right people and circumstances will appear.
- Necessary lessons will be provided.
- Opportunities will present themselves.

- You will have what you need to achieve what you desire.
- You may get answers in totally unexpected ways.

Secular experts say that the superconscious mind responds to clear commands given in the form of positive affirmations that are strong, personal, and in the present tense. You can also incorporate these types of affirmations into your prayers.

## Stimulate your Superconscious Mind

High achievers know how to tap into the superconscious mind for ideas and solutions. They do that in a variety of ways. Some of the techniques they use include:

### **Passive Techniques**

- Sit in quiet solitude and do nothing for 30 to 60 minutes.
- Practice deep relaxation and meditation.
- Surround yourself with nature.
- Listen to classical music.
- Do vigorous exercise.

As you learn to apply these passive techniques, you will receive clear messages from your superconscious mind.

### **Active Techniques**

- **Mindstorm.** Sit quietly with a pad of paper. Write your problem or goal in the form of a question and force yourself to write down at least 20 answers to the question. Make every answer as concrete as possible. Choose the best answer and implement it immediately.

- **Systematic solution-finding.** Assume there is a logical, workable solution. Define the situation in positive terms and itemize all possible solutions. Choose the best one or combination of solutions, put together a plan with a deadline, and implement the plan.

- Brainstorm. Gather five to eight people; set a time limit (30-45 minutes is good); ask a clear, specific question; assign someone to be responsible for writing down all the ideas; strive for the greatest quantity of ideas; encourage humor and “crazy” ideas; do not comment on or judge any of the ideas during the session.

## Creativity is Essential to Achievement

High achievers know how vital creativity is to what they want to accomplish. They develop it in themselves and seek out others who do the same.

Consider that without creative people coming up with ideas for new products and services, the marketplace would be stagnant, and the economy would be flat—or worse. Creativity is where innovation begins. The link between creativity and achievement is undeniable. To learn more about developing and managing your own creativity, check out the Conversations ebook [\*The Value of Creativity: How Developing Your Personal Creativity Can Have an Amazingly Positive Impact on Your Happiness, Health, Business Success and Life in General.\*](#)

# BUILDING STRONG, POSITIVE RELATIONSHIPS

These techniques can help you build stronger, more positive relationships in every part of your life:

- Accept others unconditionally and without judgment for who and what they are.
- Express approval for what others do that is right and good.
- Show appreciation and gratitude for things others do that benefit you.
- When it can be done in a genuine manner, express admiration for the qualities and possessions of other people.
- Make others feel important and never say or do anything that would make them feel unimportant.

Remember people tend to mirror behaviors that they find appealing. The best way to get others to like you is to like them. The best way to get others to respect you is to respect them. The best way to get others to be impressed with you is to be impressed with them.

## Listen, Listen, Listen

Nothing says you care about and respect someone more than when you listen to what they have to say. Use these listening techniques:

- **Pay attention.** Focus on what the other person is saying. Don't be distracted by other thoughts or by planning what you're going to say next. In addition to the spoken words, "hear" the unspoken words and body language.

- **Demonstrate your interest with your body language and expressions.** Make eye contact, nod periodically, smile, and use other appropriate facial expressions. Sit or stand with open, inviting posture. Respond where appropriate with encouraging comments such as, "Oh?", "Really?", "I see," and "Tell me more."

- **Verify that you understood what was said.** Paraphrase what the speaker has said, prefaced with phrases such as, "So if I understood you correctly, you said ..." or "It sounds like you're saying ..." or "I want to be sure I'm clear on this. You're saying ..."

- **Don't interrupt.** Allow the person to finish their thoughts.

- **Respond appropriately with respect and understanding.** Don't attack or criticize. Be honest and respectful, treating the other person as you would want to be treated.

*"You can have anything you want in life if you just help enough other people get what they want."*

*—Zig Ziglar*

## High Achievers Help Others

High achievers help others become high achievers. They facilitate and nurture the growth process in others in a supportive way. They are not manipulative, nor do they attempt

to force anyone to “do what’s best.” Instead, they gently help others to grow and reach their full potential in their own way.

High achievers believe that success is their destiny—and they don’t want to go there alone. You can join them, and then bring others along with you. When you develop the mindset of a high achiever, nothing can stop you

# ABOUT JACQUELYN LYNN



**JACQUELYN LYNN** finds joy in her faith, family and friends, as well as in the knowledge that she is living God's purpose for her life. She is an independent publisher, publishing consultant, and the author or ghostwriter of more than 40 books, including the *Conversations* series; *The Simple Facts About Self-Publishing: What indie publishers need to know to produce a great book*; *Choices*, the first novel in the Joyful Cup Story series; *Finding Joy in the Morning: You can make it through the night*; and *Words to Work By: 31 devotions for the workplace based on the book of Proverbs*. She is also the co-creator of a series of Christian coloring books for adults.

Visit **CreateTeachInspire.com** to connect with Jacquelyn. There you'll find links to join her email list and engage with her on social media.

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# Books by Jacquelyn Lynn

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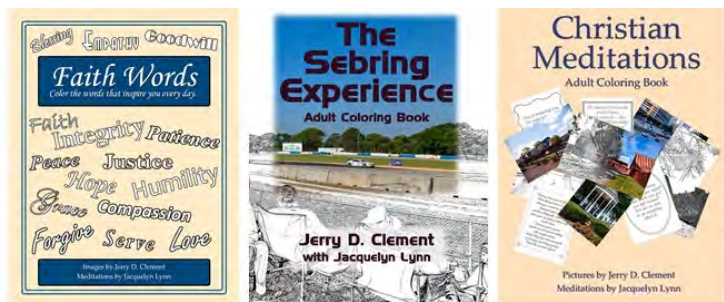
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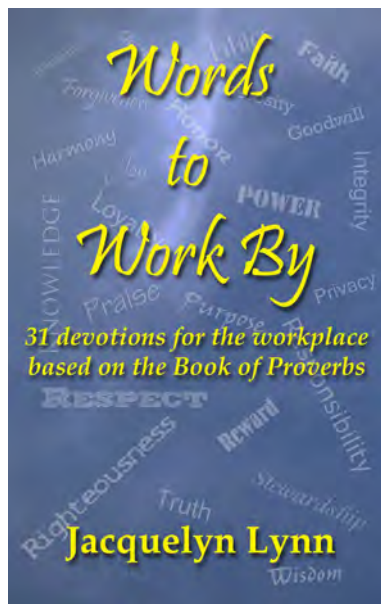


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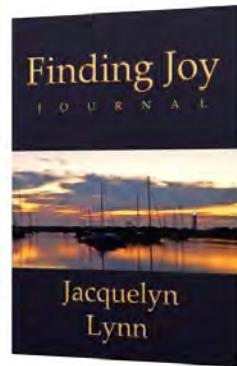
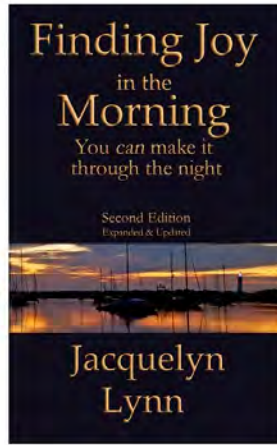
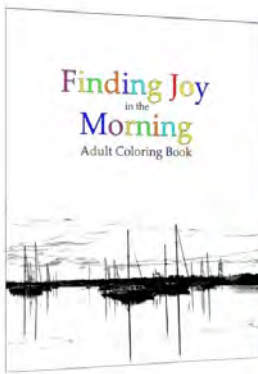
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