

# TAKE CHARGE

OF YOUR LIFE

*PERSONAL DEVELOPMENT GUIDE TO  
FOSTER MAXIMUM PRODUCTIVITY*

L U T H A N D O   D A N I E L S

*Author of 21 Century Leadership Consciousness*

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[www.luthandodaniels.com](http://www.luthandodaniels.com)

Email: [luthando@danielsinstitute.com](mailto:luthando@danielsinstitute.com)

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# DEDICATION

To the God in heaven who rules in the Kingdom of men. Without Your divine insights and promptings, this book would not have materialised.

To my best friend, business partner, and mother of my children: for believing in me, standing with me, and allowing me to be. Without your confidence and support, all that I have accomplished to date would not have been possible.

To my community of clients who are dedicated to personal growth and development.

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# INTRODUCTION

## **Who am I- Identity**

Identity is the qualities, beliefs, personality, looks, and expressions that make a person. The process of identity can be creative or destructive. We learn about our own identity and the identity of others through interactions with family, peers, organisations, institutions, media, and other connections we make in our everyday life.

Key facets of identity, like gender, social class, age, sexual orientation, race and ethnicity, religion, age, and disability, play significant roles in determining how we understand and experience the world and shape the types of opportunities and challenges we face.

Social and cultural identity is inextricably linked to issues of power, value systems, and ideology. The media uses representations, images, words, and characters or personae, to convey specific idea and values related to culture and identity in society.

When we think about identity, we may focus on cultural markers, things like clothing or biological and physiological markers, things like skin color. However, it's also important to understand that our identities are

comprised of shared ideas, ideologies, biases, and ways of seeing the world around us. Therefore, our personalities are socially constructed, and our biological attributes are only one part of who we are. But, where do these shared values or ideologies come from?

In many cases, we've learned and internalized these values throughout our lives from family, peers, role models, school, organisations, and government. The media also plays a prominent role in creating meaning, shaping our values, defining who we are, and establishing norms.

These values are powerful because they generally come from places of power. We internalize them and take them for granted; they seem natural and the way things should be, and in turn, shape the way we see and understand the people, objects, practices, and institutions in our lives.

Our gender, race and ethnicity, sexual orientation, class, disability, religion, and age can play a significant role in determining whether we have social, political, and economic power. While many assume that anyone can accrue social, economic, and political power if they have talent, ability, and work hard, that is the idea of meritocracy. We also need to acknowledge how

historically ingrained prejudices are built into existing institutions and structures and consider how they create barriers and limit opportunities.

Given the role our identity plays in the way we experience and accrue power, it's essential to understand the potential obstacles, discrimination, and oppression that some groups experience over others.

For some, the experience of being particular sex or sexual orientation, from a specific racial or ethnic group or socio-economic class, involves recurring and even systematic or institutional prejudice. This prejudice can manifest in unequal opportunities, rights, or wages, as well as being stereotyped, marginalized, or persecuted.

Intersectionality is a term coined by scholar Kimberle Crenshaw. It explains how individual aspects of our identities like our gender, race, ethnicity, and class intersect and, in turn, can shape how we're treated. What kind of education and jobs we get, where we live, what opportunities we're afforded, and the inequities we may face.

Sexism, racism, heterosexism, classism, anti-Semitism, and Islamophobia all resemble the manifestation of inequality in society and how it affects others.

These terms reflect beliefs that posit the superiority of one identity over another: men over women; whites over



non-whites; straight over gay, lesbian, bisexual, and transgender; wealthy over other classes; young over old; non-disabled and mentally fit over disabled and mentally ill.

Historically, the terms have been used to call attention to discrimination and bias. They further challenge ideologies that perpetuate hierarchical structures and limit a subordinate group's opportunities and freedoms. Intersectionality offers us an additional frame to understand the way multiple systems of oppression intertwine across individuals' experiences.

The media can be both a site of change and fundamentally a site that perpetuates ideologies and norms. The media uses representations, images, words, and characters or personae to convey ideas and values. Media representations, therefore, are not neutral or objective. They are constructed and play an essential role in imparting ideology. Does the media produce ideologies or simply reflect them, mirroring what's already happening in society? The line between mirroring reality and creating reality is difficult to discern. Regardless of where ideologies originate, the media plays a crucial role in conveying ideas and giving them weight or power. With the media, we tend to see the same images and representations over and over

again. Media rely heavily on genres, conventions, and stereotypes. Ascertain pictures and descriptions are repeated, they become familiar and natural.

### **Why am I here? Origin and Heritage**

The question of where we came from is a question of great significance. It is an important question not merely because it seeks basic, foundational knowledge about our origins, and it is important because the answer to this question determines our importance.

If we believe that we are merely complex biological machines, then we will have a different opinion of our worth than if we would if we believe that God has created us. As it turns out, there are only two possible answers to the question of “Where did I come from?”

I am a result of limited, uncaring, and impersonal natural processes, or I am created by an infinite, loving, and personal God.

I cannot consider as valid any response to the question of our origin that incorporates a belief in a god other than the God Who reveals Himself through both the Bible and all of creation. I do this deliberately. As man has created them, all the gods are spoken of in all other religions are limited, uncaring, and impersonal because they are non-existent. Evaluating the question in this context, we discover that if we believe that we are the

result of the natural process, we must understand that we are merely worms who have learned to walk upright. We have no more significance or value than a single-celled organism or a clump of dirt since the same natural process brought both of us.

If we believe that we are created by an infinite, loving, and personal God, then our value comes from the realization that He cared to make us and has placed us here for His purpose. We will discuss the issue of use further along, but now I wish to show that who we are is determined by the purpose of our existence. If it is true that we are here only as of the result of natural processes, then there can be no purpose to our survival.

Life is meaningless since we are accidents in time, and our identity has no lasting significance. If, however, it is true that God has created us, then there is a purpose to our existence. Our life has meaning because our reality is the result of God's use, and our identity has an eternal significance. Here is an illustration: If I were to throw an open box of toothpicks in the air and noticed when the toothpicks fell to the ground that they spelled out a word, that word would have no meaning since it was merely the result of a combination of wind resistance, throwing velocity, and position in the box. But if I took those same toothpicks and placed them on

the floor in such a way as to spell out the very same word, that word now has the significance. I would have imparted to it, and there is a reason behind the existence of the word, its origin was by design rather than by chance.

As can be seen from this progression, the answer to where we came from can only be found either in our creator, or our lack of a creator. The answer determines who or what has ownership of us, nature or God, and the coming up with the wrong answer results in a dilemma as one must then live one's life at odds with reality. Here are some scriptural references to our origin and creation.

Genesis 1:1 – *“In the beginning, God created the heavens and the earth.”*

Genesis 1:26-28 – *Then God said, “Let us make man in our image, in our likeness, and let them rule over the fish of the sea and the birds of the air, over the livestock, over all the earth, and over all the creatures that move along the ground.” So God created man in his image, in the image of God, he created him; male and female he created them. God blessed them and said to them, “Be fruitful and increase in number; fill the earth and subdue it. Rule over the fish of the sea and the birds of the air and over every living creature that moves on the ground.”*

Genesis 2:7 – *“The LORD God formed the man from the dust of the ground and breathed into his nostrils the breath of life, and the man became a living being.”*

### **What can I do – potential**

People may tell you that you have lots of potentials that you are wasting yours or have none. Yet few people know what potential is. And even fewer realise that discovering your potential allows you to change your fate, redefine your destiny and change your life to develop your potential. Knowing your potential does change your life by helping you understand what you can excel at and who you can become. Knowing that allows you to overcome your fate and make your dreams come true.

### **What Is Personal Potential?**

Your potential describes;

- The activities and tasks you can excel at: the hobbies, sports, jobs, and relationships you have.
- The person you can become: the professions, social status, and fame you can attain.
- What you can achieve: the life goals, wealth, honors, awards, and the impact you can have on the world

Potential comes from the root words "potency" and "potent" and refers to all the things you can be successful at if you develop and use your gifts, talents, and natural abilities. Everyone has potential. All of us have within us the seeds of greatness. But everyone's potential is different. Some of us are great at telling stories. Others excel at making touchdowns, solving complex math problems, inventing things, or growing herbs.

Collectively, we have all the potential we need to create and sustain our world. And on the Island, we think that means a world where every dream can come true. But it takes every blade of grass, every breeze, and every insect to make reality not only what it is but also what it could be.

Your potential is not limited to just one area of your life. It spills over like a waterfall and pools together with others of like minds and abilities. The clues about what is possible for you are all around you and in your past and present. As a child, you loved specific activities and things. You dreamed of doing great deeds and living a great life. And those dreams and ambitions hold clues about your potential.

And you are still getting clues in the things that you love, and the tasks you naturally do well without even trying. What places do you feel drawn to? What kinds of

things make your heart beat faster when you think about them? What do you dream about and long to do? How do you reach your full potential?

## **1. Set Your Own Bar High**

When you want more for yourself than anyone else, you set the highest bar possible and know with certainty that no one can expect more than you already planned to deliver. This attitude is dominant, as it shifts your perspective and your level of confidence in every decision you make.

You can't change your paradigm and push yourself outside of your comfort zone until you allow yourself to push the envelope of what you imagined possible. However, we often don't approach life with these lofty goals because we are conditioned to think that many of our ambitions are larger than life. Be unapologetic about your intention to excel, and determined and focused in your approach.

## **2. Reward Yourself With Responsibility**

An opportunity exists between what you are currently responsible for, and what needs to be done. Often, roles and responsibilities aren't assigned to people without the requisite experience. But if you don't try, then you'll never learn or excel. And while doing work that you aren't explicitly asked or required to do may feel like extra work, that's what makes it invaluable. If done in

a concentrated manner, it accelerates your career trajectory because you have broadened your knowledge and abilities. There is always another skill to master, a new trend to explore, new data to analyze, or a relationship to strengthen yourself or your company.

All of these attributes belong to you and your brand. They enhance your resume, and you own them. They are yours to keep and continue to build upon throughout your career. No one can take your accomplishments and knowledge away from you, though keep in mind someone always wants your place. But you can outwork them all.

### **3. Learn to Be a Better Communicator**

You probably think this topic isn't worthy of many conversations, which is the exact reason that it is—and that it isn't discussed often enough. Whether we like it or not, we often must demonstrate that we are thoughtful communicators before others reciprocate. If we can't explicitly ask for more communication, we need to show that we appreciate it. Infer that we expect excellent communication by displaying it as our guiding principle. Being an excellent communicator means you are articulate, concise, relevant, timely, and not condescending. Erring on the side of more communication fosters transparency, which, in turn,



drives you to build the integrity that is the foundation of your reputation.

#### **4. Be Proactive About Asking for Feedback**

Done doesn't always equal perfection, especially if you don't know what would make a project perfect. The fault often lies in not asking for feedback or waiting until it's too late for feedback to be useful.

Most people in a seniority position don't want to bother formulating their immediate reaction to your work into constructive feedback because it is far easier for them to correct your mistakes than to invest time showing you how to improve.

But it's intimidating to produce work and wonder if it was good enough, so most people would rather wait for an issue to arise than take a proactive approach to gain insightful feedback. Few people show that they care about peak performance, so ask questions and embrace your potential to improve.

You can achieve great success and find true fulfillment by staying true to yourself while aiming high and exceeding expectations. This state of mind is how you can get to the top on your terms and live the path redefined.

## **Why am I here – Purpose**

It is a question of purpose. We are essentially asking: “What is the reason for my existence?” As the answer will determine our interaction with reality, we could ask: “Where and how do I fit in best with what I see around me?” Since God has created us, we, therefore, fit best in His creation when we live according to His guidelines. Our purpose, the reason for our existence, depends entirely on our origin. So, as was seen earlier, the question of our origin, when answered, also determines the reason for our existence. It also shows us our responsibility to the world around us.

We’ve been taught to believe that dissatisfaction is a bad thing and that we should do everything possible to avoid it. Shove it down. Ignore it. Act like it doesn’t bother us. Take a pill. Plaster on a smile. Buy something new, or decide that misery is part of “bearing our cross.” But above all, don’t consider that God might be using it to make us uncomfortable, so we’ll want to swim in another ocean where our gifts can shine.

Don’t get me wrong; dissatisfaction can result from other things and not an indication that we are out of God’s will. But it can also be a road sign that He has another purpose for us. So if you’re miserable in your current career or job and have been for a long time,

you've prayed, sought counsel from others, looked for guidance through Scripture, and you're still miserable, consider that God may have another plan.

Just as dissatisfaction can be a road sign from God to show you your purpose, listening to what others say about your gifts can do the same, so when someone notices or comments on one of your talents, note. God may be trying to tell you something through His people. There are times, however, when we shouldn't listen to what others say. But when what they say about us agrees with our passions, internal convictions, gifting, and what God has already revealed to us, it can be a reliable indication of our God-given purpose.

Have you ever considered your talents and gifts? Do you get a kick out of soccer? Are you a strategic thinker? A great listener? Can you motivate others to action with your words? Are you skilled at building things? I suggest making a list of the items and activities that interest you in which you excel. You can also ask yourself, "What's the one thing that I do better than others?" This question can also clue you into your God-given purpose. The gifts God gives us are like little seeds planted inside us, but we have to use them for them to grow. It means that if you can't identify which "Gift Seeds," God has given you, try doing new things

that interest you. Through these unique experiences, God will reveal more to you about who you are and how He has called you to serve Him.

If I could ask you what makes you angry, joyful, excited, or passionate, what would you say? Take note of when your emotions are moved; these times can be a sign of your God-given purpose.

Richard Leider, the author of *The Power of Purpose*, gives a simple equation:

gifts + passion + values = purpose.

- Your gifts are not just your skills and talents, but what you love to do.
- Your passion is something for which you feel a deep curiosity and interest.
- Your values include your beliefs and what you consider to be most important.

When you can identify those three aspects of your identity, you will have a better sense of how you can maximize your sense of purpose to improve your health and well-being.

### **Where am I going - Destiny**

It is a question of destiny, of what is our life all about, taking purpose to the next obvious step: “Why is there a purpose?” We have previously observed the

meaninglessness of existence for those who believe in evolution, for all who have no belief in God. Consider now the meaninglessness of their death. For such a high form of life as man to merely end in the oblivion of death seems pointless, why live at all.

The writer of Ecclesiastes well describes the futility of living within a philosophical framework that takes no account of God: The fate of man is identical to the animals; the same end awaits them both; each dies in the same way. Their lives are the same, and to be a man is to have no advantage over being an animal. Everything has no point. Man and animals both come from the same place and return to that place when they die.

There is a goal for those who know the truth, a destination for which we yearn. For the Christian, the answer to the question “Where am I going?” is Heaven! The purpose has been ingrained into our existence. There is no emptiness to greet our non-existence but rather the God who has made us and who will welcome us into His kingdom with open arms.



*Chapter*

# 1

## **UNDERSTANDING THE VALUE OF TIME**

*“People often complain about lack of time when lack of direction is the real problem.”*

— Zig Ziglar

AMERICAN AUTHOR, SALESMAN, AND  
MOTIVATIONAL SPEAKER

We all wish that there was more time in the day. When the day is over, and we look back at what we accomplished, we often wonder where all of those hours went. If you're like most other people in the world, then time management might be an issue.

We're all just a little bit crunched for time. We say things like, “There's not enough time in the day,” or, “I don't know where I'll find the time,” and “I never have

time for myself.” We never have enough time because we’re so busy responding to life’s curveballs if you will. When we seem to free up just a little bit of time for ourselves, we get hit from left-field with something that we simply have to respond to.

Furthermore, even when we’re not getting hit with problems, we can’t find the time to manage our daily tasks. Anyone can efficiently manage their time as long as they get organised first. Without organisation, it’s difficult to see just what needs to be accomplished in the day and how important each of those things is to your long-term goals.

When you get organised with your time, you increase your ability to manage your daily tasks effectively. Still, you also increase the likelihood of putting time where it counts: towards those long-term goals that you harbor deep down inside. If you’ve never done any goal setting in the past, now is the time to get started because it’s an absolute must-have prerequisite to effective time management.

### **Why is goal setting so important?**

Well, goal setting is just one part of the four-part process of effective time management. However, it helps to set the playing field because if you don’t know what you’re aiming at, you could go about your days spinning



your wheels being repeatedly frustrated. If you want to manage your time efficiently and achieve your hopes and dreams in the process, you have to make sure you're clear and concise with what you want out of life and, subsequently, your day.

### **Step 1 – Set Clear Goals**

An absolute must, before being able to manage your time effectively is to set clear goals on what you want in life. You might think that you already know what you want, even if you haven't set goals down on paper. If this is the case, then you're very wrong. Why? Because setting clear goals down on paper is remarkably different than merely setting them in your head.

If you engage in a passive goal setting, you're less likely to have a good handle on your time management and can lead to severe frustration. Deep down in your subconscious mind, you might know what you want, but you haven't organised those desires into clear goals. It hasn't become visceral for you.

Actively set your goals by deciding what you want, when you want it, and why you want it. You have to be precise here when doing this. Don't be afraid to write out exactly what it is, down to the last detail you want. Don't just say you want a lot of money, state the exact

amount of money you want, what specific date you want it by, and why you want it.

## **Step 2 – Get Organised**

The second step in effective time management is organisation. You have to get organised if you want to manage your time correctly. But how do you get held? Well, the first thing is to set your goals. If you didn't do that, then stop reading and do that now.

Once you've set your goals, you have to organise them. What are your long-term goals? What are your short-term goals? Break your long-term goals down into milestones so that you have a target you're aiming at each month, week, and day. When you know what you want to accomplish one year from now, you can easily break that down into monthly, weekly, and daily targets.

Once you have your list of goals organised into milestones, you know what you're aiming for. When you wake up in the morning, you can have a better sense of purpose. It will also help ensure that you're doing a little bit each day towards those goals, no matter how small of an amount. When you can organise goals into milestones and place that list in front of you, your mind can't ignore what needs to be done. If you choose not to

get organised, your mind has a more natural way of helping you avoid those all-important daily tasks.

### **Step 3 – Prioritizing Time**

In 1994 Stephen D. Covey released a book entitled *7 Habits of Highly Effective People*, where he discussed a system for managing the time that was initially introduced by Dwight D. Eisenhower. This system splits up activities into four quadrants based upon two factors: urgency and importance.

So, in your day, a task can be categorised by these two factors.

#### **They are as follows:**

- Quadrant 1 – Emergencies & Crises: Urgent and Important
- Quadrant 2 – Long-Term Goals: Not Urgent but Important
- Quadrant 3 – Interruptions: Urgent but Not Important
- Quadrant 4 – Distractions: Not Urgent and Not Important

#### **Quadrant time management system**

When you look at your list of milestones and daily tasks, you can categorise what area each of them falls under. The best way to effectively institute this method is to

spend a week first tracking everything that you do. Where do you spend your time? Jot it down. If you spent 15 minutes making phone calls to bill collectors, jot that down. If you spent 1 hour at the grocery store, jot it down.

At the end of each day for that first week, write the quadrant down next to each task for what it fell under. How much of your time did you spend watching television (Quadrant 4), or working on your long-term goals (Quadrant 2), or dealing with emergencies or crises in your life (Quadrant 1), and so on? After the first week, look at how much time you spent in each quadrant.

The goal in life is to spend as much time in Quadrant 2 and as little time in Quadrant 4. How much time did you spend in Quadrant 2? After you've completed this exercise, take your daily list of tasks, and jot down the quadrant, each of them falls under. If you watched television for 3 hours, then you lived in the dismal Quadrant 4 that day. You want to spend as little time with Quadrant 4 activities as you can if you want to manage your time effectively. Sometimes we can't see just how much time we're wasting unless we look at it in this manner.

## **Step 4 – Destroy Procrastination**

One of the hardest parts of time management is the dreaded procrastination that tends to rear its ugly head. How do we avoid procrastination? We can set all the goals that we would like, get organised, and prioritize our time, but if we can't follow through with our list of things to do each day, we're wasting our time.

### **So, how do we avoid this?**

Procrastination has been termed the silent killer, and it's one of the biggest deterrents to our goals. We all say that we want to accomplish something, but when it comes down to managing our time with some sense of efficiency, we can't seem to get things accomplished.

Procrastination seems to be around every single corner. However, the only way around procrastination is to be completely aware of what needs to be done. If you can set clear goals, get organised, and prioritize your time, you'll be well on the way to destroying any propensity for procrastination. If none of that works, then try the 15-minute rule.

Set a timer on your watch, smartphone, or anywhere else, and set to doing something you've been putting off for just 15 minutes. That's all you need to commit to 15 minutes. What you'll realise is that an object in motion

stays in motion; once you get started, you'll most likely keep going.

## **Time Waster and Spender**

Time is a very precious resource. The fact is that regardless of how well you manage time, at the end of the day, you will still only have had 24 hours. In one year, there are still only 8,760 hours. The key is using your time efficiently and eliminating time wasters from your day. Your attitudes and behaviors affect how you use your time. Below are some examples of ineffective use of time. By substituting what's not working for you with a more effective behavior and attitude, you're on the road to managing your time.

### **1. Interruptions and distractions**

If you have a constant stream of well-intentioned colleagues, subordinates, and family members interrupting your concentration and focus, stop them by communicating when it's okay to interrupt and not.

### **2. Poor Planning**

Planning is so critical when you want to accomplish something. Plan provides direction before proceeding toward a goal.

### **3. Perfectionism**

Although perfectionism is a behavior, it's also an attitude. By striving toward progress rather than perfection, you will free up a lot of your time and energy.

### **4. Procrastination**

Like perfectionism, procrastination also is both a behavior and an attitude. Waiting until the last minute or otherwise putting things off tends to create a crisis or problems that may not otherwise exist. Besides, by not doing something you're procrastinating about, you also waste considerable time worrying about how much you're procrastinating. Just do it.

### **5. Trying to do everything yourself.**

Taking on the world all by yourself will not serve you or the people around you. Learn to say "no" and delegate tasks others can do for you (even if it's not up to your standards).

### **6. Taking on too much.**

Biting off more than you can chew is a prime example of taking on too much. Not having firm communicated boundaries is another example. You do not need to volunteer to be on every project, organisation, taskforce, association, etc.

## **7. Crisis management**

A crisis is an unforeseen emergency. By planning and asking yourself whether something is genuinely urgent, what will happen if it's not handled immediately, you will eliminate a great deal of this firefighting behavior. Remember the adage, "haste makes waste."

## **8. Too much socialising**

Although we all love to have friends and enjoy our relationships, by allowing yourself too much freedom in this area, you'll wind up spending a large percentage of your 'work' time socializing and will be pressing to meet deadlines.

## **9. Not valuing your own time.**

Others will not respect or value your time if you don't send the message that your time is essential. Watch your actions, behaviors, and commitments--are they communicating the right message?

## **10. Lack of skills.**

Organizing, prioritizing, decision-making, and problem-solving skills are critical in supporting the effective use of time. Strengthen these skills, and you'll see a remarkable difference in how you use your time.



## **Time investor**

We each have 24 hours in our day, so why is it that some people breeze seamlessly through their tasks and others struggle with time?

First, to make positive time management changes, it's essential to develop the mindset that your time is valuable. In other words, recognising the importance of what you do and deciding what deserves your energy. The essence of working effectively is first knowing what to do, and secondly, just doing it.

## **Trivial intrusions**

While these may appear to be straightforward steps at first glance, with so many distractions and interruptions in the workplace, it's easy to lose focus. Research has demonstrated that about 2.1 hours per day is wasted on minor intrusions. These time-wasters destroy any attempt at effective time management if they are not identified and eliminated.

Some interruptions are necessary and cannot be avoided, but many are just needless annoyances. Think about your working day and consider all of the unnecessary disturbances that may occur. Some of the biggest time wasters include checking Facebook,

texting, social chit-chat, smoking breaks, IT issues, humorous emails, feeling tired, personal phone calls, questions from colleagues, and notifications. It's easy to see just how quickly 2.1 hours can accumulate.

Additionally, a lot of time may be spent on low payoff activities, rather than high-payoff activities. Our high-payoff activities are those that bring us maximum return. Mostly, they are tasks or actions that are the most significant. High payoffs are duties that are generally aligned with our KPIs or targets or form part of our job description.

Low-payoff activities are those activities that, in reality, don't significantly impact on results or the bottom line. And yet it's often these tasks that get the majority of our attention. Why? Well, firstly they often require minimal effort and can be done quickly. It provides us with instant gratification – we feel as though we've been 'busy.' Additionally, they may be more pleasant and enjoyable to complete than high-payoff tasks because they are more manageable.

### **Identify and eliminate**

High-payoff activities will vary from person to person, job to job. A low payoff for one individual may well be a high payoff for another. Either way, you must have a

clear understanding of what your high payoffs are. That way, you can ensure that maximum time is devoted to these. The trick is to identify your low payoffs and, once you've done so, consider ways to remove or eliminate them. Not everything has to be done by you! Create a list of outlining low-payoff tasks in one column and high payoffs in the other. Doing this will clarify where the majority of your time is being depleted, and allow you to recognise where your time should be invested.

Remember, proper time management is about managing yourself. We all have the same amount of time, but what we do with it and how we use it will determine whether we are successful. Happy planning!

### **Time Management Tips**

1. Take time to plan your day either first thing in the morning or the afternoon before you leave work.
2. Create a to-do list or a system. Invest planning time to save working time.
3. Diarise and allocate specific times to attend to certain tasks. Be sure to set time limits and stick to them. Utilise your most productive time.

4. Consider the 4 Ds of time management:

- Do it – Only if it takes less than two minutes to complete
- Delegate it – Many low-payoff tasks can be delegated. Ensure the person you appoint to has the required competency or skills
- Dump it – Trivial or meaningless information or emails that are not required
- Diarise – Non-urgent tasks can be diarised to be done in the future

5. Keep track of time spent on low-payoff and high-payoff activities. Try to keep a schedule for the week.

6. Batch or 'chunk' similar work, such as processing or filing. This ensures you are in the headspace of doing repetitive work, and it promotes efficiency.

7. Avoid the urge to multitask. Research has demonstrated that multitasking slows you down and increases the likelihood of error.

8. Allocate contingency or buffer time in between tasks. This will allow for unexpected interruptions and distractions.

9. Plan for periods of relaxation, and try not to be a workaholic. Ensure you take your lunch break – resting improves focus and attention.

10. Don't always be a 'yes' person. Saying yes to others will increase your popularity; however, it will negatively impact your productivity. Learn to say no nicely.

11. Finally, resist the urge to check your inbox regularly – some things can wait and don't require your immediate attention.

*Chapter*

# 2

## **APPRECIATE IN VALUE**

*“Try not to become a man of success. Rather become a man of value.”*

— Albert Einstein

THEORETICAL PHYSICIST AND  
CREATOR OF THE THEORY OF RELATIVITY

The word appreciate, is an accounting term that means to increase in value. When you say the asset has appreciated, its increased in value and when you say the asset has depreciated, it has decreased in value. When I say you must increase in value, I'm directly focusing on five different areas of your life

1. You Finances
2. Your Relationships

3. Your Knowledge
4. Your Habits
5. Energy management
6. Spirituality
7. Exposure
8. The quality of your life

## **Finances**

Someone once said we are all equal before God, but we are not equal before men. The difference between people is their economic value. You have one person complaining about how high the petrol price is, and you've got the other who says, I didn't notice. I hardly look at the price when putting in fuel. What distinguishes them is the value of their hour.

Successful people have made it a habit to increase the value of their time. You might be saying, but how do I calculate the value of my hour? It's simple. Here are the formulae;

Take the total amount you earn per month and divide it by the 20 working days and divide that 24; this will give you the value of your hour so if you receive R15,000 per month and divide it by 20, that gives you 750 per day and when you divide that by 24 hours, that offers you 31,25. That's what every hour costs you.

**This view helps you to ask yourself some fundamental questions;**

- What is the value of my time?
- What could be the value of my time?
- What should I be doing to increase my value?
- What should I stop doing to improve my time?
- Who has already produce the results I'm looking for?
- How would my world change if I were to increase the value of my time?

## **Relationships**

Your life gradually improves through the quality of your relationships. From time to time, you need to Conduct a relationship audit and evaluate those closest to you. What value are you adding in their life and what value are you adding in their life. Dr. Demartini shares a fascinating story of a time where they decided with his wife to reside at the Trump Towers.

They intentionally chose to increase the quality of their circle. He says, from that time, their financial stature shifted. They were neighbors with Bruce Willis and these other great people. The level of conversations changed and was altered permanently.



You have to make a quality decision to expand your circle. Some circles will chock you as a result of their high standard, don't choke and don't put yourself under unnecessary pressure. Keep your cool, it won't be long, and you'll resonate with that level. You are who you surround yourself with most of the time.

## **Knowledge**

Your life will oscillate up and down according to what you know. The root word for knowledge is light, and the root word for ignorance is darkness. When you acquire knowledge, you are inviting light in your life and the change of perspective.

I'm sure you are acquainted with the adage that says what you don't know is killing. There's so much truth in that statement. The difference between people is what they know. What you know has taken you to where you are and what you don't know has stifled you to remain where you are. Decide to become a lover of knowledge.

A knowledgeable person is respected. In your monthly budget, set money aside to least buy a book a month. You can even do so on amazon. Some influential books are also offered for free online — synthesized knowledge results in wisdom. Become wise by acquiring

knowledge. I will speak in-depth on this topic in tract number 7, titled: Add knowledge.

## **Habits**

We spoke about how the mind works in track number 5. conditioning. Habits are embedded in our subconscious. And we said it takes 21 days to break a habit and cycle 2, 21 days to integrate a new habit. In total, it takes 63 days to transform your life.

You want to adopt practices that support your vision. The reality is that it will take time for your mind to adapt to the new habit, but eventually, when it does, you become unstoppable. With regards to the practices that are contrary to what you want to achieve, discard them. So take the time to review your habits and make a conscious decision to let go of those habits that don't serve you.

## **Energy**

Energy is something you generate. For you to resonate at a high frequency, you must work hard to build up your strength. There are activities that you should adopt in your daily life which will increase your energy. When the flight takes off, it taps into another law, which is a law of lift. The sound, the speed, and the momentum required to break through the law of gravity

is a lot. So it is with our lives. It seems that there's a lot of energy you need to tap into the next level and remain there, so increasing your energy becomes imperative. The first step is to identify energy drainers:

- Too much time on social media
- Life without a morning ritual of personal development. Eg. Time to pray, read, meditate and think
- News, feeding your mind with doom and gloom
- Bad eating habits, junk food that takes a lot of energy for your body to process
- Low Ph value in your body, meaning your needs to be alkalized
- Procrastination: postponing what needs to be done and waste time.
- Excuses, having everyone to blame but yourself.
- Mediocre relationships, always ruminating on the good old days.

If you can avoid these things, you would have increased your energy.

### **Sample Routine System**

- The first this to do when you wake is to pray.
- Take your bible and go to the book of proverbs and read them religiously according to the dates.

So if the date is the 1st, you'll read proverbs one and so forth. If the month ends on the 28th and you still have proverbs 29 to 31 to read, you have read proverbs 28 to 31 to begin on the 1 of the next month with proverbs 1.

- Have a journal handy so that you jot down your highlights
- When you are finished with other activities, take 10 to 20 minutes to meditate on what you have ready and your dreams, what you want to achieve.
- Exercise or start a running ritual, a minimum of 15 minutes. This habit will reset you to the next level.

## **Spirituality**

In essence, you are a spiritual being. It's your responsibility to increase your spiritual antennas and be more acquainted with your spiritual side. Your spiritual facet is the seat of your purpose, and for you to fulfil your goal, you've got to be aware of your spirituality. The virtue of intuition is an integral property of your spiritual facet. Let me break this down.

You are a multidimensional being. You are spirit, you possess a soul, and you live in a body. So you are a tripartite being. From a computer language

perspective, I liken a spirit to an operating system, your Soul as software, and your body as hardware. They work together, interchangeably. Your spirit is the seat of your purpose.

Your Soul is the seat of your personality, and your body is the seat of your physical being. These three dimensions facets feed on different diets. Your spirit feeds through worship and communion with God. Your Soul feeds on knowledge and human connections, and your body feeds on healthy foods and exercise.

For you to function at your optimum, you need to understand the governing structure. The governing structure is for your spirit to give direction, lead, and the Soul to actualise the orders by operationalizing them through the medium of your body, which becomes the vehicle. In going forward, acquaint yourself with your spiritual facet and develop it.

### **Exposure**

An old friend once said. You will always experience what you are exposed to. Growth comes through exposure. The more references you have about a particular area of your life, the savvier you become. Sometimes going to the next level of your life requires you to associate with those already there.

This takes a lot of maturity and humility. You have to respect what you want to attract because what you don't recognise, repels you. Commit to being exposed to different dimensions of what you could become. Never disqualify yourself from what you believe to possess, even though you might not have the means at the moment, it doesn't mean that life will always be like that.

The first step of possession or realising your destiny begins with exposure. Growth comes through acquainting yourself with activities that are outside of your comfort zone. Once your life becomes too familiar, that means you are not growing but regressing. Engage in activities that will stretch and force you to grow, and it becomes even better if you are doing it as a couple. Committing to growth.

***By doing so, you'll be avoiding;***

- Boredom
- Status Quo and
- Mediocrity

## **The quality of your life**

The quality of your choices determines the quality of your life. You have to give yourself the opportunity of redefining what defines you. Just because you've always lead a particular experience, doesn't mean you have to remain there.

Only because you always sought external approval for what you want doesn't mean that you have to stay there. At some point, you have to decide to define the quality of the life you want and commit to it. If life were to go according to your terms, how does it look like? You deserve the best, and that best will only be realised when you permit yourself to be. Here are the things you can do;

- Evaluate your life and identify corners or areas where you are living life according to someone's terms
- Ask yourself the reason why you have settled for less those areas.
- Define the ideal dream for that area
- Come up with activities that will improve the quality of that area.
- Take Action. Do something daily that improve that area.

## **Gratitude**

The benefits of practicing gratitude are nearly endless. People who regularly practice gratitude by taking time to notice and reflect upon the things they're thankful for experience more positive emotions, feel, sleep better, express more compassion and kindness, and even have more robust immune systems. And gratitude doesn't need to be reserved only for momentous occasions: Sure, you might express gratitude after receiving a promotion at work, but you can also be thankful for something as simple as a delicious piece of the pie.

The word “gratitude” has several different meanings, depending on the context. However, a practical clinical definition is as follows, and gratitude is the appreciation of what is valuable and meaningful to oneself; it is a general state of thankfulness or gratitude.

The majority of empirical studies indicate an association between gratitude and a sense of overall well-being. However, several studies show potential nuances in the relationship between gratitude and well-being and studies with negative findings. In terms of assessing gratitude, numerous assessment measures are available.



From a clinical perspective, there are suggested therapeutic exercises and techniques that enhance appreciation, and they appear relatively simple and easy to integrate into psychotherapy practice. However, the therapeutic efficacy of these techniques remains mostly unknown.

Only future research will clarify the many questions around assessment, potential benefits, and enhancement of gratitude. Like most words, gratitude appears to have several different meanings, depending on the context. For example, gratitude has been conceptualized as a moral virtue, an attitude, an emotion, a habit, a personality trait, and a coping response.

Several researchers have defined *gratitude* as a positive emotional reaction in response to receiving a gift or benefit from someone. Gratitude has also been conceptualized as a state phenomenon that is an emotional reaction to a present event or experience and a dispositional characteristic or trait phenomenon.

*Gratitude* is the appreciation of what is valuable and meaningful to oneself and represents a general state of thankfulness or gratitude. This proposed definition transcends the interpersonal overtones attributed to

the term that is the construct of receiving something from someone and allows for a more inclusive meaning, which is being thankful for experiences, such as being alive and coming into contact with nature.

This definition also allows for both state and trait contexts. Some authors have espoused a theoretical relationship between gratitude and well-being. In a very pragmatic way, this association seems logical. Experiencing gratitude, thankfulness, and appreciation tends to foster positive feelings, which, in turn, contribute to one's overall sense of well-being. Therefore, recognition appears to be one component, among many elements that contribute to an individual's well-being. However, in addition to theoretical postulation, some empirical endeavours support this association from the first decade of this century.

Gratitude may also serve to reinforce future prosocial behavior in benefactors. For example, one experiment found that customers of a jewellery store who were called and thanked showed a subsequent 70% increase in purchases. In comparison, customers who were called and told about a sale showed only a 30% increase in investments, and customers who were not called at all did not show an increase. In another study, regular

patrons of a restaurant gave more significant tips when servers wrote "Thank you" on their checks.

The link between spirituality and gratitude has recently become a popular subject of study. While these two characteristics are certainly not dependent on each other, studies have found that spirituality is capable of enhancing a person's ability to be grateful. Therefore, those who regularly attend religious services or engage in religious activities are more likely to have a greater sense of gratitude in all areas of life.

Appreciation is viewed as a prized human propensity in the Christian, Buddhist, Muslim, Jewish, Baha'i, and Hindu traditions. Worship with gratitude to God is a common theme in such religions, and therefore, the concept of gratitude permeates religious texts, teachings, and traditions. Thus, it is one of the most common emotions that religions aim to provoke and maintain in followers and is regarded as a universal religious sentiment.

There are six health reasons to exercise gratitude.

### **You'll feel happier.**

In a seminal study by Emmons, participants who wrote down one thing that they were grateful for every day reported being 25 percent happier for a full six months

after following this practice for just three weeks. In a University of Pennsylvania study, subjects wrote letters of gratitude to people who had done them a significant service but had never been fully thanked. After the participants personally presented these letters, they reported substantially decreased symptoms of depression for as long as a full month.

### **You'll boost your energy levels.**

In Emmons's gratitude-journal studies, those who regularly wrote down things that they were thankful for consistently reported an ever-increasing sense of vitality. Control subjects who simply kept a general diary saw little increase if any. The reason is unclear, but improvements in physical health (see below), also associated with giving thanks, may have something to do with it. The better your body functions, the more energetic you feel.

### **You get healthier.**

A gratitude practice has also been associated with improved kidney function, reduced blood pressure and stress-hormone levels, and a healthier heart. Experts believe that the link comes from the tendency of grateful people to appreciate their health more than others do, which leads them to take better care of themselves. They avoid harmful behaviors, like

smoking and drinking excessive alcohol. They exercise, on average, 33 percent more and sleep an extra half hour a night.

### **You'll be more resilient.**

When we notice kindness and other gifts we've benefited from, our brains become wired to seek the positives in any situation, even dire ones. As a result, we're better at bouncing back from loss and trauma. "A grateful stance toward life is relatively immune to both fortune and misfortune," says Emmons. We see the blessings, not just the curses.

### **You'll improve your relationship.**

A 2012 Journal of Personality and Social Psychology study of more than 300 couples found that those who felt more appreciated by their partners were more likely to enjoy their partners in return. They stay in the relationship nine months later, compared with couples who didn't feel appreciated by each other.

Christine Carter, a sociologist at the Greater Good Science Centre at the University of California, Berkeley, notes that gratitude can rewire our brains to appreciate the things in our relationships that are going well. It can calm down the nervous system and counter

the fight-or-flight stress response, she says. You can't be grateful and resentful at the same time.

### **You'll be a nicer person.**

People can't help but pay gratitude forward. When appreciation is expressed, it triggers a biological response in the recipient's brain, including a surge of the feel-good chemical dopamine, says Emmons. So when you express gratitude toward a spouse, a colleague, or a friend, he or she feels grateful in return, and the back-and-forth continues. What's more, thanking your benefactors makes them feel good about the kind acts that they've done, so they want to keep doing them, not only for you but also for others.

### **Economic Value**

When it comes to our finances, many different numbers concern us. We are frequently looking at the numbers in our checking account, savings account, various retirement accounts, and investing and trading accounts. All of these numbers are critically important, but one figure, in particular, can determine just how successful you are with building your assets for the future: your net worth.

For individuals, economic value or wealth refers to an individual's net financial position, the value of the

individual's assets minus liabilities. Examples of assets that an individual would factor into their net worth include retirement accounts, other investments, homes, and vehicles.

Responsibilities include secured debt, such as a home mortgage or vehicle loan and unsecured debt such as consumer debt or personal loan). Typically intangible assets such as educational degrees are not factored into net worth, even though such assets positively contribute to one's overall financial position.

For a deceased individual, net worth can be used for the value of their estate when in probate. Individuals with considerable net worth are listed as high-net-worth individuals.

## **1. Review Your Liabilities**

Take a detailed look at your liabilities. This exercise should be a natural number to figure out as it's simply how much debt you owe each month and what form, such as your mortgage, credit card debt, and loan payment.

Are there liabilities that you can eliminate or reduce? Reducing your debt is a big step in helping your net worth number increase!

## **2. Review Your Assets**

You may not know precisely how much your assets are worth, or how that value is going to change, but you can get a round-about figure. Try not to leave any assets out. Remember, here are your primary asset classes:

- Primary residence: the more equity you have in your home, the higher your net worth.
- Vacation home and rental property usually paid for with cash, so this is an asset you'll want to count!
- Investments: stocks, bonds, mutual funds, and tax-deferred retirement plans and remember to add the taxes on these assets to your liabilities.
- Collectibles: art and antiques—the market for these items will fluctuate, but you can always have an appraiser help you.

•

## **3. Trim Expenses**

The less money you spend, the more you're accumulating in net worth. Look at your current expenses and see if there are places that you can cut back. Remember, even a few dollars here, and there can add up to a lot of money throughout a year and longer!

## **4. Reduce Debt**

Reducing debt is the best way to increase your future wealth.



First, you'll want to identify your high-interest debt. Next, consider consolidating payments or merely increasing monthly payments, both of which are proven methods for reducing debt.

## **5. Review Annual Costs**

What annual costs are bringing your net worth number down, and which ones don't you need? Take a look at things like your insurance and healthcare premiums each year. Compare interest rates and see if any of these annual costs can be trimmed down.

## **6. Income Investing**

Income investing is a great way to increase your net worth if done right. The central premise of this approach is that you'll divide your liquid investments into four buckets: the cash bucket, the income bucket, the growth bucket, and the alternative income bucket.

*Chapter*

# 3

## **KINETIC ENERGY**

*“Inaction and inertia are anti-life... it’s against what we’re here to do. Grow. We’re here to grow.”*

— ~LeAura Alderson  
CO-FOUNDER-ICREATEDAILY.COM

In physics, an object's kinetic energy is the energy that it possesses due to its motion. It is defined as the work needed to accelerate a body of a given mass from rest to its stated velocity.

Having gained this energy during its acceleration, the body maintains this kinetic energy unless its speed changes. The same amount of work is done by the body when decelerating from its current speed to a state of rest.

1. Conceive and define your grand vision. Step up to conceiving of a more ambitious vision. Play big. Write your own story.

2. Believe in your grand vision. Take time every day to believe bigger. Stretch yourself. Grow yourself by pursuing something more significant and scarier than you've thought of before. Stay true to your passions.

3. Achieve your grand vision with daily disciplines. Just like in the standing long-jump, when you look further, you jump also. But to indeed be amazing, you've got to put in the hard work. Follow through on listening, learning, and loving yourself into a better shape. The daily activities you do matter to achieving the big thing you want to make.

4. Inspire yourself and inspire others with your vision. Need help figuring out how to share your message? Read more, build more, and encourage more.

5. Reconnect networks. Teach yourself and your team to network across the organisation. Relationships matter.

6. Cultivate a "giving back" attitude. Do you know how to sell what you want? Give others something that they want.

7. Empower the visions and projects of others. Take it a step further. Can you take some time to invest in someone else's grand vision?

8. Teach your staff to reconnect by investing in their grand visions and personal projects. When you've taught others well, of course, you will want to engage their best ideas. Humility and servant leadership defines great leaders.

9. Align your day for maximum achievement. Do you know how to measure your energy throughout the day? When do you need personal inspiration or meditation time? When are you most active? Plan accordingly.

10. Take time every day to network, connect, and build a network of contacts. Don't just think, "I need a network for me." Think, "I need to become a hub for others."

11. Remember that others need help to achieve their dreams not just you. To empower the ideas that others are pursuing. If there is anything good, worthwhile, or inspiring, invest in it. If something reflects the best that we can be, take some time to each day and each week to make it a reality.

12. As you organise your day, schedule times of rest, and times of connecting. If you don't plan for an activity, it does not typically get done. Rest is one critical activity to grow better performance disciplines. So is connecting with others -- an energizing event for many people. Organise your day to facilitate alignment with your energy levels, keeping rest, and connection times with others.

13. Sell the message of servant leadership vision-building to the vision-builders. Your executive team is human too. They want to support good initiatives and ideas, but you've got to campaign for them. Be impactful, powerful, and inspirational. Make your energy, the energy of the evangelist.

14. Connect, invest in executive relationship-building, and sell the message of "achieve more together," servant leadership. Great leaders find a way to align everyone's efforts, above, at the same level, below.

15. Turn your world upside-down. What does passionate love look like in the workplace? It seems like bosses that love their staff into a better place. It seems like teams that love each other and love their customers. Part of that loving is carving out free space for people to make significant leadership decisions.

Train and engage others in building robust networks of connection and let them lead the way. Your excellent people choose to work for you every day. Reward that choice to engage their best ideas, lead, and receive a portion of the profit for their efforts. Serve as a servant leader.

16. "The light shines in the darkness, and the darkness hasn't overcome it." When you're ready to take your message of inspiration, organisation, and achievement to the next level, engages an expert. Your light needs to shine on the path for others to find the way. Live right, engages others, and inspires a message of positive change.

17. Finally, the work of inspiring the right action is a step-by-step course. Keep on going, growing, and achieving more every day. It involves creating ever-expanding networks of robust, healthy activity. Your organisation needs the opportunity to learn about how to work now.

*Chapter*

# 4

## **ENGAGE WITH THE LIKEMINDED**

*“You become like the five people you spend the most time with. Choose carefully.” Jim Rohn— ~LeAura*

— Jim Rohn

AMERICAN ENTREPRENEUR, AUTHOR AND  
MOTIVATIONAL SPEAKER.

A sense of belonging means feeling accepted, appreciated, and understood in our relationships with individuals and groups. However, many people who have abilities and qualities that are exceptionally advanced and qualitatively different from their same-age peers may experience alienation because they may be interacting, unlike-minded individuals. Gifted

individuals seek intellectual, social, and emotional connectedness that can only be found with like-minded people. You will eventually become a product of the people who surround you; that's something I learned the hard way.

All of us have a story, and they all contain ups and downs, choices in which we take pride in and decisions we regret making. These could all be painful memories with which we must live, but ultimately, it's about the lessons we can glean from them. We are all reflections of the people we keep in our lives and interact with daily. Their actions and behaviors all resonate and subconsciously influence our everyday choices.

Surround yourself with people who make you feel happy. It's so important to surround yourself with people who make you happy. People who make you laugh and help you when you're in need genuinely care. They are the ones who are worth keeping in your life; everyone else is just passing through.

Your environment shapes who you are and who you will become. You're in total control of your life and the choices you make, so why not place yourself in a positive and engaging environment that suits your needs? The best example is to look at the most successful figures in the world today. Why do you think the elite try to place



themselves in environments full of like-minded individuals? Believe it or not, even the most powerful and successful people out there have weaknesses that are no different from yours. Surrounding themselves with other individuals, who are on the same path or who have been through similar journeys, allows them to learn more about themselves.

That's why you're likely to see Warren Buffet and Jay Z sitting at the same table. Associating yourself with people who are on the journey to make changes in their lives and yours, rather than individuals who aren't in any great position or aren't making a difference, is essential for you to grow as a person.

Role models or notable figures that we aspire to become don't always have to be well known. It could be your closest friend or someone you know, someone who will help you and encourage you to become the person you want to be and guide you on your journey. Our egos tend to deceive us; we often like to neglect our weaknesses and set them aside. Instead, accept them and use them as leverage to get where you want to be.

Interact with like-minded individuals. If you want to become wealthy, surround yourself with people who share your goals, or have already achieved them. Want to start your own company? Start networking with

established entrepreneurs, people who share the same dreams, or have already done what you're doing. Let life weed out people in your life who you don't want around. Don't surround yourself with the toxicity and negativity of the individuals who don't add value to your life; the individuals who have no prosperous impact on you and only want you to stay around to fulfill their needs. Surround yourself with the innovators, the thinkers, and the listeners, individuals who want to set a change and leave a footprint.

### **Personal Network**

A personal network is a set of human contacts known to an individual, with whom that individual would expect to interact at intervals to support a given set of activities. In other words, a personal network is a group of caring. These dedicated people are committed to maintaining a relationship with a person to support a given set of activities. Having a strong personal network requires being connected to a network of resources for mutual development and growth.

### **Personal networks can be understood by:**

- who knows you?
- what you know about them
- what they know about you
- what you are learning together

- how you work at that

Personal networks are intended to be mutually beneficial, extending the concept of teamwork beyond the immediate peer group. The term is usually encountered in the workplace, though it could apply equally to other pursuits outside work.

Personal networking is the practice of developing and maintaining a personal network, which is usually undertaken over an extended period.

Personal networking is often encouraged by large organisations to improve productivity, and so several tools exist to support the maintenance of networks. Many of these tools are IT-based and use Web 2.0 technologies.

**All networks have the following characteristics:**

- **Purpose** – A system can be established for learning, mission, business, idea, and family or personal reasons.
- **Structure** – A network is a group of interlinked entities that form a cluster. Most social structures tend to be characterized by dense clusters of secure connections

- **Style** – The place, space, pace and style of the interaction of the networks give an understanding of the form of the networks

Personal networks can be used for two main reasons: social and professional. In 2012, LinkedIn, along with TNS, surveyed 6,000 social network users to understand the difference between personal social networks and personal, professional networks. The "Mindset Divide" of users of these networks was compared as follows:

### **Emotions**

Personal social networks: Nostalgia, fun, distraction.

Personal professional networks: Achievement, success, aspiration.

### **Use**

*Personal social networks:* Users are in a casual mindset, often just passing the time. They use social networks to socialize, stay in touch, be entertained, and kill time.

*Personal, professional networks:* In this purposeful mindset, users invest time to improve themselves and their future. These networks are used to maintain

professional identity, make useful contacts, search for opportunities, and stay in touch.

## **Content**

Personal, professional networks: These provide information about career, brand updates, and current affairs.

## **Professional development**

Personal development networks: These provide access to those who can provide information, knowledge, advice, support, expertise, guidance, and concrete resources to learn and work effectively, thus supporting continuing professional development.

Personal network management (PNM) is a crucial aspect of personal information management and can be understood as managing the links and connections for social and professional benefits. Some ways to do this would be, being authentic and consistent, paying attention to status updates, following wisely, contributing, and seeking to be worth knowing along with appropriate tagging.

*Chapter*

5

## **CONDITIONING**

*“If you want small changes in your life, work on your attitude. But if you want big and primary changes, work on your paradigm.”*

— Stephen Covey

AMERICAN EDUCATOR, AUTHOR, BUSINESSMAN, AND  
KEYNOTE SPEAKER.

The mind is a communication and control system between the people, the spiritual being, the person himself, and his environment. It is composed of mental image pictures, which are recordings of past experiences.

The individual uses his mind to pose and solve problems related to survival and to direct his efforts according to these solutions. The mind is made up of two parts, the

analytical mind, and the reactive mind. The analytical mind is the rational, conscious, aware mind which thinks, observes data, remembers it, and resolves problems. The reactive mind is the portion of a person's mind which works on a stimulus-response basis.

It is not under voluntary control and exerts force and the power of command over awareness, purposes, thoughts, body, and actions. Self-concept, self-construction, self-identity, self-perspective, or self-structure, is a collection of beliefs about oneself that includes academic performance, gender identity, sexual identity, and racial identity. Generally, self-concept embodies the answer to "Who am I?"

One's self-concept is made up of self-schemas, and their past, present, and future selves. Self-concept is distinguishable from self-awareness, which refers to the extent to which self-knowledge is defined, consistent, and currently applicable to one's attitudes and dispositions. Self-concept also differs from self-esteem: self-concept is a cognitive or descriptive component of oneself, for example, "I am a fast runner," while self-respect is evaluative and opinionated as in "I feel good about being a fast runner."

Self-concept is made up of one's self-schemas and interacts with self-esteem, self-knowledge, and the social self to form the person. It includes the past, present, and future selves, where future selves or possible selves represent individuals' ideas of what they might become, what they would like to become, or what they are afraid of becoming. Likely, people may function as incentives for a particular behavior.

The perception people have about their past or future selves are related to the perception of their current selves. The temporal self-appraisal theory argues that people tend to maintain a positive self-evaluation by distancing themselves from their negative selves and paying more attention to their positive ones. Besides, people have a tendency to perceive the past self less favourably and the future self more positively.

Self-esteem reflects an individual's overall subjective emotional evaluation of his or her worth. It is the decision made by an individual as an attitude towards the self. Self-esteem encompasses beliefs about oneself, for example, "I am competent," "I am worthy," and emotional states, such as triumph, despair, pride, and shame. Smith and Mackie defined it by saying, "The self-concept is what we think about the self; self-esteem is the positive or negative evaluations of the self, as in



how we feel about it." Self-esteem is an attractive social psychological construct because researchers have conceptualized it as an influential predictor of specific outcomes, such as academic achievement, happiness, satisfaction in marriage and relationships, and criminal behavior. Self-esteem can apply correctly to a particular dimension: "I believe I am a good writer and feel happy about that" or a global extent. For example, "I believe I am a bad person, and feel bad about myself in general".

Psychologists usually regard self-esteem as enduring personality characteristic "trait" self-esteem, though reasonable, short-term variations "state" self-esteem also exist. Synonyms or near-synonyms of self-esteem include many things: self-worth, self-regard, self-respect, and self-integrity. Before you can enhance your thinking, you need to understand what thinking is.

It would be a blind spot on my side to assume that you know. According to psychologists, thinking is the process of asking and answering questions. So when you are thinking, you consciously ask something, and your mind comes up with an answer, and depending on the answer, you form a conclusion. When you hear people say, I assumed! It's a typical process of thinking. You asked the answer came, and you concluded.

The quality of questions you ask determines the quality of the answers you receive.

**There are two types of questions:**

- Empowering questions
- Disempowering questions

Empowering questions are when you ask your questions such as;

1. What can I do to get to the next step?
2. When can I take the first step?
3. How can I make the first step?
4. Why is this an important step to take?

Disempowering Questions is when you ask yourself limiting questions such as;

1. Why did this happen to me
2. Why is this always manifesting in my life
3. Who is at fault to what is happening in my life

If you can listen to these questions' tone, you can see that both these types of questions will lead you toward different outcomes. If you look around you now, everyone is experiencing different results in their lives. Some are happy, and some are not, solely based on how they used their minds. If you want to go somewhere in life, you need to change your questions.

Because the more you ask yourself disempowering questions, the more of the same circumstances you'll experience. Your reality becomes unique to you as a result of the questions you've requested. Remember, everything begins with a thought. Whenever you think something, it triggers an emotion that influences your behavior and thus yields the results. You can't just change the behavior, neither can you just turn a circumstance, you must change the tendency of your thoughts.

Understanding this process will help you to shift your paradigm, and you will reap the following benefits;

- You will stop blaming people for what happens to you.
- You will caution yourself every time you entertain a negative thought.
- You will start tracing limiting patterns that have been a hindrance in your life.

You will start taking ownership of what happens in your life. And ultimately, you will create new neural pathways that will lead you to your desired outcomes. You might be saying, but what if I'm facing something I had no control over?

That's a good question, and to answer that question, I can only say, now that you have the apparatus to alter your attitude, you will completely change how you respond to circumstances. You will stop being a victim of circumstances, and you will start being a victor over circumstances.

This attitude doesn't happen overnight, though, it's a gradual process Of discipline and persistence. As long as you are clear about why you are doing what you are doing, you will succeed.

- Personal Culture rituals you'll need to adopt;
- Control your environment.
- Listen to empowering material.
- Listen to soothing music.
- Start reading books.

Dr. Caroline Leaf has written at length about our thoughts so that you can start with her material.

*Chapter*

# 6

## **HARDWORK**

*“Satisfaction lies in the effort, not in the attainment.”*

— Mahatma Gandhi  
INDIAN ACTIVIST

Hard work means exceeding expectations. Hard work means persisting when others would've given up.

Train optimism in yourself. By learning to be optimistic, the extra effort you need to put in to become a hard worker will become less severe.

Optimists see negative occurrences as short-lived and narrowly focused events.

Adopt the optimist's explanatory style to help yourself view both good and bad games in a more positive light.

- Describe adverse events, like a problematic presentation, in its positive light. For example, instead of complaining about responsibility, you could celebrate it as a chance to show your dedication and work ethic to your boss.
- Describe positive things in your life as permanent and every day. It will help you feel encouraged as you try to step up your game at work.
- Optimists have also been found to score more highly on tests designed to gauge luck and self-perception. The higher your self-perception, the more likely you'll be able to show up weak points.

Identify and oppose irrational thoughts. Notice when you see only the worst possible outcomes catastrophizing, minimize your good attributes and contributions, or any "all or nothing" thinking. Small successes are no less of a success, and you should allow yourself to feel pride at your accomplishment.

Re-frame problems as lessons. Positive re-framing will reinforce the positive aspects of your situation and prevent you from feeling overwhelmed. It will also encourage you to approach the case with a more open-minded perspective. Open-mindedness will facilitate problem-solving, and a sense of having your work

situation in hand will contribute to peace of mind, making your work more manageable in the long run.

Don't multi-task. Much research has recently shown that no matter how good a multi-tasker you think you are, there are some severe downsides to performing many tasks at once.

### **Work Smart**

The most expensive way of making money is using your time doing it. if you fall under this category, you must learn the law of leverage.

- How to leverage systems to free up your time
- How to leverage other people's time to free up your time

This doesn't mean you won't have to work hard, but what it means is that you can channel your time more on high priority tasks. Most people direct their time on low priority tasks, which makes them too busy to focus on strategic matters. You must learn to major in those majors than to major on the minus.

## Leverage Systems

We are confronted by the dawn of AI and 4IR. This poses a threat to those who are more comfortable with the old ways of doing things. Life after the Covid 19 lockdown will never be the same again. If the services you render can easily be replaced by an app, then what you are doing is obsolete and you need to consider your vocation.

You need to find ways of automating and digitising your services. As coach, trained, speaker and advisor, I have had to be agile and adopt a new paradigm. If you visit my website, you'll notice that I have automated all my trainings, certification programs and clients can subscribe and enjoy my services without my involvement. The questions you have to ask yourself are;

- What vehicle should I use to automate my services?
- Who is already doing it?
- How are they doing it?

There are services and products that you cannot digitise, this is understandable, that being said, you have to find a digitised way of reaching your clientele. Your competitors are no longer the people you know and



are familiar with, you have global competitors who are talking to your clients daily.

### **Benefits of setting up a system;**

- You will be more strategic than operational
- You will have an overarching view over your business
- You can improve your system and process

### **Leverage other people's time**

Effective delegation is an imperative if you want to lead a productive life. This is called, majoring on the majors instead of the minors. I'm sure by now you understand the value of your time and how much each hour costs you. You have to learn to let go of tasks that have minimal impact in your life and focus more on important tasks.

The first point of departure is for you to assess and evaluate all activities that are taking much of your time and quantify them monetarily. In my case, driving around takes much of my time. It's a necessary task but consumes most of my time and instead of being stuck in traffic, I can be doing something productive. The solution then becomes Uber, which enables me to focus on high priority tasks.

As a speaker, coach, author and trainer, my high priority tasks are; writing, thinking, teaching, researching and networking. If I can focus more on these activities, my business will grow exponentially.

**A quick exercise for you;**

- Identify high and low priority tasks
- Focus on high priority tasks and delegate the rest
- Set up a buffer time where you focus solely on your tasks
- Set up a system of monitoring low priority tasks
- Measure your progress

*Chapter*

# 7

## **HARDWORK**

*“Satisfaction lies in the effort, not in the attainment.”*

— Mahatma Gandhi  
INDIAN ACTIVIST

Adding knowledge that amounts to personal development covers activities that improve awareness and identity, develop talents and potential, build human capital, facilitate employability, enhance the quality of life, and contribute to the realization of dreams and aspirations. Personal development takes place throughout a person's entire life. Not limited to self-help, the concept involves formal and informal activities for developing others in roles such as teacher, guide, counselor, manager, life coach, or mentor. When

personal development occurs in the context of institutions, it refers to the methods, programs, tools, techniques, and assessment systems that support human development at the individual level in organisations. Personal development is a lifelong process. It is a way for people to assess their skills and qualities, consider their aims in life, and set goals to realise their potential.

Among other things, personal development may include the following activities:

- improving self-awareness
- improving self-knowledge
- improving skills and learning new ones
- building or renewing identity and self-esteem
- developing strengths and talents
- improving a career
- identifying or improving potential
- building employability or human capital
- enhancing lifestyle and the quality of life and time-management
- improving health
- improving wealth or social status
- fulfilling aspirations
- initiating a life enterprise
- defining and executing personal development plans

- improving social relations or emotional intelligence

**Here are four reasons why personal development should be a priority;**

**It forces you out of your comfort zone.** If there are areas of your job that you do not like or are not good at, those are the weaknesses that a personal development plan can help you improve on. Confronting these areas and improving them can help to push you out of your comfort zone. This advice allows you to experience growth and to improve your skills.

**It develops your strengths.** A personal development plan helps you improve on your areas of improvement, but it can also help you build your strength. By focusing on nurturing and using your strengths more, you go from being good at something to being excellent at it. You can reach your potential and achieve significant growth by developing the skills you are already good at.

**It boosts your confidence.** Deciding to improve your skills takes you a step closer to feeling more confident. Once you have achieved a specific goal, gained another expertise, or developed a particular area of your life, you naturally feel good about yourself. The more you keep

growing in the areas of your life you are not confident in, the more you can boost your confidence.

**It improves your self-awareness.** Personal development is closely linked to self-awareness. It allows you to take an honest look at the areas of your life that need improvement. Through this process, you get to know who you are, your actual values, and where you would like to go in life. Once you go through this process, you will improve your self-awareness and experience fulfilment.

*Chapter*

# 8

## **RESPONSIBILITY**

*“Ninety nine percent of failures come from people who have a habit of making excuses.”*

— George Washington Carva

AMERICAN AGRICULTURAL SCIENTIST AND INVENTOR WHO PROMOTED ALTERNATIVE CROPS TO COTTON AND METHODS TO PREVENT SOIL DEPLETION.

You are responsible for your life. This attitude is the foundational principle you must embrace if you plan for happiness and success in life and work. Being responsible means being dependable, keeping promises, and honouring our commitments. It is accepting the consequences of what we say and do. It also means developing our potential.

People who are responsible don't make excuses for their actions or blame others when things go wrong. For many people, everything is someone else's fault. Every problem can be explained away with reasons why they can't affect the situation or the outcome, especially at work.

But without taking responsibility, you're all the more likely to look at your career as a failure because you allowed any passing wind to blow you. All the while blaming the wind for how things turned out.

### **Make no excuses**

Excuses for failure, excuses about your choices in life, excuses about what you feel you have accomplished, and what you have not to fuel dysfunctional thinking and, consequently, undesirable actions and behaviors.

Making excuses instead of taking one hundred percent responsibility for your actions, your thoughts, and your goals are the hallmark of people who fail to succeed both in their professional lives and personal lives.

Part of the power of taking responsibility for your actions is that you silence the negative, unhelpful voice in your head. When you spend your thinking time on success and goal accomplishment, instead of making excuses, you free up the emotional space formerly inhabited by negativity. This statement is especially



true as that negative voice in your head will run endless tapes of dissatisfaction and rehearse adverse, unsatisfying outcomes over and over again.

The next time you catch yourself making an excuse, whether for the late project, the unmet goal, or the job you have chosen to work, gently remind yourself no excuses.

Interrupt that incessant tape that is playing in your mind and stop rehearsing that excuse-filled conversation. Spend your thought time planning your next successful venture. Positive thinking becomes a helpful habit. Excuses fuel failure.

### **How to take responsibility for your life**

People who take complete responsibility for their lives experience joy and control of circumstances. They can make choices because they understand that they are responsible for their decisions.

Indeed, even when events that are not under your control go awry, you can, at the very least, determine how you will react to the event. You can make an event a disaster, or you can use it as an opportunity to learn and to grow.

The most important aspect of taking responsibility for your life is acknowledging that your life is your responsibility. No one can live your life for you. You are

in charge. No matter how hard you try to blame others for your life, each event is the result of choices you made and are making. Want to travel? Then, travel. It is not your job, spouse or partner, the cost, or the time that holds you back from achieving your dreams. It is you. Want to weigh a certain number of pounds? Then, eat and exercise like the person who would consider that particular weight.

Want promotion to a management position? Then, act like, look like, and practice the actions that successful managers exhibit in your organisation in that role, Make your desire known, too, as you will never realise your goal if you keep it a secret.

Are you passed over several times? Ask what you need to do to earn a promotion. Still, passed over? Look for a new job to continue to pursue your dream.

Above all else, listen to that little voice in your head. And, observe yourself talking with co-workers, family members, and friends. Do you hear yourself taking responsibility or placing blame?

**If so, here are the steps to take;**

- **Eliminate blame; eliminate excuses.** If the blame track or the excuse track repeatedly plays

in your mind, you shift responsibility for your decisions and life to others.

- **Listen to yourself when you speak.** In your conversation, do you hear yourself blame others for things that don't go exactly as you want? Do you find yourself pointing fingers at your coworkers or your upbringing, your parent's influence, the amount of money that you make, or your spouse? Are you making excuses for goals unmet or tasks that missed their deadlines? If you can hear your blaming patterns, you can stop them.
- **If an individual you respect supplies feedback that you make excuses and blame others for your woes, take the feedback seriously.** Control your defensive reaction and explore examples and deepen your understanding of the coworker or friend. People who responsibly consider feedback attract much more feedback.

**You matter.** Live every day as if what you do matters because it does. Every choice you make; every action you take matters. Your preferences matter to you and create the life you live in. Your choices matter at work, too. You choose the path of productivity and contribution or, you accept the path of a marginal

employee. Every action you take affects organisational progress in one way or another. You always make a difference. Let that difference move the world forward. You matter. And, your thoughts matter, too.

Listen to the voice in your mind. You know the drill. Negative thoughts are overwhelming, and they can take control of your mind for days. But, how to get even, how to replay, or recast a situation that has already occurred. How to make excuses or blame others is not compelling, positive thinking.

When your thoughts are negative or unsupportive of your happiness and success, you have to change your thinking. Gently don't beat yourself up redirect your thinking to ideas that will support your success and happiness. Laugh, if you can, when you think about the time you spent obsessing over matters that are over and completed.

*Chapter*

# 9

## **GOAL SETTING**

*“If a despot like Adolf Hitler can think of 1000-year reign, why can't you think of a goal that is going to last 100 years after you have gone?.”*

— Peter J. Daniels  
AUSTRALIAN PROLIFIC AUTHOR, SPEAKER  
AND BUSINESS MAGNATE.

Goal setting involves developing an action plan designed to motivate and guide a person or group toward a goal. Goal setting can be guided by goal-setting criteria or rules such as smart criteria. Goal setting is a significant component of personal-development and management literature. If you want to succeed, you need to set goals. Goal setting is everywhere in our world. We set goals for our careers,

our health, and our lives in general. It seems modern society is always encouraging us to think about the next milestone.

Without goals, you lack focus and direction. Goal setting allows you to take control of your life's path; it also provides you a benchmark for determining whether you are succeeding. Think about it: Having a million dollars in the bank is only proof of success if one of your goals is to amass riches. If your goal is to practice acts of charity, then keeping the money for yourself is suddenly contrary to how you would define success.

To accomplish your goals, however, you need to know how to set them. You can't merely say, "I want" and expect it to happen. Goal setting is a process that starts with careful consideration of what you want to achieve and ends with a lot of hard work to do it. In between, some very well-defined steps transcend the specifics of each goal. Knowing these steps will allow you to formulate goals that you can accomplish.

Most goal-setting exercises start with an overpaid consultant standing by a whiteboard and asking something like, "What does success look like to you? In precise terms, what do you want to achieve?" If we are serious about achieving our goals, we should start with a much different question. Rather than considering

what kind of success we want, we should ask, “What kind of pain do I want?”

### **Setting a Life Plan**

A plan is a step by step of the guide to achieving a goal or intended objective. Therefore, a life plan is a comprehensive document with clear goals, details of how they will be achieved, and when they will be achieved. Everyone needs to develop a personal life plan. You must have personal life goals and strategies that extend right through their life. The goal of a life plan is to bring balance and purpose. It is meant to stabilise all aspects of an individual’s life and ensure all-round growth and development.

A life plan gives you purpose beyond the formal occupation and vocation. It gives life meaning as opposed to happiness. Many people seek to have a pleasant, happy, and trouble-free life. A more rewarding experience to lead is one that has meaning over happiness. The pursuit of happiness yields fatigue, disappointment, and character compromise. The search for meaning finds purpose, service, and ultimately satisfaction. You must seek meaning in your own goals, and plans and happiness will ensue.

It will give you a reason to live outside of formal employment or vocational life. Failing to have a

meaningful, long-lasting objective to pursue even beyond retirement gives an individual purpose to live long and achieve more.

A simple way to developing a life plan requires one to structure their lives in ways that suit them best. A typical model that can be adjusted has categories of one's life. Family, faith, social, health, vocation, and personal development can be sections of a life plan. You must develop a family plan for your partner and children stretching many years in advance. This life plan guides the activities and progress made in the family.

A faith plan has details of spiritual growth. It can also incorporate the family members and how they plan to impact those around them spiritually. A social plan is for entertainment, friends, and social life in general. It can cover set time for social life and entertainment.

A health life plan is concerned with the methods an individual has to maintain and sustain good health. The health plan should extend from the mind, body, and soul. As previously highlighted, good health includes managing emotions and spiritual well being. A vocation life plan is concerned with the employment and career plans one has for themselves. It includes businesses and



enterprises that they may pursue extra income. Any activity that ensures a better livelihood falls into this section of the life plan. This section is also essential because it covers finance and investment. Prudent planners add details of savings, investments, and how they plan to acquire assets like homes, cars, and properties.

A personal development plan is concerned with the intellectual and skills development of a leader. It includes both the academic and informal learning that stretches all through one's lifetime. Individuals must develop a personal development plan for the skills they want to learn, the method of education, and when they intend to do so. Learning must happen through formal and informal means.

Overall, a lifetime must guide an individual over what to do and when. It must instruct the planner on the season of their life and what they ought to be doing. It should also give a hint on how long they anticipate to live. A life plan is the blueprint of one's life. It has the power to give direction during times of confusion and crisis. Having a life plan sets a person on the path to order and organisation for a meaningful life.

## **Setting goals can affect outcomes in four ways**

Choice implies; goals may narrow someone's attention and direct their efforts toward goal-relevant activities and fromward goal-irrelevant actions. Effort means; goals may make someone more effortful.

For example, if someone usually produces four widgets per hour but wants to generate 6 widgets per hour, they may work harder to provide more widgets than without that goal. Persistence means goals may make someone more willing to work through setbacks. Cognition is when goals may cause someone to develop and change their behavior.

## **Accountability**

Accountability is all the rage these days. Everywhere you turn, in both the public and the press, people are asking for greater accountability. There are two kinds of accountability, internal and external. Internal accountability is being accountable to oneself.

It's an individual's personal commitment to be true to their values and to fulfill their promises. It comes from the inside out and creates credibility that others trust and respect. External accountability comes from the outside in, being accountable, not to oneself, but others. It creates an environment that people feel compelled to follow, a set of social norms and standards.

**For practical self-evaluation, the following measures must be taken.**

*Goal setting:* For a business, we can call this business planning. This is a road map that can ensure we can assess where we stand throughout our success journey. This is a seriously overlooked and simple tool for success.

*Morning routine:* We call our morning routine a “power hour.” Regardless of how we do it or what we call it, the key is to get a method implemented and do it.

*Daily markers:* Markers, in conjunction with your goals, are powerful tools to help keep us on track by reviewing where we are at daily.

*Time management:* How we manage our time is critical to dictating how we hold ourselves accountable in other areas. Getting a consistent time management system will ensure that we are doing the things that need to be done promptly.

*No one size fits the accountability system.* It’s a matter of trying different things out and seeing what works for us. This takes a little time, but once we have it done, it makes a massive difference in how effective we are.

## **Personal Coach**

For external accountability, one needs a coach. In business or life, we might refer to some of these people as mentors. They help guide us through some of the most tumultuous times and steer us in the right direction to achieve our goals and dreams. It's difficult to see things from a fresh perspective and realise what you're capable of without them.

But not all of us have access to mentors. Not all of us are proficient in networking or in touch with people playing life at its highest levels. That's the beauty of having a life coach. You don't need to know someone who's rich or famous or has the proverbial keys to success. All you need to do is enlist the help of a professional who can guide you through things.

So, what is a life coach? It's not just a mentor. It's not just a friend. It's not just a coach in the most basic sense. A life coach is a partner, someone who's there for you through life's most difficult and challenging times, able to guide you through and help you see things differently, refine your approach and achieve your loftiest dreams. Most of us are so set in our ways, that unless we have an objective third-party that points things out to us, we often fail to notice the things that are setting us back. It's a monumental undertaking to

do this by yourself. Life coaches are great at helping people who feel confused and lost. If you are at a point in life where you are not sure what you want to do or even who you are, working with a life coach can be a high starting point to begin a new journey.

A life coach can help you find clarity if you doubt yourself. We do typically know what we want, but these thoughts can be convoluted with many other things going on in your life. A life coach can help you understand your dreams and set out a plan on how to reach them. If you are looking to start a new business or change your vocation, a career coach can give you the confidence to take the next step and help you discover where your true passions lie.

You may want to hire a health coach if you're going to improve your fitness, diet, and overall health and well-being. Your coach will help you plan your meals and let you know what foods you should and shouldn't remove from your diet. A life coach can keep you accountable. If you give up before you reach your goals or downplay their importance, a life coach can be there to remind you why you embarked on the journey in the first place and help you stay motivated. Procrastinating is a time-stealing habit that will never get you where you want to be in life. Reaching your goals requires getting things

done on time, action, and discipline. A life coach can help break your bad habits and replace them with new, positive ones.

### **Revisiting your values**

Values are fundamental beliefs for an individual that dictate behavior and drive performance. Personal values are the internal conception of what is right, essential desirable, beneficial, lasting, and meaningful for self and others. These are tenets of belief and personal virtue that determine the character, behavior, and attitude.

Values are important because they inform thoughts, actions, speech, and ultimately purpose. You need values to guide you in how things are done. They will help you to determine acceptable and unacceptable behavior. They also assist in giving conscious a voice when the wrong action is about to be taken.

The presence of values means there are guides to how things ought to be done. This is important for a because not all actions justify the result. Instead, values-based means to justify the conclusion. Values are closely tied to ethics and morality. Personal values need to be a yardstick of what a you consider moral conduct. Therefore good behavior is not only measured by

personal values alone. They are weighted through community values and standards for uniformity and public order. Actions that are permissible to self but violating community ethics will place the doer at the mercy of a communal tribunal.

Typical personal values that most people ascribe to include authenticity, adventure, authority, autonomy, balance, boldness. Compassion, active citizenry, participation, creativity, faith happiness, fairness, justice, knowledge, love, leadership, loyalty, peace, respect, service, trust, stability, security, responsibility, wisdom, and wealth.

Values are the difference between someone waking up early to work while others sleep. Values define how individuals behave because they represent good and acceptable actions that form a person's hobbies, habits, and character. In the same manner, values give impetus to the decisions that one makes. An acceptable decision does not compromise the personal values that one has. This is a mark of personal values.

The values one espouses determine the energy on projects. If the values one identifies with are those of aggression, competitiveness, and power, they are likely to exude and exert focus in everything they do. This

will, in turn, give out an aura of bad energy that repels people and spoils the positive ambiance that others carry. In this way, values can determine the strength one broadcasts.

Dr. Demartini has a different theory on values that concludes that values determine the priority of things around which one organises themselves. Through an elaborate assessment, he can explain how an individual will read the newspaper before going out to exercise or how some have a coffee cup before going to bath. Naturally, we create habits out of our values, and from those habits, we order our activities in priority sequence so that what we achieve first is based on what we value most.

### **Sources of values**

Personal values are taken from different sources. Firstly, values are informed by the environment. The environment is the setting under which an individual grows up in. It includes the cultural beliefs, traditions, faith, home rule, and community values. This quickly becomes part of a child's life during the period when they are still impressionable. These values are founded on teaching given as a child, observed rules, regulations, rituals, and customs.



The second source of values is the individual experiences that a person encounters in the process of growing up from childhood to adulthood. Experience teaches a person what is essential, good, worthwhile, needful, and meaningful. Experiences help to undo the values that were sown during childhood or potentially reinforce old values that proved to be true. Experience is the best teacher. It exposes weaknesses and strengths. It gives a practical scenario to theoretical beliefs, thereby testing fictitious values that may not be helpful in real-life situations.

Finally, values can be dictated to by the task, assignment, vision, and future. This is when an individual adopts values based on the quest that lies ahead. Many people have had to go against past teachings and values because of the complexity and enormity of the task in front of them. The realisation of the difficulty of a future endeavor can prompt one to discipline themselves and assume values that guide them to the successful completion of a task.

### **Releasing personal entropy and cultivating syntropy**

Entropy and Syntropy are two opposing principles that can be observed universally and individually. These concepts have complicated explanations that have their grounding in physics. Simplified, entropy is the degree

of internal disorganisation and disorder. The opposite is Syntropy. It is the level of internal organisation and order. It refers to the organism's tendency towards energy concentration, order, organisation, and life. When energy is not localized, ordered, and organised, it creates entropy.

The level of health and wholeness of an individual can be determined by the combined level of entropy and the level of Syntropy. The more the entropy one has, the more the chaos and disorganisation can be seen in an organism's life. The more the syntropy one has, the more order, stillness, and organisation in one's life. Entropy is associated with death and decay because of the untamed energy that is trapped within. It is also a lack of energy.

Therefore it has a negative influence on the longevity of an organism. Syntropy is energy under control. Energy under Syntropy is managed and channeled well. The more energy we have to maintain and manage our bodies' different functions, the better and longer we live, which means that the more energy we have, the healthier we are. However, stress, anxiety, chronic pain, and being emotionally drained are leakages of energy and, thus, also sources of entropy. Diseases are sources of entropy as much as fear and anxiety. They

rob us of energy that otherwise could have been channelled effectively and efficiently. Homeostasis is a typical example of how entropy or Syntropy can be observed in the human body. They can manifest through body temperature, blood pressure, body pH, and glucose concentration are variable depending on the level of entropy and Syntropy.

Those that practice meditation often explain this phenomenon. They highlight the fact that the body, mind, emotions, and spirit require different forms of energy to maintain good health. If there is an oversupply or a shortage in these areas, then entropy sets in. Therefore, Syntropy requires attention to the body, mind, emotions, and spirit for energy balance and good health.

In leading self, the release of personal entropy and cultivation of Syntropy starts with positive thinking, a balanced diet, exercise, adequate rest, stress release, and meditation. People often mention "bad energy" as a negative aura that an individual brings into an environment and spreads it through their actions and words. Bad energy is just extreme entropy that amounts to toxicity when exposed to other people. Self-examination, self-discovery, and self-awareness are

keys to releasing personal entropy and cultivating Syntropy through the techniques mentioned above.

*Chapter*

# 10

## **EXECUTION**

*“Felix Dennis “Ideas don’t make you rich. The correct execution of ideas does.”*

— Felix Dennis

ENGLISH PUBLISHER, POET, SPOKEN-WORD PERFORMER  
AND PHILANTHROPIST

Willpower is a firm determination to do something. You may have heard people say, 'I know I've got the willpower to do it.' A growing body of evidence indicates that willpower and self-control are essential for a happy and successful life.

The most persuasive evidence comes from two studies that measured young children's self-control, and then kept track of them as they grew into adults. The most

well-known experiment, the "marshmallow experiment," was begun in the 1960s by psychologist Walter Mischel. He offered four-year-olds the choice of a marshmallow now, or two if they could wait 15 minutes. He and other researchers then tracked the performance of these children as they became adults.

They found that children who resisted temptation ("high delayers") achieved greater academic success, better health, and lower rates of marital separation and divorce. Mischel concluded that the ability to delay gratification constituted "*a protective buffer against the development of all kinds of vulnerabilities later in life.*"

In a second study, 1,000 children were tracked from birth to the age of 32. The researchers found that childhood self-control predicted physical health, substance dependence, personal finances, and criminal offenses.

This study was accurate even when other factors such as intelligence and social class were equated. They also compared sibling pairs and found that the sibling in each pair with lower self-control had poorer outcomes, despite shared family background.

## **How to Strengthen Your Willpower**

Don't keep yourself in a constant state of willpower depletion. Weight-lifting is a great way to build muscle. But you wouldn't spend half an hour lifting weights just before helping a friend move his furniture because you know that your muscles would be too fatigued to do a good job. Neither would you spend hours daily lifting weights with no recovery time. The same holds for willpower. While wisely exercising self-control is a great way to build willpower, never giving yourself a break is an excellent way to deplete your resolve.

In sports, coaches and trainers often distinguish comfort zones and stretch zones. If you are comfortable running a 10-minute mile, increasing your pace to a 9-minute mile puts you in your stretch zone. Alternating between the two is an excellent way to improve your performance. But staying in your stretch zone is not a good idea. Your risk of injury increases and your performance will suffer in the long run due to a lack of recovery time. The same holds for willpower.

### **Use your imagination.**

Imagination is a powerful technique for improving willpower. The body often responds to imagined situations as it responds to experienced ones. If you believe lying on a peaceful beach, listening to the waves

gently lapping the shore, and tasting the salty sea air, your body will respond by relaxing. If instead, you imagine being late for an important meeting, your body will tense in response. You can use this to your advantage in building willpower.

### **One step at a time**

Often, people give up not because they lack willpower, but because they feel overwhelmed by the enormity of their goal. An excellent way to deal with this feeling of overwhelm is to break the goal down into manageable pieces and line them up in a sequence that guarantees success.

### **Be yourself**

It takes an enormous amount of effort to suppress your healthy personality, preferences, and behaviors. Not surprisingly, doing so depletes willpower. Psychologist Mark Muraven and colleagues found that people who exert this kind of self-control to please others were more easily depleted than those who held to their own internal goals and desires.

When it comes to willpower, people-pleasers may find themselves at a disadvantage compared to those who are secure and comfortable.



## **Comfort is the enemy of greatness.**

More so than any external variables impinging upon many goals and objectives today and going forward, the greatest obstacle to achieving greatness is our preoccupation with becoming and remaining comfortable. Jim Collins asserted in the first line that, ‘Good is the enemy of great’; in the 2001 book *Good to Great*. This statement was about the comfort one gets by being okay. In the same way, it is clear from both my personal and professional experience that our desire for comfort is clearly at odds with our pursuit of improvement. So, there is the rub:

At the same time that we seek to become masterful as individuals and collectively high as group practices, we fail to embrace change because it requires paying the tolls of discomfort, uncertainty, and sacrifice.

Accordingly, the average individual or practice found at the 50th percentile is inclined to settle for what is seemingly pleasant and lacks the motivation to take steps forward into transition and uncertainty where greatness might be found but with no guarantee.

Ironically, then, it is the struggling individual or practice embroiled in suffering and thus out of balance

that stands a better chance of embracing change and making improvement toward mastery and excellence than those feeling relatively stable. As leaders in your practice, make a conscious effort to instill a sense of urgency about moving forward to reach goals. Make it clear that people will be necessarily uncomfortable, especially if they perceive their situation or the practice as a whole to be doing well enough. And even if it is true that people are holding their own and doing adequately, strive to create a culture in which the ongoing pursuit of improvement toward one's highest potential becomes an ingrained expectation and eventually permanent.

While some say, 'If it's not broken, don't fix it,' effective practice leaders going forward will mean instead, 'If it's not excellent, don't settle for it.' Once people become accustomed to this work ethic and value orientation, they will enjoy greater motivation to succeed and experience the ongoing fulfillment that comes with mastery, excellence, and being part of an exceptional winning team.

Some of the world's most successful people came from some of the most difficult and challenging backgrounds. Comfort is the enemy of success, because the minute we feel comfortable, we stop growing, stop pushing, and stop trying to improve. There's value in pushing your limits, testing the boundaries of your mind, body,

business, and life, in an attempt to become a better person. Being uncomfortable is well, awkward, but when you look at it as an opportunity to grow, you'll find considerable rewards in pushing through and becoming more than you were before.

So, inspiration comes from the same frame of thought; how do you document inspiration? In my opinion, motivation contains a few key concepts: passion, catalyse for action, and kaizen. Inspiration comes from many activities, sources, and other factors. Each time inspiration has the same effect and causes though.

Inspiration mostly comes from people who have achieved the things that we want to make. They become role models of what is possible. Their example becomes a model to which we can mimic and emulate. In pursuing our goals, these legends evoke inspiration when we hear their stories and are told of the obstacles they had to defeat.

We are always inspired by passion. If we as people see passion, the inspiration will come, it's the field of dreams. You are passionate. You will share that passion, and others will follow. The desire has to be a driving force in that particular focused area.

## **Passion drives action, and action is a catalyst for change.**

The Japanese have a word for the never-ending pursuit of perfection, kaizen. This empowering belief is a good thing if not a great idea in only closely monitored controlled circumstances. Any deviation from this persistence will become more of a detriment to a project more than anything else. It's the driver for everything around inspiration. The fine craftsman around the world that have the ever-perfected object project service or anything else. It's that which pushes us to strive for better.

### **Believe in yourself**

It is interesting to see many people who don't believe in themselves.

This state is due to several contributing factors, namely;

**Your background:** Your environment, how you were raised, what you were told, how you were told.

**Your Relationships:** parents, friends, community, school

**Your economic value:** Your current stature, your achievements, your aspirations

**Redefining decision:** Decisions you took in the journey of life and why you took those decisions

And the meaningful events that took place in your life:  
These may be painful or pleasurable events that impacted your view of life

If you see people with high self-esteem, it's due to several factors, which may include the ones mentioned above. Believing in yourself is not a matter of arrogance or self-righteousness, but it's a result of understanding who you are, why you are here and your peculiarity among humanity.

**There are many reasons why you need to believe in yourself, and I will only focus on three;**

1. If you don't believe in yourself, no one will: We are forever educating people on how to treat us, whether we like it.
2. Belief in oneself has a way of affecting everything you do: The energy you exude polarizes everything you do
3. You can take bold steps in your success journey: People who have changed the world, are those who believed they could. Like a saying I crafted, if you think you can, you will, if you think you can't, you won't.

One of the exercises I enjoy doing in my personal development workshop is timeline therapy. This exercise is where I asked participants to number the events that took place in their lives, which positively or negatively impacted them. Once they finish outlining them, then I ask them the following question;

Know what you now know, highlight the positive values from the actual event, and the negative values from the same event. This exercise puzzles them because how can you see the negative in the positive? I further ask them to highlight the negative values from the negative events and the positive values from the negative events. `Again, this puzzles them because how can you highlight the positive from the negative. Some participants struggle significantly with this exercise, and eventually, they discover the AHA moment, which releases them from the negative energy they harbored all those years.

It's incredible how past events affect us and our perception of life. When you do this exercise, you get a balanced view, which helps you see life the way it is.

**Here are three things you can do immediately to increase your self-esteem quotient;**

1. Monitor your thoughts: Thoughts are things, and they impact your paradigm
2. Monitor your language: What you say is an indication of where you are
3. Engage in activities that reinforce the new belief in self: exercise, charity engagements, seminars, etc.

**Commitment**

In executing your goal, you will be confronted by many challenges that will force you to give up. It poses a lot of pressure when faced with incredible odds. You need to have a high resolve not to give in to pressure. You will be discouraged, disappointed, and dismayed, acknowledge those moments, and be honest with how you feel. The problem escalates when we overindulge in these emotions and become immobilised.

**Two things happen when you are confronted with pressure;**

1. You give in
2. The pressure subsides

Giving in is an indicator that you were not resourceful enough to deal with the challenges. It is why you need to plan for your problems so that you are ready to confront the day of trouble. The pressure usually subsides if you have firm resolve and faith. Building reserves becomes an imperative way before you are confronted with challenges.

The unfortunate part is that we can never pray them away, nor will we ever enjoy life without them. Problems are part of us, and we need to embrace them to lead a good life. The benefit of challenges is that they strengthen our character and mental backbone.

You become a formidable person who can tackle any challenge. Often the problem that causes us to give in is because of our limited view or paradigm. When you realise this and begin to shift your paradigm, you gain a new perspective and can make wise choices during trying times. You need to build reserves in the following areas;

### **Spiritual Reserves**

In times of trouble, you need to tap into your spiritual faculty to talk with God about your circumstances. It helps if talking to Him is a daily practice and an ongoing



relationship. When I coach leaders, I introduce them to the habit of reading the book of proverbs daily according to the calendar. The book of proverbs has 31 chapters, and we usually have 31 days of the month.

In cases where the month ends before, I encourage them to read the extra chapters so that on the first of the new month, they begin again with proverbs 1. I further request them to have a journal handy, where they can jot down highlights and ideas.

This discipline has had a tremendous impact on those who have been diligent in following the routine. Some report that they had ore wisdom and insight. After every reading and note-taking, I then request them to add a short prayer in the light of what they have read. I have only success stories when it comes to this discipline.

### **Mental Reserves**

You have to understand how your mind works for you to leverage it at will. Most of the challenges you face can be eliminated if you can change how you look at them. Your mind is the enabler and a deterrent to your dreams. Before I begin with any coaching rollout, I usually have a contracting session with the client. In this meeting, we share our expectations and set up

milestones. I further paint the picture of the coach's role in a coaching situation.

I tell them that as a coach, I become your thinking partner. And for them to appreciate this partnership, I usually ask them what it means to think. All sorts of answers and ideas are shared, and eventually, I give them my version, which says, Thinking is a process of asking and answering questions and making up assumptions and decisions.

The quality of questions you have determines the quality of the answers you receive. As a coach, my role is to provide you with quality questions that will generate quality answers. You should see their eyes after this explanation. In proverbs 20:5, the bible says, *"Counsel in the heart of man is like deep waters, and a man of understanding draws it out."*

This scripture simply means that the counsel (answers, wisdom) is innately stored deep in each individual's recesses. The man of understanding (coach) draws it out through the questioning techniques. The answers you are looking for are not outside of you, but inside, they just require a change of paradigm.

## **Relationship Reserves**

The importance of investing in quality relationships cannot be overemphasised. It doesn't mean that you have to burden your relationships with your problems, but you need sounding boards around you, where you can enjoy a good laugh and new perspectives. This exercise momentarily takes you out of your challenges and allows you some cooling time to reflect, reframe, and reorder your focus.

During his bankruptcy, Peter Daniels invited a number of his quality friends to dinner. He had prepared a list of questions based on his then demise. During dinner, he asked each of his friends, what they would do if confronted with this particular challenge. His friends didn't know what he was going through. After dinner, he had a list of solutions by merely piquing his inner circle's brains.

At times, people don't need to know what you're going through, and you need them to help you gain a new perspective. I sometimes think of my virtual mentors (the great man who changed history), and I ask myself, knowing Tony Robbins' train of mind through having consumed his material, how would he confront this challenge. This exercise immediately sets me on

another plane where I'm able to think creatively. Ideas just flow, and I'm ready to generate constructive ideas.

### **Emotional Reserves**

Emotions are a potent component of our lives. They drive us to behave as we do. A set of emotions backs every decision we make. Knowing how to manage your feelings helps you to have self-control and wisdom. The book of proverbs say, Proverbs 19:11, *"A man's insight gives him patience, and his virtue is to overlook an offense."*The ability to control and manage your emotions is a sign that you are a person of insight.

Every set of emotions you entertain calibrates you to a high or low frequency. A high frequency inflates your energy, and you can think creatively and productively, and the opposite is true. You can never master a subject where you have not invested time learning. You can't wake up and be a patient person.

There has to be some insight, where you understand the techniques you can apply when confronted with adversity. I'm reminded of when I was conducting an emotional intelligence program for executives of a multinational company. While I was busy covering the first module, one of the executives interjected and told

me that whatever I was teaching was a waste of their precious and that I should pack up my stuff and go.

I kept my cool and responded by acknowledging his comments, and secondly, I requested that the content was going to make sense as we go along. However, I said that if he can't bear to be patient with me, he is welcome to live to which he relented. I continued, he again interjected and told me that no one would attend the next coming days.

I decided to add some humor and entered into a bet with him. He promised to give R100 if his colleagues came back the next day. It was a deal. I continued, and the program evolved. Everybody attended the next day and started becoming friendlier and began opening up about his personal life. You know what happened next. I won the R100, and the feedback was humbling. Most executives said emotional intelligence made more sense during your confrontation with our colleague, and how you handled him displayed its essence. I had won their trust and gained favor.

This practical case study taught me a lot about how we can constructively manage our emotions. It's not what happens to us that affects us most, but how we interpret what happens makes a world of difference. I have a

formula for this, which says; I (incident) + C (choice) = R (results). We can never stop the incidents from confronting us, but our choices determine the ultimate results. You have control and management over your choice but not over the incident and the results thereof.

## **Financial Reserves**

We have spoken a lot about finances and how they enable us to realise our dream. I have come to appreciate the fact that without money, it's difficult to realise our potential. A wealthy individual once said I'd rather face my problems eating steak in a fine restaurant than facing challenges without financial leverage.

Building reserves becomes an imperative and necessary discipline if we want to lead a successful life. Getting out of debt is also one of the necessities, especially in the current economic climate. Debt is weighty and burdensome even if you afford to service it.

## **Peter Daniels has a formula called GOOD;**

Get

Out

Of

Debt

We owe it to ourselves and our children to have financial reserves and investments. It would be tragic if they were to begin life from where we started. Our role is to create a platform where our resources are channelled towards enabling them to be all they be.

## ABOUT THE AUTHOR



**Luthando Daniels** is a CTT® (Cultural Transformation Tools) Certified Consultant, Barrett Values Centre LLC, Executive Leadership – Institute of National Transformation. He is a qualified Master Coach from NeuroCoaching Academy. Creator of Emotional Climate Measuring Toolsä (ECMT).

Luthando specialises in the training and development of individuals and organisations. He is a founder of Daniels Institute and Take Charge Seminars And Life Rhythm.

He has consulted for various companies and organisations around South Africa. As a keynote speaker and seminar leader, he has shared principles with individuals and leaders to improve the quality of their lives and their organisations.

He has studied, researched, written, and spoken in the field of personal and organisational development. He speaks to corporate and public audiences on the subjects of personal and professional development, including the executives and staff of some of South Africa's largest organisations. His exciting talks and seminars on Leadership Consciousness, Mindfulness, Emotional and Spiritual Intelligence, and Success Psychology bring about immediate changes and long-term results.





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## **OFFICES**

Address

Unit 23 Mawa Crescent

Mall of Africa

Waterfall

Midrand

2066

Email: [yolanda@danielsinstitute.com](mailto:yolanda@danielsinstitute.com)

Website: [www.luthandodaniels.com](http://www.luthandodaniels.com)

[www.danielsinstitute.com](http://www.danielsinstitute.com)

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