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You're here because you want a better life. Once you've made up your mind to be successful, it's just a matter of following your plan, a daily system to adhere to using self-discipline, excitement and follow through.

You'll find that if you create a 'cookie-cutter' system for each project, business, goal and task you undertake, you'll save much time and make things exponentially easier on yourself while working your way toward achieving success in every area of your life. Consider this document and accompanying video your cookie-cutter system for getting in the right mindset. It's very important that you stick to the system if you truly want success.

The very first step to becoming successful in any area of your life is to answer the question "why?". You must have a reason for wanting to succeed. Is it for you children, family, yourself or the world? Whatever the reason, keep your reason in mind at all times to remember the "why". This will guide you through the ups and downs and constantly remind you of the reason you will never give up.

There are 3 main daily 'action' steps for you to complete each day in order to take control of your thoughts, create success in every area of your life and achieve your goals and dreams.

We explain each of these 3 action steps in the following paragraphs along with detailed how-to examples and further instructions to follow and additional substeps to complete.

## THE THREE MAIN ACTION STEPS TO BE COMPLETED EACH DAY (TWO MENTAL AND ONE PHYSICAL) ARE:

- 1.Stop, reflect and envision (mental).
- 2. Focus on the positive (mental).
- 3. Make notes to accomplish your goals (physical).

Main Action Step 1. Stop, reflect and envision - when you wake up each day (and periodically throughout each day), it's very helpful to take a few moments (stop), before getting out of bed, to think about your past (reflect), both the good things and the things you want to change, what you want your future to look like (envision) and how you see yourelf in that future (envision). Don't dwell on the negative things of the past, but it's perfectly acceptable to briefly acknowledge them just as a reminder of why you're changing your life (It gives you a starting point for change).

Keep this vision of your new self in the forefront of your mind throughout each day. You've probably heard of the saying "fake it till you make it." That statement is a bit of a misnomer. You don't want to "fake" success or anything else for that matter. You want to actually be your envisioned self in the here and now, at this very moment.

There's no faking it. Once you make up your mind to succeed, you aren't faking anything. You are already succeeding so there's no need to fake it. That's how you need to think. You are already successful. You are simply taking the steps necessary now to achieve all your goals and dreams.

Knowing that you are actively and currently living a successful life should be very exciting for you. If not, then you most likely don't believe you're living successfully yet. To have this type of excitement, you've got to believe in yourself and that you are already successful and on your way to achieving your goals and dreams. So, take a moment to 'envision' your new you, let your guard down and let yourself be excited because you are on your way to achieving your goals and dreams.

Again, you're not faking this success. You are successful once you start taking steps toward achieving such success and implementing self-discipline and follow through each day to make it happen. Additionally, the more you accomplish toward reaching your goals and achieving success each day, the more the excitement will grow inside of you and spur you on to keep at it and see it through until you've completed all that you've set out to accomplish.

When negative thoughts, feelings and even people start creeping into your mind and your life each day (we all know this will happen) and you start to feel the negativity wearing you down, this is a perfect time to go off by yourself (maybe take a walk or a drive by yourself) and refocus your energy on action step #1 - stop, reflect, envision. This is good practice for getting the upper hand on taking control of your thoughts allowing you to steadily increase the likelihood of transforming yourself into your new you, more and more leaving behind the old you and getting even closer to achieving your goals and dreams.

Implementing action step #2, focus on the positive, during this time (and for that matter, throughout the whole day, each day, from beginning to end) will also help guide you through the process of refocusing your energy from the negative to the new 'positive' you. You must start believing in yourself and not all the negative people and doubters around you. You have it within you to make the necessary changes in your life to succeed at whatever you put your mind to. Action step #2 will be discussed next.

Page 2

The strategy for action step #1 is to keep the image of the new you at the forefront of your mind so that you are progressively transforming yourself into the new you, while more and more leaving behind the old you, giving yourself the ability to accomplish your goals and achieve success in all areas of your life.

The more you envision the new you and focus your energy on accomplishing your success goals each day, the more excited you'll become and the less the old you will get in the way with all that negative thinking and attitude. Each new day you should be focusing more and more on the new you, thinking positive and accomplishing tasks that will get you closer to achieving all your goals and dreams. Speaking of thinking positive, that is step #2 and will be discussed next.

Main Action Step 2. Focus on the positive - All our everyday activity, struggles and enjoyment begins in our brains. We decide how our days are going to turn out by the way we think. I believe all of us can agree on that point. Even when terrible things happen to us, our thoughts dictate how we are going to react to every event in our lives.

The more often you think positive about your surroundings, and life in general, you'll notice that more positive things will happen. This is because you are the one creating the environment for which you live in. A positive attitude positively transforms your lifestyle. We are not perfect, but we can strive for greatness. And this starts with how we perceive the world and our surroundings and how we decide to deal with them.

So, why not deal with our surroundings and the world in a positive, constructive way each day to allow ourselves the opportunity to better our lives? You'll notice the more you do this, the better life will get and eventually you'll be living successfully.

I am living proof that a better outlook on life gives us the ability to enjoy our surroundings and perceive the world in a better light producing more positive energy and excitement giving us the ability to feel better about ourselves and accomplish more in our lives.

For a long time, I allowed negative thoughts to infiltrate my brain and control much of my behavior. This caused a lot of heartache and disappointment in my life. But, not any more. By making the positive changes mentioned in this book, my life has drastically changed for the better. If we can find a way to always think positive, there's no limit to what we can do with our lives.

If you want an amazing life for yourself and your family, then train your brain to start thinking positive, believe in yourself and follow the processes in this book. We can all completely transform our lives and start living successfully by following a few simple methods. And a key ingredient for adhering to these methods is self-discipline.

You must make up your mind to consistently, and without revocation, follow these methods to live successfully. It's up to you. Nobody can make you do it. You must make it happen for yourself. Begin transforming your mind and fill your head only with positive and uplifting thoughts, even thoughts about the people around you.

This may seem like a daunting task, but it is very feasible. For one, make up in your mind that you will always assume the best in people, even people that have somehow wronged you, belittled you or otherwise have rubbed you the wrong way. Because that type of behavior coming from them is their issue, not yours. It's probably more damaging to them than it is to you. Don't let them negatively influence you. Who knows, maybe your positive outlook and energy can influence them in a positive way.

As a matter of fact, you don't have to let that type of behavior affect you at all. You can stay away from people that treat you that way and, instead, surround yourself with friendly, uplifting people. Or, as another approach, you can help those type of people by being positive and uplifting toward them in an attempt to positively influence them. Of course, if they continue to be abusive toward you for too long, then it's probably better to get away from them and feel good that at least you tried to help them.

This process takes self-discipline. As a matter of fact, every technique I will talk about in this book takes self-discipline. The key for this technique is that you put yourself on a new path of positive thinking and letting go of all those negative thoughts about people, your surroundings and the world. But, what do you do when those negative thoughts begin to creep in and control your behavior again?

## **Dismiss Negative Thoughts**

Getting rid of negative thoughts is as easy as 1, 2, 3 - (1) Deflect (2) Reflect (3) Reject. Always be thinking positive, but if the bad/intrusive/OCD thoughts enter your mind, follow the process just below:

1. Deflect - You don't want negative thoughts sticking around, so stay calm, relax your mind and immediately deflect them (like a shield) so as not to give them substance. Pretend you're Mel Gibson in Braveheart and the negative thoughts are all those arrows being fired at you, but you hold up an indestructible shield in front of you and all the arrows are either blocked or bounce away.

Page 4

2. Reflect - At the same time you're deflecting, reflect and recognize why the negative thoughts are there in the first place (experiences from your past, fear of the unknown, etc.). This will help you come to grips with them and more easily dismiss them if they come around again.

This is not the same thing as taking ownership of the thoughts (which are happy thoughts you want to hang on to or dwell on). It's simply acknowledging that they are there and why they are there. It's a way of helping us understand ourselves better to rid ourselves of the negative past (or present) while moving on to a brighter future.

For example, as you reflect, simply tell yourself things like "Oh, that's just OCD" or "Oh, that's just negative" or "Oh, that's not me" or "Oh, that's just my bad temper" or "Oh, that's just from past mistakes" or "Oh, that's just anxiety" or "Oh, that's just me feeling sorry for myself", etc., etc. Do you see what I'm getting at? Once you start labeling these negative thoughts, it makes it much easier to laugh them off and let them go.

Better yet, as time goes on, you'll want to deflect, reflect and reject as quickly as possible. In that light, as soon as it works for you, shorten the above reflection sentences to things like, "Just OCD" or "Just anxiety" or "Not me", etc., etc. This allows you to spend even less time on the negative to positive transition process and gets you on the road to ultimate success that much faster.

3. Reject - Once you've deflected and reflected these negative thoughts, it's time to reject them .. for good. Tell yourself you're not ever taking ownership of such thoughts (because they're bad for you) and, in your mind's eye, watch them being swept away (ie. like with a broom) and disintegrated into thin air. Then immediately refocus and channel your thoughts onto positive things in your life.

Say you're driving along on a nice sunny day minding your own business and someone cuts you off. They come very close to hitting your car, but they don't. This happens way more often than it should. I know. I've been in that situation many times in my lengthy driving career. It used to really anger me that they would do that and my first thought was always some kind of retaliation, at least in my mind.

I would stew about it for a while letting the negative 'angry' feeling ruin part of my day, including the pleasant drive I was experiencing. But, why? They didn't hit my car and retaliation would only lead to something worse, like a fight or car accident. So, does it really make sense to dwell on the negative? No. The positive is that I was still alive, my car was intact and the sun was still out.

So, I should have immediately let go of (deflected) those negative thoughts, saw them for what they were - unnecessary angry feelings (reflected), dismissed them (rejected) and focused on the positive, like a beautiful sunny day, a nice drive and no car damage. This would have prevented unnecessary stress and positively contributed to my overall wellbeing.

In the beginning, this whole process should only take a few seconds. After a while, with practice, it should only take a split second and eventually it will be so easy that the negative thoughts will all but disappear and most of your brain activity will be occupied by positive thoughts.

The key is to do your best to always follow this process, but if you find yourself getting off track, immediately get back on track and continue following the process. By constantly following this process and actively thinking positive, the negative thoughts should lessen and all but disappear over time.

One key element is to allow your mind to be calm and relaxed when the intrusive thoughts come instead of becoming frustrated and agitated, which will just increase their presence in your mind. So, keep your mind calm when the bad thoughts come and use the above process to get rid of them.

Bad thoughts include all negative thoughts (OCD, intrusive, harmful, evil, etc.). All too often, many of us tend to dwell on the negative. Due to our circumstances, we feel that life is unfair and that bad things keep happening to us (like losing a job, being dumped by your girlfriend, etc.). I say join the club. We're not alone. Bad, or negative, things happen to all of us. It's up to us to deal with negative life events in a positive way.

The reality is we can overcome negativity by staying positive. That's what this book is all about - changing from the negative to the positive in every area of our lives, including our thoughts, our mental and physical health and ultimately to overall success in our lives. For us to be successful, both personally and professionally, and to achieve financial independence, if that's what we desire, we must stop feeling sorry for ourselves and focus our attention on productive and positive changes in our lives.

For myself, as I'm getting older, I tend to drop things a lot more often than I used to and this is very frustrating and actually used to anger me to the point where I'd do and say things that I regretted afterwards. This is just one example of the type of negativity we just need to let go of and turn it into a positive.

For example, now when I drop things I either laugh it off or simply ignore it and pick up whatever I dropped and get back to business. By the way, laughter is positive and good for our health. This is a much healthier and constructive way to deal with a frustrating experience and doesn't cause unnecessary negative energy and stress. It's uplifting when we can laugh at ourselves, so it's another way to keep things positive and moving forward in the right direction, which, ultimately is success in life.

After you go through this process and notice the negative thoughts are becoming fewer and far between, then come up with one word to replace the whole process, such as 'no'. For example, as soon as you recognize the intrusive (negative) thought, in your mind, say 'no' and move on to your positive thinking again. The word can be anything that makes sense to you. For me, I chose 'no' because it's simple and reflects my view of 'no more', meaning no more negative thoughts.

When you get to this point and when negative thoughts attempt to creep in, your mind will immediately so 'no', or whatever word you decide on, and this will be the whole process of getting rid of the negative thoughts because your word is all you need to deflect, reflect and reject all negative thoughts. But getting to this point takes time so don't rush it.

Now that you've read about the first 2 'mental' main action steps for getting in the right mindset, it's time to turn your attention to the 3rd and final 'physical' main action step which will help you stay focused and organized while working your way toward ultimate success in every area of your life and achieving all your goals and dreams.

Main Action Step 3. Make notes to accomplish your goals - This will help you keep it all together. It's imperative that you write down all of your important to do's and tasks on a daily basis and to follow a system to keep it all organized so you don't forget and you're able to much more easily (and without hesitation) achieve your success goals and objectives.

The following paragraphs will explain the main components of our Biz Organized complete in-and-out system for filing and keeping organized all of your digital and paper files and paperwork. Please use the Shop link at the top of our website (oursuccesstools.com) to order the complete and detailed step-by-step version of our Biz Organized system.

To keep from getting extremely frustrated and giving up on your goals and dreams prematurely, you must follow a system of writing down and keeping track of your ideas, to do's, tasks, goals, etc. At the very least, you need to write down on scrap paper (or any kind of paper or digital notepad for that matter) every helpful idea and things you need to get done each day and keep those in a place that you walk by throughout the day, each day, so they are in front of you at all times.

You must keep track of such things because if you don't, those brilliant ideas and important to do's could be lost forever or at least won't surface again until it's too late. Keeping these notes close by and in front of your face will save you countless hours of wasted time, not to mention potentially lost future income.

Our Biz Organized system is comprised of a 'from beginning-to-end' methodology, meaning there's a specific storage and retrieval location for all files and paperwork, both digital and physical, for the entire life cycle of said files and paperwork. It includes various tools and equipment to maintain the flow of said files and paperwork through the system and throughout their entire life cycle.

Using our system gives you the ability to seamlessly conduct your business and personal affairs with peace of mind because you will always know precisely where everything is located from beginning to end. Again, for the full version of the Biz Organized in-and-out system, please use the Shop link at the top of our website (oursuccesstools.com).

As briefly mentioned, the short version of the system consists of using paper, and/or your digital devices, to create necessary notes to keep track of all your to do's, tasks and future goals, among other reminders. You also need to organize them in such a way that makes them readily available and easy to retrieve.

For exmaple, good ideas that just happen to come to mind as you're going about your day should be written on any blank or scrap paper and kept on your dining room table or another location that you often pass by throughout the day.

## A simple breakdown of our system:

- 1. Writing down, either on paper or digitally (or both), all your ideas, to do's, tasks and goals, etc. each day as you think of them.
- 2. The to do's/tasks that are high priority and urgent should be kept on the dining room table or another location that you often pass by throughout the day so they are right in front of you and you don't forget to do them.

  Page 8

- 3. Create a designated area in your home or business to store and retrieve the notes you produce from #1 above and the rest of your business and personal files and paperwork: The digital files will be stored in an organized folder structure on your computer (and backup storage) while the physical paperwork will be stored in an organized paper filing system.
- 4. Each day you will review your to do's (and other notes) and mark each one as done once you've completed the various tasks. An example of marking the task as complete is to draw a line through it.
- 5. Repeat steps 1 4 daily and remember to check out the full version of our Biz Organized complete in-and-out system (oursuccesstools.com/shop) for the full, very detailed, step-by-step version (includes both PDF and Video series).

By following these 3 very important and necessary main action steps, substeps and instructions, you give yourself the ability to create and maintain success in every area of your life and, we hope, fulfill all your goals and dreams.

To your success!

The Keen Concepts Team.