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Seven Ways to Take Control of your Life

There are seven things that are going to get you moving seriously forward on taking control of your life. The first one deciding what you want is so important because if you don't know what you like then how can you take control to get more of what you like? So this is an important first step in learning to take control of your life.

1. Decide what you like about what you do(consulting, coaching, admin asst., etc.)
 - a. Get very clear about this
 - i. Hours
 - ii. Being in front of people
 - iii. Helping people
 - iv. The travel
 - v. Knowing you are making a difference in peoples lives
 - vi. Seeing the ah ha come from people
 - vii. The money
 - viii. Not sitting at a desk
 - ix. Sitting at a desk
 - x. Different scenario every day

TAKE SIXTY SECONDS RIGHT NOW TO WRITE THIS DOWN OR THINK ABOUT IF YOU DON'T HAVE PEN & PAPER

- b. Put them in order (maybe even give them a percentage)
- c. Put a why next to them
 - i. This gives you an even clearer vision of why you like them and later can help clarify what you will be looking for. If you don't know why you are doing something you are not going to have the passion and drive to move forward even if the going gets tough so you really need to clarify this for yourself.
 - ii. Helps you really appreciate what you do and why you do it

These will be the things we are going to focus on changing as you take control of your life.

The next step we are going to talk about is deciding what you don't like about what you do. Taking control means trying to get more of the things you do like but also eliminating some or all of the things you don't like.

2. Deciding what you don't like about what you do
 - a. Deciding this gives you clarity on things you want to eliminate
 - b. It will give you an exciting feeling of really taking control
 - c. Here are some things you may not like but I am sure you can come up with many of these on your own.
 - i. Too many hours
 - ii. Not enough hours
 - iii. Not getting to choose what you do

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- iv. Too much travel
- v. Not enough travel
- vi. Not being respected
- vii. Waiting on expenses to be paid

These are the things we want to eliminate or minimize in our careers. We will look at ways to do this with the rest of the steps we will be talking about. What are some of the things you might like to eliminate? Some things that you would have differently in your life if you could?

The third step is creating goals. Some people are already very good at this and have probably used it in parts of their life but maybe not in this part of their life. They never realized that even though they are doing what they like their goals can make it even better because it can get them creating more of the positive parts of their job.

3. Creating Goals

- a. Whether you have created goals before or not, this step is not hard. We already have a great start because we know what we want and what we don't want.
- b. So now we will take those likes and dislikes and figure out how we can turn them into goals
- c. What we want to do is get very clear about what would our jobs look like if it were in an ideal state and what can I do to make that happen?
- d. As you are creating your goals write down how things are going to change and by when
- e. So let's say you like being in front of people. In general you would you say, 'I want to be in front of people doing more coaching or more training and or speaking'. Even though that is the idea that is not clear enough, not specific enough to be a goal. So you want to create that goal so
 - i. it is something defined enough that you can work towards it,
 - ii. powerful enough so you are driven towards accomplishing it,
 - iii. important enough so you will continue it even if obstacles get in your way
 - iv. vivid enough so you know what steps you need to take to attain it
- f. So the goal may look something more like this
 - i. I will create an additional class that will help serve my clients needs and schedule one extra day for every location I train at to incorporate this new class. I will create the class by such and such a date. And present it on this date which is my next scheduled training.
 - ii. You have just taken control because you have a new class to teach and something that will add a new class each time you are out training allowing you to be in front of people more doing training!
- g. Let's say instead you want to get rid of a negative about your job. Let's use training as an example again. For trainers one of the huge negatives is lugging equipment. It can be a very aggravating, time consuming and

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frustrating event when you have to take and setup say 12 computers every where you go to do training. Or have to pack and ship items for your coaching classes. So again create a goal that will help eliminate this task. It may look like this.

- i. I will reduce the cost of training and using equipment by December of this year.
 1. Then set about to research how much training rooms are
 2. Find out how much it costs to ship your equipment
 3. Figure out how much time is spend setting the equipment up
 4. Think of how often hotel rooms or conference rooms from the client are not setup in a conducive training environment
- ii. By doing these things you will find that your company or the company you are working for will be able to save money and you will have a lot less stress in your life because you will no longer have to take and setup equipment

If is eliminates something that you don't want in your life. Then you can take control by getting rid of these things. Remember these are all choices that you can make to have a better life.

Any goal that is going to help you work towards your dreams of having control over your life is going to be something you want to work towards. If you are not good at goal setting or follow through you may want to look at how to do this on the internet, get a book about goal setting, or hiring a coach that will help you in your goal setting and give you an accountability partner to keep you on track.

The next thing you will want to do is Create Affirmations. You have got the goals now you have to create affirmations that will help bring those goals to fruition. Affirmations create a dynamic tension in your mind that helps you get to the affirmed goal. It helps move you towards the motivation. There are several steps to affirmations. This is a POWERFUL tool that you do not want to skip when working towards taking control of your life.

There are several parts to creating affirmation and you will want to incorporate each one of these so that you get the best results out of creating these affirmations. Remember we are just affirming the things that we want in our lives.

4. Creating your Affirmations

- a. Your affirmation should be created with an 'I am' statement.
- b. They should be in the present tense. We tend to want to say what we are or what we want in the future tense. The mind can't recognize that to help you produce it. So you have to keep it in the present as that is all you mind truly recognizes.

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- c. The affirmations should be stated in the positive. Don't say something like I don't want to be fat anymore. Say I am joyfully looking at my slender body.
- d. Next you will want to try using a feeling word, like joyfully that I used in the last example.
- e. And sometimes if it is appropriate you will want to end it with the words 'or something better.'
- f. Another example would be 'I am happily presenting my speech to this group and getting great praise or something even better'.
- g. Everybody write down one affirmation now. Remember to use the rules
- h. You will want to read you affirmation at least once a day and twice if possible. Usually when you just get up and right before you go to sleep. This keeps them in your mind all the time. I and others that I know have even recorded them so you can listen to them when you drive. You will be amazed at the changes in your life that this affects.

The next thing is the easiest concept that has ever been developed and yet it is the most underused. I could take this one concept and make it the whole focus of tonight because it is that important. It is absolutely TOO powerful not use this tool. The step I am talking about is asking.

5. Asking is actually one thing that a lot of people fear. Think of some of the things you have had to ask for in your life; asking someone to marry you, asking for a raise, and a really hard one for most people asking for help.

But I will guarantee you, asking is the most rewarding, exciting, and empowering thing you can do for yourself. Asking allows you to be open and honest with people and sometimes you will get the most incredible results.

Why don't people ask for what they want? They have a fear of rejection, a fear of looking stupid, a fear of hearing the word 'no'. But you know what? You are not one iota worse off by asking someone something and having them tell you no then you were before you asked them.

I will tell you a story of how powerful this action can be. I was working for a company that on one particular year they decided not to give raises. I had done exceptional things that year and I felt like I deserved a raise. So even though this was the scariest thing I ever had to do, I wrote a six page proposal and I went into my boss and asked for a raise. Even though I was a speaker by trade I was nervous I couldn't stop the quivering of my lips and I spoke. But you know what? I got the raise. \$6000! This was not a 2 or 3 percent raise either like we often get. This was over a 12% raise. And you know why I got it? I asked! PAUSE At the end of the program I will tell you how you can create that type of proposal too. It was a significant enlightenment in my life.

Here are a few things to consider when asking.

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1. Ask as if you expect to get it. I sometimes here a person ask 'You don't want to buy this from me, do you?' That allows an easy out for someone and doesn't give you the results you want.
2. Assume you can. Ask for an upgrade, ask for a change on the menu, etc. Just assume you can and then ask for it.
3. Be clear and specific. Don't say 'I want more time with you'. Because the person doesn't know why you want this or how much time or anything. Say 'I want to spend a half hour with you each night just sharing how my day and your day was today'.
4. Ask repeatedly. Now this sounds like it could be kind of rude but really it is done to reach the people when they are reachable. Have you ever known not to approach someone because you knew they were not going to be receptive to you idea but then you can catch them at another time and they will be happy to listen. Also sometimes people have so much on their mind that when you talk to them, they may answer but they haven't really heard you. That is why you want to ask repeatedly. Because so many factors can be in play when you ask them the first time.

Here are some things to think about when asking for control of your life.

Again looking back at your goals and the things you want and don't want.

1. Let's say you want to create that extra class we talked about and you are not self employed then create a proposal to your boss why this class would help your customers.
2. Let's say you want to travel more. You would be surprised that often other trainers do not want to travel but are afraid of losing their job. If you find one of your co-workers doesn't want to travel as much, propose to them that they help in the preparation of classes more and you travel and train more.
3. The hours are too long. Maybe having more time off and working shorter days is something that is more important to you than the higher money. Talk to your boss about doing half training days and taking off the other half.

Only you know what you want. Only you know what is important to you. Asking is a skill just like other skills. If it is something you are not good at and you need help you have all the resources we talked about before; finding information on the internet, read books on the subject or get help from someone that can help you work through this process such as a success coach.

Asking is so powerful! I promise you if you follow this step and really figure out what you want to ask and who you are going to ask for it, and when you are going to do it, you will see innumerable changes in your life.

The sixth step that so many people avoid to their detriment is Investing in yourself

6. Investing in yourself has such huge payoffs, I don't even know where to begin to tell you how important this is. If you want control of your life or any part of your life you have to got to do the things that will help you make the changes in your life. When I talk about investing I do not mean just monetary investments. If you want to have control in your life then you need to get very very good at what you do.

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- a. That means you may have to practice speaking more so you can lead a group or team which means an investment in time
- b. You have to learn to write proposals, news articles or at least be able to edit that which already exists
- c. It may mean you want to get a degree in your field
- d. You may want to join a club such as toastmaster to get better at speaking
- e. It also may mean buying the books, tapes, or coaching you need to help you in every aspect of your job.

The reason this is so important, if you are going to take control of your life than you have to have the resources that will support in doing that. If you do not have the skill sets, the determination, the accountability to do the things we have talked about then you are going to find it much harder to get the control you want.

The seventh step is to Take Action. We have talked about a lot of different things but not a single one of them will work unless you take action upon them. You cannot wait until tomorrow. Because do you when tomorrow will get here? Never! Because once tomorrow is here it is today and then you are still waiting for tomorrow.

7. Take Action!!!

- a. When you take action you trigger all kinds of things that will quickly and effortlessly carry you to success and control of your life.
- b. To be successful and have control you have to be willing to do what others won't and that is taking action!
- c. It is easy to listen to all the great motivational tapes and read those wonderful self help books but reading them and then putting them down and saying 'Wow that was great stuff' and going back to exactly what you were already doing will not bring you control!
- d. Is getting control over your life important to you? Do you want to stop letting everyone else decide how and when and IF you are going to be training? I don't believe this or you wouldn't be here now!

This is really an Important step and One that I cannot let you walk away from and not fully understand that you **MUST** do this. I have seen too many people with good intentions that have let those good intentions stagnate because they never took the action. I have seen people become frustrated and moody because they didn't have control over their life and then it changed how they were in their job. It changed how they react to fellow co-workers. So in not taking the action they not only **DIDN'T** get control of their life, their life turned to the worse for not having done it. Zig Ziglar has this wonderful round piece of wood he used. On it was the word 'TUIT' T. U. I. T. Yes you guessed it, it was a round tuit. Create one of those for yourself. So instead of saying you will get around to it. You will already have that and you can just do the action you need to do.

So make the like and dislike list about your job. Develop those goals and really get clear about what you want. Create the affirmation that will help put into your mind the things that you want and create an incredible power of intention. Invest in yourself for growth.

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And take Action. It is now all up to you if you are going to Take Control of your life. It is VERY rewarding and something that can change all the aspects of your life.

Laura Johnson is a Certified Comprehensive Coach. She graduated from The Coaching Institute where she is now doing Mentor Coaching for the new students there along with working with her own clients.

From Laura: I am honored and grateful that I had the opportunity to help you today and look forward to hearing from you if I can be of service. Email me at laura@makeyourpromotionhappen.com or my phone number is 214.708.2118.

Now if you are interested in that worksheet to create a proposal for a raise, go to <http://makeyourpromotionhappen.com/RaiseMaker.htm>.