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101 Tips to ...

***Get &
Stay
Motivated***

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- 1 Engineer your environment:** Create a motivational workspace. Make it a place where you look forward to spending time. Keep it neat, organized, and free from trash. Add some personal touches, like a small plant or a family photo that makes you smile every time you look at it. Take this a step further by placing ‘triggers’ throughout your space. Triggers remind you instantly of your goals and dreams – the very reasons you do what you do.
- 2 Energize yourself!** Exercise dramatically affects mood and attitude. You might have thought working out was about your physical well-being (and it is) but it is also about your mental well-being. Moderate and reasonable exercise will do amazing things to create and keep your motivation high. It doesn’t take a grueling workout to achieve the benefits exercise brings – it just takes getting out there and actually moving.
- 3 Rise for a reason:** Find a reason to get out of bed in the morning. Most people state that their reason for getting out of bed in the morning is to go to the bathroom! Certainly there’s something more motivating you can use to get yourself going. Every morning, think of at least one exciting thing that the day holds. Having something to look forward to will get you up and moving.
- 4 Achieve *and* become:** Focus on what you will become as well as what you will achieve. Knowing you’re about to check a task off your to-do list is a good motivator. Take it a step further by thinking long-term. Much of what we do contributes to who we are. Ramp up your motivation by thinking about how the accomplishment will shape you as a person.
- 5 Make it easy to get started:** Sometimes we drag our feet because the task before us seems mountainous. Set yourself up for success with a little advance prep work to make the task easier. Simply gathering the necessary tools will help you feel less overwhelmed. You’ll spend less time stalling by getting your stuff together, and be able to dive right in and get the job done.
- 6 Paint your targets day-glow:** Anyone will tell you that clear, specific goals are critical for motivation. Don’t keep those goals sitting on a shelf in your brain. Print up colorful signs that state your targets for the day or week. Stick Post-its around your office or home. You can even email yourself daily reminders or leave yourself a voicemail!
- 7 Make time to refuel:** If you’re driving all over town, your car will eventually run out of gas. It’s the same way with people. Make time in your day to refuel yourself – both inside and out. Enjoy a leisurely cup of coffee, take a brisk walk or give a friend a quick call just to say hi. By taking regularly scheduled breaks, you give yourself time to recharge and reinvigorate. You’ll return fresh and ready to take on the world.

8. Be action-oriented: Over-thinking leads to inertia. Paralysis by analysis is a very real hazard for people who simply can't get enough information. Learn what you need to learn, and then get moving. Keep your energy high by jumping in and getting started. As Ian Percy said, "Business needs fewer mission statements and more missions."

9. Reward yourself for the results you create: Reward your hard work just as you reward the hard work of others. Even the most intrinsically driven among us needs the occasional ice cream cone! (After all, you're exercising now, right?) The thought of a tangible reward can get you through a tough day. Make it something good, and keep your promise to yourself – don't move the cheese when it's just in reach!

10. Focus in and focus out: Remember that motivation is both internal and external. Motivation can come from both what's inside us and what's around us. Gold star stickers worked great when you were in grade school. Apply the same principle to a reward that's enticing to you as an adult. We don't just live in our minds and hearts. We've got to find tangible inspiration, too.

11. Get healthier: Eat well in addition to exercising regularly. It's hard to be motivated when you're feeling sluggish or under the weather. No matter what your goals are, you'll feel more powerful when you nourish your body healthfully and take time to move around each day. Take good care of yourself so that you'll always feel ready to conquer whatever the day has in store.

12. See opportunities instead of obligations: There's something about the word "obligation" that smacks of "I don't want to do this." Instead of something you have to do, approach tasks as something you want to do because of what you have to gain from it. Giving a big presentation is an opportunity to show your boss you can be a leader. Attending a social event is an opportunity to make a new friend.

13. Spend time with people who share your goals and interests: Enthusiasm is contagious! Just talking about something you love can stir up motivation – in yourself and the people around you. The people you meet might have new ideas and interesting perspectives that will reignite your passion. Passion is caught, not taught – and chances are that your own level of motivation will mirror that of the people around you.

14. Talk with someone who's already achieved what you want: Nothing is more inspiring than seeing that your goals can truly become reality. When you want to give up because your goals seem impossible to reach, find someone whose success will inspire you. Ask them about how their success feels and the personal fulfillment they experienced. Take it a step further and plan ahead for encounters with these people. Keep a list of

questions with you so you can skip the small talk and get right into the things that really matter. You'll never waste an opportunity to talk with a master again.

15. Match the motivation to the individual: Remember that everyone's motivators are different--what motivates one person might bore another. If you're feeling low on motivation, it might be because you're latching onto something that doesn't actually excite you. There's no "one size fits all" motivator, so keep searching until you discover what gets your gears going.

16. Be happy: Happiness is largely a choice. As Abraham Lincoln said, "It has been my observation that people are about as happy as they make up their minds to be." If you love life and you love what you do, you'll tackle every project with energy and enthusiasm. If you are always a "glass half-empty" person, chances are that nothing will ever seem good to you. Spend time every day doing something that makes you truly happy.

17. Visualize: See yourself achieving your goal. View it like a movie in your mind, but make it a complete sensory experience. Capture all of the sights, smells, tastes, and sounds. This can take practice; and it might feel silly at first, but when you're standing on the completed side of your goals, it will feel familiar if you've been there before in your mind.

18. Challenge yourself: Boredom sets in when we're not challenging ourselves. Keep on your toes by pushing yourself just a little farther. You'll probably amaze yourself when you eliminate limiting beliefs and statements from your daily life. You can achieve much more than you've ever dreamed possible. You'll be filled with new motivation when you achieve what was slightly beyond your grasp.

19. Recognize your accomplishments: As a motivator, you know to always recognize the achievements of others – but don't forget about yourself! You don't have to toot your own horn. Just take a moment to reflect on what you've accomplished and be proud. Acknowledge what you've done well, pat yourself on the back, and go out there and do it again – bigger and better!

20. Set meaningful goals: Meaningful goals are those that are within reach but force you to work hard. Make sure your goals are measurable within a set time period, for maximum value. Goals that are vague, or that don't have a deadline, aren't very satisfying even if you manage to complete them. Accomplishing truly valuable goals really means something because it's a reflection of hard work. As a result, you'll feel much more motivated to pursue them.

21. Protect your attitude from negative people: Negative people can drag you down. Spending time with them can drain your energy, and you might even find yourself buying into their pessimism. Limit the time you spend with negative people – and if you can't avoid them then be careful of the affect they have on your motivation. Remember the warning about casting your pearls before swine (not that these people are swine!). Be careful about sharing your dreams and goals with people who are unable or unwilling to be supportive.

22. Learn from your mistakes and apply the lessons: Don't beat yourself up over a mistake. Learn from it, let it go and move on. Dwelling too long on mistakes can zap your motivation to keep trying. Follow Tiger Woods' example, and give yourself only seven paces to reflect on what went wrong – then get ready for your next shot rather than spending the rest of the day stewing. Ask yourself "What worked? What didn't work? And what next?" then move along.

23. Smile: Smile and the whole world smiles with you, as they say. Put on a smile, and soon you'll find yourself feeling genuinely happy. There's something physiological that happens when your muscles form a smile – even when it starts out fake. Before you know it, your face tells your brain that you're happy. Your happiness will rub off on the people around you, and everyone's day will be better.

24. Read inspirational books: Politicians, entrepreneurs, sports stars and even regular folks just like you and me – they've all got their own success story. Read a good autobiography and get inspired by someone else's journey. Reading is one of the easiest ways to engage a mentor you can consult again and again. Learn by their examples. If they can do it, so can you!

25. Be grateful: Be thankful for all the good things in your life. By focusing on what you have rather than what you don't, you'll maintain a positive outlook. Every day, take a moment to appreciate at least one thing you have. Even better – make a list each day of a handful of things you're grateful for. You may find that once you start, it's hard to stop.

26. Look beyond the money: Money is one of the most frequently cited motivators. Really, though, it's what money can buy that really motivates you. Instead of the money itself, focus on what you want to do with it – buy a boat, take that trip to Germany or learn to ski. After all, what good is a pile of money without using it to benefit yourself, someone you love, or even someone you've never met?

27. Rehearse your day: Start your day with a plan. Think about your day being productive and enjoyable: what will it look like? Mentally walk through your day. What we visualize becomes reality. Of

course, this can work in reverse, too – you can fret and worry about the worst case scenario until you virtually create it. The good news is that you can choose which scene you want to create.

28. Collect great motivational quotes: A quick Google search will turn up hundreds of motivational quotes. Browse through some collections and find those that inspire you and affect you most powerfully. Write them down and post them in visible places. This is an excellent way to transform your mind and ultimately change your whole outlook.

29. Get up and get moving: Experiencing an utter void of motivation? Get up and get moving! Do something active and you'll instantly perk up. Get the blood circulating and you'll find your mood rising, your creativity kicking in, and your energy and motivation level soaring once again.

30. Wake up 30 minutes earlier: Motivational experts will often tell you to make time for yourself. Sound impossible? Not if you set your alarm clock 30 minutes earlier. Once your feet hit the floor, the shock of getting up earlier will start to fade. Eventually your new wake-up time will feel so productive that you'd never trade that extra time for extra sleep. Be sure to devote that time solely to yourself with no interruptions.

31. Listen to a motivational speaker: Head to the bookstore to buy a motivational CD, or search the Internet for podcasts and videos. Good motivational speakers impart energy and have some good ideas to offer. By building your own collection of the work you most enjoy, you've got a virtual seminar company at your fingertips.

32. Don't compare yourself to others: Comparing against others who seem to be doing better than you are is a recipe for depression. Focus on being the best you can be. Let others inspire you, but don't use their lives as the barometer of success. Remember that your life is your own. The timing of every event in your life is perfect, and because you strive to be better today than yesterday, you are making forward progress.

33. Improve your self-confidence through practice: Self-confident people are willing to take risks and try new things. They recognize that trying something new may not look pretty – but having the courage to try will yield results far beyond the comfort zone of looking good. Think about your strengths and all that you've accomplished. Carry yourself with confidence and use self-assured body language.

34. Replace negative self-talk with positive affirmations. Self-talk—that inner conversation in your head—can either encourage or discourage you. Come up with a list of affirmations, such as “I will make \$1000 in sales this month,” and repeat it several times every day. Your

subconscious will respond by motivating you to make it happen. Self-talk is something you do all day, every day anyway, so you might as well make this phenomenon work for you instead of against you. You can take this a step further by actually recording your affirmations in your own voice.

35. Do something you've been putting off: Take a look at your to-do list, what's the dreaded task you've been putting off for weeks now? Stop what you're doing and complete that task. It will be a tremendous weight off your shoulders. Plus, chances are that the last little bit you need to do isn't nearly as horrible as you imagine. You'll feel wonderful getting it done and being free to move on to the next challenge.

36. Never stop learning: Get inspired by learning new things and getting a taste of all the world has to offer. You never know when you'll pick up on something that can improve your performance. A thirst for knowledge is the hallmark of a dynamic person. Broaden your scope as you learn – study new topics, visit new places, and talk with new people whenever you have the opportunity.

37. Keep a journal: Don't let the lessons you learn each day escape; write down what you learn. By recording the day's events, you can uncover hidden motivations, as well as the things that are holding you back. Ask yourself what qualities you exhibited today that are not serving you, and which qualities are moving you forward. What happened? And who did you become in order to make it happen? You can also read your journal when you want to be inspired by past achievements.

38. Reflect: Daily reflection enables you to extract lessons and gain insights. It also allows you to increase your focus and the pause can create an overall sense of calm. Make time to ask yourself, "What have I learned?" and "What are the important things happening in my life?" It has been said that the unexamined life is not worth living. Make sure you take the time to evaluate and direct your life. Become a victor rather than a victim of circumstances.

39. Maintain your focus: Maintain a laser focus on the task at hand. When you engross yourself in your work, you ignore all the potential distractions. Have a plan in place to help you stay on track in the face of interruptions, and you'll be much more successful in your focus. The intensity of your focus is motivation to see the task through to the end.

40. Contemplate the distastefulness of quitting. What it would mean to quit? How would you feel if you just gave up on your goals right now? What would the future be like? What would your loved ones say? Who would you disappoint most? Will it ever be any easier than it is right now to make your dreams happen? Use that dim view as motivation to keep going even when you want to quit.

41. Think in terms of bigger benefits. Consider how staying motivated to become better and achieve more will benefit those important to you. Consider how your actions affect the people you care about. For instance, you go to work in order to provide a good home for your family. Or think about the strain you'd put on your favorite coworker if you miss an important deadline. Look at the bigger picture, and connect the dots to see how your actions may even affect the world around you. The task at hand may not directly change the world, but it may inspire others to do something bigger and better than they may have considered before.

42. Switch it up: Repetition can become boring. If you're tired of your routine, do it differently. Do tasks in a different order. Do them as if your life depended on them being done with excellence. Do them in honor of a loved one. Attach different, more profound meaning to these tasks. Feeling stuck in a rut can zap your motivation to go to work each day.

43. Face your fear of failure: Sometimes a lack of motivation is really just a fear of failure. Have confidence in your abilities and tell yourself you're competent to handle the task at hand. Not trying is a guarantee of failure. You'll find yourself feeling more relaxed once you just go ahead and get started. You are more than able to pick up the pieces if you fail – and chances are that you'll have ample opportunity to try again. Gather your courage and make a move. The universe rewards action.

44. Focus on progress rather than perfection: A need for perfection can drain you of all motivation. Remind yourself that no one expects you to be perfect – it's not possible, anyway! Most mistakes can be caught and corrected. Far more important than doing things perfectly is to make it a practice of learning something with each mistake you make.

45. De-stress: It's hard to be motivated about anything when you feel frazzled and overwhelmed. Set aside time each day to de-stress. Do something that makes you feel happy and carefree. Get extra points for doing something that's also good for you – de-stressing with a habit that doesn't serve you well kind of defeats the purpose.

46. Listen to upbeat music: Upbeat music can put some pep in your step. What songs and bands make you happy? Listening to fun music on the way to work can get your day off to a good start. It's so simple now to design a soundtrack for your life. Finding music that makes you feel good and energized is as easy as pointing and clicking.

47. Use visual indicators of your progress: There's a reason every telethon uses those fake thermometers to measure donations. Actually seeing your progress is a powerful motivator. Find a way to

chart your progress on a big project and post it in a visible place. Each time you look at the visual you create, you'll remember why you're doing what you're doing, and you'll have an instant boost of motivation. Some people enjoy creating and displaying dream boards – basically a bulletin board covered with visual reminders of their goals. It can be very satisfying to watch each goal come to pass. And it's absolutely thrilling to need to replace your dream board because you've already achieved each goal represented on it.

48. Ask for help when you need it: Don't be a lone ranger. If something is unclear, ask for clarification. If your workload is unbearable, admit it and ask for temporary assistance. If something is beyond your capabilities, ask for assistance from someone's who's better qualified or request the training you need to become capable. Working with a partner or team requires a level of trust and cooperation that may take some getting used to – but it can also create a synergy that brings results beyond those you can imagine

49. Find a mentor: Mentors can guide and inspire you. They can also hold you accountable. Wanting to make someone proud is a strong motivator. There are two kinds of mentors, the living and the dead. You can learn from historical people of significance if you read their biographies and autobiographies (of course they can't hold you accountable—you'll have to do that for yourselves). Some quick research can uncover heroes and heroines from history who can serve as a role model for you as you pursue something great.

50. Picture the absolute worst case scenario: Think of the task or day ahead of you: what's the absolute worst that could happen? What are the odds that things would really go so badly? Slim to none. Plus, even if worse came to worst, most likely you'd be able to handle whatever happened without it becoming a complete disaster. Remind yourself that there's really nothing to worry about.

51. Make today count: All we have is today. We don't know what tomorrow holds, so we've got to live in the present. Whatever it is, do it today because there are no guarantees about the future. Live each day as if it were both your first and last – especially where other people are concerned.

52. Give your word: We're only as good as our word. If you need motivation to get something done, make a promise to someone. You'll lock yourself into living up to your verbal commitment. Want to take it up a notch? Make a really, really big promise, and see how you make it a reality.

53. Harness healthy habits: Put yourself on autopilot. You might never be motivated to return that stack of missed calls on your desk, but if you do it first thing in morning every morning, it will get done.

When we go through our daily rituals, we get things accomplished without even thinking about it. Just like a soldier learns to systematize complex tasks by following standard operating procedures, you can eliminate the guesswork from routine tasks by making it simple to complete them in the most efficient and effective way. What success habits do you need to develop?

54. Use InTENSity: Work intensely for ten minutes. Chances are, once the ten minutes are up, you'll want to keep going. Starting can be the hardest part, but once momentum hits, progress is inevitable. Sometimes just getting started is all the push you need to keep trucking. This works wonderfully for any seemingly unpleasant task.

55. Go for Net Motivation (as in internet): Life hack blogs and online articles are filled with tips for living a happier, more productive life. When you need a quick hit, do an internet search. Some of what you'll find will be inane, but some can be a real source of inspiration. Bookmark your favorites and take a quick perusal whenever your motivation needs a jumpstart.

56. Breathe: That's right: just breathe, and breathe deeply. When you become stressed mentally or physically, your breathing can become shallow. You can get a quick hit of energy from simply remembering to breathe better, especially when under pressure. Deep breathing can help move you from being trapped inside your head back to living from your heart – a much more effective way to operate.

57. Schedule success: Is personal and professional renewal part of every day? Are you making the necessary time to keep your batteries charged by using some of the techniques in this ebook? Schedule the activities you need each day to get and stay motivated. Self-honoring practices like this take only a few minutes, but yield a harvest of greater effectiveness, renewed passion, and revitalized energy levels.

58. Act as if you're motivated: Don't fake yourself *out*, fake yourself *up*. Dive into your work as if you are chock full of motivation. Before long, your action will create the desired feeling. After you've gotten started, you'll most likely find yourself earnestly engaged in your work.

59. Target tiny triumphs: Knock out a small task. A sense of accomplishment is a great feeling. Knock out a quick, easy task to generate positive feelings. Set yourself up for a win by getting a few little items crossed off of your list before you tackle the big ones. You'll keep working hard to maintain that level of satisfaction.

60. Start with simple slices: Break up big tasks into smaller ones. That's one way to make the overwhelming obtainable. Remember the adage about how to eat an elephant – one bite at a time. When

you see yourself making progress, it's much easier to keep going than it was to get started in the first place.

61. Make a to-do list: Know what you want to accomplish before the day even starts. Prioritize your list so you have no choice but to take on the tasks you've been avoiding. Go one step further, and allot a certain amount of time for completing each task. As you work, see whether you can beat the clock. At the end of the day, you'll have a clear measure of your productivity.

62. Stretch, bob and weave: Stand up and stretch. Move around. You'll get the blood and oxygen flowing to your muscles. You'll feel an instant boost in energy. This works better than any energy drink out there – and you'll actually get to sleep better at night than you would if your bloodstream was filled with caffeine.

63. Solicit secrets: Here's a powerful question to ask successful people: how do you stay motivated? Success, as it is said, leaves clues. Make it easy to uncover those clues by soliciting the secrets of motivation used by others. And if you think they won't share their secrets, you're in for a wonderful surprise. Most of the time, the most successful people out there are the most generous with their wisdom.

64. Make motivation personal: Others will help, but nobody can do it for you. That's because ultimately motivation is an inside job. Passion and purpose are more important than the carrot and the stick. Only you know what will best motivate you. The more effectively you can plan to keep yourself motivated, the more rewarding your success will be.

65. Tune out/tune in: Tune out the negativity around you and focus on what's good. Denial never serves anybody well, yet we choose the thoughts that dominate our thinking. It is always easier to find what's wrong than to rationally identify what's right. Even bad things can have an upside if we learn to find it. If you don't like the station you're listening to on your radio, you tune to another. The same can be done with your thinking. If you truly feel the need to complain, vent, or wallow, give yourself a time limit – say, seven minutes. Set the timer and get it all out of your system. Then get yourself together and move forward again because you're 'done' with it.

66. Practice FIDO: As the Marines say, "Forget it and drive on." Don't dwell on mistakes, negative encounters or obstacles. Put the past behind you and continue to move forward. This holds true with success, too. Enjoy a little celebration, but get right back to the task at hand rather than resting on your laurels.

67 Beware of destination disease: Destination disease is what happens when you think you've arrived. You can become complacent, and you'll never reach your full potential. To stay motivated, you've got to keep growing. This requires that you keep what martial arts experts call "beginner's mind" – a sense that you are always learning, always improving, and that you can learn something new from every situation and person you encounter.

68 Identify your hours of power: What time of day are you at your peak? When do you feel the most alert and energized? Identify those times, and schedule your most important and challenging tasks for those periods. Night people often feel guilty for being most productive when the rest of the world sleeps; morning people often wonder why they are the only ones wide awake before the sun rises. Respect these differences in yourself and those around you, and schedule your life to get the most value from your peak time.

69 Script your life: Write a brief screenplay of your ideal life. See yourself playing the role you most desire, not a role assigned to you by fate and circumstance. But remember that even the best scripts have rewrites. You'll make discoveries that will motivate you to change the script from time to time. You have far more power in designing your life than you might imagine. Take time now and then to read what you wrote a year ago, and see whether your script has played out as you wrote it.

70 Apply what you've learned from OPE: OPE stands for other people's experiences. The only thing better than learning from your own experiences is learning from others. They will make mistakes you don't need to make if you're paying attention. Others will learn lessons that you don't have enough years in your life to learn. Whenever you have the opportunity, honor people by asking questions that tap their experience. Then truly listen to their answers. By actually listening, you could learn something that shaves years off of your learning curve.

71 Prepare: Tough times are inevitable. Instead of worrying, think about what you'll need to weather future storms. To stay motivated, study, think, and plan. Preparedness will increase your ability to meet challenges. You'll spend less time wandering around in circles wondering how to solve these unexpected problems, and instead, simply shift into problem-solving mode and move past the obstacle.

72 Become an architect of minutes: Don't try to put more time in your life—that's impossible. Put more life in your time. Use your time wisely and fully. Think your day as a train with 24 cars. Once you fill a car, it becomes unavailable to carry something else. Choose wisely before you fill every spare minute. Allowing for some time that's not committed is a good way to make sure you have enough time for everything that matters most.

73 Explain, don't complain: When things go wrong, uncover what happened and describe it in neutral terms. Then, ask yourself these three questions: 1) What is my responsibility? 2) What did I learn? 3) What can I do about it? Rather than wasting time blaming yourself and others, look for the value in the situation, and use it to make things work better the next time.

74 Power up with positive people: Surround yourself with positive people, and you'll be more positive yourself. When I need a hit of motivation, I call my friend Charlie "Tremendous" Jones; just hearing the enthusiasm for life in his voice gives me a boost. It's been said that your success in life can be predicted pretty accurately by a close look at the people you spend time with and the books you read. Choose wisely. Limit negative people's access to you, and invite positive people into your life.

75 Work on your foundation: Strong houses are built on sturdy foundations. With your values and sense of purpose firmly in place, you can hold up to anything. Spend a moment or two each day making sure you're centered and grounded. Breathe deeply and connect rather than running around like a maniac trying to get it all done by force. Strong, deliberate moves win over a panic every time.

76 Build on strength and develop around desire: If you have a debilitating weakness, deal with it, but don't make it central in your work or life. It can become very easy to buy your own story about why you "can't" if you tell it often enough – and then you'll find yourself working hard to prove yourself right. Instead, find ways to make use of your strengths. You'll be happiest when you're utilizing your talents.

77 Look for ways to improve: Feed the fire with ideas on how to be better and do better. Believe in yourself and your abilities. You'll never get different results by doing things the same way. If you want more, better, and different, you have to be willing to risk trying something new. This doesn't always feel comfortable or easy. In fact, it can feel absolutely uncomfortable and even scary. Some people say those feelings are actually a good sign that you're moving forward rather than staying in the comfort zone of what you've been able to achieve up until now. Don't let discomfort keep you from getting the more, better, and different you want.

78 Encourage others: You're always told to surround yourself with positive people. You should also be a positive person yourself. Encourage and compliment others and they'll return the favor. Think of your life as a stage, and move the most supportive, encouraging audience members closer to the front while keeping the hecklers back out of your field of vision so they don't distract you.

79. Take a trip: Maybe getting away is just what you need to recharge. Can't leave town? Open a good book, look at the pictures you took on your last vacation or just drive to the nearest coffee shop. A temporary escape from familiar surroundings is sometimes all it takes – consider it a mental health break. Because of the relaxation effect this brings to your mind, you might even find that problems which seemed insurmountable before your little vacation have disappeared. A refreshed mind approaches challenges much more effectively than one that's spent.

80. Go with what you know: You know more than you give yourself credit for. When you're facing a problem that needs solving, ask yourself three questions: What do I know that already works? What do I know that doesn't work? What do I still need to know? Chances are, you've seen this same problem in a different form sometime before – you just have to take the time to recognize it.

81. Understand self-discipline: Self-discipline is about choosing appropriate actions over inappropriate feelings. Sometimes you've just got to hold your nose and swallow the medicine knowing that's what will make you feel better. Discipline is the ability to do what needs to be done even when you don't feel like doing it. Often, just getting started on the right path is enough to propel you forward to completion.

82. Implement an organization system: You can't have confidence in your abilities when you feel scatterbrained. Your mind will be constantly distracted by this pile and that, wondering whether you're overlooking a task or appointment. Disorder is a distraction waiting to happen. Maintaining an organized workspace is critical to motivation. Commit to an organizational system, and you'll be free to focus on the more important issues. Clarity and orderliness in your physical space allows your mind to work in the same way because it is not forced to keep track of where everything is.

83. Think like it's your first day on the job: Remember how it feels when it is the first day on the job? You want to do well and positively influence others. Try to recapture that feeling and approach your work with enthusiasm and if faced with an unpleasant task, complete it the way you would if you were out to make a fantastic first impression. Act as if you are auditioning for the position you've already got, and really make your performance shine.

84. Go gently into the day: I learned this from Ken Blanchard years ago. Start your day by easing into it rather than rushing wildly. Get centered on what's important and what you hope to accomplish. If you're a person of faith, pray. Just as exercising without warming up can cause injury, jumping into the day abruptly can be an unpleasant beginning. You can do this in just a few minutes, or you can set aside a substantial amount of time to

luxuriate in the peaceful early hours. It's not so much the amount of time, but the matter of taking the time that counts.

85. Monitor your behavior affects your motivation: We have an amazing ability to make or break our own motivation. The choices we make every day affect how we approach life and work. Engage in behaviors that increase your motivation and avoid those that cause you to lose focus. Do what moves you forward, and cast off the things that do not serve you well.

86. End each day with gratitude: Rehearse your blessing at the end of each day. Research shows that happiness increases when we recall pleasurable moments and rewarding experiences. "Count your blessings" may be a cliché, but it is still good advice. Take this a step further by writing a couple of wonderful things that happened during the day. This practice helps you develop a sense of expectancy and wonder, which make life even more enjoyable.

87. Share your goals with others: It's harder not to follow through when you have to go back and tell someone that you quit. By sharing your goals with others, you're building a team of cheerleaders you can draw on for support. Plus, sharing your accomplishments is uplifting for both the sharer and the listener. This connection also helps to keep you from being a Lone Ranger. If at the end of the road, you've achieved everything you wanted to but you are alone in it, where is the satisfaction? Bring others along – at least in spirit – by sharing yourself with them along the way.

88. Don't delay--Do it Now!: Napoleon Hill and Clement Stone used the term "Do it now!" repetitively in *Success through a Positive Mental Attitude*. Ever notice how hard it is to finally get going on a project once you've indulged in procrastination? We can never get back the time we waste. Procrastination isn't just a productivity issue; it is a motivation issue. Procrastination progressively drains us of drive and prevents us from pursuing our purpose. Remember that time is truly the one resource we can never replenish, and treat your time like the valuable commodity it is.

89. Determine your true desires: What's important to you? You can't have it all in life. However, the good news is that when you know what is important, you don't want it all anyhow. You'll always lack motivation when trying to accomplish things that aren't truly important to you. And if you do manage to achieve those goals, the lack of satisfaction can bring a crushing disappointment. Evaluate your objectives before planning your goals, and you'll make great strides in the direction you actually want to go.

90. Accept but don't adopt negative feelings: Don't suppress or ignore negative feelings. Burying a bad feeling isn't the same as eliminating it. Allow yourself to experience the negative feeling, and

then let it go. You adopt a negative feeling when you ignore it or let it persist. Recognize them for what they are, and even give yourself a time limit for fully feeling them. Then move on.

91. Picture the payoff: The payoff is what makes even a painful process endurable if not enjoyable. I learned this as a distance runner. There were times during a race when I wanted to stop and lie down. What kept me going? The thought of crossing the finish line with a good time and the feeling of accomplishment completion would bring. Paint a vivid picture in your mind of what it will feel like to make this a win, then let that feeling pull you through.

92. Make a contract with yourself: The written word is powerful. Enter into a formal, written contract with yourself. Sign it and date it. Take it a step further by phrasing it as if it has already happened. Your subconscious has no sense of time, and will work with you to enable you to keep your word just as you've written it.

93. Find a great place to work: The journalist Robert Levering found that most people define a great work place has having three basic qualities. First, it's a place where you're proud of what you do. Second, you enjoy who you work with. Third, you trust who you work for. If these elements are missing, and you can't change the situation by changing yourself, it may be time to look for another situation. Sometimes it takes more courage to move on than it does to stay and suffer. Be willing to do what it takes to make your life work for you.

94. Give a speech: Or at least outline one. Pretend you've been asked to speak to your colleagues on the topic "How I stay motivated." What would you say? Keep in mind that the audience really knows you—they work with you each day—so your remarks need to be practical. They aren't going to buy platitudes and bumper sticker philosophies. They see you every day in action, and they truly want to know what works for you. (For extra credit, try the speech out on your kids.)

95. Say thank you more often: I heard a phrase years ago and I use it frequently in my writings: Gratefulness creates a great fullness of heart. And what is motivation if not a great fullness of heart? Gratitude requires practice, but when you make a point of it, it can become second nature. If you'll practice it, you'll find your list of what's great in life growing daily. At the same time, you'll break the habit of complaining that so many people fall into – you may drive them nuts when you live with gratefulness, but they'll be glad to add that to their list of complaints!

96. Use milestones: Note important events on your calendar. What do you want to achieve by that date? Hang the calendar up on your wall where you'll see it everyday. Track your progress and celebrate each

small victory along the way. Course-correct where you need to in order to make sure you get where you want to go.

97 Offer to help others: Be willing to share what you've learned with others. You'll gain new confidence in yourself when you see how you've helped people attain their goals. Plus, when we teach, we also learn. There is no better way to get crystal clear on what you know than to pass it along to someone else. Sharing your wisdom, experience, and talents is a wonderful way to pay it forward in someone else's life. You may change someone's life by sharing yourself with them.

98 Perform from passion: Passion is a combination of emotion and commitment. Commitment without passion is dull; emotion without passion is undirected. Together, emotion and commitment work to strengthen your resolve, boost your creativity, and make life far more rewarding than it could ever be by just getting through it. You need both in order to stoke and maintain the fires.

99 Enjoy the journey as much as you enjoy reaching your goal: Duh? Otherwise, what's the point? Getting and staying motivated should make your life better, not more difficult. Living life to its fullest is the best source of motivation you'll ever find.

100 A positive attitude fuels motivation. Here are a few thoughts on attitude from my book, *The Fred Factor: Attitude colors everything you and I do in life...A positive attitude works out of opportunity, not obligation...A positive attitude looks for the best, not the worst, in circumstances...A positive attitude is "can-do," not "must-do"...A positive attitude is helpful, not pessimistic.*

101 Finally, don't just get motivated. Be a motivator. As I describe in my book, *You Don't Need a Title to Be a Leader*, learn to communicate like a leader:

Where others...

...tell
...impress
...try to be heard
...explain
...inform
...relay only facts

Leaders...

...sell
...influence
...strive to be understood
...energize
...inspire
...tell stories.



Mark Sanborn is the best selling author of *The Fred Factor: How Passion in Your Work and Life Can Turn the Ordinary into the Extraordinary* and *You Don't Need a Title to Be a Leader: How Anyone, Anywhere, Can Make a Positive Difference*. A much sought after speaker, he is known as *the high-content speaker who motivates*.

Mark is the president of Sanborn & Associates, Inc., an idea studio for leadership development. Mark addresses audiences throughout the United States and internationally on leadership, customer service, teambuilding and mastering change. He has authored numerous books, videos, training curricula, audios and other learning resources. For more information about Mark's speeches, seminars or learning resources, please contact him at:

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Mark is a Hall of Fame speaker whose impact extends well beyond his presentation. To discuss having Mark take your next event to the highest level, call us at 800-650-3343. Email us at speaking@marksanborn.com or visit us on the web. We'll be pleased to provide you an Electronic Press Kits upon request. We also have a number of Preview Videos available online.

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