

8 Principles of Success Check and Balance Workbook

This workbook can be used to help you develop your plan of action to accomplish absolutely anything you want. If you already have a plan, then use this form to help refine and tweak your plan.

Anytime I set out to do anything, I put together an 8 Principle of Success plan and it allows me to make certain I am going after the right thing and always moving in the right direction.

Answer all the questions and then use your answers to develop your plan.

In order to succeed at anything and have continual success, you must have all 8 of these principles working and in motion all the time. So, it is important to have a plan that you can look at from time to time and be reminded of everything you have to keep top of mind and make sure you are doing.

After you complete these questions, you should have a plan that has whatever it is you want to accomplish listed out at the top and then a plan for how you are going to stay in line with each of these 8 principles.

You may have to think through these questions over and over again and you may modify your plan several times. That is not only okay, but to be expected. The most important thing is that you find your own answers and truth and integrate both into the overall plan you are going to be following.

I have also included great articles and resources you can read for each section. These articles will give you more clarity on each of the 8 principles and help make certain that you are devising a plan that really follows the principles.

If you have any questions about this form or about anything that should or shouldn't be a part of plan, please just contact me. You can e-mail me at sibyl@possibilityoftoday.com or contact me on Twitter @sibylchavis.

Please don't be shy. I love speaking to readers of the Possibility of Today and would love to help in any way I can.

8 Principles of Success Check and Balance

1. What is it that you want to accomplish?

THE 8 PRINCIPLES OF SUCCESS (All 8 must be a part of your plan of action):

PRINCIPLE #1: You must have the right attention. You need to make whatever it is you are trying to accomplish a top priority. A significant amount of your time must be dedicated to doing things that are going to help you successfully accomplish whatever it is you want.

- How are you currently spending your time? Are you wasting any time? Are you watching television or surfing the internet too much? Can you reallocate any time and use it to start focusing on doing things that are in line with what you want?
- Are you overcommitted? Are there things you are currently doing or participating in that you can drop or stop doing? Think about all of your responsibilities and figure out any you can get rid of.

Action for TODAY: After you have reviewed everything and figured out what you absolutely must continue doing, put together a list and then stop doing anything that is not on your list.

Additional Resources to Check out:

Check out this video by Marie Forleo on focusing on your priorities:

<http://marieforleo.com/2011/05/spending-time-stuff/>

Check out this article by Danielle Laporte on How to Stop Doing Things:

<http://whitehottruth.com/business-wealth-articles/whats-your-stop-doing-list/>

PRINCIPLE #2: You must be disciplined and always dedicating the right amount of effort. You need to be working hard, but never going overboard. There is a delicate balance you must strike and a perfect effort equilibrium.

- You have to figure out what you can handle. You don't want to push yourself too hard, but you also don't want to convince yourself that you are working hard enough if that is not really the case.
- People who are really successful always put in the time and hard work. There are no shortcuts to success. Now, that doesn't mean you have to clock a 15 hour day like some people are doing, but you do have to work to the point that is perfect for you and where you honestly feel and know you are working hard enough.
- What is that perfect amount of time for you? How many hours should you be working on average each day?
- You need to maximize your time and create as many productive hours as possible everyday to work on what you want. Can you get up any earlier? Do you have down time between meetings or activities that you are not using productively? Every little bit counts ... even just a 15 minute break can be used productively.

- Also take into consideration how you will make sure you are unplugging and relaxing enough, but not too much. All work and no relaxation is the worse thing you can do. You have to make sure you don't overdo it.

Action for TODAY: Determine the number of hours you should be working each day based on your schedule and your commitments. You don't have to always hit this number and definitely don't make yourself feel guilty if you don't hit this number on any given day. The idea is to just have an idea of what you are aiming for each day. Put together a plan for how you are going to structure your days.

Additional Resources to Check out:

Check out this article by Chris Guillebeau on accomplishing everything:

<http://chrisguillebeau.com/3x5/accomplishing-everything/>

Check out this article by Leo Babauta on How to Be an Early Riser:

<http://zenhabits.net/10-benefits-of-rising-early-and-how-to-do-it/>

PRINCIPLE #3: You must always have the right understanding about everything you are doing and continually search for any lessons.

- Decide in advance that you are going to look at any challenges as opportunities to learn and you should have a plan for how you are going to make certain you do that.
- You need to make it a part of your routine to continually be looking for the lessons? You should review at the end of every week what went well and what could have gone better? What seems to be really working and what needs to be tweaked?
- Take a look at everything you are doing and determine how you can specifically take a step forward. Is there more information you need? Do you need to speak to someone else who has successfully done what you are looking to accomplish and get some advice?
- Always remember there is always a lesson for future success somewhere within every obstacle or issue that may arise. You should never get frustrated if things don't go as planned and immediately start looking for what you can takeaway from the situation.

Action: Determine what you are going to specifically do to consistently review what you are learning and what is working. Also determine your plan for how you are going to handle any challenges or obstacles that come your way. What will you do when an issue arises? How will you make sure you look at it as an opportunity to learn and not be frustrated? Determine your plan and then you will not just be reacting when issues come up.

Additional Resources to Check out:

Check out this article about looking for the lessons at Possibility of Today:

<http://www.possibilityoftoday.com/2011/04/01/yikes-are-you-overlooking-an-important-life-lesson/>

PRINCIPLE #4: You must always do the right thing. You have to always do what you know deep down is right. Don't justify bad decisions. No cutting corners or thinking you can slip through loopholes.

- We have the opportunity to make tons of decisions everyday and the question is what types of decisions are you making? Anytime a decision arises, make it your goal to make the absolute best decision. This needs to be your guiding principle at all times with respect to what you are trying to accomplish.
- Think about all aspects of what you are trying to do and then think through what your highest and best decision is. Do you need to change how you are doing anything?
- If you have already made a bad decision and you know it, change it ASAP (i.e. don't make the wrong decisions because it will cost you less, suck it up and pay more, it will benefit you way more in the long run).

Action for TODAY: Write down anything that you may need to change and think about how you can implement a better decision. Also, develop a plan for how you are going to continually make sure you are making the highest and best decisions. Are you going to review the decisions you have made every week? Are you going to rely on the feedback from the people around you that you trust?

Additional Resources to Check out:

Check out this article on making the best decisions by Luciano Passuello:

<http://litemind.com/decision-insights/>

Check out this article on making the highest and best decision at Possibility of Today:

<http://www.possibilityoftoday.com/2009/11/23/how-to-make-the-most-progress-in-life-make-the-best-decisions-not-just-good-ones/>

PRINCIPLE #5: You must have the right purpose and reasons for doing something. Now this is a more challenging one to fix. You either have a good purpose for whatever it is you want or you don't.

- Always aim to give greater value than you receive. This should be your main goal in life and it should definitely be your main goal with anything you are trying to accomplish.
- At least part of your motivation to be successful must be so that you can provide benefits to other people? (i.e. maybe you want your business to be successful so you can support your family and employees; maybe you want to help other people learn and succeed, maybe you want to entertain people).
- You have to really think through your underlying motivations for doing something and if you notice they are really only about you and the ways you will benefit, then you need to broaden your motivations. Of course this is not something you can fake, but you can sincerely broaden your motivations by continually focusing on how you can help and be of service to other people.
- If you figure out that you don't really have a good purpose for whatever it is you want, you should pause until you do or until you figure out something better to do where you have the right purpose.

Action: Write down all the reasons why you do have the right purpose and reasons. Make sure that you review this list and always remind yourself of your purposes for trying to accomplish whatever it is you are pursuing. You never want to lose sight of your sincere and genuine purposes.

Additional Resources to Check out:

Check out this article by Leo Babauta on How Boosting Others Helps You:

<http://zenhabits.net/success-isnt-a-competition-boosting-others-helps-you-in-the-long-run/>

PRINCIPLE #6: You must be kind with your words. Be kind and polite. Never snap and don't be harsh. Anything that comes out of your mouth counts.

- How are you going to always keep it top of mind to be kind with your words? When you are frustrated, are you going to stop yourself and take a deep breath before responding?
- This principle applies across the board, not just to whatever you are trying to accomplish. You need to make certain you are applying this principle to all aspects of your life (i.e. you can't be a jerk at home).
- A lot of people overlook the importance of this because they see people they consider to be rude that are still successful. Know that in the long run, it never works. When you are harsh and rude, it always catches up with you in one way or another.
- **Action:** Develop your plan for how you are going to always be kind and polite. What are you going to do to keep this top of mind? Maybe you need to have a visual reminder that you look at from time to time? Maybe you need to make certain you are relaxing enough so that you have a great mindset and don't get frustrated easily. Whatever the case may be, just make sure you incorporate what works for you into your plan. You need a plan of action so that you don't just react and say things without thinking about them.

PRINCIPLE #7: You must choose the right thing to pursue. Make sure that whatever it is you want to pursue will not cause harm to other people.

- Don't get into the wrong type of business.
- Don't go after the wrong type of things where the definition of success would mean that you are winning, but a lot of other people are losing.
- Is there anything that is even arguably suspect about what you want? If so, what can you do to tweak it so that it is not? If there is nothing you can do, then find something else to pursue.
- This is not an occasion where you want to give yourself the benefit of the doubt. Really be honest and think about if what you want to accomplish is a good thing to pursue. If it is, write down all the reasons why it is a good thing to pursue on your plan.

Action: Write down all the reasons why what you are doing is the right thing to pursue and remind yourself of the reasons from time to time. This will serve as extra motivation as you work to accomplish whatever it is you want.

PRINCIPLE #8: You must have the right mindset and thoughts. You must have great thoughts about your ability to succeed and really believe in whatever it is you are doing.

- How are you going to boost your confidence every day? What are you specifically going to do?
- What's your plan for chipping away at any limiting beliefs or fears?
- Anytime you detect any negativity rising in your mind about what you are working to accomplish, how are you going to work through it?

Action: Develop your plan of how you are going to foster and strengthen your great mindset. What are you going to do every single day? Put together a list of everything you have done that is working and all the milestones you have already hit (no matter how small). Continually remind yourself of your progress and all you have already accomplished by looking at this list every day. It will give you additional motivation and keep it top of mind that you are moving in the right direction.