

**TAKING —
— CHARGE**
OF YOUR LIFE

SUCCESS

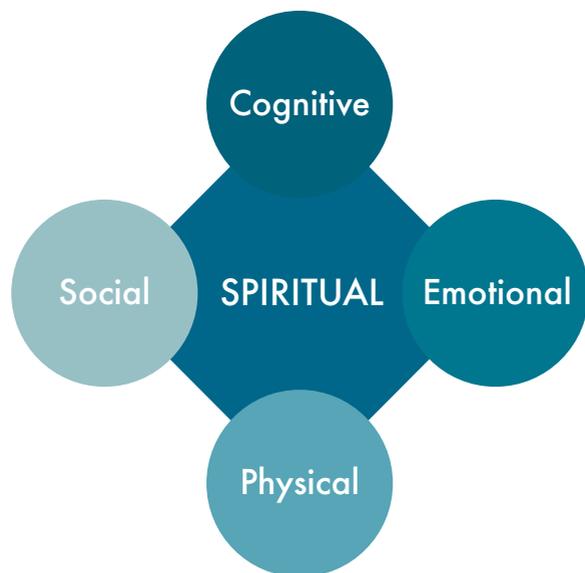


WHAT TO EXPECT

This booklet will assist you in growing toward fulfilling your potential.

It looks at success holistically—the expression of who you are, how you relate to the people in your life, your role in the workplace, your personal life and time management.

It can help you get in touch with your deeper values as the key to fulfilling your potential.



The goal is to assist you in achieving balanced, long-term fulfillment and happiness.



“Knowing how to manage your mind - how to understand and deal with stress, lack of confidence, anxiety, depression— is as important as knowing how to handle the strategic and organizational challenges of your business.”

Gillian Butler & Tony Hope, *Managing Your Mind*



FULFILLING OUR POTENTIAL

Your actual potential probably exceeds your expectations of what you might achieve in life. The Taking Charge of Your Life program is designed to help you become aware of, manage and constructively use your power potential.

Anthony Robbins speaks of power from a positive and negative perspective (see quote).



“Human beings have the awesome ability to take any experience of their lives and create a meaning that disempowers them or one that can literally save their lives.”

Anthony Robbins, *Awaken the Giant Within*

Notice how H. B. Karp uses the words controversial and misunderstood in his discussion about power (see quote).



“Power is one of the most controversial and misunderstood constructs used in human resource development . . . There is nothing awesome or evil about power. It is one aspect of personal effectiveness . . . the problem lies in its ownership.”

H. B. Karp, *Personal Power: An Unorthodox Guide to Success*

It is interesting to note how the Scriptures speak of personal power. The context is an important key to the balanced application of power. Note the biblical quote on the next pages and list the 3 gifts we have been given:

1. power
- 2.
- 3.

The pursuit of power for its own sake is not healthy or productive. It needs to be combined with love and self-discipline.

It is from this wholistic perspective that we now outline the steps that will help you get in touch with and focus your power potential.

“For God did not give us a spirit of timidity, but a spirit of power, of love and of self-discipline.”

2 TIMOTHY 1:7

NIV BIBLE



INTEGRITY AND SUCCESS

There is a modern trend to recognise integrity as the central factor of personal success. Integrity is experienced when our decisions and goals express our true values. World-renowned specialists, in corporate and business management and in personal motivation, are talking about integrity.

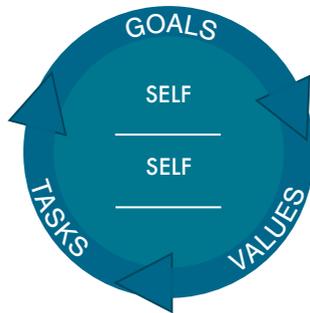
Anthony Robbins, for example, writes “Those who know their and live by them become the of our society.” (See quote below)

“Those who know their values and live by them become the leaders of our society.”
Anthony Robbins, *Awaken the Giant Within*

Stephen Covey, who was acclaimed in Time magazine as being among the ten most influential people in the United States, identifies a revival of values and integrity as the basic view of success (see second quote below).

“If I try to use human influence strategies . . . while my character is fundamentally flawed . . . in the long run I cannot be successful.”
The Seven Habits of Highly Effective People

Clinical psychiatrists, Drs Minirth, Meier and Arterburn, identify integrity as the key to success. Note their quote, on the next page and identify, in the diagram below, the two vital “self” factors we have when we operate on the basis of personal integrity.



“If you operate on the basis of integrity, you will have greater self-respect and self-esteem.”

DRS. MINIRTH, MEIER & ARTEBURN

COMPLETE LIFE ENCYCLOPEDIA



LIVING OUR VALUES

—THE KEY TO ACCESSING OUR POWER POTENTIAL

The very essence of personal development is the congruity between values, goals, and lifestyle.

$$\frac{\text{GOALS}}{\text{VALUES}} = \text{PASSION} = \text{POWER UNLEASHED}$$

WHAT IS A VALUE?

Milton Rockeach, in the quote below, defines a value as an enduring

 "A value is an enduring belief . . ."
Milton Rockeach, *The Nature of Human Values*

A value, however, is even more than a "belief." We hold many beliefs at the cognitive level—the level of logic and predictability.

It is when a belief is processed, at the feeling level, that it becomes a value. The beliefs we hold at this level empower and change our lives.

 "Probably fewer than ten people out of a hundred have really examined their lives and the values that drive day to day behaviour."
Richard Leider, *Life Skills*

Note, in the quote from Richard Leider, that "fewer than ten percent" are really in touch with their values.

Why so few—what's so elusive about our values?

Do you think this could be a reason why so many are unfulfilled?

"Those who do not know what their values are will drift. . . because they have never thought about what is important to them."

BURNS

*MANAGING PEOPLE
IN CHANGING TIMES*



EVALUATING VALUES

 “We wish we could say that only moral people can develop abilities to get others to want to follow them. But we cannot.”
James M. Kouzes & Barry Z. Posner, *Credibility*

Are there potentially bad as well as good values? (See point of view in quote, on the next page)

- YES
- NO

If the answer is yes, it means we have the potential to be passionate about bad or destructive, as well as good, goals.

Can you think of powerful leaders who had bad values and therefore pursued destructive goals?

You may like to jot some names down in the list below.

WHAT DISTINGUISHES BETWEEN A GOOD AND A BAD VALUE?

Leading writers on motivation and leadership tend to refer to good values as those that “contribute to the common good.”

That is a great idea but who decides the common good? How can we be objective? Upon what principles do we base our choice of values?

This is a critical question—for it will not only influence your choice of values, but also the way in which you focus and apply your personal power potential.



“There is power in individuals who congruently lead lives where their philosophies and actions are one.”

ANTHONY ROBBINS

AWAKEN THE GIANT WITHIN



CHOOSING VALUES

The fact that there are constructive and destructive values means choice is imperative.

The “other” people in our lives initially programmed our values during childhood. Now our value system, as adults, and the direction of our lives is our choice.

Is there a basis for choosing values, which are not only good for us but also valuable in our community?

A PREMISE FOR VALUES

Many have found the Ten Commandments to be an excellent premise for their values. This document, originally inscribed on stone and now found in the Bible, is said to be one of the oldest and yet most succinct expressions of moral conduct ever written.

All the fundamental principles of life can be found here.

In the summary below, you will note the principles of life, decency, respect, sexuality, rights and reputation. Imagine how differently the history and current profile of our world might be if these principles were at the heart of all value systems?

Spend a few moments considering these basic principles and how they correspond with your own value system.

“You shall have no other Gods before me. Do not worship images. Do not use God’s name for evil purposes. Remember the Sabbath day to keep it holy. Honour your father and mother. You shall not murder. You shall not commit adultery. You shall not steal. You shall not bear false witness. You shall not be envious.”

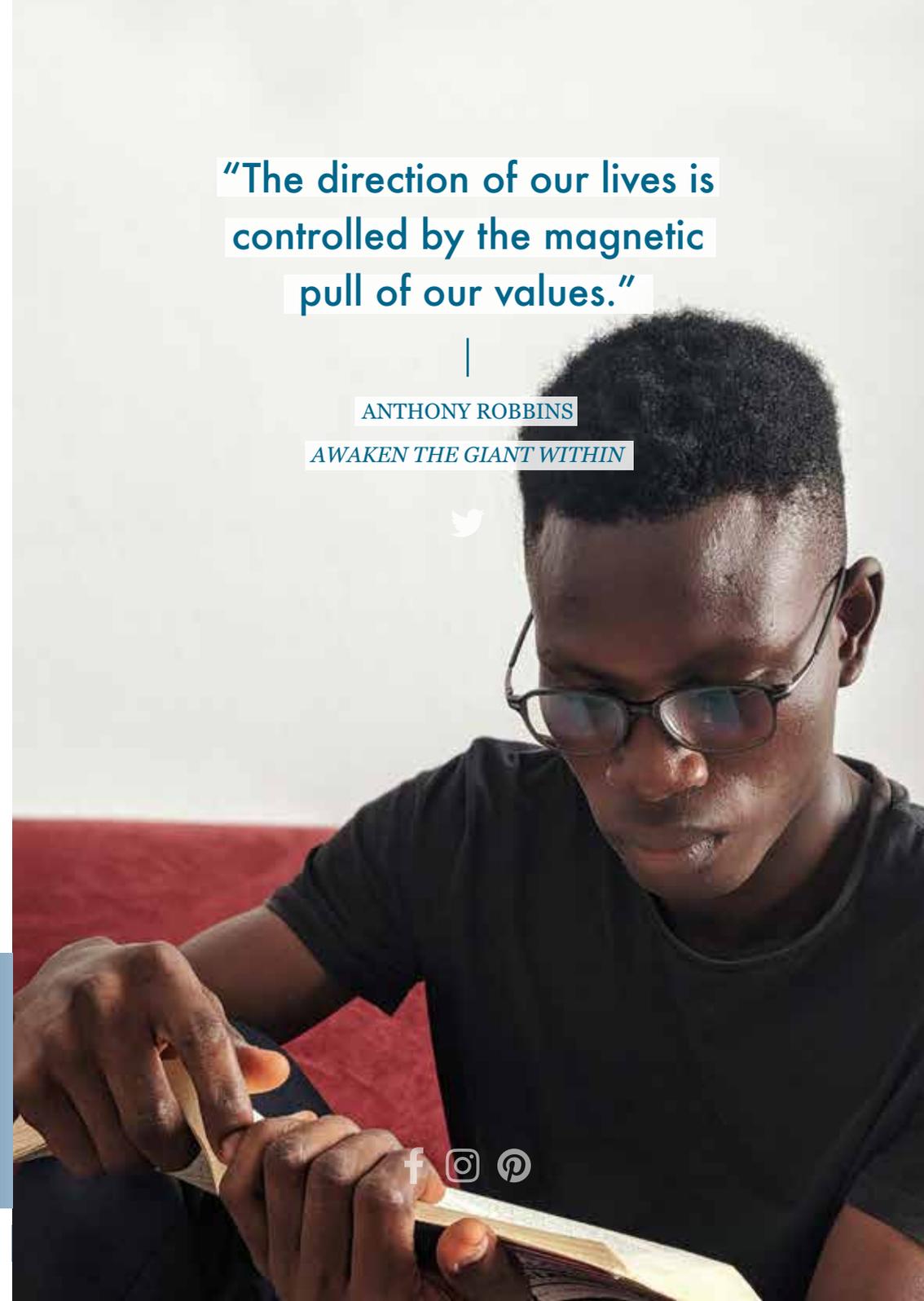
Exodus 20:3-17, A summary from NIV Bible



“The direction of our lives is controlled by the magnetic pull of our values.”

ANTHONY ROBBINS

AWAKEN THE GIANT WITHIN



GETTING IN TOUCH WITH YOUR VALUES

 "Every time a value is born, existence takes on a new meaning; every time one dies, some part of that meaning passes away."
Joseph W. Crutch

What are your values? You may find that answering this question is not as straightforward as you first thought.

Some suggestions are listed below with provision for you to add to the list. Use the numbered blank list to rewrite your values in order of importance.

- | | | |
|-----------|----|-------|
| LOVE | 1 | _____ |
| SUCCESS | 2 | _____ |
| FREEDOM | 3 | _____ |
| INTIMACY | 4 | _____ |
| SECURITY | 5 | _____ |
| ADVENTURE | 6 | _____ |
| POWER | 7 | _____ |
| COMFORT | 8 | _____ |
| HEALTH | 9 | _____ |
| HONESTY | 10 | _____ |
| EQUALITY | 11 | _____ |
| _____ | 12 | _____ |
| _____ | 13 | _____ |
| _____ | 14 | _____ |
| _____ | 15 | _____ |

CHOOSING YOUR VALUES

Now that you have identified and listed your current hierarchy of values, it is important to think of any additions and changes you may like to make.

You may need several days of thinking to complete this exercise. It's worth it. It could change the direction of your life.

PERSONAL MANAGEMENT

Setting goals and the management of time and events is the practical end of taking charge of our lives. The benefits we take away from this or any personal development program will be determined by personal planning.

 "When your daily activities reflect your governing values you experience inner peace."
Hyrum W. Smith, *Time & Life Management*

From Hyrum Smith's quotation, fill in below the result when daily activities reflect governing values.

$$\frac{\text{DAILY ACTIVITIES}}{\text{GOVERNING VALUES}} = \underline{\hspace{2cm}} \underline{\hspace{2cm}}$$

USING OUR POWER POTENTIAL

1. Clarifying Goals.

A vital step toward empowerment is to clarify goals together with the costs and risks involved with each option.

2. Taking Responsibility for Choices.

We need to "own" our choices, even if they don't always lead to the expected outcome.

3. Staying Focused on the Result.

The original goal should be the continuing central motivation. There is a danger to allow process to take precedence over goals. Power will always be compromised as a result.

4. Making Change a Constant Choice.

Unplanned variables call for relevant responses. Power is expressed in the capacity to be flexible as we move toward our goals.

You will benefit by turning back to the goal-setting instrument in the first booklet to review and add to your goals.

THE PRODUCTIVITY PYRAMID

It is important to focus on the connection between governing values, goal setting and daily organisation. Setting goals that are not aligned with your values may accomplish short-term results. They will not lead to long-term satisfaction. The high cost, in terms of personal frustration, is not worth it. Daily tasks that do not reflect values, goals and strategies can make us busy but not productive—being governed by the urgent rather than the important.

THREE STEPS TO EFFECTIVE DAILY ORGANISATION

Step 1: Make a list of everything you would like to accomplish today. Include professional, recreational, family, spiritual and social tasks. You may end up with a list of twenty or more.

Step 2: Give an A, B or C value to each. Put an A beside each item on the list that “has” to be done today. Then put a B next to those items that are important—anything that should be done today. Then put a C next to any task that is relatively trivial - anything that could be done.

Step 3: Give a Numerical Value to Each Item on the List. Go back over the list again to give a numerical value to the A’s, then the B’s and finally the C’s. The Most important task will be itemised A1 and then A2, etc. Then the B’s: B1, B2, etc. and then the C’s: C1, C2, etc.

This simple daily management strategy will work to multiply your effectiveness whether you’re the CEO of a corporation, a manager, a storeman, a housewife, a student—whoever you are.

Adapted from Time and Life Management by Hyrum Smith



“A wise man thinks ahead;
but a fool doesn’t and
even brags about it.”

PROVERBS 13:16



YOUR APPROPRIATE WORKPLACE



“If we did all the things we are capable of doing, we would literally astound ourselves.”

Thomas Eddison

One of the most important success factors is choosing an appropriate work place.

John L. Holland has developed a vocational model that categorises six work environments. These categories can also be used to describe the personality orientations of the workers. The basic goal is to match each “worker” with the “right” work environment.

You will enjoy reading through the personality orientations over the page to see just where you fit. If you are like most, you will have a mixture from two or more categories. One of the six categories is normally dominant.

Your particular mix of personality factors is unique. That is very important—no one else can make the same contribution to society that you can. To discover, accept and appropriately express who we are is the essence of personal power.

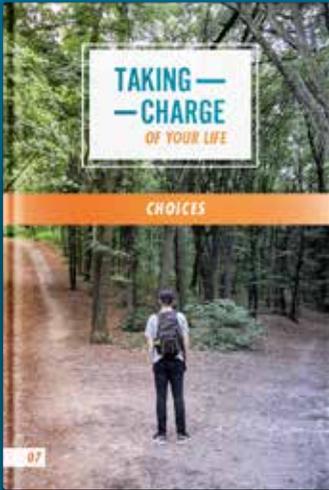
The six work environments are:

1. **Realistic.** Building, driving trucks and farming are realistic occupations.
2. **Investigative.** Science & academic research are investigative occupations.
3. **Artistic.** Sculpting, performing and writing are artistic occupations.
4. **Social.** Teaching, religious ministry and social work are social occupations.
5. **Enterprising.** Sales, politics and finance are enterprising occupations.
6. **Conventional.** Accounting, computer technology and pharmacology are conventional occupations.

YOUR APPROPRIATE WORKPLACE

ORIENTATION	DESCRIPTION	ADJECTIVES	TYPICAL JOBS
Realistic	Doers, not reflectors, who prefer concrete tasks, often requiring physical coordination, strength, or skill.	Enduring Insensitive Not cultured Unassuming	Athlete Builder Engineer Farmer Forester
Investigative	Thinkers, not doers. Analytical observers who seek knowledge and attempt to solve intellectual problems.	Curious Introverted Not popular Slow moving	Academic researcher Analyst Medical researcher
Artistic	Creative people who dislike rigid structure and seek opportunities for artistic self-expression.	Aloof Original Unconventional Moody Creative	Artist Designer Draftsperson Musician Writer
Social	Supportive people who seek close personal relationships (but avoid thought problems and challenges requiring manual dexterity). These people fulfil their needs for attention by helping or teaching others.	Inflexible Kind Open Approachable Communicative	Funeral director Librarian Foreign service Clergyman Personnel director Social worker Teacher Training director
Enterprising	Seekers of power and authority, verbally skilled and somewhat manipulative.	Argumentative Energetic Pleasure seeking Striving	Administrator Advertiser Financier Lawyer
Conventional	Respecters of authority, require structure and orderliness. Self-disciplined. Like situations where leader sets rules and regulations.	Conscientious Dependent Efficient Suspicious	Accountant Appraiser Manager Computer technology Pharmacist Stenographer

CONTINUE YOUR JOURNEY



CHOICES

The next book, entitled Choices, will take you further in the process of personal growth. Email or call HopeChannel to receive your copy and continue in your journey.



✉ discover@hopechannel.com

☎ 1300 300 389

f /HopeDiscoveryAU

🐦 @hopechannel

🌐 hopechannel.com/learn



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