

How to Be **BRILLIANT**

Change your ways in
90 days!



Michael Heppell

***HOW TO BE
BRILLIANT***

Prentice Hall LIFE

If life is what you make it, then making it better starts here.

What we learn today can change our lives tomorrow. It can change our goals or change our minds; open up new opportunities or simply inspire us to make a difference.

That's why we have created a new breed of books that do more to help you make more of *your* life.

Whether you want more confidence or less stress, a new skill or a different perspective, we've designed *Prentice Hall Life* books to help you to make a change for the better.

Together with our authors we share a commitment to bring you the brightest ideas and best ways to manage your life, work and wealth.

In these pages we hope you'll find the ideas you need for the life *you* want. Go on, help yourself.

It's what you make it

* * *



**Third
Edition**

HOW TO BE BRILLIANT

Change your ways in 90 days!

MICHAEL HEPPELL

**Prentice Hall Life
is an imprint of**

PEARSON

Harlow, England • London • New York • Boston • San Francisco • Toronto
Sydney • Tokyo • Singapore • Hong Kong • Seoul • Taipei • New Delhi
Cape Town • Madrid • Mexico City • Amsterdam • Munich • Paris • Milan

PEARSON EDUCATION LIMITED

Edinburgh Gate
Harlow CM20 2JE
Tel: +44 (0)1279 623623
Fax: +44 (0)1279 431059
Website: www.pearson.com/uk

First published in Great Britain 2004

Second edition published 2007

Third edition published 2011

© Pearson Education Limited 2004, 2007

© Michael Heppell 2011

The right of Michael Heppell to be identified as author of this work has been asserted by him in accordance with the Copyright, Designs and Patents Act 1988.

Pearson Education is not responsible for the content of third-party internet sites.

ISBN: 978-0-273-76123-5

British Library Cataloguing in Publication Data

A catalogue record for this book is available from the British Library

Library of Congress Cataloging-in-Publication Data

A catalog record for this book is available from the Library of Congress

All rights reserved; no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise without either the prior written permission of the publisher or a licence permitting restricted copying in the United Kingdom issued by the Copyright Licensing Agency Ltd, Saffron House, 6–10 Kirby Street, London EC1N 8TS. This book may not be lent, resold, hired out or otherwise disposed of by way of trade in any form of binding or cover other than that in which it is published, without the prior consent of the publisher.

10 9 8 7 6 5 4 3 2 1

15 14 13 12 11

Design by Design Deluxe

Cartoons by Steve Burke at The Design Group, Newcastle upon Tyne

Typeset in Helvetica LT Std 9/12pt by 3

Printed in Great Britain by Henry Ling Ltd, at the Dorset Press, Dorchester, Dorset

*For finding brilliance in everything,
I dedicate this book to the love of my life, Christine,
and to our children, Michael and Sarah*

CONTENTS

About the author viii

So why a revised edition? ix

Preface x

Introduction xi

- 1** A brilliant life balance 1
- 2** The five characteristics of brilliant people 13
- 3** Brilliant goal-setting 43
- 4** Time to be brilliant 53
- 5** Brilliant belief systems 67
- 6** Brilliant rock-busting 77
- 7** I need your help 89
- 8** Brilliant values 99
- 9** Brilliant teams 113
- 10** Brilliant vision 123
- 11** Brilliance into action: Time for a review 135
- 12** How to be 'brilliant-er': The next level! 139
- 13** Overcoming obstacles: What stops brilliance? 147
- 14** Brilliant life lessons 153
- 15** Brilliance uncovered 163

How to Be Brilliant exercise checklist 172

Appendix: Michael Heppell Ltd company values 174

Thank you to ... 176

ABOUT THE AUTHOR

Described as the cure for an average life and as one of the top three professional speakers in the world, **MICHAEL HEPPELL** is taking people development to a new level.

He is the international bestselling author of five books: *How to Save an Hour Every Day*, *Flip It*, *How to Be Brilliant*, *Five Star Service* and *How to Have a Brilliant Life*.

His clients and advocates include FTSE 100 companies, business leaders, top athletes, TV personalities and film makers. His website **www.michaelhepell.com** and associated tools are used by thousands of people every day who want to improve their quality of life. His mission is to positively influence 1,000,000 lives.

As a professional speaker he wows his audiences with his humour and industry savvy. His style was described at the London Business Forum as 'like shot-gunning a bucket of espresso' and from Melbourne to Manchester, he guarantees to have audiences off their seats and taking action.

He lives in Northumberland, England, with his wife Christine and their two children.

SO WHY A REVISED EDITION?

When I wrote *How to Be Brilliant* I would have been thrilled if anyone other than my Mum had bought it. Now *How to Be Brilliant* has been a bestseller for nearly a decade and I have been stunned at the results. It has been translated into almost 20 different languages, it's available in bookshops in more than 70 countries around the world and has had multiple reprints. So why change a winning formula?

As you'll read, part of the ethos of *How to Be Brilliant* is to keep on moving to the next level, and I thought this book could be even better. The first major change is the focus. The original book was written for a business audience and spent several years as a top-10 selling business book. But business wasn't the main reason why people were reading it. People want to know how to be brilliant in *all* areas of their life, so now we've refined the book to work as a guide to help you to be brilliant whoever you are, and whatever you are doing.

I've also added five new chapters since the book was first published, to inspire you to take action, to help get you beyond brilliant and to show you how to overcome obstacles.

Finally, I've given the manuscript a facelift, chopped out some of the good bits (that will make sense to you later) and added a checklist towards the end to help keep you on track.

I hope you enjoy reading *How to Be Brilliant* as much as I enjoyed writing it. Here's to your journey towards brilliance.

MICHAEL HEPPELL

PREFACE

Have you ever had a moment in your life when you made a decision, and your destiny changed in a second? Exciting, isn't it, how those small moments impact upon the rest of your life? As you read, take a moment to think about the moments that changed your life. Ask yourself if you were controlling these changes or if they were controlling you. Did they improve your life in the short term or was it longer before you saw the benefits? Or are you still waiting?

Now is the time for you to **be brilliant.**

INTRODUCTION

Fed up with life being distinctly average? Is good not good enough any more? Do you want more than just feeling that you're 'getting by'?

Then you're in the right place. If you're putting in an lot of effort for measly rewards or feel that life and work are a struggle with little to show for it then I have some good news for you. And if you're feeling a distinct lack of happiness or success then you need to know the secret of brilliance.

Looking at people achieving remarkable things – those getting recognition, reward and success, or people who have such a positive influence on everyone around them – it's easy to think they are just lucky. The truth is far from that. Their secret is that they decided to be brilliant. And you can do the same.

How to Be Brilliant will give you the tools to find out exactly where you are now. Then you'll work out where it is you want to get to and develop strategies and powerful methods to get you there:

- ★ as quickly as possible
- ★ as economically as possible
- ★ with as much fun as possible.

You'll change your ways in 90 days

You'll discover the specific characteristics of brilliant people so that you can learn and model from the best. Through many examples and personal stories, you'll discover how to use techniques to overcome the barriers that hold you back. You'll learn how to set a

clear plan for an outstanding, brilliant future, and how to communicate with your friends, colleagues and family at a higher level.

With this foundation you'll create a vision and have an exciting 90-day plan to achieve your short-term goals. Then with a range of tried and tested tools and with new levels of energy and enthusiasm, you can move forward to create and achieve longer-term goals. You'll learn how to be proactive when faced with challenges and have over 50 tools at your disposal to move you to the level where you deserve to be.

Also in this revised edition you'll learn how those who are already brilliant work hard to be even better. Brilliance is a standard, not a skill. You'll be able to take the techniques learned for one area of your life and apply the same standards in other areas with minor adjustments – easy, once you know the secrets to being brilliant.

The book is designed to be easy to use and is broken down into sections ensuring you learn at your own pace. 'Brill Bits' are designed to pull out key pieces of insight, learning or things you may want to look at more closely. So make a commitment now, and enjoy reading *How to Be Brilliant*.

Getting the most from this book

This book can really change your life. But to do so, you need to participate fully. If I suggest to you that you should do something specific, then please just do it. Just sitting there reading this information isn't going to be enough. One of the things I know about my own personal life is that understanding something on an intellectual level is worthless.

This book is full of exercises, check points and prompts for you to take some time out to reflect. Make sure you take a moment or two to complete these important parts of the *How to Be Brilliant* process.

Life is about taking actions. It's about doing something – anything! That's what's going to make the difference. It's the actions that you take now that are going to affect your life massively in the future. Just acknowledging information is not enough.

The secret's not in the knowing, it's in the doing.

Let me tell you what we're going to cover in this book.

First of all I want you to look at getting a brilliant life balance. You'll do an exercise called the Wheel of Life. The Wheel of Life isn't something that you're only going to do once. In fact, this whole programme isn't something you're only going to do once. This is something that I would like you to do on a regular basis. Every time you visit your Wheel of Life you'll understand how your own personal development is improving. If you spot areas that you're starting to fall back on a little, you can immediately address those issues and fix them.

You're going to explore the characteristics of brilliant people. What is it that makes a person brilliant? Do you think they are born brilliant? Or do you think they have characteristics that they put in place, certain things that they learn, and certain things that they strive for that make them brilliant? There are five key characteristics of brilliant people. If you apply those characteristics to your life, you are certain to move up to the next level. I'll guarantee you will move closer towards brilliance.

Then you'll do some goal-setting. You need a strong 'Why?' to move forward and engage in the tools and techniques. Clear goals are the best drivers.

You won't learn a system for goal-setting that is like the majority of others, because in my experience the majority of goal-setting systems don't work. You'll not see any SMART* goals here!

Then you're going to look at the level at which you currently live your life. Are you doing a poor job? Are you doing a good job? Are you doing a fantastic job? Or are you doing a brilliant job? The people who are doing a consistently brilliant job get the best results by far. In this book you'll discover how to get brilliant results every time.

*SMART goals, meaning Specific, Measurable, Achievable, Realistic, with a Timescale, have been taught by trainers, usually corporate, for years now. They are great for outcome setting when you are running a project but I have yet to meet a person who is currently living their life's vision through using the SMART system.

One of the things that stops you from getting brilliant results right now is probably your belief system. It's not for me to say whether your belief system is right or wrong. However, I know through experience, working with thousands and thousands of people, that it's your belief system that holds you back more than anything else. You created that belief system. In *How to Be Brilliant* you're going to explore what it is that you believe and most importantly why you believe it.

Wouldn't it be great if you could change your belief system right now and make it more empowering; a belief system designed by you, exclusively for you, that helps you engage your life at an altogether different level? You'll explore this later in the book.

You're going to study Circles of Influence versus Circles of Concern. We all have many concerns in our lives, but the way to move on is to look at what you can influence, what you can change and the actions you can take rather than dwelling on your concerns and things you can't alter. You are going to put together a strategy, using a model that will move you forward very quickly. In fact, at a pace that will surprise you. When you read this book again as a reminder in a month, two months, or a year's time, you'll look back and think, 'Wow, look how much I've changed!' The reason why you will have changed, and changed for the positive, is that you'll have worked on areas that you can personally influence in your life.

Moving through the book, you're going to explore your values system. Values are something that you create. You create values in the same way you create a belief system, and then you find the evidence and the rules that support a belief system and that support your value system. So you're going to look in depth at your values, and understand how you created them in the first place.

You'll understand how the decisions you make every moment of every day make you the person you are. You'll make decisions about your current values that may change your life for ever. You might be lucky. You could read the 'Brilliant values' chapter and say, 'That's me, right now, perfect values, perfect rules, I'm perfect!' Or maybe you'll be like 95 per cent of the population and say, 'Hold on a moment, they're not the right values, they're not the values that are going to get me to where I really need to be in my life.' You'll need brilliant values if you want to be brilliant in life.

And why do this on your own? The 'Brilliant teams' chapter will give you a range of techniques to help you work with others, get

people on your side and save time. Blended with some cracking ideas for building rapport with others, this chapter is a must for anyone who deals with other human beings. That's all of us then!

Then I will encourage you to step up and set some big goals – stretch goals that at first may seem impossible – but with the application of the ideas contained on these pages, you'll soon see outstanding results.

You'll discover how to use an amazing visualization technique called mental rehearsal: the same method used by top performers. Brilliance doesn't happen by accident: it happens for a reason. Mental rehearsal will show you how you can create the outcomes that you want on a consistent basis. It is based on the techniques and systems of the very best people on the planet; the people who really know how to get results in an exciting and passionate way. I want to show you how you can set goals that really excite you, encourage you to take action and get the results that you desire.

Towards the end of the book, you put your brilliance into action and create enough personal leverage to make things happen.

In this revised edition you can read a selection of success stories from people who, just like you, made a decision to read this book. Plus there's some detailed instruction on how to get people to help you and a chapter on brilliant life lessons.

True will and false will

When you make any decision you will do so with either true will or false will. Let me explain the difference. False will is the most common. It's when people say they definitely will do something. Easy to say . . . True will means you will do it no matter what happens. I once had an incredible coach and mentor called Peter Field. For the first year Peter seemed to focus entirely on how to build my 'true will' muscle. This meant that every time I said I would do something, deep down inside, I knew I had to do it. Come what may.

It works. Once this metaphoric muscle is strong it becomes much easier to take on new commitments, to know that you will see things through, and your confidence soars. The challenge is you, like me, probably find it easier to exercise the false will muscle. As a result you don't see things through, you procrastinate and in the

end you blame outside forces such as time, lack of resources or other people for where you are.

My challenge to you is to use *How to Be Brilliant* to build your true will muscle. Really commit to whatever you say you'll do. Use the ideas in this book to give you confidence, belief in yourself and – most importantly – a new benchmark to live your life.

Finally, I want to negotiate a little contract with you before we start properly.

Take a moment and give yourself a very honest mark out of 10 for how happy you are to learn new information: 10 is high, 0 is low.

- ★ If you have a passion for education, you go out of your way to gain new knowledge and you're a lifelong learner, then well done you – that's a high mark.
- ★ Or it could be that you are happy to learn new things if you need them. That's a mid-way mark.
- ★ Or you could be reading this and thinking, 'I'm sure my brain is full! I can't get any more in there.' That would be a low mark ...

Then give yourself a mark out of 10 for how happy you are to change. How do you feel about change?

- ★ Is change something that you absolutely relish, that you love? Are you happy to try any new idea? When they say 'There's going to be a change programme', at work, if you're the one shouting, 'Yes, I love that' then give yourself a high mark.
- ★ Or you may be thinking 'I'm happy to change, but only the things that are wrong. If it ain't broke don't try to fix it.' That's OK – give yourself a mid-way mark.
- ★ If you're not as happy about change, or if you don't want to change the way that you do things, give yourself a low mark.

Then take those two numbers and multiply them together. You'll have a number somewhere between 0 and 100.

If you have 100 at this point, congratulations, there's no doubt that you'll get maximum value out of this book. If you are a 90, great, once again you can expect wonderful results. Between 80 and 90, you're doing well. Now as we start to get lower, I bet the area that lets you down is your willingness to change. That's not true in all cases: however, most people dislike change.

BRILL BIT

Understanding the ideas in the book is fine. Your ability to put those ideas into action is what makes the big difference. So test yourself and go for it!

90 days of massive action

Let me introduce you to the concept of a 90-day massive action plan. The 90-day plan contains the actions you *must* take, not that you *should* take. In 90 days you can make huge shifts in your life and make a significant difference to your circumstances. Check today's date. Count forward 90 days and mentally mark your first 90 days.

Ninety days is a great timeframe as it's long enough to change any personal habit, most circumstances and every belief. But it's short enough to remain excited. It's like a campaign for a better life. You truly can change your ways in 90 days. You'll hear a lot about 90 days in this book.

Finally, please, please, please, please – I'm on my knees with hands clasped here – do not think this is a one-off exercise. If I were to suggest that all you have to do to be fit is to go to the gym once, would you believe me? Wouldn't that be wonderful? Dream on! If you want to get physically fit and stay fit, you have to exercise on a regular basis. It's exactly the same with exercising your own personal development. You must work continuously. Every day, every week, every month, making sure you are immersing yourself with information.

BRILL BIT

This is a programme for life. Just like being physically fit, being mentally fit requires constant work. But it's worth it!

With this in mind – take action now. Decide it's time to change. Make a commitment right here, right now, to play full out. Make a commitment right here, right now, to improve your life, to step up to the next level and learn how to be brilliant.



***BRILLIANT
GOAL-SETTING***

Time to set some goals. Already? But I don't know what I want!
EXACTLY!!!

This is more exciting than you can imagine because you're going to do most of the work and see most of the results over the next 90 days. Ninety days is long enough to get some serious work done but it's short enough to see some results very quickly.

First I want to share with you some fundamental parts of goal-setting that I believe make a massive difference. As you read in the introduction, I'm not a fan of SMART goals. If you already know about these, then the first thing I'd like you to do is forget about them. SMART goals (**S**pecific, **M**easurable, **A**chievable, **R**ealistic, with a **T**imescale) are great for outcome setting for individual tasks but I have yet to meet a person who has achieved a major vision through using SMART goals.

I want to talk to you about a more powerful goal-setting technique using the three Ps. The three Ps are very simple:

Personal

Positive

Present tense.

When you set goals, first of all they need to be **P**ersonal. Second, they need to be **P**ositive. Third, they must be set in the **P**resent tense.

When I say a goal has to be personal, it will include the big 'I'. Organizations can have goals, that's great. Shared goals for an organization are exciting; shared goals for a couple are stimulating; shared goals for a family are stirring; but right now we're talking about YOU – the most important person in the world – and what is going to make a difference to you and your life. Does that sound a little selfish? Maybe it's time for you to be a little selfish here.

BRILL BIT

When it comes to setting goals, you are going to tune into a radio station called WIIFM, that's:

What's In It For Me?

When you set a goal and write it down, it's going to start with the word 'I'. Such as – I am, I have. This will really help you to concentrate on what it is that's going to make a difference to *you* when you set your goals.

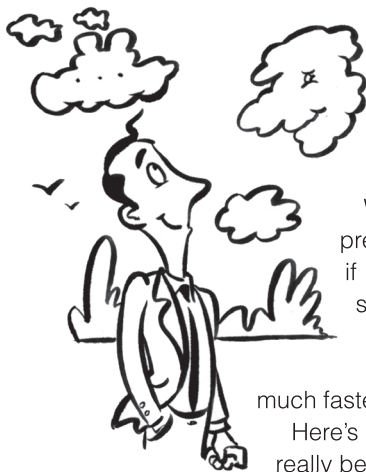
The second P is that a goal must be positive. I covered positive language earlier, so you should already have an understanding of how this works. Choosing the right words is absolutely critical at this point to make sure that you get the right affirmation created in order to achieve your goal. Let me give you an example. Once somebody said to me, 'I have my goal. There it is. What do you think of that, Michael?' They showed me their goal, which read, 'I am no longer in debt.' What's the key word in that sentence? It's *debt*.

You may be thinking, 'Why should that make a difference? That's a great goal. They want to get out of debt and they're being positive about it. It even sounds like it's in the present tense.' Positive language means that you would choose a different word (other than debt). The different words I suggested were 'financially free': 'I am now financially free', or 'I am financially free, now' – whichever feels best. 'I'm financially free' is much stronger and uses more positive language than 'I am no longer in debt.'

The third P is to set a goal in the present tense. See it as if it has already been achieved. This seems like a crazy idea to a lot of people and you may struggle to get your head around it. You may be thinking, 'Why would I do that? Could I not say, "One day I will be financially free" or "I will be financially free in two years" time?' When you set a goal in the present tense, your subconscious starts working towards achieving the goal.

By setting **a goal in the present tense** you create **Gestalt**

Gestalt is a very powerful driving force that can change the speed at which you achieve a goal. Gestalt is your brain's way of wanting to create order. If you were to lie on the grass on a sunny day and look up at a blue sky and see the clouds rolling past, it wouldn't be long before you started to imagine other things those clouds might



look like. You might say, 'Oh look, there's a ship' or 'Doesn't that one look like old Uncle Albert?' The reason for this is that your brain is making sense of an image.

When you create a goal in the present tense, your brain says 'OK, if that's how things have to look, sound and feel, what do I have to do to make that happen now?'

This is why a goal will happen so much faster if you set it in the present tense.

Here's an example of the person who I really believe was one of the greatest ever goal-setters – Muhammad Ali. Do you remember what Muhammad Ali would say? Do you remember the affirmation he would use? Four simple words:

'I am the greatest.'

BRILL BIT

What did Muhammad Ali say before he was world champion? 'I am the greatest.'

What did he say when he was the greatest? 'I am the greatest.'

What does he say now when he's no longer the greatest? 'I am the greatest.'

The perfect affirmation.

Think about the phrase, 'I am the greatest.' Is it personal? Is it positive? Is it in the present tense? Yes. Yes. Yes!

But to be the greatest, Muhammad Ali did more than just say he was the greatest. Ali would set goals in an altogether different way. Do you remember in pre-fight press conferences when he would turn to his opponent, look him in the eye and then make one of his famous predictions? Ali would say, 'You're going down

in the second minute of the third round.' He would say it with such certainty and such belief that even though his opponent would say 'Yeah, right!', he knew that he was in trouble.

After the press conference, Ali would then do something very interesting. He would go back to his hotel room, or back to his home, lie down and relax from head to toe. In his imagination he would see the press conference just as it had been. He would see himself make that prediction, but then he would start to visualize the days and weeks ahead and see himself build up to the fight. He would see himself doing amazing training; he would imagine himself preparing and getting stronger and better than the other guy. He knew if his opponent was up at 5 am running, then he'd be up at 4 am. He envisioned himself during his sparring sessions, getting bigger and stronger.

Then he would imagine the day of the fight. He would arrive outside the stadium and when he got out of the car, the crowd would be chanting only one name. He would hear it repeated over and over again: 'Ali, Ali, Ali ...' He would intensify the image. Increase the feeling. Bring it closer to him, imagining and feeling every single word, every single emotion that went with it.

Then he would see himself go into the dressing room and feel the bandages go on to his hands, he would feel the gloves go on and see himself standing strong. Then he would hear his name announced as he walks out. In his mind he senses the crowd going crazy, screaming just for him. Only his name would be screamed; everybody is on his side.

Then he would spring into the ring and look across the crowd, seeing every person screaming his name. He would hear it over and over again, intensifying it, increasing the volume, increasing the emotion: 'Ali, Ali, Ali, Ali'. Then he would turn to his opponent and see him shrink small. They would touch gloves and begin to fight.

He would then visualize each round – mentally rehearsing the outcome he wanted. He would see the first round exactly as he'd planned it, exactly as he'd mentally rehearsed it. Connecting, brilliant blows, doing the famous Ali shuffle – float like a butterfly, sting like a bee!

Then he would visualize the second round, even stronger, even greater, intensifying every moment. Then came the third round and, more importantly, the second minute of the third round. At

that moment – boom! He would connect with his opponent with an almighty punch, then see him go down. When his opponent fell, Ali would imagine standing over him and hearing the referee making the count – ‘One, two, three, four, five, six, seven, eight, nine – you’re out!’ At that point, when he knew that he had won, he would freeze-frame the image and surround it in brilliant white light. He called this creating a ‘future history’.

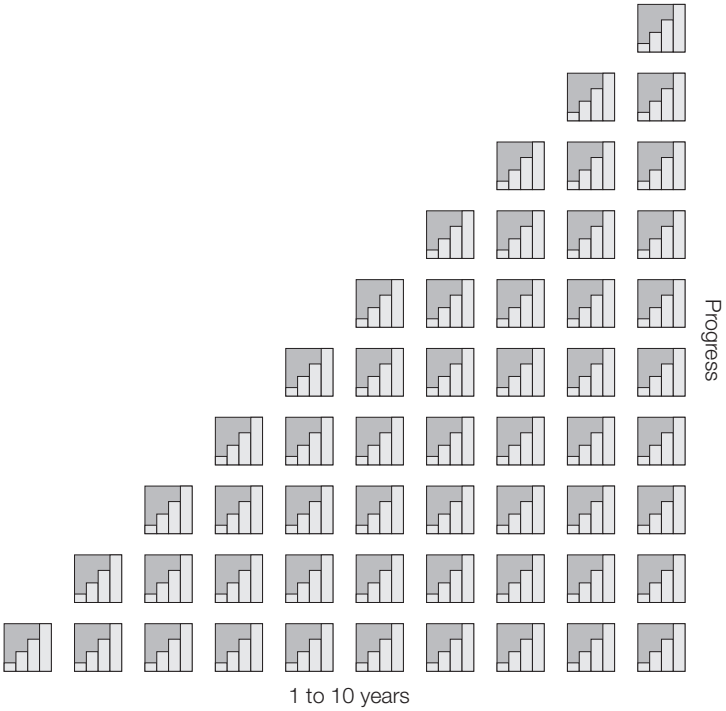
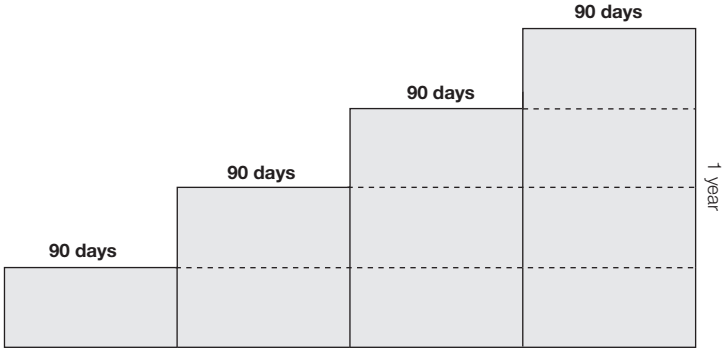
Never again would he consider an outcome other than his future history. All the time that he trained, he would see his future history. Every time anybody asked him about the fight, his future history was the image he would see. Every morning when he woke up, he would visualize his future history. Every night when he went to bed, his future history was the image that he would visualize. It was a future that he was so certain about, it was as if it had already been documented by the historians.

With that level of certainty, when it came to the day of the fight, guess what would happen? His opponent would be knocked out in the second minute of the third round, exactly as he’d predicted.

That’s how to set goals. Would Ali have been as successful if he had been taught to set SMART goals? ‘OK Muhammad, make them specific, make them measurable, ensure they are achievable, realistic and with a timescale!’

Ali created a belief and a passion and brought it very much into his whole physiology so every moment he lived it, every moment he ate it, every moment he breathed it, every moment he felt it. With that level of certainty, and with that level of passion, you can achieve anything, anything that you put your mind to.

To create that level of intensity requires passion and a need to make a goal a ‘must’. Here’s your homework. Right now focus on the areas that are important to you. Think clearly about what exactly you want to achieve. To begin with, you’re going to set some short-term goals. By this I mean things that are going to happen in the next 90 days. I also want you to have a look at where you want to be in one year; remember, that is only four batches of 90 days (see figure opposite). Then think about where you want to be in five years and where you want to be in 10 years.



Ten years is a long time and the only limit should be your own imagination. Remember this brilliant quote from Michelangelo:

'The greatest danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it.'

Think about that for a moment.

In 10 years you will have grown and developed massively. You could do whatever you choose to; you could be anywhere that you want to be. Just break it down into 90-day programmes, 90 days of doing the right actions. Do this and the 90-day chunks will start to build (see figure on page 49). Your daily actions build up and you'll see yourself step up, step up so much that after three or four batches of 90 days, you're going to say: 'Wow. Look what I have achieved!'

It will be like a boat going through a lock system; every 90 days you get higher and higher towards achieving your goal. After 10 years you'll have travelled so high, you'll be amazed how far you have come.

So get practical and plan your first batch of 90 days. After doing this, you'll see how easily you can plan your first year, the next five years and 10 years of this exciting new journey. Start by looking at the actions you have to take right now.

First question: which areas in your life do you want to set goals in? Remember when you first started, you looked at the Wheel of Life (p. 2). Eight different key areas in life. Some of the areas flagged up challenges where you knew you had to take action right now. They are the first areas to work on. Look carefully at your Wheel of Life. If you have a low mark in any area then you must set a goal there. It's an absolute must. The reason why? That area is holding you back – it's holding you back from getting the balance in your life that you deserve. A balanced wheel is the foundation. You will find it difficult to set big stretch goals later unless you have a balance first. So set some goals in each section of your wheel.

Do you have career goals? Do you have some areas within work where you say: 'Yes. I would really love to achieve that. That's where I want to be. This is how much money I want to be earning within my career. This is how many sales I want to be making. This is how many people I want to serve. This is the type of position that I want

to have within this organization.' If so, you can create goals around your career.

What about within your relationships? What type of relationships do you want to have with people? Where do you want to be? How do you want people to view you? How do you want to be seen as a friend? How do you want to be seen as a partner? How do you want to be seen as a parent, an auntie, uncle, son or daughter? Could you have a goal in those areas as well?

What about your health? Do you want to make a difference to your health, to the way that you feel about yourself and the levels of energy that you have?

What about the things you really want? Do you want a particular car? Do you want to go on great holidays? Do you want to go and experience things that you could probably only have dreamt about?

Start to think about the things that really excite you, that really juice you up. Take a moment to write down a few ideas. Write down all the different things that come to mind with those areas. Think about the parts that might be missing from your life – what are they? How are you going to fill them in? Remember to raise your game here. Some are going to be short-term goals, others are going to be long-term goals. Stop reading for a moment and write a long extensive list. Go for it!

How not to write your goals

Here are a few mistakes people make when writing their goals and how you can avoid them:

- ★ Saying 'will' instead of 'have': e.g. 'I will sell my house' rather than 'I have sold my house'.
- ★ Using negative language: e.g. 'I am no longer in debt' rather than 'I am now financially free!'
- ★ Not making it personal: e.g. 'To have a cruise' rather than 'I am going on an amazing cruise'.
- ★ Not being specific: e.g. 'I have lost weight' rather than 'I have lost x pounds and weigh y – I look and feel amazing!'
- ★ Just writing the goals down then not taking any action towards achieving them. Goals without actions are only hopes.

Right now, you should have your list. There will probably be too many things on the list, so read through them and ask, 'What do I *really* want?' You can identify the things that you *really* want because these are the ones where you can enthuse for hours about the reasons *why* and the difference they will make in your life. What are the things that are going to drive you as you look at your list? Then make sure you have a balance. To have goals only in one area of your life will quickly become unfulfilling.

Excellent. Now you have a list of goals written down that are positive, personal and in the present tense. You have made great strides in attacking the areas on your Wheel of Life where you had lower scores and you are beginning to formulate a 90-day plan to get a quick start on achieving your goals. You are heading towards brilliance rapidly. The foundations are laid, so if you are ready it's ...