Secrets of Self-motivation

By

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Arnfried Klein-Werner, author and speaker, has a background in Psychology and sales. He is a specialist on principles that promote maximized performance, and has applied his knowledge to help individuals, teams and organizations to achieve. He has a passion to help people achieve their full potential. It starts with changing mindsets and removing self-imposed limitations. As a motivational speaker, Arnfried inspires audiences all over Southern Africa to believe in themselves, and start achieving. With a new insight into their true capability and the tools to succeed, delegates from large multi-nationals, small companies and individuals are empowered to take their organizations to new heights.

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INTRODUCTION

I am told regularly by delegates, after I have presented a motivational talk, "I wish you would motivate me every day."

For some it is easy to motivate themselves. They have developed mindsets and disciplines that help them stay positive and goal oriented. Others are still on the journey to becoming masters at self motivation. On those cold winter mornings, you may not want to get up and hit the shower and then the traffic to go work for 8 or 9 hours, answering 100's of emails, listening to customers, supervisors or staff complaining. Its gets really tough if you still have to get the kids ready too. And when you face health or family challenges, it becomes even tougher to hit the ground running. Most times you may want to rather hit someone.

We have all experienced the frustration of knowing we should be getting up and working on some or other urgent or worthy project, but found ourselves just not feeling like doing anything. As the days have gone by with the uncompleted task becoming more and more urgent, the conflict inside has grown until we finally were forced to get up and get to work. And then it's a rush and you feel you can't do justice to the task. At those times you ask yourself: "Why couldn't I just motivate myself to do this long ago??".

Perhaps you've asked yourself many times: "How can I motivate myself?". You may have tried some techniques for a few weeks but soon found yourself back where you started. Demotivated and frustrated.

Motivation is not necessarily the emotional desire which results in the action of doing what needs to be done. One may say one is motivated to work on a project, but if one does not work on it, then one was not sufficiently motivated. There may be times when you have no emotional desire to work, but you motivate yourself to do it anyway. That is when your will simply overrides your emotions and moves your body into action, regardless of your feelings.

Self-motivation is the ability to motivate oneself to do what needs to be done regardless of how one feels. The techniques I will share with you will be ones that help you to choose to "do" when you would rather want to "sit" (or sleep).

This Workbook will empower you to get-up-and-go when your “get-up-and-go” is gone. You will learn how to remove the barriers and apply the secrets which will help you to be self-motivated. I recommend that you also download and work through the Workbook On your marks, Get goals, Get going! on – Setting, Planning & Achieving Your Goals. Download it from your member's area at bemotivatedtoday.com.

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II. BARRIERS TO MOTIVATION

The fact that one is not self-motivated implies that there must be some cause or perhaps a number of causes. Let's refer to these causes as barriers. Barriers can be removed and what we want to do is start by identifying the barriers, so that we can remove them one by one. Then we start applying some techniques to help us become continually self-motivated individuals.

Two types of barriers exist - physiological and psychological.

A. PHYSIOLOGICAL BARRIERS

These barriers are of a physiological (our bodies) nature and have to do with one’s personal energy reserves.

1. Stress

Although stress is psychological (in the mind) tension, strain or pressure, caused by tension-producing events, I want to deal with it as a physiological barrier because stress so often results in tiredness and fatigue, which is physiological.

We all experience stress as a result of:

- Exhaustion from working too many hours for extended periods of time.
- Being overloaded with work.
- Personal problems, be they financial, health related or relational in nature.
- Many commitments and responsibilities as a result of membership on committees and other community forums like PTA’s.
- Frustration at work due to the nature of the work or the environment.

The body needs energy to work. Suffering from stress drains one of energy. The constant strain of work, family, financial and other stresses, keeps the body depleted of energy for additional projects. Having one’s energy reserves depleted will prevent anyone from being able to work with enthusiasm.

Therefore one needs to manage one’s stress by maintaining a balanced lifestyle, and if necessary applying stress management techniques. (To assist you effectively manage your stress, you can download a helpful eWorkbook, Are You Managing to Stay Stressed, on effective stress management, from your member’s area at bemotivatedtoday.com/login). Too much stress will always create a barrier, preventing self-motivation until one learns to manage it effectively.

What obvious ideas come to mind to reduce your stress?
2. Tiredness

Tiredness can result, not only from stress, but also from not having enough sleep on a regular basis or simply working too hard in one's job. It is essential that one get enough sleep every night.

*Are you getting enough sleep?*

One's diet can also cause one to not have enough energy to cope with the demands on the body and the mind. Here, the solution is to maintain a balanced diet and supplement it with vitamins and other food supplements.

*How can you improve your diet?*

3. Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD)

These disorders of the brain can often create a barrier for sufferers, to self-motivation. They can, among other things, prevent one from concentrating on a task for long enough to complete it.

**Dr. Russell Barkley** explains:

"It is a fact that persons with ADHD frequently cannot attend to low-level stimuli like homework or balancing a checkbook. ADHD people know that balancing a checkbook or doing well on homework are quite essential to their personal wellbeing. They are typically quite motivated to perform these tasks, but they cannot. Their diffused attention pulls them away from the task unless they are redirected by an outside stimulus-agency. People with ADD/HD can pay attention but usually shift attention from task to task, never staying with or completing a current task. It may also take a much higher level stimulation to shift out of inattentiveness or to maintain attention for longer periods."

The problem becomes exasperated because adults with ADD/HD often also suffer from depression or anxiety issues often associated with low self-esteem as a result of being told for years that they "could do better, are not trying hard enough, are not living up to their potential" etc.

Furthermore the knowledge that completing a task is so difficult, will prevent the sufferer from being sufficiently motivated to even start.

To overcome this, therapy should be sought, possibly including medication.
A. PSYCHOLOGICAL BARRIERS

Psychological barriers are those caused by our thinking. We all have developed paradigms and belief systems which influence our world view and how we see ourselves. These come into play when we need to move forward and face the challenges of life. Our thinking strongly influences and affects our motivation.

1. Your job

Many people no longer enjoy their jobs, and find it extremely difficult to motivate themselves to get up and go to work, or work once they are in the office. This may be because they are no longer suited for the job and find the work:

- ✓ boring;
- ✓ meaningless; and
- ✓ adding no value.

If this describes you, then changing jobs or careers would be the best option. You may have tried and not found another job. Or you may have started studying part-time to improve your qualifications, and thereby up-skill yourself to find a better job or change careers altogether. In the mean time you can motivate yourself in finding value in other areas of your job:

- ✓ Build meaningful relationships with one or two people at work. Good friendships at work are essential to being happy in one's job. Laughing and joking with friends in the office reduces stress and makes the time go faster. Time spent with friends over teas and lunches at work can become times of great encouragement. So develop some good friendships and let them inspire you at work. These may become deep bonds which may last a lifetime.

- ✓ Consider what value your tasks/responsibilities add to the company. Although you may have some negative feelings towards the company, realise that your work is adding value. It is contributing to the profitability of the company and its continued success. You are making a difference. You may not feel that you are, but without you, others would have to work a lot harder. You are important at work. Probably much more than you realise. Others rely on you. Your effort helps others to do their job better. You are needed. Let that sink in and get excited about the value you add every day - to clients and colleagues. Every day you make a difference. Consider it as you get ready for work every day.

- ✓ If you deal with customers directly, you can find great meaning. Every interaction is an opportunity to add value to people's lives. Your service to them, although having little value to you, means a lot to them. You are meeting their needs. As you consider how you can add more value and serve even better, you will realise that what you do makes a huge difference to each customer and adds value to the company. Excellent customer service is highly prized. You can feel very proud of yourself and find great joy in knowing you are adding great value to your customers.

- ✓ If you are in accounts or marketing, administration or production, you may not deal directly with customers. Yet, consider how customers benefit, directly or indirectly from what you do. Some aspect of your work ensures that customers
get the service they are paying for. Whether it is ensuring that accounts are correctly invoiced, that products are made to the correct specifications, that orders are correctly processed or that the marketing efforts of your company provide the customer with the correct information to make a buying decision. Your work matters to both customer and the company.

✔ Find ways to have fun at work or create meaning for yourself. Have fun at work by doing special things for people. Bring a cake to work for all to enjoy. Start a fun weekly newsletter. Or post a joke every day on the notice board. Forward an encouraging PEP-Talk email to everyone.

✔ Consider the character growth you enjoy as you develop the ability to work hard and serve with excellence, in a job you would love to leave. Your character is more important than money (or even happiness for that matter). Nothing develops character like trials and challenges. This is training ground for you. You don't know what the future holds. You don't know what character growth you will need to succeed in your next job or new career. One thing you can be sure of: The better your character, the more successful you will become.

"Ya right" I hear you say. "I still hate my job"

But while you are 'stuck' in this job, you basically have 2 options:

1. Be depressed and demotivated each morning at the prospect of going to work
or
2. Follow some of the above, simple steps to change your thinking, and get motivated so that you can find more meaning in your job.

Another reason why people experience a lack of motivation at work is as a result of conflict:

✗ Between themselves and colleagues/managers.
✗ They feel they can add more value but are not given an opportunity.
✗ They feel unappreciated.
✗ They feel abused (working too hard for little reward).

If you are feeling frustrated or demotivated because of any of the above, do whatever you can to resolve the conflict. Keep trying to improve the situation. Keep communication lines open, be proactive and keep a good attitude. If it cannot be resolved, accept it and find greater purpose and meaning by applying the suggestions offered above. Alternatively, seek a new job.

A third reason why people lose motivation to work is because of work stress:

✗ Continued busyness;
✗ Difficult customers;
✗ Staff problems;
✗ Deadlines, time pressure;
✗ and more.

The solution here is to improve one's skills in dealing with the tasks that cause stress. Attend courses on time management, customer relations management, etc. Equally important is applying good stress management techniques.
What can you do to create some self-motivation at work?

___________________________________________________________________

___________________________________________________________________

2. Lack of Confidence

Those who suffer from a lack of confidence in their own abilities, may become motivated to pursue a goal, but while planning for it (and becoming aware of what will be required of them) or actually working towards the goal, they may become discouraged and want to quit because of a lack of belief in their ability to complete it. No further attempts are made because at the root is a belief that they will not be able to achieve the goal. This lack of confidence causes more shame and discouragement and prevents future attempts at achievement.

The only solution is to change one's belief system about one's ability. Techniques include affirmations, and visualisation together with a realisation that one can do almost anything. Setting smaller goals and achieving them helps one to start believing in one's ability. Some therapy or life coaching may also be necessary.

_Do you really believe that you can achieve your goals? _______

3. Lack of knowledge

When starting any project, knowledge and skill is always limited. It can be very daunting when one considers what one may need to learn in order to complete a task or reach a goal. Some people lose motivation because they do not possess the necessary knowledge or skills to keep working towards their goals. In the age of the Internet, a lack of knowledge need not stop anyone. Information is available. People are available to teach one whatever one needs to know. One just has to search for help. Admitting a lack of knowledge or skill need not cause embarrassment either. With the coming of the information age, there is so much information, that no one can know it all, or even a fraction of everything. Just keep asking and learning a little bit at a time. Rome was not built in a day, and if you need to learn an entire new language, just be patient and learn a little every day.
4. Self-image

How one sees oneself can become a huge barrier. Does one see oneself as an achiever or non-achiever, Winner or loser, Success or failure. If one sees oneself negatively, then the obstacles can quickly discourage and demotivate one.

The solution is to have a positive self-image - to see oneself as a person of value and a success. One should realise one is unique and has many talents that one can use to improve one’s life and the lives of others. One can expect to succeed at everything one does.

When one sees oneself as a Winner and a Success, then it is much easier to ignore the feelings of ‘demotivation’ and get up and work.

5. Discomfort

One of the biggest barriers is the discomfort of getting up and working, when it is so much “nicer” to sit in front of the TV or lie in bed for an extra 30 minutes, instead of going to the gym, going for a run, working on that book or spending time with the children. This potential discomfort keeps most people from being self-motivated. They have decided that it is more pleasurable to be comfortable, than to get uncomfortable in the pursuit of worthy and exciting goals. It is a decision that has been made. To overcome this barrier, one has to start by making a decision (when setting a goal), that one’s goal is worthy of discomfort. And when you know why you want to achieve something, then you can make the decision that it is of greater value than your comfort. When I was training for the Comrades Marathon, I had to get up at 5 a.m. on Sunday mornings to go for long training runs of between 20 and 35 kilometres. I had decided that completing the race and getting the medal was more important than a late morning on Sundays. I am not a morning person, but I could easily get up early because the goal was worth the discomfort.

The following points are taken directly from the Workbook “On your marks, Get goals, Get going!” on setting, planning & achieving goals. They are also very relevant to barriers of self-motivation.
IV. ACHIEVING YOUR GOALS

C. MAKING PROGRESS

3. Overcome obstacles and setbacks

Expect to face more obstacles and setbacks on the way (to achieving your goals) than you anticipated. When you face serious setbacks, don't give up. Adjust the plans. Throw out old plans. Don't be attached to them. As mentioned, think about the obstacles before going to bed, so that your mind can work on the solution while you sleep.

*Make a decision right now that you intend to overcome all obstacles en-route to your goals.*

Your disciplines of affirmation, visualisation, and the pictures and tokens all over your home will now work for you to keep you persevering despite the challenges you face.

Get advice from others. And stay focussed on your goals.

Don't worry about the setback. Rather learn from it and carry on.

Plan your work and work your plan. Never take your eyes off your objectives.

Keep your focus on your goals and rewards, not on the obstacles.

Obstacles and challenges can discourage one, but make a decision to courageously follow your dreams despite the obstacles.

You have the power to achieve any goal you desire. And by keeping your dreams in mind, you will stay inspired to work through all challenges.

5. Start again when you fall behind

Obstacles, time pressures or lack of motivation may cause that you fall far behind in working towards our goals. No problem. Let every day be a new day to start working on them again. Don't forget about them or disqualify yourself for having failed in any way so far. They were great goals when you set them. They probably still are now. **EVEN if you have done NOTHING about them for a long time.** Decide that you will not abandon your dreams. They are worth it and you can accomplish them.

Plan exactly how and when you can make time to work on achieving them. **Spend 30 minutes planning how you can get back to work on them again. These will be the best 30 minutes you may spend.** When we start planning a task, we become more committed to it. We get excited about it and take ownership. Taking ownership is needed in order to make it happen. When you invest in careful planning, you set a process in motion that ensures the success of a project. Do that for your goals when you fall far behind.

Get excited about the benefits you will reap from achieving this goal. Think about how good you will feel about yourself if you have achieved it. Think of what others may say of you. Think about the financial benefits. Consider the fun you will have. Pretend you are already achieving everything you set out to do. Trust yourself, that you can do it. Dismiss the negative thoughts that creep in, but believe that you will achieve this dream. Think about it often. Day dream about it.

Don't worry about actually doing anything. If you simply think about it often, your body
will take over subconsciously and go to work, without you actually telling yourself to do it. It will be almost automatic. The plan will be there and so will the positive feelings and desire to have the benefits. So you will just want to get to work, without having to force yourself. BUT you have to keep thinking about it.

Never give up on your goals. Even when things are tough. Hang in there. If you stop you remove the possibility of succeeding. Change the deadline if you have to, but never quit.

“The big shot is just a little shot, who kept on shooting.”

V. BARRIERS TO ACHIEVING YOUR GOALS

Besides obstacles, you may face a number of barriers to achieving your goals. These may be external (circumstances or people) or internal (relating to the way you think and act.) Knowing how to deal with these will help you stay focussed on your goals.

A. EXTERNAL BARRIERS

The circumstances of life and the people that one is in contact with, can become barriers that one needs to overcome, or they will derail one's entire mission.

1. Distractions

Distraction are those things that take one's attention off one's goals. These include:

- Responsibilities at home and with family.
- Urgent projects such as home renovations, tax returns, etc.
- Other's expectations, such as the boss wanting one to work overtime or wider family members want more time with one socially.

These distractions can be minor irritations or end up slowing one's progress significantly.

Some of these cannot be avoided, like tax returns and spending time with loved ones.

*What are the distractions you face?*

There are two ways to view our distractions:

a. Unnecessary irritations and annoyances.

*For example:* television, colleagues bothering us, staff problems, computer...
problems, sales people, emails. Some of these distractions become time wasters, which we will address in point 3 of this section. Others, like computer problems, are annoyances which one should handle and then get focused again on goal-achieving activities.

b. Necessary and part of life, or needed to achieve other goals. **For example:** doing dishes, preparing meals, washing, spending time with children, home maintenance, bathing children, helping with school projects, exercising, etc. These are all necessary and if they can be delegated to others that is good. But the ones that promote the achievement of other goals such as being a fantastic parent, spouse, or staying fit should be considered investments in a good quality of life. Never consider time with children or spouse a distraction. These are valuable times and should take priority over achieving professional and personal achievement goals.

Choose to substitute impatience and irritation with a deep realisation that life is short and the things that matter in the end, on one's death bed, are the quality of one's relationships.

Consider which distractions you can limit and refuse to be distracted from your goal-achieving activities.

Learn to say 'no' and explain why you cannot accept an invitation, or why you feel that the expectations are unrealistic at this point.

Don't let yourself get distracted from your goals for long. Handle any situation and then pursue your objectives with focus and determination to accomplish.

*A hound in the hunt does not stop to scratch the fleas* - Anon

2. Past failures

We have all had past failures. Very few people have never failed at something. We often judge our capability by our past performance. So often past failures are seen as the final authority for determining that our future is doomed to failure as well.

Yet, millions of people have failed, tried again and then achieved. You too have had failures that you turned into successes.

We all have achieved certain things in our lives:

✔ Academic achievements;
✔ Sports achievements; and
✔ Career achievements.

Yet often we do not interpret these accomplishments the way we should. We forget them and consider them unimportant.

Your past accomplishments are proof that you can do more.

You have already achieved great things, and they indicate that you will still be able to do more in the future. You are older, smarter and wiser.

Past failures simply indicate that either you still needed to learn some things, or that you were attempting to achieve something that was not part of your purpose at that time.
Learn from your past failures. Use them to teach you valuable lessons that you won't forget. Use failure to evaluate yourself and improve your future performance. Perhaps you took unnecessary risks, did not get enough advice from others, did not plan enough or did not understand all the concepts.
But don't judge your future by your past.

**What have you failed at?**

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**What have you learnt from the failures?**

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Forgive yourself for all past mistakes. It is in the past. You may have experienced embarrassment and humiliation, but we have all experienced that, at one time or another as a result of our own stupidity, to put it bluntly. It is part of life and keeps us humble.

### 3. Time Wasters

It is very easy to fall into the trap of wasting time on unproductive activities. Days can go by without any work being done to get one bit closer to one's goals. All because one's time is taken up with unproductive activities. Be aware of how much time you spend on things that do not bring you closer to your goals. If one of your goals requires working after hours, such as obtaining a degree or running a part-time business then it is easy to spend unnecessary time relaxing after work in front of the TV, the newspaper or the Internet. Time to relax is important, but often we only need 20 - 30 minutes and then will be ready for more work.
Here a word of caution is needed. Spending time with one's children in the evenings is not wasting time. It is crucial. One should not neglect one's family in the pursuit of one's other goals. I have to remind myself that as a father, I cannot call myself successful if my relationship with my children is poor, or if my marriage is in bad shape.

We can easily waste time by spending time on too much:

✔ Entertainment;
✔ Leisure activities;
✔ Socialising; and
✔ Our hobbies or interests.

These activities are all of value, but when they hinder one from working on one's goals, they become barriers that one needs to remove.
Consider:
What are your potential time wasters? For example: Long lunch hours, TV, Internet, Time in the pub after work, Reading newspapers or magazines, Movies or videos, Chatting on the phone, etc.

What can you do to not fall in the trap of wasting time:

Choose to replace wasting time with goal-achieving activities. Rather reward yourself with an evening at the cinema or theatre, for consistently working on your goals for a month, than taking out a DVD every weekend and not spending time on your goals.

4. Others who don't believe in us

There will be people who will discourage you from pursuing your goals. They may be well-intentioned or just unkind.
Friends and family can sometimes be very negative when we tell them what we want to accomplish. People may say all sorts of negative things to us about what we can and cannot do. And we often believe them.

They will offer many reasons why we will fail, such as:

• You are not the kind of person to attempt this.
• You won't succeed and will be humiliated or lose money.
• The economy is bad and you won't make money.
• It is too dangerous.
• My cousin's uncle's mother's step-dad tried it and failed.
• It will never work.
• and more.

Very often people label us. Sometimes these labels stick.
From our past, authority figures may have limited us by what they have said and how they have treated or labelled us.
Make a decision to reject their "authority". Who knows what is still in you? Your teachers or parents did not not know your full potential! No one does.

The key is to limit one's contact with negative people to the minimum. Focus on the disciplines given in Section IV B, to overcome the negative attitude of others.

Rather spend time with people that encourage you and inspire you to pursue your goals.
Consider:

*With whom do you need to spend less time?*

Spend time with people who will build you up and encourage you to be all that you can be.

*Who would that be for you?*

If others have been negative or held you back from achieving your goals in the past, it is important to forgive them. Bearing a grudge or resentment towards those who have not believed in you, will only make you negative and unhappy.

**B. INTERNAL BARRIERS**

Barriers of a personal nature are those that usually stem from within and relate to one’s beliefs and habits.

### 1. Lack of self-belief

The personal barrier that probably stops most people from achieving their goals is a lack of belief in themselves. So often, people simply do not believe that they can achieve what they set out to accomplish. This stops them soon after getting started or when the first major obstacle is reached.

Unfortunately our self-doubt usually stems from what others have said, and our own negative experiences. Our well meaning friends and significant others (parents and teachers) have eroded feelings of confidence. Any failures we have had in the past have also contributed to our feelings of inability and lack of confidence.

The fact is that you have the ability to accomplish your dreams and goals. Don't doubt yourself. If you have achieved small goals in the past, then there is no reason why you should not be able to achieve huge ones too. All your experiences, up to now are at your disposal. Plus you can still learn so much through books, courses, videos and from others. People will assist you and I will motivate, inspire and empower you.

Let go of doubt and replace it with confidence in your abilities. Realise that you will face difficulties and obstacles. But there is no reason why these should stop you, unless you choose to let them.

Substitute self-doubt with confidence. You have all the ability hidden inside you. It is your incredible potential waiting to be released.

Substitute self-doubt with confidence by speaking the truth to yourself in the form of affirmations:

✔️ *I am capable.*
1. Self-motivation

✔ I can achieve anything I set my mind to.
✔ I have incredible potential.
✔ I have much experience to draw on.

If you don't believe in yourself, no one else will either. But I say it again: There is no reason why you should doubt yourself. No matter what others have said, or what you have told yourself, you can do it. You need to make a decision to start believing in yourself. If others can, then so can you. Believe that if it can be done, you can do it. Don't believe the false reasons you may come up with. The truth is that YOU CAN.

2. Procrastination

Some people love to procrastinate. They find numerous reasons why they cannot start or do something. Others are in the habit of putting off difficult tasks.

Breaking this habit can be achieved by:

a. Firstly admitting to it. This is always the first place to start when a personal reason prevents success. Facing up to the truth sets one free to seeks solutions and help. It is usually fear that causes procrastination. Fear of failure, the unknown, discomfort or effort.
b. Realising a number of truths:
   ✔ That life is passing by and nothing is getting done.
   ✔ One has responsibilities to oneself and the world to be all one can be.
   ✔ One has incredible potential and one can achieve great things.
   ✔ Greater fulfilment awaits those who step out courageously and face their fears.
   ✔ Great rewards are being lost due to a lack of action.
   c. Making a decision to take action despite the fear, taking responsibility to become successful and reach one's dreams.

If you tend to procrastinate, realise the truths above and make a simple decision to accept responsibility in pursuing your dreams and becoming all you can be. Choose to be courageous and face your fears or laziness. You have so much to lose, if you don't.

Then step out and start.

3. Fear

Fear can often be a barrier preventing people from starting or taking the next step.

Fear could result from a number of factors:

× Fear of failure;  
× Fear of the unknown;  
× Fear because of anticipated difficulty;  
× Fear because of the magnitude of the project; and  
× Fear of discomfort and struggle.

All people face fear at some time in their lives. Fear is natural and healthy. Fear ensures one's survival in dangerous situations. Successful people face their fears and then move forward anyway. As a practical step to overcoming fear, use visualisation - see yourself succeeding and
enjoy all the emotions attached. Then start by simply doing a little bit once a week at a set time. Prepare yourself mentally beforehand, by repeating affirmations and doing your visualisation the day before you plan to work on your goal.

Include the following affirmations:

✔️ I will reach my goal.
✔️ I believe in myself.
✔️ I can do anything.
✔️ I am confident and successful.

Forgive yourself for ever being afraid. Be sure that all people have fear. But they face their fear and choose to believe in their potential and ability to succeed despite the fear. Use affirmations and visualisations to replace fear and self-doubt with a strong faith and belief in yourself.

Yes, it may be a big project, there may be risk of failure, you will have to work and it may be difficult and uncomfortable at times. But you can do it. You can prove to yourself and the world that you are a Winner and this great goal can and will be achieved, because you have the potential to make it a reality.

4. Starting and not finishing

Another barrier to achieving your goals may be a habit of starting a project but never completing it. Here I have experience. I have started many a project, and not completed it. But this is quite normal. We become interested in something, do a course or start a project and then discover after a while that the interest is not so great after all and there is no passion any longer. This is how we discover our true passion - by trying things out. I have also started and successfully completed many projects. What one has to do is evaluate whether the goal is really a passion, and fits in with one's life purpose and values. Some goals or projects seem like a good idea in the beginning, but then one discovers that there are aspects that one was not aware of such as the time it requires away from the family, the stress it causes or the danger to one's health or the cost, (financially or otherwise) which cannot be justified.

Yet, if the goal is worthwhile and something that would release your potential, making a positive difference to others and yourself, if it would contribute to your growth as a person, then don't quit, despite the challenges. Some goals are not to be abandoned - because they are too important. It may mean more planning and harder work. It may cost more and require more patience. But it is worth every drop of blood, sweat and tears in the end.

If you have started many projects and quit. That is OK. Don't feel it is your destiny. Make a decision, that you will follow through on your important goals.

Your past success or failure does not have to determine your future.

5. Personal feelings of insignificance

You may feel that you don't have much to contribute, that you are just an ordinary, average individual who has nothing great to offer the world. In the big scheme of things, the national or global economy, you may feel insignificant. That is a normal feeling. In fact, very few people grow up believing that they will affect
the world. Yet the truth is that you can and probably will impact your world, if you allow yourself to believe in your true capability. When you start achieving goals, small or big, your belief in your ability grows, and as your goals get bigger, you will realise that you have so much to contribute. But it starts when you achieve small goals.

Never doubt that you can achieve major goals. Let go of doubt and replace it with respect and regard for your abilities.

Remember that while pursuing smaller goals, you have grown and developed. You are becoming a contributor to society. You are becoming greater and stronger as you face challenges in the pursuit of your dreams. You can be proud of who you are becoming and of all that you achieve.

Substitute self-doubt with unshakeable confidence. You are not helpless but capable. Your objectives will become more and more worthwhile. And you have all the resources you need for the achievement of your goals, hidden within as raw potential waiting to be released.

Discard feelings of insignificance by telling yourself that you have much to offer the market place.

Use affirmations such as:

- I make an impact on my world.
- I have much to offer the global market place.
- I touch people and add value to their lives.
- People respect me for what I contribute.

Affirmations help us to change our negative beliefs about ourselves, so start telling yourself just how valuable you are. It is true and one day you will prove me right.

6. Discomfort

When you start working towards your goals, you will experience some discomfort. Either because you need to put in extra effort after hours or because you need to stretch your skills. If you have set goals in order to enjoy greater benefits or have greater personal fulfilment (for example: getting fit, painting or writing a book) it may be a bit more difficult to bear the discomfort of effort and the struggle of overcoming obstacles. Just remember the saying: "No pain; no gain." is never more true than when it comes to accomplishing objectives and working towards dreams. You will experience discomfort. That is part of the process.

If your goals were born out of discomfort, for example, if you set a goal to start a business because you were frustrated in your career, then it is easier to bear the discomfort of hard work and challenges, because you know that not achieving your goal would take you back to frustration.

Realise too, that the benefit of working towards goals is not always in what you achieve, but rather in what you become. Working with great effort towards any goal develops a character of perseverance and creates a work ethic that will ensure that you will never fail. Your employers will recognise your determination and good character. They will consider you for promotion before others with better qualifications.

To help you persevere and put in continuous effort, stay focussed on the benefits you will enjoy once you have achieved your goals. Practise the discipline of visualisation.
daily. Keep yourself motivated to work hard, by the movies you create in your mind.

Barriers to self-motivation change. At times you may lack motivation because you are under too much stress. At other times it could be conflict in the office, fear, distractions or a combination of reasons. What is important is to always try to identify what is causing the lack of motivation and then go to work on removing the barriers.

III. SECRETS OF SELF-MOTIVATION

I call them secrets although they really aren't secrets. The problem is that most of us have forgotten them or don't apply them. So for all intents and purposes, they are secrets.

No matter how far you are on the journey to becoming a master at self-motivation, know that it is a process. It will not happen overnight. You will not wake up tomorrow morning and discover that you have become Mr/Mrs/Miss "Self-motivation". It takes time.

A. PERSONAL MOTIVATION

Personal motivation refers to the things that uniquely motivate you. They include your unique purpose and goals, among other things.

1. Your Purpose

Everything exists with a purpose e.g. the sun, a flower, the hair in your nose, your little finger.

We are all here for a reason (many reasons actually). But as "Workers", we contribute to the economy of our country, or serve others in some way, (as doctors, restauranteurs, police or emergency service personnel, etc.).

Your personal purpose is the original intent or reason for your existence. Your purpose may include being in a relationship with a lifetime partner, being a great parent and involved in the community in some way.

But you are on this planet for a very specific reason - to positively affect people the way that only you can. This is why you are here. This also honours your Creator, who made you for this purpose. It is your unique service to humanity. It therefore means finding and using your strongest talents.

Your purpose becomes your passion and your power. It is the underlying driving force of your life. It gives your life meaning and direction. When you know your purpose, then you can get up every morning, realising that today is another day to work towards fulfilling that purpose.

My purpose is to motivate and train people to be successful in every area of life. I do that through motivational talks, emails, videos, audio clips and training.

This is why I am here. And I love doing it. I am good at it, and I get paid for it. My clients benefit from my services.

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Why are you here?
It may be helping, teaching, developing, creating, accounting, managing, building, designing, selling, organising, protecting, etc.
Our purpose may change over time, depending on our experience, skill and age.

*What purpose drives you?*

___________________________________________________________________

___________________________________________________________________

If your career is in line with your purpose, let your purpose inspire you whenever you feel unmotivated. See yourself doing what you were born to do. Think about how fulfilling your purpose, benefits people. Enjoy the feelings of fulfilment as you visualise yourself living out your purpose at work. See yourself making a difference in people’s lives. Consider how your work is making a difference and positively impacting your world.

If your job is not related to your purpose, then focus for a few moments on the aspects of your purpose that your job does fulfil, such as being a positive influence on others. Perhaps your job *indirectly helps* you fulfil your purpose because it gives you financial security so that you can pursue your purpose in your spare time.

Most companies have vision or mission statements. As an employee, these would form part of your purpose. Your department may have a specific mission statement which would be something that you should adopt and focus on. Your commitment to live out the vision or mission will motivate you. If it does not, then perhaps you need to consider changing careers or companies.

Focus on your purpose regularly, as you make your way to work or before you get up in the mornings.

If you are in a career is not in line with your purpose and does not satisfy you, but rather frustrates you, then perhaps you are not in your purpose. You may want to consider changing careers if you have not already.

### 2. Your Goals

Some days it will be your purpose that motivates you. At other times it will be your goals.

If you have set goals that you are truly committed to accomplishing, then they will excite you; make you feel alive and drive you.

Your goals flow out of your purpose. As a husband, my purpose is to be the best husband to my wife. Thus, I set appropriate goals that help me to achieve this purpose.
These may include mini-goals like going on regular dates or bigger goals like working on my character and habits in order to be a better husband. Having these goals motivates me to develop more patience or work on my communication.

It is important to have goals in all areas of our lives so that our motivation is balanced. A father with only career goals can very easily become very imbalanced and unmotivated to spend time with his family, because he has no goals in that area. Yet as soon as one adopts a role, like becoming a father or husband, one automatically has a purpose of being the best one can be at that role. Hence one should set goals to achieve those purposes, e.g. spend at least 30 minutes with the children every day, have one day devoted to the family per week, spend at least 30 minutes talking with one’s spouse every day, etc. Then when you are tempted to rather work, your family goals can motivate you to do the things that will ensure you fulfil those purposes.

Also, as employee, it becomes one’s purpose to work to the best of one’s ability. Thus one sets goals reflecting that purpose, e.g. completing one’s work every day, being at work on time, having absolute integrity at work, etc. These motivate one to get up in the morning, or put in extra effort to complete a task before finishing for the day.

Your bigger, exciting career goals or business objectives motivate you to persevere at larger projects and work longer hours.

As you stay focused on your goals, not being distracted by circumstances, you remain motivated. Every day you take small steps necessary toward realising your big dreams.

*Write down 3 of your most important goals.*

___________________________________________________________________

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**Plans Motivate.**

Make sure you have the plans to achieve your goals. It’s great to have a goal, but when you have some plans that you are working on, then the motivation is multiplied. As one goes back to one’s plans regularly, one is excited by how things are progressing. Thus one becomes more motivated. When adapting plans and reviewing them, one is energised as one sees the goals getting closer and closer. Having plans really motivates.

Do you have plans for your goals, that you can review often and let them motivate you?

*Make a decision to make some plans to help you reach your goals.*
Reasons Motivate

One also has to remind oneself of the reasons one has set a goal: "Why do I want this?"
If the goals are related to one's purpose, then the reason is "Because this is what I was born to do! This fulfils me."
But perhaps the reason is more related to a benefit one will enjoy when one has achieved the goal. Such as the benefit of enjoying an overseas holiday or changing careers after completing a degree.

Remind yourself often why you want to achieve your goals. Let the reasons inspire and motivate you.

What motivates you to pursue the goals you identified above?

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

3. Your Values

Our values can also motivate us very powerfully.
Consider how you value your ability to provide for yourself or your family. Poor performance at work could put this in jeopardy. So you are motivated to get to the office on time and work hard.

Your value of being a person of integrity motivates you to be honest and upright in your dealings with customers or staff.

You may value your health and long life, so you keep fit and stick to a healthy diet.

We all value different things and these affect our goals and decisions, and ultimately our motivation to do or not to do.

Consider the following values and how they may motivate you to work towards goals or work on aspects of your life:

✔ A good reputation;
✔ Your family's security and happiness;
✔ Financial security;
✔ Being fulfilled at work;
✔ Making a positive difference in your community;
✔ Helping people;
✔ Being happy;
✔ Living long enough to enjoy your grandkids;
A fulfilling relationship with your spouse;
A fulfilling relationship with God;
A good character; and
Fulfilling your potential.

There are other values that you may want to add.
One of the reasons I want to look after my health, is so that I will be healthy and
strong to enjoy my grandchildren one day.

What values could motivate you to do things which you have been demotivated to
do?

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____________________________________________________________________
____________________________________________________________________

4. Motivating Questions

Sometimes asking the right questions can motivate us. These help us to get a fresh
perspective on reality.

Ask yourself some of the following, next time you are not in the mood to do what you
know you should be doing to get you closer to your goals.

Why am I here?

What should I be doing that I am not?
Why am I not doing it?
When will I stop making excuses and do it?

How much will I lose if I don’t start/work hard today?
Do I want to lose so much?
How much have I lost by procrastination?
Who is responsible for my better future?

What will I say to my children when they ask me why I never did more?
How will I feel about myself when I have to admit that I was not willing to do what it
takes?
What will others think of me if I don’t work hard at this?
What am I going to do to ensure that others see me as a valuable contributor in my
team/company?

In 5 years what would I regret not having done today?
How will I feel when I am old, and I look back on my life and see many wasted years,
months or days?
Do my excuses really hold water?
Do I want to look back on my life and only have excuses for not achieving?
Is my comfort right now, really that much more important than achieving my goals?

For how much longer am I prepared to settle for less than I really want?
Is this going to be the story of my life?

Some of these questions may have more power to motivate than others, depending on the goal or your current situation.
But as you consider them, the answers should motivate you from within.

Which of the above really motivate you?

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

What other questions could you ask yourself to change your perspective and get you motivated?

___________________________________________________________________
___________________________________________________________________

These questions force us to think of our higher values and thus we find a greater reason to do what we need to do.

B. KNOWLEDGE OF PRINCIPLES

Principles are laws which govern our universe. Like the law of gravity. We can deny it, act as if it does not exist or argue against its existence, but it will always exercise its influence over us. If we jump off a building without a parachute ... bad news!
There are a number of success principles, where just knowing about them and their effect can motivate us to get moving and working. Again I must add that each day is different and what motivated you today may not have the same effect tomorrow. So these may not inspire you today, but next week their influence may be more powerful.
1. Purpose

The principle of purpose states that each of us is here for a reason - to positively impact our world. Our purpose changes over time. But this gives our lives meaning, because we realise that we are not a mistake, only here as a result of random events. Instead we realise that our life has significance. Our skills and abilities can and should be used to make our world a better place for ourselves and others. This meaning energises us to move forward, design, create and work, knowing it serves a purpose in the great scheme of life.

Conversely, when we do not know our purpose, life becomes meaningless. We then resort to filling the void with pleasure seeking. But this leaves us empty inside. Our purpose is our passion and becomes our reason for living. It drives us and moves us forward, despite obstacles and challenges.

It is good to focus every so often, perhaps at the beginning of the week, on your purpose. Consider why you are here and what impact you want to make on your world. Consider also the void that you would feel, were your life to have no meaning and your work to have no value. Let these truths sink in and sober your goals and actions.

2. Potential

Every body has unlimited potential. When I was first introduced to the fact that I had a purpose to impact my world, I became fearful, thinking that this was just too much pressure. I felt that I did not have what it took to leave a legacy and affect people. Then I discovered the principle of Potential. I was set free as I discovered that not only did I have purpose (or purposes), but I also had the potential to fulfil my purpose. What a revelation. Some people may feel very intimidated, as I did, when one suggests that they have a purpose to impact their world. But the good news is that the potential is present too. All you need is inside of you, waiting to be released. So when you do not feel like getting to work on your purpose or goals, because the task seems daunting, remind yourself that you have the potential within to accomplish your goals. You may need to work hard, learn some more things and struggle a bit in the process, but you can do it, because you were born to, and you have what it takes within you. It was a paradigm shift for me and is always motivating when I think about it. I have all the potential to be what I was born to be. So do you. If you have not yet downloaded and worked through the workbook on releasing your potential, I encourage you to do so. You can download it in your member's area under e-Workbooks.

3. Service

The principle of service states that the demand for your service is determined by the quality of your service.

This has been a strong motivator for me. When I realised that the quality of my service put my service into greater demand, I improved my service, to the best of my ability. I don't think it was perfect, but I always tried my best. I was motivated by the financial
implications. Tom Hopkins says: "The income you earn is little more than a scoreboard reflection of the service you give.".

If you know that your livelihood, a promotion, or even your career depends on it, then you are motivated to put in your best effort. You will get to work early, stay late and work during lunch because you know that if you produce excellent work, you will be rewarded. This principle motivates us in our careers, but can equally motivate us in relationships. The principle is stated slightly different for relationships. Your popularity is determined by the way you meet the needs of those around you. As you serve your loved ones, meeting their needs for time, understanding, kindness, empathy and care, you are more loved, appreciated, and in the eyes of your children, you become a hero. There is a short, funny video clip you can watch where I talk about this in one of my motivational talks. See it [here](#).

Thus when we are demotivated and just want to relax, this principle encourages us that if we get up and serve others, we will be rewarded in the future.

4. Pro-activity

I state this principle simply as: when I do nothing, nothing gets done. We all know the saying: "If it's to be, it's up to me.". This is a powerful truth. And this principle is one of the principles that has helped me the most. When I realised that things will only improve if I do something about them, I was motivated.

We cannot wait for others to work on our challenges. They won't. Most people don't care much about your problems or your success. The person who cares the most, is you. Realise that when you do something about it, you benefit. If you do nothing, you cannot expect anything to improve.

We complain that things are not working out for us, but we are not prepared to do anything about it. Being pro-active implies taking responsibility for our lives and improving a situation if we are not happy with it.

Are you frustrated?

Do something. Don't let one more day go by without taking control and working towards a solution to your frustration. You can. You have the potential. You are not destined for frustration, but for success.

Get the information that will help you change your circumstances. Chat to a friend, go to the library or get onto the Internet. Do what you need to do. But find some solutions. Plan for the change you want. And start working on it. You will probably face obstacles. But don't accept defeat. You can improve any situation. You have no limits!

The power for self-motivation of this principle, lies in the knowledge of it. Knowing that when you do nothing, you get nothing, is motivating. Knowing that your efforts produce positive results, inspires you to put forth that effort.
5. Perseverance

**Perseverance results in success.**
Continually putting one foot in front of the other, will result in walking from one side of a continent to another. Doing a little bit every day, not quitting, will result in success. This is a motivating thought. And it is true. If we will simply keep working, doing what needs to be done despite frustrations, fatigue, boredom or any irritations, we will complete the task. We will finish the race. In 2000, I ran the Comrades Marathon, an 87 km race from Durban to Pietermaritzburg in KwaZulu-Natal, South Africa. When I got to about 60 km's, I had had enough. I had no major problems or challenges. I was just tired. But I knew that if I simply continued running - one foot in front of the other - I would finish the race. And I did. No magic. Just a principle. Wow! Whether you are studying a degree, training for a sport, working on a project or improving your life, just keep working at it consistently. Consider, too, how far you will be in 2 years, if you simply keep on, keeping on. That is motivating. Success is inevitable. Millions have proved it over the centuries. They just carried on. And they succeeded.

6. Challenges

**Challenges produce strength to overcome.**
On the journey of success, we find that there are many obstacles along the way. It is these obstacles that often demotivate us and cause us to give up. But challenges and obstacles help us to grow. They make us better. They are opportunities for improvement. They make us stronger, and that gives us the ability to cope with the next challenge that comes along. They are challenges. Not problems.

Consider your own journey thus far. You probably did not get to where you are without facing and overcoming many challenges. At the same time, had you not faced them, you would not be where you are.

Thus, obstacles should not demotivate us but rather, understanding their power, we should be motivated when they come along. They are here for our ultimate growth and good.

Principles are really powerful. The knowledge of principles produces not only self-motivation but ultimately, success, because as we follow the principles we achieve fulfilment and success.
C. TECHNIQUES

There are various techniques that one can apply to get motivated at any time. Some may be more effective than others at certain times and for certain people. Try them all and see which work best for you.

1. Incentives

Incentives are rewards that you set for yourself. Reward yourself for completing a task or project, or if you have done something that normally you can't motivate yourself to do.

For example: If you struggle to make time for the family, then plan to reward yourself if you have spent time with the family every day for a week. Make it a reward that will really motivate. Like going to the cinema, spending time with friends, or going out to a great restaurant. Make sure this is a real treat for you, and not just another fun thing that you would do anyway. The cost of the reward is worth it, since it will motivate you to work towards achieving it again next time. If you regularly do things for yourself (like spending time with friends or going to the pub), then decide that you will only do them if you have worked on your goals that week. These then become strong incentives that you deserve after working consistently.

What do you do for fun regularly?

____________________________________________________________________

How can you use that to reward yourself for working on a task that you need to be motivated to work on?

____________________________________________________________________

2. Take small steps

When trying to achieve a big goal, one usually sets a number of mini goals or steps that one needs to accomplish in order to achieve the big goal. If you are finding it difficult to motivate yourself to start on the mini-goals, then break them up into even smaller steps and set a goal to achieve just one small step per week/day. The feeling of accomplishment one gets when one completes a small step, is enough to motivate one to achieve another one the following week/day. Completing the small steps results in completing the mini-goal. This may not always be necessary, but sometimes it may be just the right plan. A daunting task becomes less daunting when it is broken up into smaller steps. Just keep breaking up the steps into smaller pieces until the steps seem manageable.

Is there a task that you have put off because of it's magnitude?

____________________________________________________________________
Plan when you can break it up into small steps which are much more manageable.

3. Prepare yourself

Prepare yourself the night before or during the day (if you will be needing to work in the evening). Think through what you will be doing. Consider what obstacles you may face, and how you will overcome them. Use other techniques such as visualisation (discussed below). As you mentally engage with the task/s that lie ahead, you include them in your day's 'schedule' and when the time comes to do them you will be motivated, because they have been part of your day plan, and in your thoughts for a while. Subconsciously, you will have taken ownership of and responsibility for the task as you have pondered it.

What task or project do you dread having to tackle next?

Think through how you will prepare yourself for that dreaded task.

4. Visualisation

Visualisation is like playing a movie in your mind. This technique is very powerful in changing one's feelings and thoughts. Visualisation has physical effects too.

**Do this exercise:** Close your eyes and imagine yourself going into your kitchen. Go to the fridge and open the door. See a big yellow lemon lying on the middle shelf. Take the lemon out. Close the fridge. Take a sharp knife out of the draw and cut the lemon in half. Now take one half and bite into the sour lemon. Open your eyes.

Did you notice how this visualisation affected you physically. You probably pulled a face as you "tasted" the sour lemon.

Similarly we can get ourselves ready and looking forward to doing things by visualising them beforehand.

Use visualisation in the following situations to motivate yourself:

✔ **Early in the morning, when you are lying in bed and just DON'T want to get up.** Play a short movie in your mind of the wonderful day that you are going to have. See yourself being productive and sorting out challenges easily. See your customers, boss or staff, happy and co-operating. See yourself having fun as you get a lot done without stress and strain. Don't run the worst case scenario through your mind. Rather, see everything going well. See colleagues and staff pleased with your service. Everyone likes you. You are
an asset to your company. You make a positive difference and add huge value to your team. See yourself solving challenges and making wise decisions that others applaud. You are a Winner and having a great day. See yourself having fun. This visualisation wakes you up and gets you excited about a good day ahead.

✔ When you need to work on a goal. Spend a few moments thinking about the importance of this goal. Visualise yourself accomplishing it. Imagine what life will be like when you have achieved it. Let your imagination run wild. Feel the emotions. Enjoy the experience. Enjoy the feelings of having achieved this goal. Imagine the scene. See the detail. See how others treat you as a result of having accomplished your dream. Direct your own movie in your mind. Make it the same film every time.

✔ When you need to tackle a difficult or challenging task. Although you may feel anxious, visualize yourself easily accomplishing it. See yourself working fast and enthusiastically. See yourself having fun and completing the task quicker than you thought. Imagine how good you will feel afterwards. Think what others may say as you present your excellently completed project.

✔ When you have work issues on your mind, but need to spend time with the children, spend a few minutes visualising how much fun you are going to have with the kids. See their excited and grateful faces as you play with them. Think about the value that you are adding to their lives because you are spending quality time with them. Consider the advantage they have over many other children. They will be growing up with a stronger self-esteem and feeling loved because you regularly spend time with them.

✔ When you need to exercise, but are feeling tired. See yourself having fun at your chosen sport or exercise. You are getting fit and staying healthy. Think about all the benefits you will be enjoying from this workout. See the people you will chat to and perhaps, the skills you will improve if it is a sport. Visualise all the other enjoyable things that you have experienced in the past when involved in this particular sport or exercise.

The power of visualisation lies in the fact that when we visualise, we are transported into a new world. As we spend time in this “world” we “enjoy” the fulfilment of a task successfully accomplished. We become inspired by our own imagined success. Now it is only a small step to move from visualising success, to making it a reality. Our thoughts have given us hope and thus motivated us.

Consider the situation that you are usually unmotivated to face:

Situation:
5. Affirmations

Affirmation is like internal dialogue. But it is more affective when we speak audibly to ourselves. We also call it "self-talk". Just as visualisation motivates, so does affirmation. Our words have the ability to change the way we feel.

There is great power in our words to convince us and motivate ourselves.

When running Comrade's Marathon, I found that my legs cramped on the hills. So I used a rhyme to motivate myself on the hills, "I've got the will to make this hill. I've got the will to make this hill.". It was like a mantra that I just kept repeating through the pain. This really worked and after a while the cramping stopped.

Affirmations are very powerful in changing our feelings. When we are feeling unmotivated, we often affirm this to ourselves. "I really don't feel like working today". Most times we wake up and tell ourselves how tired we still are. We would like to sleep another 10 minutes. That's how we feel. And telling ourselves this only confirms the feelings. But those negative feeling do not help in getting ourselves motivated to get up. To change our feelings we simply need to tell ourselves that we feel great and ready to get up. Any time we can use affirmations to pep ourselves up. These really work. Try it right now. Repeat the following 3 times each:

I feel good!
I like myself.
I am a Winner!

If you are not laughing at yourself or feeling a bit silly (because you never do this), then you probably are feeling a bit better about yourself.
Our words do have great power.

Make it work for you

Choose a set of affirmations that will be motivating and repeat them when you need them. You could also have a different set of affirmations for different situations:

✔ When you need to get up in the morning.
✔ When you are tired but need to work on a goal.
✔ When you need to spend time with the children but have other things you want/need to do.
✔ When working on a difficult or challenging task.
✔ When you need to exercise but are feeling tired.
✔ When you need to resolve a conflict.

The kind of words to use should be positive and emotive.

Your affirmations must have the 4 P’s:
✔ Present tense - "I am ..." not "I will...";
✔ Positive - "I am motivated" not "I'm not depressed";
✔ Personal - "I ..." not "He ..."; and
✔ Passionate - Say it with enthusiasm or make it enthusiastic. "I am fired up".

For any of the above situations you could use affirmations such as:
"I love to (complete the sentence)."
"I am excited about (complete the sentence)."
"I always benefit from (complete the sentence)."
"I love adding value when I (complete the sentence)."

Then there are general affirmations that you could say:
I can do this.
This is going to be fun.
I'm going to get this right.
I feel like working.

Consider the situation that you are usually unmotivated to face:

Situation:

___________________________________________________________________
What 3 affirmations could you use to motivate yourself?

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

6. Read something positive.

If you have a book containing inspirational quotes, read one or two in the mornings. My diary has a quote at the bottom of each page. You can also download the following inspiring e-books from your Be Motivated Today member’s area:
I also recommend that you spend 10 minutes reading a personal development book, before you turn out the light at night. While we sleep, our subconscious mind interacts with what we last thought about before going to sleep. The things that you will read will positively affect your mind and help you become more personally motivated and successful.

7. Call a friend

Develop good friendships with people that motivate and inspire you. Their influence will rub off and impact your thinking to the degree that you will adopt their positive and encouraging mindset.
Let these friends encourage you when you are feeling unmotivated. Don't be embarrassed to tell them how you are feeling. Just be honest and let their encouragement inspire you.

8. Achiever's Mindset

The above techniques, principles and reasons for personal motivation all contribute to helping you become a person who is self-directed and motivated internally. As you become more self-motivated by applying the above secrets and learning to avoid the barriers, you will start seeing yourself as a self-motivated person.

One of the reasons why people struggle with self-motivation is because they don't see themselves as self-motivated. One either thinks one is self-motivated, when it comes to certain things, or one thinks one isn't. You may be working through this workbook because you struggle to motivate yourself in some area. That is also the root of the problem. Our beliefs shape our actions. If you believed that you are self-motivated, goal-directed and internally driven, in every area, you would not need this workbook.

It is a question of what came first, the chicken or the egg. Probably as you grew up you found it difficult to motivate yourself in certain situations. Perhaps other adults influenced your thinking, making negative comments about your ability or potential. As an adult you struggled with self-motivation at times. Thus, over time, you came to believe that you are not self-motivated in some areas, or even in most things. This belief is re-enforced every time you feel demotivated.

To help you become a goal-directed person faster, you need to change your belief about yourself.
Change your belief in your ability to motivate yourself by applying a technique that helps one change belief systems. It is not new. You used it to motivated yourself. Now you will use it to change your belief about yourself.

You probably guessed it already: Affirmations. Simply tell yourself often that you are self-motivated.

*I am self-motivated.*
*I find it easy to motivate myself.*
*Nothing stops me from working towards my goals.*
*I work hard no matter what the obstacles.*
*I am self-disciplined and hard-working.*

Write and print these out on a 5 x 9 cm card, which you can read regularly to change your belief about yourself.

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**D. TOOLS**

The following 4 tools can also be very helpful in motivating oneself.

1. **Purpose Statement**

Having a purpose statement helps one clearly see one's part in impacting one's world. It is like a company mission statement. Reading it regularly reinforces one's sense of purpose and meaning.

*Write out a purpose statement. Make it passionate and inspiring.*

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

Print it on an A5 and keep it in your diary. Read it every morning, when you get into the office. Let it inspire you. Over the next few weeks you may edit it as your thoughts and desires change. Once you are happy with the final product have it laminated.
2. Personal Motivational Statement

Write out a personal motivational statement for yourself that you read every morning.

Include things, such as the following:

✔ Your goals;
✔ Your values;
✔ Character strength you want to develop;
✔ How you want to feel;
✔ What you want to accomplish with your life;
✔ Success principles you believe in; and
✔ Motivating ideas and thoughts.

Print it on a card and keep it with you. Stick a copy on your bed-side table, so that you can read it, first thing in the morning when you wake up. Read it a few times if you have to. Have another copy stuck next to your computer monitor or on your laptop. Make a commitment to yourself to read it before you open your laptop. You can also print it on the other side of your purpose statement and laminate it.

Here is an example. This was my very first motivational statement:

I'm alive. I'm enthusiastic. I'm fired up. I feel great. I feel fantastic. Today I will have an incredible day. I am a Winner and have a winning attitude. Today I am going to live to the maximum.

It is going to be fantastic day. I will work hard and put in massive action. Success comes only when one works hard. There will be hardships and struggles. But I will do what others are not willing to do. I will persevere with enthusiasm and determination. I will reach my target income of R________ per month. I can do everything through God who gives me strength. Today is the day to work towards my dreams of having a beautiful home in Plattekloof, a white Toyota Land Cruiser, of going on safari’s, travelling, helping others in need, contributing to missions, and motivating people.

I will seize the day, knowing that today's activity determines tomorrow's reality. I will not sit back and watch another day go by where productivity is lost and progress is delayed. I am disciplined. Each hour, each day, makes an incredible difference. Each hour is lost forever once it is passed, and can never be retrieved. It is gone. And every day I will do what I must in order to achieve my goals. I will keep my thoughts positive, expecting miracles, finding only good in others, believing in them and doing my best to encourage them and inspire them with confidence.

I have unlimited potential. I will live with passion throughout this day. I'll do what it takes.
I will embrace my opportunities to learn, grow, help, and love people. I will allow only good things into my mind, so that I can give out good to all I meet. And if today is my last, let this be said of me: that my life was spent in service to God and men. That each day I gave it all.

This statement has affected my work ethic attitudes, in fact my entire life in a positive way.
I strongly encourage you to write out one for yourself and use it every day.

3. An affirmation card.

We discussed affirmations when we looked at techniques for self-motivation. I find having an affirmation card or self-talk card, with a shorter self-talk, is a great tool to get my mind right, especially in the mornings.

Try the following affirmation when you wake up:

I'm alive. I'm enthusiastic. I'm fired up. I feel great. I feel fantastic.
Today I will have an incredible day. I am a Winner and have a winning attitude.
Today I will work hard and put in massive action. Success comes only when one works hard. I will do what others are not willing to do. I will persevere with enthusiasm and determination.
I have unlimited potential. I will live with passion throughout this day.
I'll do what it takes.
I will embrace my opportunities to learn, grow, help and love people.
I will persevere against all odds.
I will succeed!

I have these affirmations on the back of my business card and give every member of my audience a copy when I present a motivational speech.

Why not write out your own, and print it out on a 5 x 9 cm affirmation card, which you can read regularly to give you direction and motivation.

4. Motivational Audio Clip

"10 Minutes for You" is a 10-minute motivational audio clip that inspires, encourages and helps you to feel great. The more often you listen to it, the faster you will feel motivated and ready to face any challenges. It will help you see yourself in a whole new winning way.

You can download and listen to it on your computer or mp3 player to help you feel positive about yourself and motivated to get to work. Download it here.
These tools really work, but one needs to use them. That means getting into a habit every day of reading one’s affirmation card or purpose/personal motivational statement, and regularly listening to the "10 Minutes for You" audio clip.

CONCLUSION

You have incredible potential. You can reach all your goals. You can motivate yourself.

Let this workbook work for you by really applying what we have discussed. Identify the barriers that keep you from being self-motivated? Think through how you can apply the solutions that I offer. Even if there is just one. Identify it and plan a solution so that this will not be an Achilles Heel for the rest of your life.

Discover your purpose and let it become your passion that drives. Let your goals inspire you. Choose three or five techniques or tools that you want to start applying to help you be more self-motivated in the future.

You still have so much life to live. Make it an awesome adventure in achievement.
Appendix
Excerpts from 101 Mini-Motivator Tips

The following 10 excellent tips from White Dove Books’ ‘101 Mini Motivators’ have been reproduced with permission.

**Tip #16 - Just begin.**
It’s the start of any objective that is often the hardest for most of us, because we convince ourselves the task will be unpleasant or boring. However, you can trick yourself into believing that you’re only going to work on it for a few minutes. Grab that egg timer and set it for 15 minutes again. Promise yourself you can stop working after 15 minutes if you want to, but you have to work at least that long. Most often, after the 15 minutes are up, you’re already “in the groove” so you don’t want to stop!

**Tip #26 - Surround yourself with inspiration.**
Do you have some favourite plaques, prints or paintings that make you feel inspired? Fill up your blank walls with them! Visit a flea market or home décor store for visuals that lift your spirits. Go to a stock photo site and download a few beautiful images and have them blown up into a larger size at your local photo place. Take some of your favourite motivational quotes, enlarge the type, print and hang them up to read whenever you need a little boost. Hanging inspiring words and images in your home and workplace can create a continuous focus on inspiration that will keep you feeling motivated no matter what you’re working on.

**Tip #24 - Make a to-do list.**
Sometimes confusion can cause a desire to procrastinate because your tasks seem to be too numerous and overwhelming. To combat this, take a sheet of paper and make a detailed list of everything you want to accomplish today. You can list them in order of priority, or categorize like tasks together. As you review your list, think about ways you can cut the time each task might take, or shortcuts that would enable you to tackle more than one thing at a time. In no time you should be feeling more focused and ready to begin.

**Tip #40 – Read or watch something funny.**
Laughter is the best medicine, even for an unmotivated mind. Take a few minutes at the beginning of your day (or before starting a big project) to read a funny book, jokes, or watch a 30 minute sitcom on television. Not only does your body benefit from frequent laughter, you’ll also be lightening your mood which is bound to have a positive effect on anything you do.

**Tip #50 – Think about your past achievements.**
If you’re feeling uncertain about your ability to accomplish a big task, take a few moments to remember other things you’ve achieved in your lifetime. Even if they wouldn’t be considered big achievements to others, if they were difficult for you they count! Think also about challenges you’ve faced, and how you did what you had to do to pull through them. Let these memories inspire you to greater heights now – knowing
that if you were able to do those things in your past, you are capable of much more than you think.

**Tip #64 – Accomplish something . . . anything.**
The problem with feeling unmotivated is that it tends to spread to other areas of our lives too. We may start out procrastinating on one task, and then find ourselves sinking into a pit of inertia in everything else. To overcome this trend, simply commit to completing one task. Just one! It can be a large or small task, depending on how confident you feel. Once you’ve accomplished one thing, you’ll find it much easier to keep going and work on other tasks and goals.

**Tip #69 – Read success stories.**
One excellent way to motivate yourself is to read success stories about people who have accomplished what you are trying to accomplish. Whether you’re trying to lose a few pounds or write the next great American novel – there is probably someone out there who has done it. Do an Internet search for “(your objective) success stories” and see what comes up. Also search for Internet forums where you can chat with others who are working toward similar goals.

**Tip #77 – Thrill to the challenge.**
Any big goal or project can make us quake in our boots simply because it seems like such a massive undertaking. Rather than allowing yourself to feel intimidated by something you have to do, learn to love the challenge of facing your fears! Immerse yourself in the joy of pushing your limits and bringing sweat to your brow. Eventually you’ll come to truly love the challenge of doing things you’d never have dreamed of doing before.

**Tip #79 – Explore your resistance.**
Let’s face it; you wouldn’t be procrastinating if you didn’t have a good reason for doing so. A “good” reason isn’t necessarily a plausible one, however. If you can’t seem to motivate yourself no matter what you do, grab a notebook and pen and take a few minutes to figure out WHY you don’t feel like doing what you should be doing. Start with a few prompts to get your thoughts flowing: “I feel bored because . . .” or “I would rather be doing __________ because . . .” or “I wish I didn’t have to __________ because . . .” Try not to edit or censor yourself as you write; just let the thoughts flow freely. Based on what appears on the page, you should receive some good ideas about why you’re holding back, and therefore be able to work through any feelings of resistance.

**Tip #82 – Make it about the money.**
If your chosen goals relate to money in any way, you can instantly create a greater sense of urgency by focusing on the ways your financial situation will be impacted by your success . . . or failure. While monetary gains are rarely an effective motivator over the long term, they can certainly be powerful if your current financial resources are less than adequate. Few things can get a person moving as quickly and effectively as an empty bank account and overdue bills!