

Book Summary



The Power of Focus

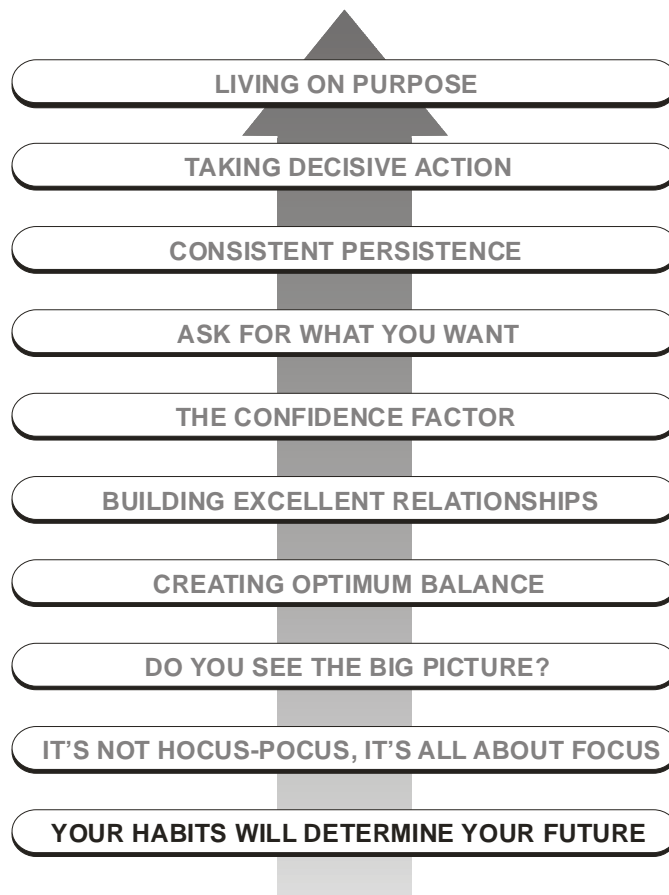
By: Jack Canfield, Mark Victor Hansen & Les Hewitt
(Vermilion Publication, 2000)



The authors took 3 years to write this book. Canfield and Hansen have also written the Chicken Soup Series. Hewitt is a performance coach.

Synopsis

1. Three of the biggest challenges facing people in business are
 - a. Time pressures
 - b. Financial pressures
 - c. Balance between work and home
2. Focus helps in linking the above
3. Key chapters



Step 1: Habits

A habit is something you do so often that it becomes easy; it is a behaviour we repeat often.

- ◆ Successful people have successful habits, unsuccessful people don't
- ◆ Your habits determine the quality of life
- ◆ The results of your bad habits don't show up till much later in life.
- ◆ You can turn negative consequences into positive rewards simply by changing your habits now.
- ◆ Developing successful habits takes time – 21 days to 3 - 4 weeks.
- ◆ Change 4 habits in a year – five years from now you will have 20 positive new habits.
- ◆ Upto 90% of our normal behaviour is based on habits.
- ◆ Quality is not an act. It's a habit
- ◆ Once a new habit is well developed, it becomes your new normal behaviour.

ACTION POINTS

- ◆ Study habits of successful role models
- ◆ Identify your bad habits
- ◆ Develop a new successful habit
- ◆ Create an action plan of 3 steps. Start with 1 habit. Continue till its part of your life and behaviour.

Step 2: Focus

- ◆ Invest your time doing what you are best at and let other do what they are best at. Focus on activities that you are brilliant at. Your natural talents.
- ◆ Your level of brilliance will determine the size of your opportunities in life
- ◆ Identify your style – are you a starter or finisher – whatever you are, get others involved.
- ◆ Get people to help you with what you are not good at. Get people with different skill sets than you.
- ◆ Set boundaries – with yourself and others.
- ◆ Success isn't magic or hocus-pocus. Its simply learning how to focus

Step 3: Seeing The Big Picture

- ◆ Create goals in your life.
- ◆ Your goals must be yours, must be meaningful, specific and measurable, flexible, challenging and exciting aligned with your values, well balanced, realistic, contributory and supported
- ◆ Review those regularly
- ◆ Make a list of 101 goals you want to accomplish in the next 10 years.
- ◆ Have fun with this, and open your mind to all the possibilities
- ◆ Prioritize your goals, create a picture goals book. Have an ideas book.
- ◆ Visualize, think, reflect and review
- ◆ Develop mentors and a Mastermind Group

Step 4: Create Optimum Balance B-Alert

- ◆ Create a blue print for the day, the night before
- ◆ Every day set aside time for learning
- ◆ Take a person you admire for lunch, ask questions
- ◆ Exercise every day
- ◆ Relax every day. Take a nap. Take regular breaks in the year.
- ◆ Take time for reflective thinking

Step 5: Build Excellent Relationships

- ◆ Upward and downward spiral of relationships. See what you are putting into upward relationships
- ◆ Say No to Toxic People
- ◆ 3 big questions –
 - Do I like them?
 - Do I trust them?
 - Do I respect them?
- ◆ Not every deal is worth saving
- ◆ Find well chosen mentors

Step 6: The Confidence Factor

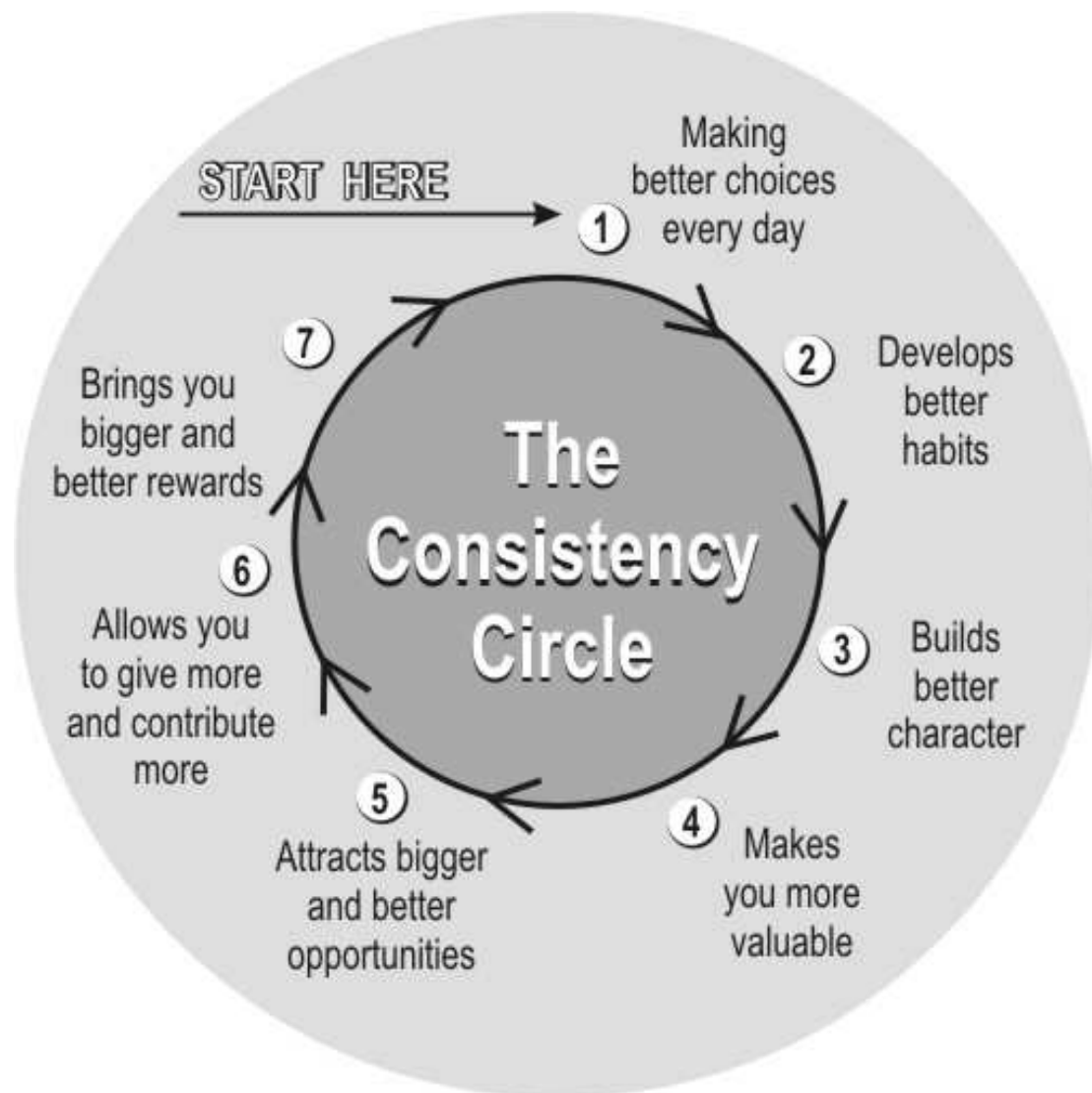
- ◆ Resolve Unfinished Businesses – every week do something that need to be resolved.
- ◆ Everything you want is on the other side of fear

- ◆ Forgive, forget and move on
- ◆ To build confidence
 - Remind yourself of things you have done well
 - Read inspiring biographies and autobiographies
 - Be thankful
 - Build excellent support system you
 - Push yourself to accomplish short – term goals
 - Do something for yourself every week

Step 7: Ask For What You Want

- ◆ Ask –
 - A : Always
 - S : Seeking
 - K : Knowledge
- ◆ Ask for information, business, written endorsements, referrals, business, renegotiate, feedback.
- ◆ Ask : Clearly
 - With Confidence
 - With Consistency
 - With Creativity
 - Sincerity

Step 8: Consistent Persistence



- ◆ Adopt 'Double A' formula – Agreements and Accountability
- ◆ All broken relationships can be traced back to broken agreements
- ◆ Integrity – don't leave home without it.

Step 9: Take Decisive Action

- ◆ Why people procrastinate?
 - You have bored
 - Overwhelmed with work
 - Confidence has slipped
 - Low self worth
 - Doing work your don't really enjoy
 - Get easily distracted or are just tizzy
- ◆ TaDa formula for problem-solving
 - T : think
 - A : As to
 - D : Decide
 - A : Act
- ◆ Money flows to those who attract it.

Step 10: Living On Purpose

- ◆ Identify a purpose for yourself
 - Align your purpose with your natural ability
 - Be determined
 - Maintain a humble attitude

Inspiring Quotes from the book

Life's Fundamentals

*Know what you want
Know why you want it
Discover your talents
Use them daily
Work smart
Give unconditionally
Love unconditionally
Find your purpose
Live your purpose*

*"I am not here to just to make a living,
I am here to make a difference"*

Helice Bridges

The Challenge

*Let others lead small lives
but not you.
Let others argue over small things,
but not you.
Let others cry over small hurts,
but not you.
Let others leave their future
in someone else's hands
but not you.*

Jim Rohn

Why Hesitate?

Upon the plains of the hesitation are the bleached bones of countless millions, who on the threshold of victory sat down to wait, and in waiting they died.

*Experience tells you what to do,
confidence allows you to do it*

Stan Smith

*“Some people enter our lives and leave almost instantly.
Others stay, and forge such an impression on our heart and souls,
we are changed forever”*

Author unknown

*There are no such things as unrealistic goals,
only unrealistic time frames.*

“The life which is unexamined is not worth living”

Socrates
