



Over the years, I have found different answers to this question.

People talk about getting a buzz from feeling productive and from knowing that their efforts counted toward something worthwhile.

The best days also tend to involve people feeling confident that they are doing a fine job; that they had the support they needed from others.

Good days leave most people feeling energized versus depleted overall. Not that work isn't mentally or physically tiring. Just that it gives back enough enjoyment and motivation to make up for whatever it was taking out of them.

Very few people are intentional about their own values and beliefs. Additionally, very few people are proactive about designing their environment. Most people are in SURVIVAL MODE: which means they

# IS IT POSSIBLE TO HAVE A GOOD DAY EVERY DAY?

"If you do not create and control your environment, your environment creates and controls you."

DR. MARSHALL GOLDSMITH

are living their lives reactively.

They wake up and immediately check their phones.

They also feel RUSHED and BUSY immediately upon waking up.

Their whole day, and really their whole life, reflects how they wake up.

Consequently, their health and relationships suffer.

Moreover their overall happiness and well-being is lacking as they are not living according to their highest values and goals.

- How do you create success in your life?
- How do you get to the next level?
- What ideas allow you to live and create at the level you want to?
- What drives you EVERY SINGLE DAY to produce something that you can look back on and be proud of?

# LET'S TALK ABOUT YOU...

Giftedness is the unique way in which you function.

It's the inborn core strengths and natural motivation you instinctively and consistently use to do things that you find satisfying and productive.

Your giftedness isn't what you can do; it's what you were born to do, enjoy doing and do well.

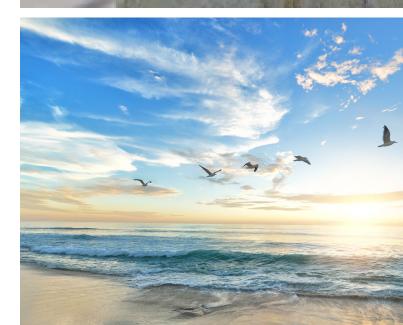
While other factors such as IQ, personality, environment and upbringing certainly play a role, in shaping your life, giftedness expresses your essential personhood – what makes you "you" and sets you apart from everyone else.

You're not just a "type" of person

– you are one of a kind.













# HOW DO YOU REDISCOVER AND USE YOUR GIFTEDNESS TO HAVE A GOOD DAY - EVERY DAY?

Self-leadership involves getting to know yourself, building on your strengths, and taking the initiative when setting and working towards your goals.

It develops a sense of WHO YOU ARE as a person, your skills and capacities, combined with the ability to shape your actions and decisions.

Often we would like to think that how we are at work is different to how we are when we're at home, socializing or out and about.

But when we're talking about you as a person, all of you shows up regardless of location –

- your intrinsic motivation
- your strengths
- every single thing that limits you
  - o stuff people have said
  - o stuff your parents said
  - your teachers
  - o experiences you've had etc.

#### **EVERYTHING.**

So step one is almost always selfawareness.

# HOW DO YOU BECOME MORE SELF-AWARE?

# By understanding what motivates you.

Most people don't truly know. If they have a vague idea, they don't have the concrete language to communicate and give expression to others. Most people think of motivation as something ephemeral—something that comes in bursts when the right incentives are put in place. But this is not how motivation really works.

In reality, you have a core motivational drive that has probably been operative from a young age. If you examine your life closely enough, you will be able to find actions that you engaged in that brought you a deep sense of satisfaction and fulfillment.

Many of us have forgotten them. Each person's leadership is best exercised in his or her area of giftedness.



# WHAT IS IT GOING TO TAKE BEFORE WE REALIZE HOW ABSOLUTELY WONDERFULLY SPECIAL AND BLESSED WE ARE IN OUR OWN GIFTED WAY?

When we discover our gifts, we will naturally lead in those areas where we are most productive, intuitive, comfortable, influential and satisfied.

# DISCOVERING

#### YOUR INTRINSIC MOTIVATION

Mak Dankane I first did this in 2015. so that I was spending more time doing the kind of deeply motivated to do.

It helped me reframe my work engaging work that I am highly

You can't fake your intrinsic motivation.

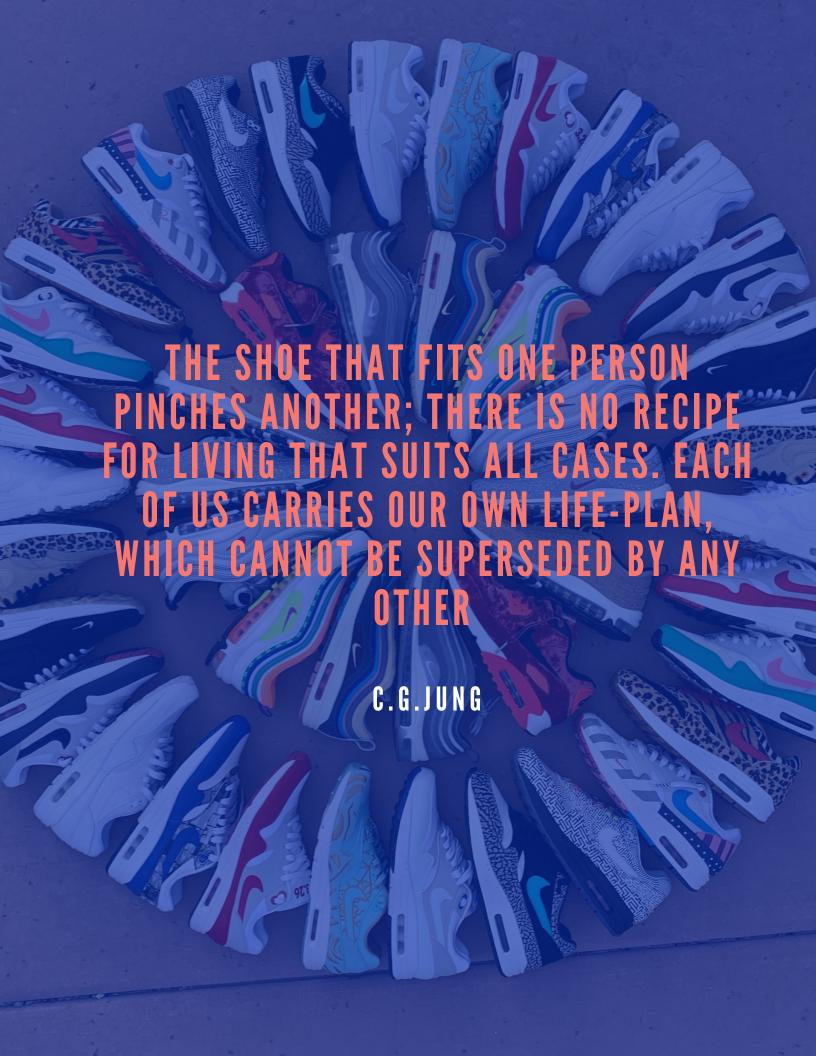
You can only tap into it. This exercise will get you one step closer.

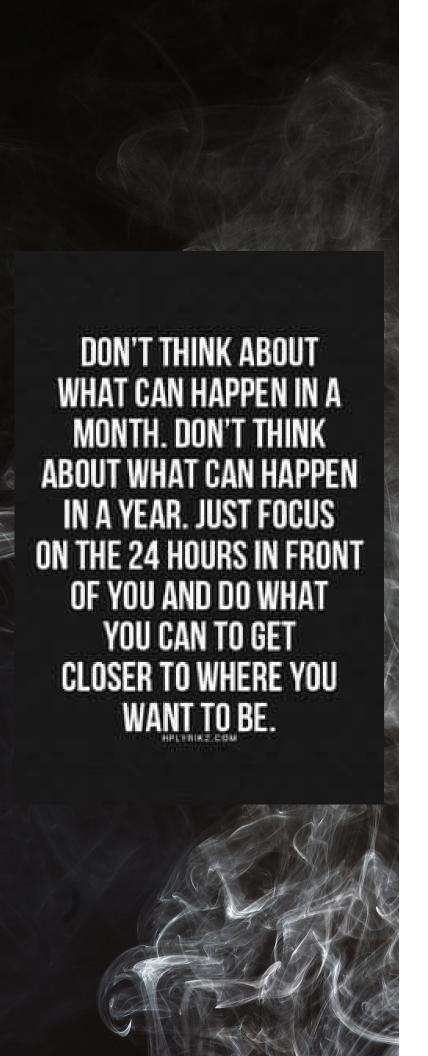
I want you to think of a couple stories describing activities you've done that you enjoyed doing and felt that you did well, going back to childhood and coming forward to the present.

When you're done, focus on the verbs, HOW you did what you described. You will begin to see a pattern in how you've always operated. These are the dots that connect all of the stories. This is your intrinsic motivation or MCODE.

#### You may be driven to:

- Achieve Potential strive to build an ideal future, even when others may not see as far ahead.
- You may have a need to Overcome - must conquer whatever obstacles come their way, no matter how difficult or time-consuming.
- You may strive to Comprehend and Express - if you are obsessed with mastering new skills and showing off what you know then this might be you
- Or you may just want to Make It Right - you thrive when systems are running smoothly and usually know the "proper way" to do things.





### **EVERY SINGLE DAY MATTERS**

You can either spend those 24 hours or you can use them to create something that brings your life forward.

Every single day, you need to make powerful decisions.

When you make decisions, you signal to yourself and the universe that you're serious about this.

Or as Tony Robbins says, "Your life changes the moment you make a new, congruent, and committed decision."



# COMMITMENT IS NECESSARY, EVERY SINGLE DAY, TO GROW AND SUCCEED

Moreover, commitment is something you must consciously engineer into your life.

Anything less than 100% doesn't work for most people. 100% commitment is what creates resolve. Once you're fully resolved about what you're going to do, you then go about creating environments and circumstances that make that commitment real.

Trying to be 98% committed to something doesn't work because it leaves everything up to chance.

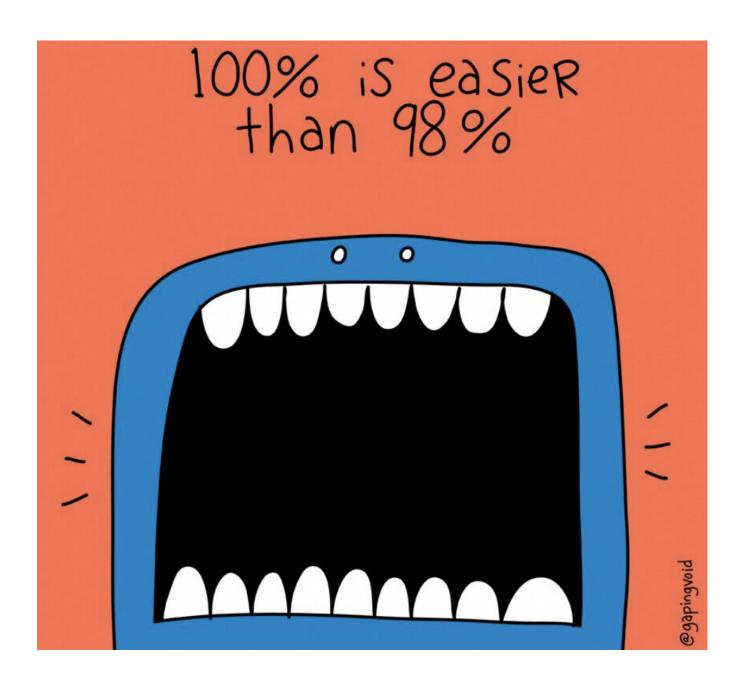
For example, if you're trying to eat healthily, but haven't fully decided BEFOREHAND what you're going to do, then you're always living reactively to the situation at hand.



# 98% COMMITMENT IS A SLIPPERY-SLOPE

When you're not completely certain what you're going to do in a given situation, you must then rely on willpower. And of course, with enough experience, you quickly come to realize that willpower doesn't work so well.

Decision is far more powerful. There's a reason most people live far beneath what they could. They never make truly committed decisions and then stick to those decisions.



### YOU CAN'T WAIT UNTIL YOU FEEL INSPIRED TO ACT

When you begin taking small steps in the right direction, motivation and momentum immediately kick-in. You need to think in advance and plan ahead, even just slightly. This may mean that you need to take 5–30 minutes in your evening to prepare yourself for the next morning.

You need to set things up so that motivation and momentum are easy.

According to Stanford Psychologist, BJ Fogg, "Forming habits is not about willpower... it's about design and revision."



# SET YOURSELF UP FOR SUCCESS

- Money follows confidence.
- Leadership follows confidence.
- Influence follows confidence.

Like motivation and momentum, confidence is something you must create every single day. Confidence must be designed for. You must be highly proactive and intentional about it.

In order to develop more confidence, you'll need to continually look at what is required for the next level -

As Leonardo Dicaprio said, "Every next level of your life will require a different you."





Similarly, Marshall Goldsmith said, "What got you here won't get you there."

In other words, past confidence will only take you so far.

If you rely too heavily on prior experience and stop pushing new boundaries, you'll get stuck.

Eventually, everything will start crashing down. Because to maintain confidence, you must continually be growing.

You scare confidence away by trying to maintain the status-quo.

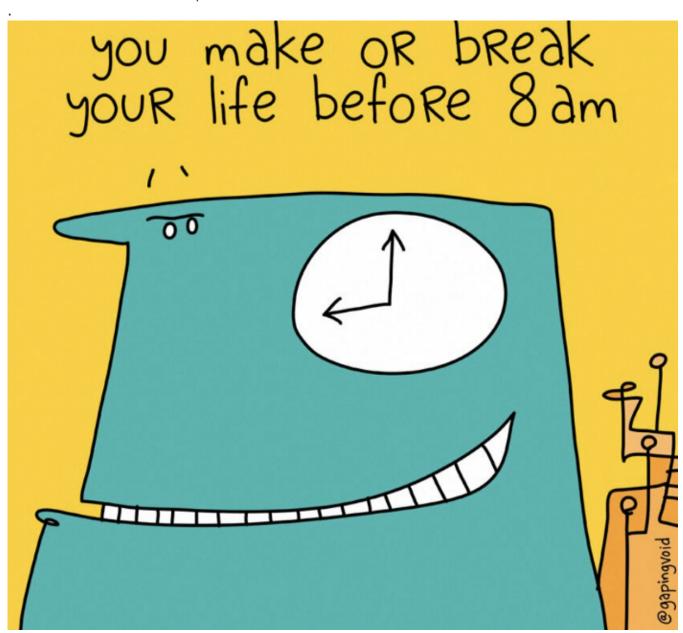
Confidence, by nature, requires that you take bold new risks to seek new growth and opportunity.

# THE IMPORTANCE OF A MORNING ROUTINE

# Having a powerful morning routine is important

- If you do not start right, you will have a hard time reversing negative momentum.
- If you do not start right, you signal to yourself that you're completely fine with the status-quo.
- If you do not start right, you decrease your motivation and confidence throughout the day, which leads to increasingly impulsive and negative decisionmaking. It's a vicious cycle.

You make or break your life with how you start your day.



# SOME PEOPLE REGARD DISCIPLINE AS A CHORE. FOR ME, IT IS A KIND OF ORDER THAT SETS ME FREE TO FLY

JULIE ANDREWS

# HOWEVER, BEYOND SIMPLY STARTING RIGHT, YOU NEED TO DESIGN CORRECTLY

NOT BASED ON ANYONE ELSE'S DAY OR ROUTINE BUT WHAT WORKS FOR YOU.

The ordering of how you engage your morning routine matters. You need to put first things first.

You need to know your triggers. What are those things that will completely throw you off? How can you control for those?

If you design your day correctly, you can get more done by noon than most people get done in a full week.

But the order of operations matter.

#### **Keep in mind:**

- Don't try to multitask
- Don't try to do too many things.

Deep work is far more important than shallow.

Staying focused on one thing for a long period of time will create more long-term results than doing lots of little things that may give you short-term dopamine and seduce you into thinking you're actually doing something powerful.

#### **BEFORE WORK**

Set your intentions - Think about your day ahead, maybe while you're in the shower, or en route to work. Ask yourself: What matters most today? What does that mean for my attitude, my attention and my actions? What specific goals do I need to set up for the day?

#### **VISUALIZE the IDEA**

Take a moment to imagine the most important thing you are doing today. Picture yourself doing it AND being at your best. Notice what you're doing and saying.

#### **PLAN A PEAK**

Decide what you're most looking forward to today, however small. Small becomes bigger when you think about it.

#### **AS YOU GET STARTED**

Batch your tasks Plan a block of uninterrupted thinking time to work on your most complex task. Start on a strong footing: Start with a positive question: "what's my ideal outcome?"

If I could apply my personal gifts in the way I do this work, how would I go about it?

Create other slots for example routine tasks that must get done daily, responding to your messages, or reading and research. When you batch similar tasks together you'll get them done more quickly.

#### **PRIME YOURSELF**

### What challenges do I face today?

- A difficult person what could be putting them on the defensive?
- A difficult task what's the smallest step I can take?
- A difficult situation what will I be glad to have learned from this?
- A difficult emotion write about how you feel...

What mental attributes do you need in your thinking? Then create the cues to prompt that – an image, a song, a change in your workspace setup for example.

WHAT CAN BE DONE AT ANY TIME IS OFTEN DONE AT NO TIME; WE NEED TO MAKE SURE WE HAVE PLENTY OF TIME FOR IMPORTANT TO US-

GRETCHEN RUBIN

# **DURING THE DAY...**

#### **Express random appreciation**

Protect your thinking time – switch off devices, and notifications. If needed, set expectations for colleagues' e.g. through an automatic email response, promising a reply later on in the day – "I'm going to be working on this for the next 90 minutes and will respond once I'm done."

If you do encounter bad behaviour try assuming you're dealing with a decent person whose sense of self-worth or social standing is being threatened in some way. To quickly reduce tension, say something appreciative.

Borrow a good mood and smile; even a fake smile will start the ball a rolling.

When you feel irritated or upset, write down what the facts are, how they made you feel. Later on at the end of the day, read what you've written and decide what your best or wisest friend would say or if someone came to you in a similar situation – what would you say to them?

If you get thrown off your game – you need to refocus and ask yourself – "what really matters today?" Write it on a sticky note or whiteboard. Whatever helps to keep it front and centre.



# **DECIDE ON YOUR CADENCE TO REFRESH & REBOOT**



Option 1: Work 25 minutes take 5 minutes off.

**Option 2:** Work 45-50 minutes and take 10-15 minutes off.

**Option 3:** Work 90 minutes and take 30 minutes off

#### **DURING YOUR BREAK try one or more of these:**

- Get up and stretch
- Take a short walk
- Call a friend
- Eat a snack

If you're working on something difficult you'd be surprised at what disconnecting can do in helping you solve a problem.

If you haven't really connected or interacted with anyone for the day, during your lunch break is a good time to do so.

# **YOUR TASKS**

#### **Maximize your vision**

#### Ask yourself:

- What is the most interesting thing about this task?
- What's the biggest reason for getting this done?
- If I could apply my personal gifts in the way I do this work, how would I go about it?
- Where and when has this been done well before by me or others and what can I learn from that?

#### **Get Unstuck**

if something has been on your do-do list for a while, be honest about what's getting in the way – ask a few "whys" until you get to the real blockage.

- To resolve it, what would you have to do?
- What would be the smallest first step?

Replace the to-do you have presently written down with that.

# For each task

Maximize your vision Never lose sight of the big picture

Ask questions

If could apply my personal gifts in the way I do this work, how would I go about it?

Get Unstuck

What's been on your to-do list forever

# **END ON A HIGH NOTE**

Think about the 3 best things that happened in your day. Write them down. These might be tiny but that's OK.





# **SMALL THINGS BECOME BIG THINGS ALWAYS**

You were not placed in the position you're in right now, entirely by accident.

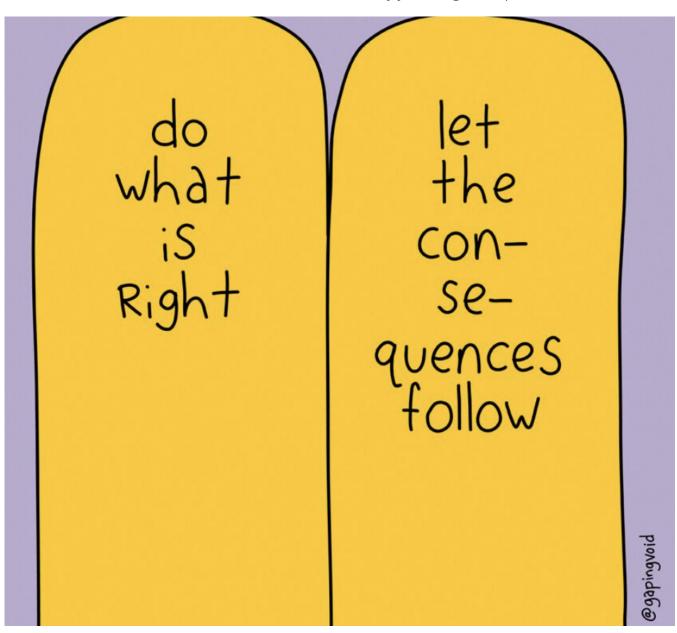
There are lessons for you to learn. Your total commitment to your present work and the experience you accumulate can serve as a springboard for the unfolding of your greater destiny.

You must do all you can right where you are.

The only way you will ever move is by being MORE than your present position requires and that's not going to happen if you don't get your work done.

The world progresses ONLY when people have more than filled the requirements of their present positions.

Trinidad and Tobago cannot advance if everyone does LESS than their positions call for. If you're not fulfilling your position others must carry you at a great expense to all.



# THE LAW OF THE HARVEST IS ALWAYS IN EFFECT

What you plant, you must harvest. Furthermore, what you plant consistently overtime eventually yields a compounded or exponential harvest. The more aligned you are with your intrinsic behavior, the more abundant the outcome.





Despite what you've been told, you can truly be successful in the world by being WHO YOU ARE at every level...and that includes speaking authentically.

**CLICK HERE NOW!** 

IT"S TIME TO FOCUS ON YOU!

