

THE SELF IMPROVEMENT HANDBOOK

The HOW TO's for SUCCESS
in One Life Changing Guide



YES YOU CAN!

DAVID JACKSON
The Sales Doctor
EDITOR

THE SELF IMPROVEMENT HANDBOOK

The Self Improvement Handbook

The How To's for
success in
one Life Changing
Guide

David Jackson

David Jackson CSP

Since 1985, David has spoken professionally in many countries of the world including USA, England, New Zealand, Malaysia, Samoa and Taiwan.

David is a motivated enthusiastic believer in people and their natural ability to improve and enjoy more of what they now do. He has a passion for what calls "Level 10" living.

He has shared his optimistic message with over 250,000 people at all levels and in over 20 different industries. He is known as the "Sales Doctor".

David's message is simple – *"You are what you wish to become"*.

Your people will be enriched by his words and his success game plans. He is also committed to his profession.

David is a Certified Speaking Professional with the Professional Speakers Association of Australia and The National Speakers Association in America. Having produced and written over 9 Best Selling DVD programs plus numerous eBooks on Sales and Communication Skills. More recently, David has become a Fellow of the Institute for Learning Professionals.

David has been involved in sales and marketing for over 30 years, and delivers a grass roots credible message gained from personal experience.

David is sincere, humorous and energetic. He succeeds in getting audience participation in his workshop experiences whilst enjoying the process and putting FUN back into work.

He will enhance your organisation's prime resource – your people, taking them to the next level.

David Jackson CSP – Speaker | Sales Coach | Author

Ph: +61 403 102 000 Email: david@davidjackson.com.au
www.davidjackson.com.au PO Box 381, Rose Bay NSW 2029



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The Self Improvement Handbook

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INTRODUCTION:

Ever suffered from poor self-esteem or wished that things could be easier? Ever wondered if there was a way or a plan to give you many lifelong benefits and improvements by showing you a clearer path?

This eBook will enlighten you on the many unique and wonderful traits and habits that you already possess and can be improved on.

- You will learn 26 tips on how to stay motivated
- You will discover 6 ways to improve your self-esteem
- Become involved in our 7 day crash course for self-improvement
- Plus words from the wise and much more

I am delighted to have edited this results driven eBook because we all need help and resources to empower ourselves and gain the much needed self-improvement and positive attitude re-focus.

I'm sure we are all ready to improve ourselves and head down the road to success. As Zig Ziglar wrote "You don't have to be great at something to start, but you have to start to be great at something".

In Chapter 4, Motivation, we discuss **Positive Attitude** which is the key element for your ongoing self-improvement. Many years ago I learned that your attitude is completely your choice. Positive or Negative. I also read that pessimists die earlier, pessimists see problems, not opportunities. Pessimists believe they are out of control and always look in the rear view mirror. Pessimists seldom smile.

A pretty easy choice to make in being an optimist. Please read on and get empowered and motivated in the Self Improvement Handbook.

CHAPTER 1: SELF IMPROVEMENT & SUCCESS - 'HAND IN HAND'

Everything that happens to us happens for a purpose. And sometimes, one thing leads to another. Instead of locking yourself up in your cage of fears and crying over past heartaches, embarrassment and failures, treat them as your teachers and they will become your tools in both self-improvement and success.

Remember watching Patch Adams? It's one great film that will help you improve yourself. Hunter "Patch" Adams is a medical student who failed to make it through the board exams. After months of suffering in melancholy, depression and suicidal attempts – he decided to seek for medical attention and voluntarily admitted himself into a psychiatric ward. His months of stay in the hospital led him to meeting different kinds of people.

Sick people in that matter. He met a catatonic, a mentally retarded, a schizophrenic and so on. Patch found ways of treating his own ailment and finally realized he has to get back on track. He woke up one morning realizing that after all the failure and pains he has gone through, he still want to become a doctor. He carries with himself a positive attitude that brought him self-improvement and success. He didn't only improve himself, but also the life of the people around him and the quality of life. Did he succeed? Needless to say, he became the best damn doctor his country has ever known.

So, when does self-improvement become synonymous with success? Where do we start? Take these tips:

- **Stop thinking and feeling as if you're a failure, because you're not.** How can others accept you if YOU can't accept YOU?
- **When you see hunks and models on TV, think more on self-improvement, not self-pitying.** Self-acceptance is not just about having nice slender legs, or great abs. Concentrate on inner beauty.
- **When people feel so down and low about themselves, help them move up.** Don't go down with them. They'll pull you down further and both of you will end up feeling inferior.

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- **The world is a large room for lessons, not mistakes.** Don't feel stupid and doomed forever just because you failed on a science quiz. There's always a next time. Make room for self-improvement.
- **Take things one at a time.** You don't expect black sheep's to be goody-two-shoes in just a snap of a finger. Self-improvement is a one day at a time process.
- **Self-improvement results in inner stability, personality development and SUCCESS.** It comes from self-confidence, self-appreciation and self-esteem.
- **Set meaningful and achievable goals.** Self-improvement doesn't turn make you an exact replica of Cameron Diaz or Ralph Fiennes. It hopes and aims to result to an improved and better YOU.
- **Little things mean BIG to other people.** Sometimes, we don't realize that the little things that we do like a pat on the back, saying "hi" or "hello", greeting someone "good day" or telling Mr. Smith something like "hey, I love your tie!" are simple things that mean so much to other people. When we're being appreciative about beautiful things around us and other people, we also become beautiful to them.
- **When you're willing to accept change and go through the process of self-improvement, it doesn't mean that everyone else is.** The world is a place where people of different values and attitude hang out. Sometimes, even if you think you and your best friend always like to do the same thing together at the same time, she would most likely decline an invitation for self-improvement.

We should always remember that there's no such thing as 'overnight successes. It's always a wonderful feeling to hold on to the things that you already have now, realizing that those are just one of the things you once wished for. A very nice quote says that, "*When the student is ready, the teacher will appear.*" We are all here to learn our lessons. Our parents, school teachers, friends, colleagues, officemates, neighbors... they are our teachers. When we open our doors for self-improvement, we increase our chances to head down the road of success.

CHAPTER 2: THE IMPORTANCE OF IMPROVING YOURSELF

Sometimes, when all our doubts, fears and insecurities wrap ourselves up, we often come up with the idea of *"I wish I was somebody else."* More often than not, we think and believe that someone or rather, most people are better than us - when in reality, the fact is, **and most people are more scared than us.**

You spot a totally eye-catching girl sitting by herself at a party, casually sipping on a glass of Prosecco. You think to yourself, "She looks so perfectly calm and confident." But if you could read through her transparent mind, you would see a bunch of clouds of thoughts and you might just be amazed that she's thinking "are people talking about why I am seated here alone? ... Why don't guys find me attractive? ...I don't like my ankles, they look too skinny ... I wish I was as intelligent as my best friend."

We look at a young business entrepreneur and say *"Wooh... what else could he ask for?"* He stares at himself at the mirror and murmur to himself, "I hate my big eyes... I wonder why my friends won't talk to me... I hope Mum and Dad would still work things out."

Isn't it funny? We look at other people, envy them for looking so outrageously perfect and wish we could trade places with them, while they look at us and think of the same thing. We are insecure of other people who themselves are insecure of us. We suffer from low self-esteem, lack of self-confidence and lose hope in self-improvement because we are enveloped in quiet desperation. This can be turned around!

Sometimes, you notice that you have an irritating habit like biting off your finger nails, having a foul mouth, and you – of all people, is the last to know.

I have a friend who never gets tired of talking. And in most conversations, she is the only one who seems to be interested in the things she has to say. So all of our other friends tend to avoid the circles whenever she's around, and she doesn't notices how badly she became socially handicapped – gradually affecting the people in her environment.

One key to self-improvement is to LISTEN and TALK to a trusted friend. Find someone who you find comfort in opening up with on even the most gentle topics you want to discuss. Ask questions like *"do you think I am ill-mannered?"*, *"Do I always sound so argumentative?"*, *"Do I talk too loud?"*, *"Does my breath smell?"*, *"Do I ever bore you when were together?"* In this way, the other person will obviously know that you are interested in the process of self-

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improvement. Lend her your ears for comments and criticisms and don't give her answers like "Don't exaggerate! That's just the way I am!" Open up your mind and heart as well. And in return, you may want to help your friend with constructive criticism that will also help her improve herself.

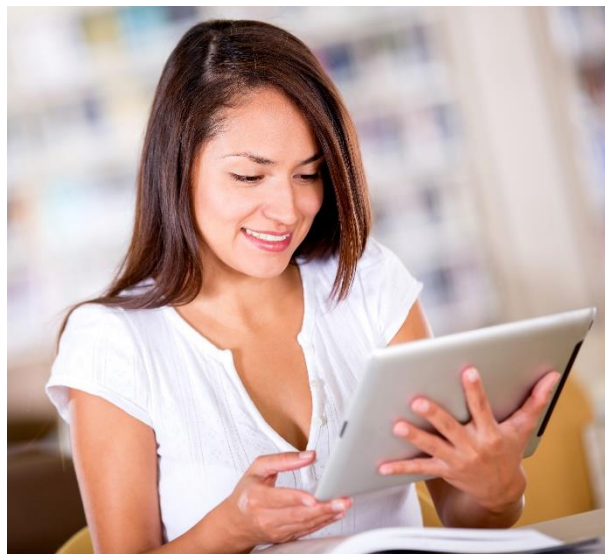
One of Whitney Houston's songs says "*Learning to love yourself is the greatest love of all.*" **True enough!** In order to love others, you must love yourself too. Remember, you cannot give what you do not have.

Before telling other people some ways on how to improve themselves, let them see that you yourself is a representation and a product of self-improvement. Self-improvement makes us better people, we then inspire other people, and then the rest of the world will follow.

Stop thinking of yourselves as second-rate beings. Forget the repetitive thought of "If only I was richer... if only I was thinner" and so on. Accepting your true self is the first step to self-improvement. We need to stop comparing ourselves to others only to find out at the end that we've got 10 more reasons to envy them.

We all have our insecurities. Nobody is perfect. We always wish we had better things, better features, better body parts, etc. But life need not to be perfect for people to be happy about themselves.

Self-improvement and loving yourself is not a matter of shouting to the whole world that you are perfect and you are the best. It's the virtue of acceptance and contentment. When we begin to improve ourselves, we then begin to feel more contented and happy.



CHAPTER 3: BUILDING YOUR SELF-ESTEEM

So how do you stay calm, composed and maintain self-esteem in a tough environment? Here are some tips you may to consider as a starter guide to self-improvement.

Imagine yourself as a Dart Board. Everything and everyone else around you may become Dart Pins, at one point or another. These dart pins will destroy your self-esteem and pull you down in ways you won't even remember. Don't let them destroy you, or get the best of you. So which dart pins should you avoid?

Dart Pin #1: Negative Work Environment

Beware of "dog eat dog" theory where everyone else is fighting just to get ahead. This is where non-appreciative people usually thrive. No one will appreciate your contributions even if you miss lunch and dinner, and stay up late. Most of the time you get to work too much without getting help from people concerned. Stay out of this, it will ruin your self-esteem. Competition is at stake anywhere. When you create a standard for yourself of "always doing my best", you cannot do anymore.

Dart Pin #2: Other People's Behavior

Bulldozers, grovelers, gossipmongers, whiners, backstabbers, people walking wounded, controllers, naggers, complainers, exploders, patronizers, ... all these kinds of people will pose bad vibes for your self-esteem, as well as to your self-improvement scheme. Be aware that you can choose your own company.

Dart Pin #3: Changing Environment

You can't be a green bug on a brown field. Changes challenge our paradigms. It tests our flexibility, adaptability and alters the way we think. Changes will make life difficult for a while, it may cause stress but it will help us find ways to improve our selves. Change will be there forever. We must learn to embrace change.

Dart Pin #4: Past Experiences

It's okay to cry and say "ouch!" when we experience pain. But don't let pain transform itself into fear. It might grab you by the tail and swing you around. Treat any failure and mistake as a lesson in life.

Dart Pin #5: Negative World View

Look at what you're looking at. Don't wrap yourself up with all the negativities of the world. In building self-esteem, we must learn how to make the best out of worst situations. As my friend Delatorro McNeal says, "A setback is nothing more than a set-up for a comeback."

Dart Pin #6: Determination Theory

The way you are and your behavioural traits is said to be a mixed end product of your inherited traits (genetics), your upbringing (psychic), and your environmental surroundings such as your spouse, the company, the economy or your circle of friends. You have your own identity. Learn from other people's experience, so you'll never have to encounter the same mistakes.

Sometimes, you may want to wonder if some people are born leaders or positive thinkers. **NO. Being positive, and staying positive is a choice.** Building self-esteem and drawing lines for self-improvement is a choice, not a rule or a talent.

In life, it's hard to stay tough especially when things and people around you keep pulling you down. When we get to the battlefield, we should choose the right luggage to bring and armours to use, and pick those that are bullet proof. Life's options give us arrays of more options. Along the battle, we will get hit and bruised. And wearing a bulletproof armour ideally means 'self-change'. The kind of change which comes from within. Voluntarily. Armour or Self Change, changes 3 things: our attitude, our behavior and our way of thinking.

Building self-esteem will eventually lead to self-improvement if we start to become responsible for who we are, what we have and what we do. It's like a flame that should gradually spread like a brush fire from inside and out. When we develop self-esteem, we take control of our mission, values and discipline. Self-esteem brings about self-improvement, true assessment, and determination. So how do you start putting up the building blocks of self-esteem? Being positive. Being contented and happy. Being appreciative. Never miss an opportunity to compliment. A positive way of living will help you build self-esteem, your starter guide to self-improvement.

"I discovered I always have choices and sometimes it is only a choice of attitude"

- Judith Knowlton

CHAPTER 4: MOTIVATION: THE HEART OF SELF IMPROVEMENT

Pain may sometimes be the reason why people change. Getting poor grades make us realize that we need to study. Debts remind us of our inability to look for a source of income. Being humiliated gives us the 'push' to speak up and fight for ourselves to save our face from the next embarrassments. It may be a bitter experience, a friend's tragic story, a great movie, or an inspiring book that will help us get up and get just the right amount of motivation we need in order to improve ourselves.

With the countless negativities the world brings about, how do we keep motivated? Try on the tips I prepared from **A to Z!**

- A. **Achieve your dreams.** Avoid negative people, things and places. Eleanor Roosevelt once said, "The future belongs to those who believe in the beauty of their dreams." *Attitude.* They are infectious. Make sure yours is worth catching.
- B. **Believe in yourself,** and in what you can do.
- C. **Consider things on every angle and aspect.** Motivation comes from determination. To be able to understand life, you should feel the sun from both sides.
- D. **Don't give in and don't give up.** Thomas Edison failed once, twice, more than thrice before he came up with his invention and perfected the incandescent light bulb. Make motivation your steering wheel.
- E. **Enjoy.** Work as if you don't need money. Dance as if nobody's watching. Love as if you never cried. Learn as if you'll live forever. Motivation takes place when people are happy.
- F. **Family and Friends** – are life's greatest '**F**' treasures. Don't lose sight of them.
- G. **Give more than what is enough.** Where does motivation and self-improvement take place at work? At home? At school? When you exert extra effort in doing things.

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H. **Hang on to your dreams.** They may dangle in there for a moment, but these little stars will be your driving force.

Habits. Make sure yours are the good ones!

I. **Ignore those who try to destroy you.** Don't let other people to get the best of you. Stay out of toxic people – the kind of friends who hates to hear about your success.

J. **Just be yourself.** The key to success is to be yourself. And the key to failure is to try to please everyone.

K. **Keep trying no matter how hard life may seem.** When a person is motivated, eventually he/she sees a harsh life finally clearing out, paving the way to self-improvement.

L. **Learn to love yourself.** Now isn't that easy?

M. **Make things happen.** Motivation is when your dreams are put into work clothes.

N. **Never lie, cheat or steal.** Always play a fair game. Set high standards.

O. **Open your eyes.** People should learn the horse attitude and horse sense. They see things in 2 ways – how they want things to be, and how they should be.

P. **Practice makes perfect.** Practice is about motivation. It lets us learn repertoire and ways on how can we recover from our mistakes.

Q. **Quitters never win. And winners never quit.** So, choose your fate – are you going to be a quitter? Or a winner? Your choice!

R. **Ready yourself.** Motivation is also about preparation. We must hear the little voice within us telling us to get started before others will get on their feet and try to push us around. Remember, it wasn't raining when Noah build the ark.

S. **Stop procrastinating!**

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- T. **Take control of your life.** Discipline or self-control jives synonymously with motivation. Both are key factors in self-improvement. You are either in control or out of control. Your choice!
- U. **Understand others.** If you know very well how to talk, you should also learn how to listen. Learn to understand first, and to be understood the second.
- V. **Visualize it.** Motivation without vision is like a boat on a dry land.
- W. **Want it more than anything.** Dreaming means believing. And to believe is something that is rooted out from the roots of motivation and self-improvement.
- X. **X Factor is what will make you different from the others.** When you are motivated, you tend to put on “extras” on your life like extra time for family, extra help at work, extra care for friends, and so on.
- Y. **You are unique.** No one in this world looks, acts, or talks like you. Value your life and existence, because you’re just going to spend it once. Learn to love you!
- Z. **Zero in on your dreams and go for it!**

“Don’t let the folk you hang with be your hang up. But allow the people you connect with, to be your hook up!” -Delatorro McNeal



CHAPTER 5: UNLOCKING YOUR SELF IMPROVEMENT POWER

When we look at a certain object, a painting for example – we won't be able to appreciate what's in it, why it is painted and what else goes with it if the painting is just an inch away from our face. But if we try to step back and view, we'll have a clearer vision of the whole artwork.

We reach a point in our life when we are ready for change and a whole bunch of information that will help us unlock our self-improvement power. Until then, something can be staring us right under our nose but we don't see it. The only time we think of unlocking our self-improvement power is when everything got worst.

Take the frog principle for example.

Try placing Frog A in a pot of boiling water. What happens? He twerps! He jumps off! Why? Because he is not able to tolerate sudden change in his environment – the water's temperature. Then try Frog B: place him in a lukewarm water, then turn the gas stove on. Wait until the water reaches a certain boiling point. Frog B then thinks "Ooh... it's a bit warm in here".

People are like Frog B in general. Today, Anna thinks Carl hates her. Tomorrow, Patrick walks up to her and told her he hates her. Anna stays the same and doesn't mind what her friends says. The next day, she learned that Kim and John also dislikes her. Anna doesn't realize at once the importance and the need for self-improvement until the entire community dislikes her.

We learn our lessons when we experience pain. We finally see the warning signs and signals when things get rough and tough. When do we realize that we need to change diets? When none of our jeans and shirts would fit us. When do we stop eating sweets and chocolates? When all of our teeth has fallen off. When do we realize that we need to stop smoking? When our lungs have gone bad. When do we pray and ask for help? When we realize that we're going to die tomorrow.

The only time most of us ever learn about unlocking our self-improvement power is when the whole world is crashing and falling apart. We think and feel this way because it is not easy to change. But change becomes more painful when we ignore the need for it.

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Change will happen, like it or hate it. At one point or another, we are all going to experience different turning points in our life – and we are all going to eventually unlock our self-improvement power not because the world says so, not because our friends are nagging us, but because we realized it's for our own good.

Happy people don't just accept change, they embrace it. Now, you don't have to feel a tremendous heat before realizing the need for self-improvement. Unlocking your self-improvement power means unlocking yourself up in the cage of thought that "it's just the way I am". It is such a poor excuse for people who fear and resist change. Most of us program our minds like computers.

Jen repeatedly tells everyone that she doesn't have the guts to be around groups of people. She heard her mom, her dad, her sister, her teacher tell the same things about her to other people. Over the years, that is what Jen believes. She believes it's her story. And what happens? Every time a great crowd would troop over their house, in school, and in the community – she tends to step back, shy away and lock herself up in a room. Jen didn't only believe in her story, she lived it.

Jen has to realize that she is not what she is in her story. Instead of having her story post around her face for everyone to remember, she has to have the spirit and show people "I am an important person and I should be treated accordingly!"

Self-improvement may not be everybody's favourite word, but if we look at things in a different point of view, we might have greater chances of enjoying the whole process instead of counting the days until we are fully improved. Three sessions in a week at the gym would result to a healthier life, reading books instead of looking at TV will shape up a more profound knowledge, going out with friends and peers will help you take a step back from work and unwind. And just when you are enjoying the whole process of unlocking your self-improvement power, you'll realize that you're beginning to take things lighter and become happy.

CHAPTER 6: 7-DAY CRASH COURSE PROGRAM FOR SELF-IMPROVEMENT

I seem to lost count on how many times I've read and heard of celebrity marriages failing! Not that I care (and personally I don't), it seems strange that we often see movie and TV stars as flawless people, living the fairytale life of riches and glamour. I suppose we all have to stop sticking our heads in the clouds and face reality.

There are many ways to lose your sense of self-esteem despite of how trivial it could get. But whatever happens, we should all try not to lose our own sense of self. So what does it take to be a cut above the rest? Here are some of the things you can think and improve on that should be enough for a week.

Day 1: Knowing your purpose.

Are you wandering through life with little direction - hoping that you'll find happiness, health and prosperity? Identify your life purpose or mission statement and you will have your own unique compass that will lead you to your truth north every time.

This may seem tricky at first when you see yourself to be in a tight or even dead end. But there's always that little loophole to turn things around and you can make a big difference to yourself.

Day 2: Knowing your values.

What do you value most? Make a list of your top 5 values. Some examples are security, freedom, family, spiritual development, learning. As you set your goals for the upcoming year - check your goals against your values. If the goal doesn't align with any of your top five values - you may want to reconsider it or revise it. The number shouldn't discourage you, instead it should motivate you to do more than you can ever dreamed of.

Day 3: Knowing your needs.

Unmet needs can keep you from living authentically. Take care of yourself. Do you have a need to be acknowledged, to be right, to be in control, to be loved? There are so many people who lived their lives without realizing their dreams and most of them end up being stressed or even depressed for that matter. List your top four needs and get them met before it's too late!

Day 4: Knowing your passions.

You know who you are and what you truly enjoy in life. Obstacles like doubt and lack of enthusiasm will only hinder you, but will not derail your chance to become the person you ought to be. Express yourself and honour the people who have inspired you to become the very person you wanted to be.

Day 5: Living from the inside out.

Increase your awareness of your inner wisdom by regularly reflecting in silence. Commune with nature. Breathe deeply to quiet your distracted mind. For most of us city slickers it's hard to even find the peace and quiet we want even in our own home. In my case I often just sit in a dimly lit room and play some classical music. There's sound, yes, but music does soothe the savage beast.

Day 6: Honouring and focusing on your strengths.

What are your positive traits? What special talents do you have? List three - if you get stuck, ask those closest to you to help identify these. Are you imaginative, witty, and good with your hands? Find ways to express your authentic self through your strengths. You can increase your self-confidence when you can share what you know to others.

Day 7: Serving others.

When you live authentically, you may find that you develop an interconnected sense of being. When you are true to who you are, living your purpose and giving of your talents to the world around you, you give back in service what you came to share with others -your spirit - your essence. The rewards for sharing your gift with those close to you is indeed rewarding, much more if it were to be the eyes of a stranger who can appreciate what you have done to them.

Self-improvement is indeed one type of work that is worth it. It shouldn't always be within the confines of an office building, or maybe in the four corners of your own room. The difference lies within ourselves and how much we want to change for the better.

As the text is coming to an end, I'd like to share with you some 10 of my favourite quotes on improving yourself. Hope you find them useful!

CHAPTER 7: 21 INSPIRATIONAL SELF-IMPROVEMENT QUOTES

"The difference in winning and losing is most often, not quitting" – Walt Disney

"Accept the challenges so you can feel the exhilaration of victory."

– General George Patton.

"Always bear in mind that your own resolution to succeed is more important than anything else" – Abraham Lincoln

"Champions keep playing until they get it right" – Billie Jean King

"Don't live your life trying to be 'the next' anybody. Become the first you!" - Delatorro McNeal II

"The greatest motivational act one person can do for another is to listen." – Roy Moody

"The people with whom you network will ultimately determine your net worth

- Delatorro McNeal II

"Motivation is a fire from within. If someone else tries to light that fire under you, chances are it will burn only briefly" – Stephen Covey

"Motivation is the fuel to keep the human engine running" – Zig Ziglar

"All respect comes from persistence to complete" – Melissa Lima

"A cloudy day is no match for a sunny disposition" – William Arthur Boyd

"Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it" – Lou Holtz

"For every minute you are angry, you lose 60 seconds of happiness" – Ralph Waldo Emerson

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"High expectations are the key to everything" – Sam Walton

"Be not anxious about what you have, but about who you are" – Pope Gregory I

"Don't compromise yourself. You are all you've got" – Janis Joplin

"Good thoughts bear good fruit, bad thoughts bear bad fruit" – James Allen

"Never bend your head. Always hold it high. Look the world in the eye!" – Helen Keller

"Shallow men believe in luck. Strong men believe in cause and effect" – Ralph Waldo Emerson

*"To educate a man in mind and not in morals is to educate a menace to society" – Theodore
Roosevelt*

"Excellence does not require perfection" – Henry James

"The best way of removing negativity is to laugh and be joyous" – David Icke

"The greatest motivational act a person can do for another is to listen" – Roy Moody

ACTION PLAN

It is now time to commit in writing to three action plans that will add real value and worth to you in the future.

What?	How?	When?	Completed

Wishing you success!

THOUGHTS AND COMMENTS



What are the best usable ideas you gained from this e-Book?

How do you plan to apply these ideas and habits?

How will these ideas and suggestions help you lead a more satisfying personal life
and a more effective business life?

What other topics would you like covered in a value packed eBook?

Please send your thought/comments to:

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David Jackson CSP – Speaker | Sales Coach | Author
Ph: +61 403 102 000 E: david@davidjackson.com.au
www.davidjackson.com.au P O Box 381, Rose Bay NSW 2029

