

YOU CAN WIN: A STEP BY STEP TOOL FOR TOP ACHIEVERS

Winners Don't Do Different Things . They Do Things Differently.....

ABOUT THE BOOK

Mission Of The Book It wants to make you to create an action plan for the rest of your life.
Action Plan

- What you want to achieve
- How you expect to achieve it
- When you plan to achieve it

BOOK REVIEW The whole book is divided into 8 chapters. I will describe that briefly as described in the book. 1. Importance of Attitude

AUTHOR'S PERCEPTIONS " If there was one thing that you would like to see change, that would make your organization more productive , what would it be? " All said that..... Attitude

BUILDING A POSITIVE ATTITUDE



STORY OF BALLOON SELLER AND A SMALL BOY



There was a man who made his living selling balloons at fair. He had balloons of many different colors including Red, Yellow, Blue and Green. Whenever his business was slow, he would release a helium-filled balloon into the air. When the children saw the balloon go up, they all wanted one. They would come up to him, buy a balloon and his sales would go up. All day, he continued to release a balloon whenever the sales went down.

One day, the balloon man felt someone tugging at his jacket. He turned around and a little boy asked, "if you release a black balloon, would that also fly?" Moved by the boy's concern, the man replied gently "Son, it is not the color of the balloon, it is what's inside that makes it go up."

The same principle applies to our lives. It is what is inside that counts. The thing inside of us that makes us go up is our attitude.

"The greatest discovery of my generation is that a human being can alter their lives by altering their attitudes of mind"

YOUR ATTITUDE CONTRIBUTES TO SUCCESS

A study attributed to Harvard University found that when a person gets a job promotion, 85% of the time it is because of attitude, and only 15% of the time because of intelligence and knowledge specific facts and figures.

It is surprising that almost 100% of education dollars go to teach facts and figures, which accounts for 15% of success in life.

ACRES OF DIAMONDS



There was a farmer in Africa who was happy and content. He was happy because he was content. He was content because he was happy. One day a wise man came to him and told him about the glory of diamonds and the power that goes along with them. The wise man said, "If you had a diamond the size of your thumb, you could have your own city. If you had a diamond the size of your fist, you could probably own your own country." And then he went away. That night the farmer couldn't sleep. He was unhappy and he was discontent.

The next morning he made arrangements to sell off his farm, took care of his family and went in search of diamonds. He looked all over Africa and couldn't find any. He looked all through Europe and couldn't find any. When he got to Spain, he was emotionally, physically and financially broke. He got so disheartened that he threw himself into the Barcelona River and committed suicide.

Back home, the person who had bought his farm was watering the camels at a stream that ran through the farm. Across the stream, the rays of the morning sun hit a stone and made it sparkle like a rainbow. He thought it would look good on the mantle piece. He picked up the stone and put it in the living room.

That afternoon the wise man came and saw the stone sparkling. He asked, "Is Hafiz back?" The new owner said, "No, why do you ask?" The wise man said, "Because that is a diamond. I recognize one when I see one." The man said, no, that's just a stone I picked up from the stream. Come, I will show you. There are many more." They went and picked some samples and sent them for analysis. Sure enough, the stones were diamonds. They found that the farm was indeed covered with acres and acres of diamonds.

What is the moral of this story? There are five morals:

1. When our attitude is right, we realize that we are all walking on acres and acres of diamonds.
- Opportunity is always under our feet. We don't have to go anywhere. All we need to do is recognize it.
2. The grass on the other side always looks greener.

3. While we are dyeing the grass on the other side, there are others who are dyeing the grass on our side. They would be happy to trade places with us.

4. When people don't know how to recognize opportunity, they complain of noise when it knocks.

5. The same opportunity never knocks twice. The next one may be better or worse, but it is never the same one.

We all know the biblical story of David and Goliath. Goliath was a giant of a man. He struck fear in everyone's heart. One day, a 17-years-old shepherd boy came to visit his brother and asked. "why don't you stand up and fight the giant?" the brother were terrified of Goliath and they replied "don't you see he his too big to hit" But David said, "No, he is not too big to hit, he his too miss." the rest is history. The giant just laughed at him. David put a stone in his sling and flung it. The stone hit big Goliath on the head. Then David killed him with his sword. All of Goliath's friends ran away. The little shepherd boy had saved the Jewish people! Same giant, different perceptions.

THE IMPORTANCE OF ATTITUDE TO ORGANISATION

Have you ever wondered why some individuals, organization, or countries are more successful than others? It is not a secret! They are successful because they think and act more effectively .They do so by investing in their most valuable asset-People

The Author have spoken to the executives in major corporations all over the World and asked them a question : If you had a magic wand and there was one thing you could change that would give you a cutting edges in the market place ,increase productivity and profits , what would that be?

Their answers were unanimous , They said they said they would like to change their people's attitudes. With better attitudes people would be better team players, cut back on waste and become more loyal.

Experience has shown that human resource is the most valuable asset of any business. people are more valuable than capital or equipment. Unfortunately human resource is also the most wasted of resources.

Total Quality People

Total quality people are people with character, integrity ,good values and positive attitude .

For example ,some customer service programs ,teach the participants to say" please " and " thank -you" and give smiles and hand shake .But how long can a person smile if he does not have the desire to serve ? Besides , people can always see through a fake smile. When the smile is not sincere , it is irritating.

The author point is, there has to be substance over form, not form over substance .Without a doubt ,”Thank You , smile , so forth these things are important . But keep in mind that they come a lot easier when accompanied by a desire to serve.

Great organization are not measured by wages and working conditions, they are measured by feelings, attitudes and relationships .

The Calgary Tower at Canada stand at 190.8 meters. The total weight of the tower is 10,884 ton , of which 6,349 tons are below the ground (approximately 60 %)

This shows that some of the greatest building have the strongest foundations.

Just like a great building stands on a strong foundation , so does success. And the foundation of success is attitude .

IMPORTANCE OF ATTITUDE

Attitude contributes to success

- 85% promotion in attitude
- Only 15% promotion Intelligence and knowledge

Importance of attitude to organizations

- Attitude has shown that human resource is most valuable asset of any business.

Factors that determine attitude

1. Environment
2. Experience
3. education

ENVIRONMENT -

- Home-positive or negative influence
- School –peer pressure
- Work-supportive or over critical superior
- Media
- Cultural back ground
- Religious back ground

- Tradition and belief
- Social Environment
- Political environment

“In a positive environment, a marginal performer’s out put goes up.

In negative environment , a good performer’s out put goes down”.

THE BENEFITS OF A POSITIVE ATTITUDE -

Benefits for you

- Makes for a pleasing personality
- Is energizing
- Increases our enjoyment of life
- Inspires others around you
- Helps you become a contributing member of society and an asset to your country .

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AND FOR THE ORGANIZATION

- Increases productivity
- Fosters team work
- Solves problems
- Improves quality
- Breeds loyalty
- Increases Fosters better relationships with employers , employees and customers
- Reduce stress

THE CONSEQUENCES OF A NEGATIVE ATTITUDE

People with negative attitudes have a hard time keeping friendships ,Jobs , marriages and relationships.

Negative attitudes leads to

- Bitterness

- Resentment
- A purposeless life
- High stress levels for themselves and other

Negative attitudes create an unpleasant environment at home ,at work and become a liability to society. They pass on their negative behavior to others around them and future generation.\

WHEN WE BECOME AWARE OF OUR NEGATIVE ATTITUDE, WHY DONT WE CHANGE?

Human nature generally resists change. Change is uncomfortable. Regardless of its positive or negative effect, change can be stressful. Sometimes we get so comfortable with our negativity that even when the change is for the positive, we don't want to accept it. We stay with the negative.

HOW TO BUILD A POSITIVE ATTITUDE

STEPS TO BUILDING A POSITIVE ATTITUDE

During childhood, we form attitudes that last a lifetime. Undoubtedly, it would be a lot easier and better to have acquired a positive attitude during our formative years. Does that mean if we acquire a negative attitude,

whether by design or by default, we are stuck with it?

Of course not. Can we change? Yes. Is it easy?

How do you build and maintain a positive attitude?

- ◆ Become aware of the principles that build a positive attitude
- ◆ Desire to be positive
- ◆ Cultivate the discipline and dedication to practice those principles

As adults, regardless of our environment, education and experience, who is responsible for our attitude? We are. We have to accept responsibility some time in our lives. We blame everyone and everything but ourselves. It is up to us to choose our attitude every morning.

As adults, we need to accept responsibility for our behavior and actions. People with negative attitudes will blame the whole world, their parents, teachers, spouse, the economy and the government for their failures.

STEPS TO ATTITUDE CHANGE

Step 1: Change focus , look for the positive.

Step 2: Make the habit of doing it now

Step 3: Develop an attitude of gratitude

Step 4: Get into continuous education program

Step 5: Build a positive self –Esteem

Step 6: Stay away from negative influence

Step 7: Learn to like the things that need to be done

Step 8: Start your day with some thing positive

STEP 2: MAKE THE HABIT OF DOING IT NOW

Make a Habit of Doing It Now We have all procrastinated at some time in our lives.

Live in the Present

if you want to build a positive attitude ,learn the phrase, " **do it now**" and stop the habit of procrastination.

The saddest world in the life are:

"it might have been"

"I should have"

"I could have"

"I wish I had"

"if only I had given a little extra"

Never leave tomorrow ,which you can do today"—

Benjamin Franklin.

When I Become a Big Boy

This is like the little boy who says when I become a big boy, I will do this and this and I will be happy.

And when he becomes a big boy he says, when I finish college and do this and this and I will be happy.

And when he finishes college he says when I get my first job and do this and this I will be happy.

And when he gets his first job he says when I get married and do this and this and then I will be happy.

And when he gets married he says when the kids get out of school and I do this and this I will be I happy.

And when the kids get out of school, he says when I retire and do this and this, I will be happy.

And when he retires what does he see? He sees life has just gone by in front of his eyes.*

"Creed for Optimists" by Christian D. Larsen,

Step 4: Get into continuous education program

We are All Gifted with Some Strengths

The small size of the hummingbird, weighing only a tenth of an ounce, gives it the flexibility to perform complicated maneuvers, such as beating its wings 75 times a second. This enables the hummingbird to drink nectar from flowers while hovering but it cannot soar, glide or hop.

The ostrich, at 300 pounds, is the largest bird but it cant fly. However, its legs are so strong that it can run at up to 50 miles per hour, taking strides of 12--15 feet.

Ignorance

Illusion of knowledge is not education, but ignorance. Foolish people have a strange kind of confidence which comes only with ignorance.

Being ignorant is not so much a shame as being unwilling to learn to do things the right way.--Benjamin Franklin

EDUCATION DOES NOT MEAN GOOD JUDGEMENT

There is a story about a man who sold hot dogs by the roadside. He was illiterate, so he never read newspapers . He was hard of hearing, so he never listened to the radio. His eyes were weak, so he never watched television. But enthusiastically, he sold lots of hot dogs. His sales and profit went up. He ordered more meat and got himself a bigger and a better stove. As his business was growing, the son, who had recently graduated from college, joined his father.

Then something strange happened. The son asked, "Dad, aren't you aware of the great recession that is coming our way?" The father replied, "No, but tell me about it." The son said, "The international situation is terrible. The domestic is even worse. We should be prepared for the coming bad time."

The man thought that since his son had been to college, read the papers, and listened to the radio, he ought to know. and his advice should not be taken lightly. So the next day, the father cut down his order for the meat and buns, took down the sign and was no longer enthusiastic. Very soon, fewer and fewer people bothered to stop at his hot dog stand. And his sales started coming down

rapidly. The father said to his son, "Son, you were right. We are in the middle of a recession. I am glad you warned me ahead of time."

What is the moral of the story?

1. Many times we confuse intelligence with good judgment.
2. A person may have high intelligence but poor judgment.
3. Choose your advisers carefully and use your judgment.
4. A person can and will be successful with or without formal education if they have the

5 CS: ♦ CHARACTER ♦ COMMITMENT ♦ CONVICTION ♦ COURTESY ♦ COURAGE

The tragedy is that there are many walking encyclopedias who are living failures.

- Intelligence is quickness to learn.
- Ability is the skill to apply what is learned.
- Competence is the ability and the desire to apply what is learned.
- Desire is the attitude that makes a skillful person competent.
- Many skillful people are incompetent.
- Ability without the right attitude is wasted. The first duty of a university is to teach wisdom, not trade; character, not technicalities
- Whom then ,do I call educated

In nut shell ,educated persons are those who choose wisely and courageously under any circumstances. If they choose between wisdom over foolishness, Good over bad, Virtue over Vulgarity ,regardless of the academic degrees they have , then they are educated.

Step 5: Build a positive self –Esteem

Self esteem is the way we feel about ourselves. When we feel good within ,our performance goes up and our relationship improves both at home and at work. The world looks nicer .What could be the reason? Because there is a direct correlation between our feelings and behavior.

If you want to build a positive self –esteem quickly, one of fastest way is to do something for those who cannot repay you in cash or kind.

SHARPEN YOUR AXE



(Jhon & Bill)

A woodcutter, worked for a company for five years but never got a raise. The company hired Bill and within a year he got a raise. This caused resentment in John and he went to his boss to talk about it. The boss said, "You are still cutting the same number of trees you were cutting five years ago. We are a result-oriented company and would be happy to give you a raise if your productivity goes up." John went back, started hitting harder and putting in longer hours but he still wasn't able to cut more trees.

He went back to his boss and told him his dilemma. The boss told John to go talk to Bill. "Maybe there is something Bill knows that you and I don't." John asked Bill how he managed to cut more trees. Bill answered, "After every tree I cut, I take a break for two minutes and sharpen my axe. When was the last time you sharpened your axe?" This question hit him like a bullet and John got his answer. My question is, when was the last time you sharpened your axe?

Feed Your Mind Just like our bodies need good food every day, our minds need good thoughts everyday. The key words in the preceding sentence are good food and good thoughts. If we feed our body with junk food and our mind with bad thoughts, we will have both a sick body and mind. We need to feed our mind with the pure and the positive to stay on track. Through constant practice and exposure, we can learn the principles that make a person successful just like we learn to play basketball. Knowledge is Power

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