

NOAH ST. JOHN

THE
POWER
HABITS
SYSTEM

ACTION GUIDE

THE
POWER
HABITS
SYSTEM

THE NEW SCIENCE FOR
MAKING SUCCESS AUTOMATIC

By NOAH ST. JOHN

ACTION GUIDE

IMPORTANT

To begin — Please save this workbook to your desktop or in another location.

THE POWER HABITS SYSTEM

How to Get the Most out of This Program

There are three parts to this program: The first two we've supplied for you, and the third is the one YOU'RE going to supply. The first part is the audio portion of this program. You'll recognize that part because it's the one where I speak and you listen. The second part is the written portion of the program, which is this Power Habits Action Guide.

The third and most important part of this program is YOU. You are being asked to bring your whole self to this teaching — to open yourself up to a new way of thinking and looking at the relationship between your daily habits and this phenomenon called “success.”

In order to get the most out of this program, I'm going to recommend you do three things. First, learn the material. That is, get comfortable with the concepts, habits, and principles I'll be teaching you. Do the exercises in your Action Guide. Think deeply about these new habits. Use your mind to come up with new, creative ways to look at the problems you're facing, and take the time to really think about what's being presented here.

The second way to get the most out of this material is SHARE: that is, SHARE your “AHA moments” from this program with your friends and co-workers in next 24 to 48 hours.

What is an AHA moment? It's that moment when you gain a new perspective and see things in a new light. When you share your AHA or light bulb moments with your friends and colleagues — whether through social media or in person — you also get the benefit of reinforcing the material in your own mind. So, commit right now to share your AHA moments from this program at least twice in the next 24 to 48 hours — through social media, in conversation, and with your family, friends, and team members. In fact, we've created a section at the end of each section of the Power Habits Action Guide for you to write down the AHA moments you want to share.

Third and most important, if you want to get the most out of this program, you must make a commitment to live the material. Any program must be lived in order for it to make a difference, to become real, and to become a part of your everyday life.

Making a commitment to LIVE the material — along with learning and sharing — will give you the confidence to know that you can make the changes you want in your life and use the Power Habits System to achieve greater success in your life, with far less time and effort.

Living the material means making a commitment to yourself to follow the principles of this system and keep working with them, even if you don't always see immediate results. This program is a tool. It's been shown to

THE POWER HABITS SYSTEM

be a remarkably effective tool for making success automatic, for individuals, teams, companies, and organizations around the world. Yet, even the most useful tool won't get you the result you want if it isn't used properly. You can have the best hammer in the world, but it won't build your house for you!

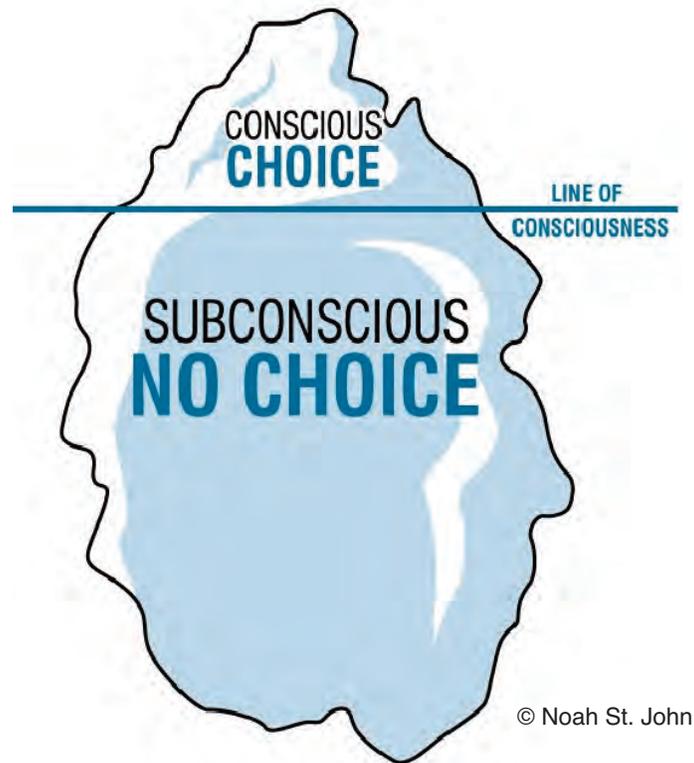
As Oliver Wendell Holmes said, "A mind, once expanded by a new idea, never returns to its original dimensions." This program will help you make the habit of success automatic, but only if you take the time and make the commitment to expand your mind by learning, sharing, and doing the Power Habits System.

THE POWER HABITS SYSTEM

Session 1: An Introduction to the Power Habits System



THE POWER HABITS SYSTEM



The Hidden Cause of Habits

Picture an iceberg. We know that about 90% of an iceberg is hidden beneath the surface of the water, while only about 10% is visible, above the surface.

Neuroscientists at esteemed institutions like Stanford, Harvard, MIT, and others have determined that the human brain operates in much the same way. Just like an iceberg, your mind is composed of two parts: the part that's *visible* (above the surface) and the part that's *hidden* (below the surface).

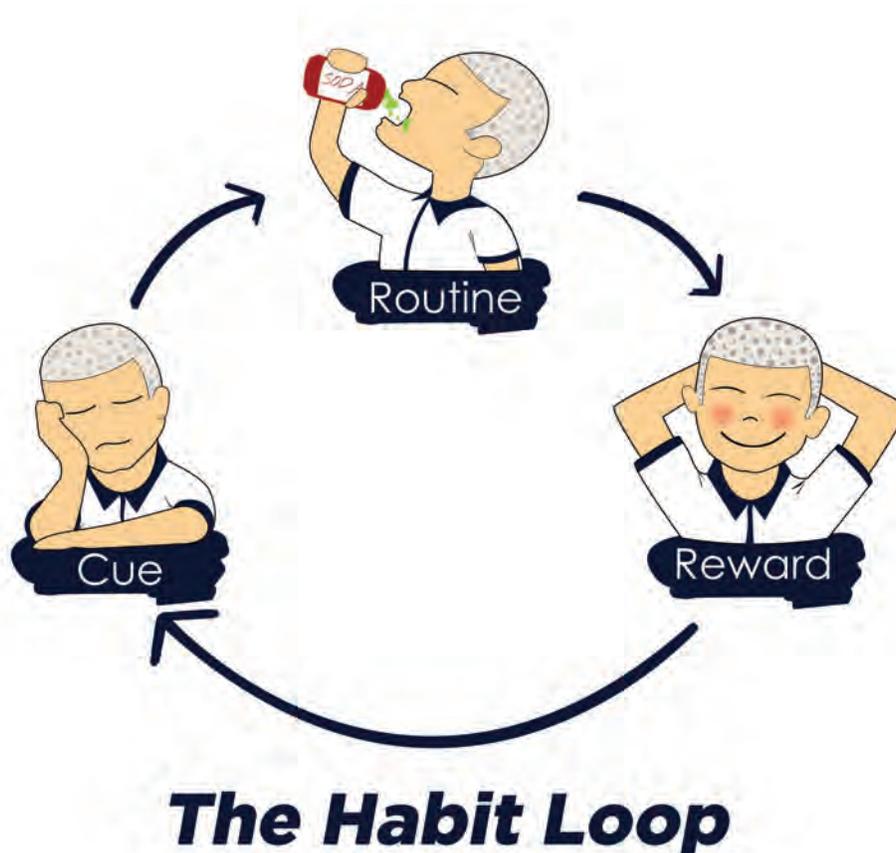
The Iceberg of Consciousness

Instead of the water line, let's call the line that separates the two parts of your mind the **Line of Consciousness**. And we'll call the visible 10% your **Conscious Mind**, and the hidden 90% your **Subconscious Mind**. Another word for Conscious is **intentional**, because it represents **CHOICE**.

According to scientific research, your Conscious Mind makes up less than 10% of your total brain function. That means that the Subconscious or **unintentional** aspect of your mind represents about 90% of your total brain function.

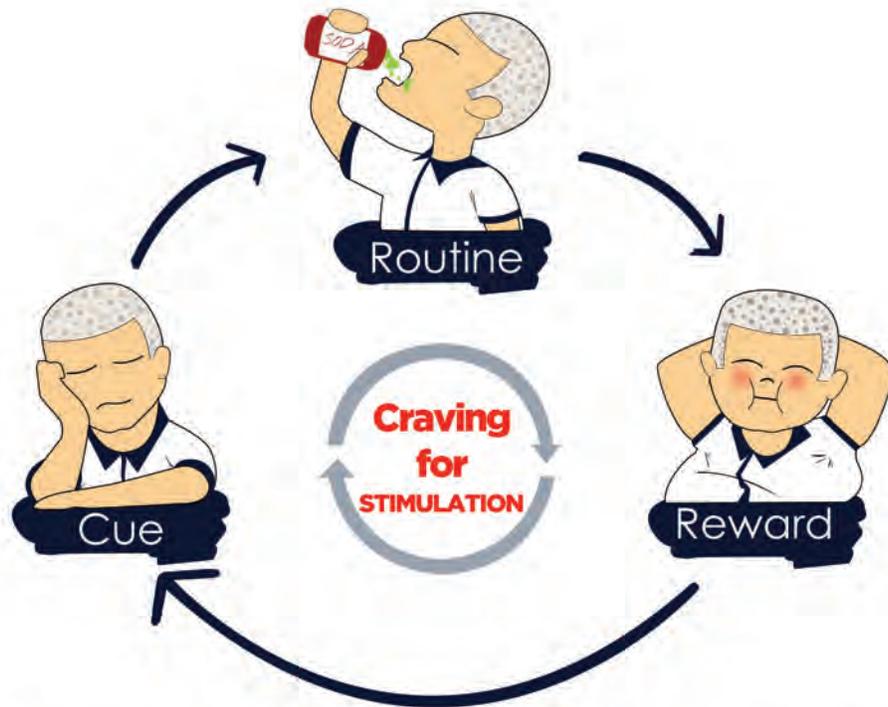
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Your Subconscious is a vast collection of unintentional, habitual thoughts, behaviors, and actions. Therefore, the phrase that best describes the Subconscious mind is **NO CHOICE**. Here are some graphics that illustrate how the mind affects our habits.



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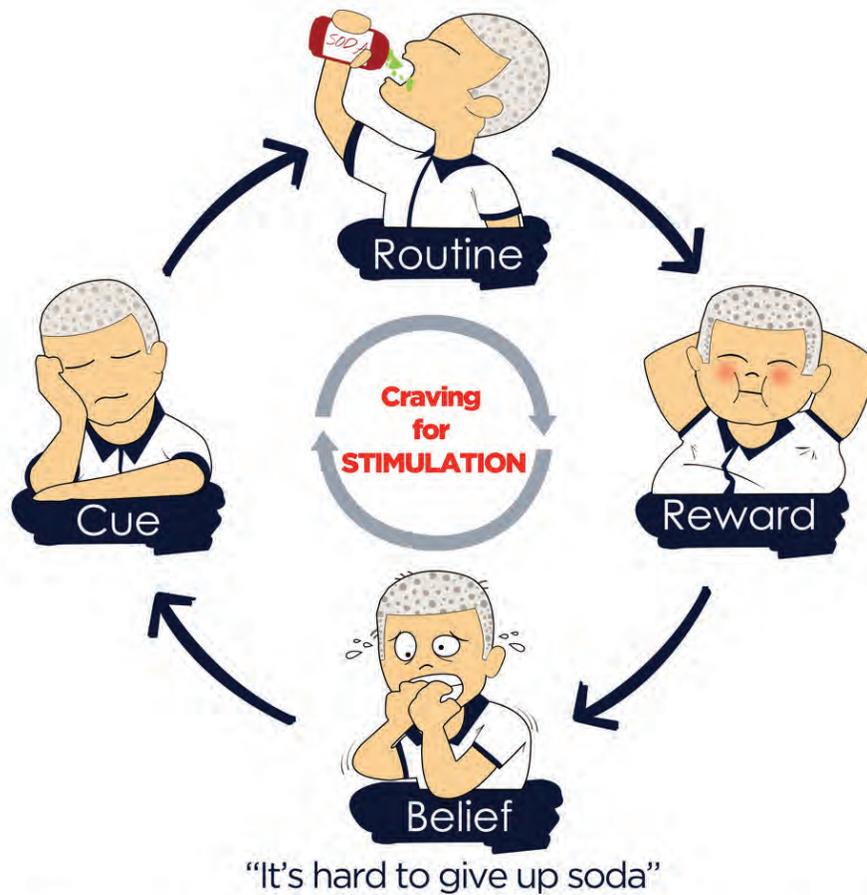
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The Habit Loop Causes Craving

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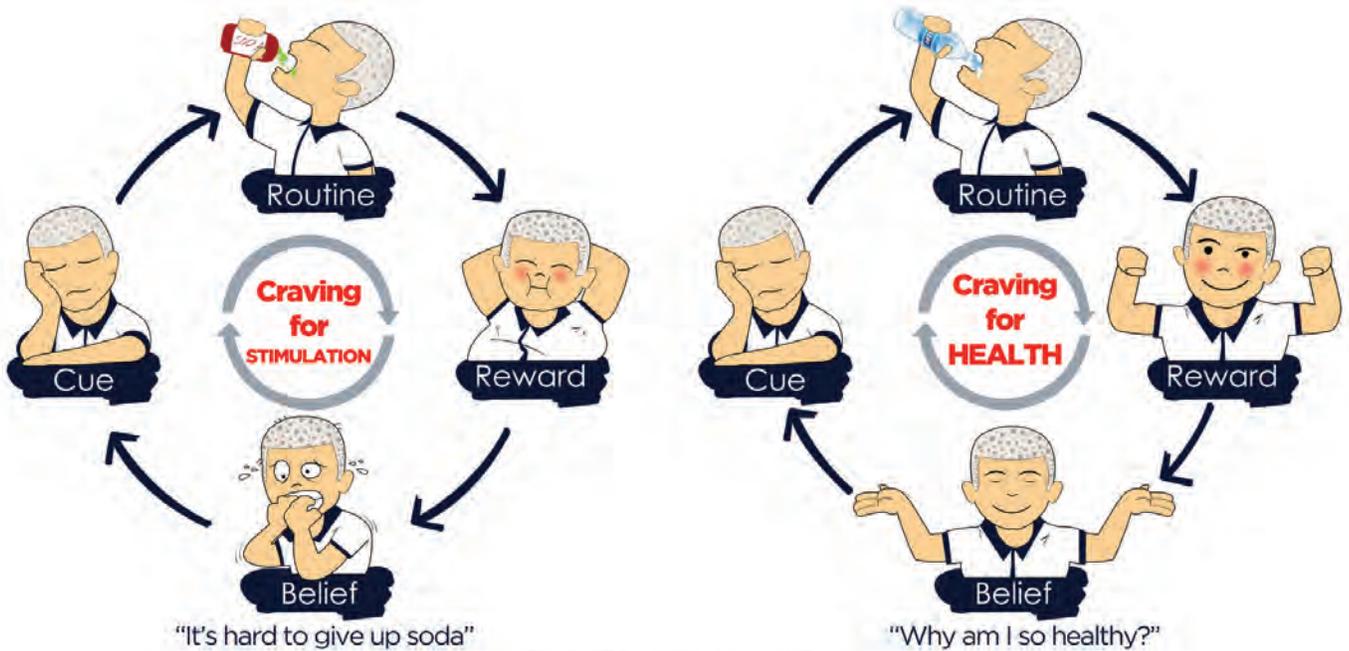
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The Habit Loop Builds Belief

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Forming A New Habit Loop

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In the remaining sections of this Power Habits Action Guide, you'll have the opportunity to walk through the process of developing new habits. But, first, on the next page is your first "AHA" Moments page. Use it to write down any insights and ideas that you had while listening to the audio program that you will share with others.

Aha! Moments: Session 1



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THE POWER HABITS SYSTEM

Session 2: How We Stop Ourselves from Success – and Why

The 4 Steps of Traditional Success Programs

When you've taken a traditional success program in the past, you were probably given the 4 steps of "how-to succeed." They are:

Step 1: Set your goals. (Know what you want.)

Step 2: Do something. (Take action toward your goals.)

Step 3: Evaluate. (Determine if you're getting closer to your goals or not.)

Step 4: Try again. (Adjust your approach until you reach your goal.)

The 4 Steps of the Real World

Step 1 is called The Fog. It doesn't stand for something; it's a FOG. It means, *I don't know what I want... or I don't know what I really want... or I don't think I can HAVE what I really want... or I'm afraid... or What will so-and-so say if I actually GET what I really want?... or What if I GET what I really want and then I'm still not happy?* It's a **FOG**.

Step 2 is called Treadmilling. Ever been on a treadmill? You're working really, really hard and getting... nowhere! *Look at my to-do list! I'm busy busy busy... but this view sure looks the same!* And sometimes that treadmill is going uphill — *Whew! I'm working working working, busy busy busy!* But things **STILL** haven't changed. Treadmilling. Are you with me here? We're really busy but getting nowhere.

Step 3 is Feel like a Failure. Have you ever looked at your life, looked at how you're doing compared with other people, and felt like a **FAILURE**? How about when you look at your life and compare it with where you thought you'd be by now? You look at it, and because it's not where you want to be or thought you'd be by now, you feel like a **FAILURE**.

Now, watch this — there is an amazing parallel between what they taught us in traditional success programs and what we find in the real world:

- In traditional success programs, they told us to *set your goals*. Well, we've got a *Fog*.
- Then they told us to *do something*. Well, we're really, really busy. So we're *Treadmilling!*
- Then they told us to *evaluate* our progress. Well, what's our *unconscious evaluation* of our life, compared with other people or where we thought we would be?

THE POWER HABITS SYSTEM

You got it: *We Feel like a Failure*. We feel as if everyone else is doing so much better than we are. We wonder why we've spent all this time, money, and effort on all these success programs... and why we're still stuck.

Step 4 is Try Again.

And yet, even with all that — all the pain and frustration of feeling like a failure... we still go on to step 4 in the real world, which, ironically, is the same step 4 they told us in traditional success programs. Step 4 of the real world is also *Try again*.

See, you ARE motivated. You DO want to succeed. You HAVE kept trying, even if you think you've "failed" in the past. The truth is, you really deserve a medal for continuing to try again, even though you may not have reached your destination and haven't even been given the right tool to get there!

Success Anorexia

Success Anorexia is that the habit of *starvation* could be related to something OTHER than food — and that millions of people around the world have unknowingly developed the habit of **starving ourselves of success**.

The Power Habit System — Session 2 Review

1. What really causes human behavior is your internal **Why-To's** and **Why-Not-To's** — the reasons *you perceive* why to do something vs. the reasons you perceive NOT do it.
2. The main reason you're not succeeding to the level you want is because you have more Subconscious **Why-Not-To's** of success than conscious **Why-To's** of success.
3. Holding yourself back from success is a Why-NOT-To Problem, not a how-to problem. *You can never solve a Why-NOT-To Problem with a "how-to" solution.*
4. Traditional success programs have taught us the "how-to's of success." While we definitely need "how-to's," trying to get our foot off the brake using traditional "how-to" methods is like trying to drive a nail into a wall using a chainsaw.
5. This fact explains why millions of people and organizations are spending billions of dollars every year on traditional "how-to succeed" programs... yet most people still feel stuck.

THE POWER HABITS SYSTEM

6. If you want to reach the level of success you're capable of, focus on understanding what's causing your current habits, and then systematically replace unproductive habits with productive Power Habits. Because using the right TOOL — the steps provided in this program — will produce greater results faster, easier, and with far less effort than you're spending now.

Aha! Moments: Session 2



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THE POWER HABITS SYSTEM

Session 3: Power Habit #1 – Using Affirmations®

THE BELIEF GAP. Whenever you are trying to change your life — for example, increase your income, find a more fulfilling career, attract the man or woman of your dreams, improve your health, lose weight, and so forth — what you’re really trying to do is create a new reality for yourself. So let’s illustrate that by saying you want to go from *your current reality* to *a new reality*.

Perception is reality to the perceiver.

1. Right now, you are living in what I call your **CPR** — your **Current Perceived Reality**. In your CPR, you have what you have, you know what you know, you do what you do, and you are what you are. This is your Current Perceived Reality — and to you, that perception IS reality. There is nothing else. It is your own little universe.
2. What you want is to be “someplace else.” You want to change something about your life (get a new result).

For example: you want to change your weight, your finances, your health, your relationships, your level of fame, your sphere of influence, the amount of money in your bank account, your lifestyle, or any number of other things.

That “someplace else” is what I call your **NDR** — your **New Desired Reality**. That is the reality you want to go to and the “new reality” you want to experience.

3. Between your CPR and your NDR lies what I call **Your Belief Gap**: the space between where you perceive that you are right now (your CPR) and what it will be like when you arrive “someplace else” (your NDR).

How big is your Belief Gap? That depends on a number of things: how long you’ve been in your CPR; how hard you think it will be to get to your NDR; how many of your friends tell you “it’s impossible” when you tell them your dreams; and so on.

Until you cross your individual Belief Gap for each result, outcome, or experience you want, it will be very difficult for you to make the leap to reach the new life and create the new reality you desire.

THE POWER HABITS SYSTEM

If you change only the statements you say without changing the questions you ask, you're missing out on the most simple, effective way to bridge your Belief Gap — and change your life.

Empowering vs. Disempowering Questions. Most people are going through life asking mostly disempowering questions without realizing it — then wondering why they're not getting the results they dream of. They have developed the unconscious habit of asking disempowering questions, which leads to disempowering actions, which leads to lousy results.

Therefore, let's begin by examining the **disempowering questions** you're unconsciously asking right now, and then learn how to consciously change them into Affirmations®, which are **empowering questions**.

What are *disempowering questions*? Disempowering questions are questions that do precisely that: They disempower you and effectively take away your power to act by focusing your mind on what you *don't* have, what you *can't* do, and who you are *not*.

Questions like *Why am I so broke? Why doesn't anyone love me? How come I never have enough money? Why am I so fat? Why can't I lose weight?* are examples of disempowering questions, because they cause you to believe that you can't do the things you want to do in life.

Of course, no one goes around asking these questions consciously or on purpose. But you may be *unconsciously* asking disempowering questions like these without even realizing it. Each of us is carrying around a **Negative Reflection** — that negative inner “voice” that tells us we can't do anything right. The Negative Reflection always asks negative or disempowering questions like the ones I just mentioned.

The ultimate result of these negative questions is that you manifest what you focus on. In other words, when you ask yourself negative questions, you get negative results.

In the following spaces, write down the five most disempowering questions that your Negative Reflection asks you on a regular basis. These disempowering questions may have come from someone in your past, or perhaps you made them up on your own.

THE POWER HABITS SYSTEM

5 Disempowering Questions - type in your questions in the space below.

EMPOWERING QUESTIONS — THE RIGHT QUESTIONS

Now that you've identified the disempowering questions you've been unconsciously asking, you're probably asking another question right now: "Okay, if those are the disempowering questions I've been asking, what are *empowering questions* — and how can I start asking *those* questions instead of the disempowering ones?" Empowering questions are questions that have precisely the opposite effect of disempowering questions.

While disempowering questions focus your mind on what you *don't* have, *can't* do, and are *not* — and therefore take away your power to act — empowering questions focus your mind what you *have*, what you *can* do, and what you *are*. In short, empowering questions unleash your ability to take ACTION — and to express Who You Really Are.

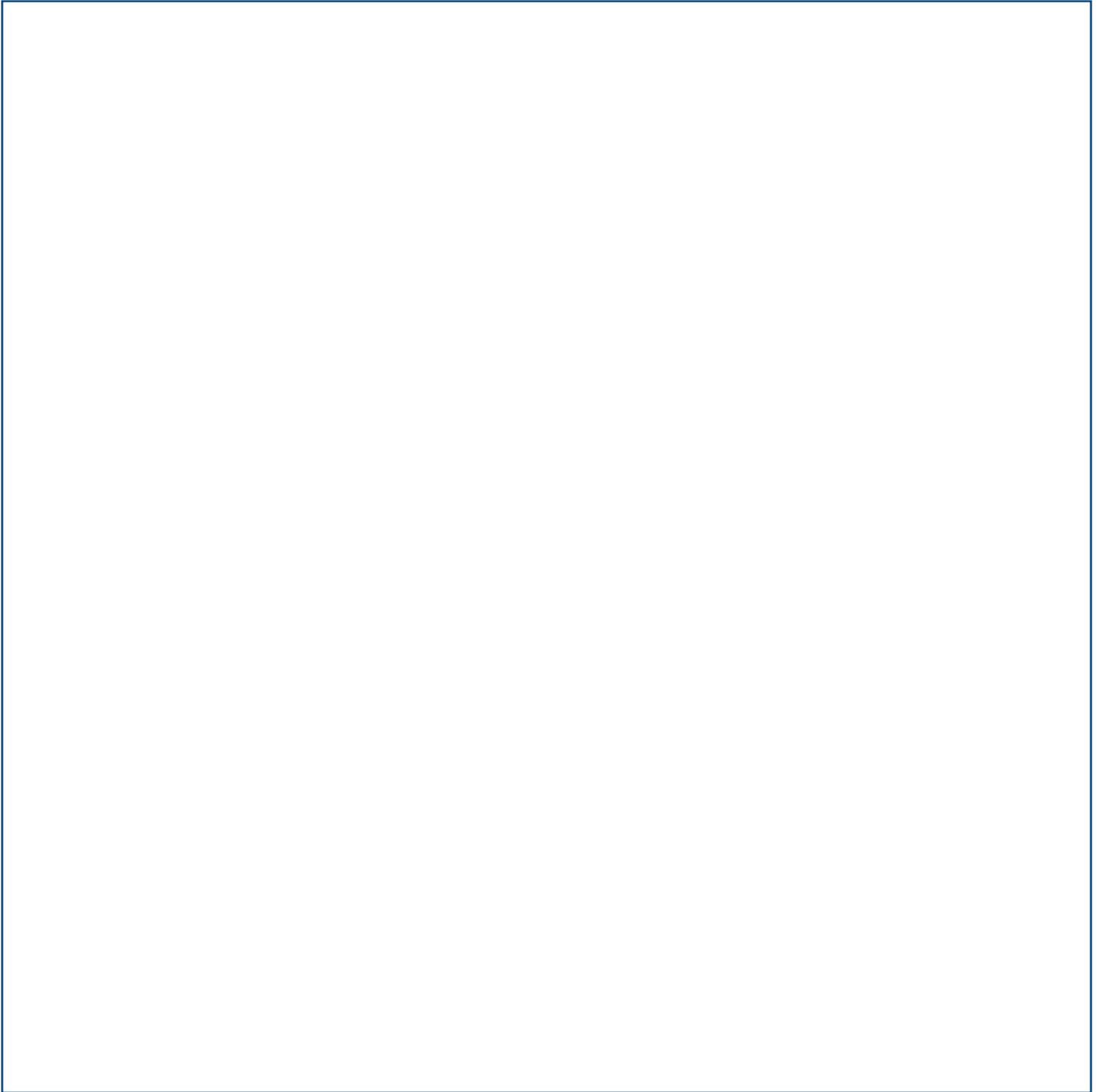
So, let's try something fun right now. I want you to change the *disempowering* questions you just wrote to *empowering* questions. How do we do this? Simply reverse the negative question into a positive! For example, let's say one of the disempowering questions you wrote was, "*How come I never get the breaks other people get?*" Your empowering question might be: "*Why am I so lucky?*"

Or if your disempowering question was: "*Why am I so fat?*" your empowering question could be: "*Why is it so easy for me to lose weight?*"

Got it? To turn your disempowering questions into empowering ones, simply write the OPPOSITE of the disempowering questions you just wrote. All right, grab your pen and get ready to experience The Affirmations® Difference.

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5 New Empowering Questions I'm Going to Start Asking

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THE POWER HABITS SYSTEM

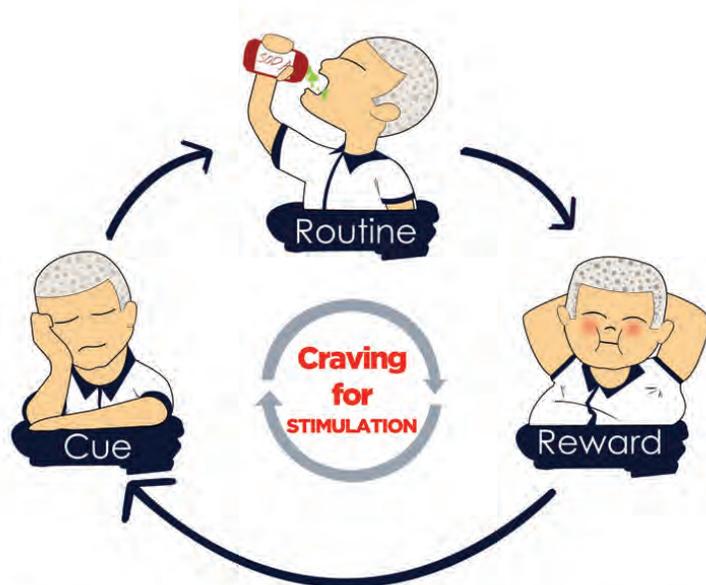
Affirmations®

Let's go back to our example we've been using. You have a desire to lose weight — that's your goal. The new habit you want to adopt is drinking more water instead of soda, to help you reach your goal. But your current Habit Loop looks like this:

CUE: Boredom. ROUTINE: Drink soda. REWARD: Feel satisfied.

CRAVING: Want more soda. Now we're going to add the fifth and final element to The Habit Loop, which is the element called Belief. This is your unconscious assumption about this particular habit. In this case, your Belief is: "It's hard for me to give up soda."

This belief leads to more craving, which leads to the habit being repeated over and over, which leads to the belief being even more ingrained in your subconscious, and so on. That's why it's called the Habit LOOP — because it keeps going around and around and around! Here is that graphic again.



The Habit Loop Causes Craving

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Now, because we want to form a new habit, we first need to interrupt this pattern. And the way we're going to do it is to, first, form a new, empowering question that assumes that **what You Want is already true**.

The Affirmations® Method Step 1: Identify what you want, and write it down.

In Step 1 of The Affirmations® Method, you can go back to goals you've written before or start from scratch. It's completely up to you.

Please note that traditional success teachers told us to "set your goals" and then say "affirmations" in order to convince your brain that someday you will have what you want. The Affirmations® Method goes one step further by using your mind's Automatic Search Function to search for positive answers to your new, empowering questions.

THE POWER HABITS SYSTEM

Going back to our example, in Step 1, you've identified your ultimate goal, which is to lose weight, and the habit you want to change is to drink more water and less soda. In this example, you would write: "*I want to drink more water and less soda.*"

Now we go to **The Affirmations® Method Step 2: Form what you want into a QUESTION that assumes that what you want is already so.**

In The Affirmations® Method Step 2, you are going to form questions that assume that what you want is already so, has already happened, or is already true! *This is the key step to creating Affirmations® that will change your life.*

In our example, you want to drink more water and less soda. Well, in this step, you're going to start asking yourself WHY this has already happened!

Your life is a reflection of the *thought-seeds* you plant and give energy to. More precisely, your life is a reflection of the *unconscious assumptions* you make about life and your relationship to it.

REVERSING THE CURSE

When you do this step of The Affirmation Method, you will take what has been unconscious (hidden) and make it conscious (visible), and take what is negative (disempowering) and make it positive (empowering).

So let's reverse all the negative questions we've just looked at. The reverse of these negative questions would look something like this...

Why am I so happy? Why do I HAVE enough money?

Why is it so easy for me to lose weight?

These questions may seem unfamiliar (even downright bizarre!) to you right now. But what if, just for a moment, you let yourself accept those questions as being true for you? Wouldn't you have a life that's different from the average person's life — a life that's different from the one you have now?

Your quality of life depends on just two things: the quality of your communication with the world *inside* of you, and the quality of your communication with the world *outside* of you.

THE POWER HABITS SYSTEM

When you do Step 2 of The Affirmations® Method, you will begin to change the quality of communication with the world inside of you. You will begin to ask yourself empowering questions and stop asking yourself disempowering questions.

This is the fastest, most effective way I've ever seen to immediately change the quality of your communication with both your inside and outside worlds. Now we go to The Affirmations® Method Step 3...

Step 3: Give yourself to the question.

This is counterintuitive, but the point of using Affirmations® is NOT to answer the new questions you're asking. The point of using Affirmations® is to *use your mind in a new way* — to focus on what you HAVE instead of what you LACK.

HOW TO GIVE YOURSELF TO THE QUESTION

When I encourage my coaching clients and mastermind students to “give yourself to the question,” they sometimes ask me what that means. There are four simple ways to give yourself to your new, empowering Affirmations® — you can:

1. Read them. 2. Write them. 3. Say them. 4. Listen to them.

These are the four modes of human communication: reading, writing, speaking, and listening. *Giving yourself to the question* means using all four human communication modes to change your subconscious thought patterns.

Step 4: Take new ACTIONS based on your new assumptions about life.

Right now, you are making hundreds, perhaps thousands of unconscious assumptions about life and your relationship to it. These assumptions form the basis of how you go through life — positively or negatively, confidently or hesitantly, from love or from fear. However, the problem is that we usually don't recognize our own unconscious assumptions.

THE POWER HABITS SYSTEM

The Power Habit System – Session 3 Review

1. The human mind works using questions. Human thought is really *the process of asking questions and searching for the answers*.
2. Traditional success teachers have told us for decades to use “affirmations” or positive statements to get what we wanted. The problem is, “affirmations” don’t really work — because you’re trying to convince yourself of something you don’t believe.
3. I discovered **Afformations®**, which are empowering questions (not statements) that immediately change your subconscious thought patterns from negative to positive. Because your mind automatically starts to search for the answers to questions, asking empowering questions immediately changes your focus from what you DON’T have to what you HAVE. This is “giving yourself to the question.”
4. The **4 steps of The Afformations® Method** are:
 1. Ask yourself what you want, and write it down.
 2. Form a question that assumes that what you want is already true.
 3. Let your mind search for the answer.
 4. Take new ACTIONS based on your new assumptions about life.
5. You can use Afformations® in any aspect of your life: money, health, relationships, weight loss, sales, etc. Use Afformations®, and you can begin to manifest what you want, twice as fast with half the effort.

Next Actions: List three things in the space below you can do from this session in the next seven days to use Afformations® for faster, better results in your life, career, and relationships.

THE POWER HABITS SYSTEM

Top 10 Affirmations® for Step 1:

1. Why am I so rich?
2. Why am I so happy?
3. Why am I enough?
4. Why am I good enough?
5. Why do I have what it takes to succeed?
6. Why do I have the courage to do what I love?
7. Why does opportunity come to me so easily now?
8. Why do I enjoy so much success?
9. Why do I have more than enough money in my business?
10. Why does having what I want help others get what they want?

Aha! Moments: Session 3



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Session 4: Power Habit #2 — Engaging Your Loving Mirrors

The Evolution of Success

The first stage is *someone believes in you.*

The second stage is *you believe in someone else.*

The last stage is *you believe in you.*

The Loving Mirror Principle

You have the “who, me?” response because you can’t fully perceive your own value, any more than you can see your own eyes. Most of us don’t fully comprehend our own value to the world. I call this phenomenon **The Loving Mirror Principle**, and it’s the hidden cause of success that almost everyone ignores.

The answer to the question lies in the question itself. Because we have to provide VALUE to other human beings before we receive the thing called money, and most people don’t realize what their true value IS, there is a huge GAP between their intrinsic VALUE and the VALUE they are bringing to the marketplace — which is the very reason they’re not making the money they could and should be making. That’s what I call **The Value Gap**.

The way a Loving Mirror helps you bridge your Value Gap, is by reflecting back to you your true value to the world and to others, in such a way that you can raise your value to the marketplace, thereby becoming more successful in your career. **Loving Mirrors** are people who give you unconditional support in your personal and professional life.

Bottom line: If you don’t recognize your own value, how can you express it? If you don’t express it, how can you add more value to others? And if you don’t add more value to others, how can you become more successful? The answer is, you can’t. That’s why the Loving Mirror Principle is the *sine qua non* of success — if you don’t do this foundational Power Habit, it will be very difficult to reach your potential, advance your career, grow your business, or fulfill your mission.

THE POWER HABITS SYSTEM

The “Identifying Your Head Trash Triggers” Exercise

Step 1: Write the Cue that triggers your head trash.

Step 2: Write the Routine you’re currently doing.

Step 3: Write the Reward you get.

Step 4: Write the BELIEF that is installed when you do this habit.

Now, we’re going to take this SAME CUE and replace the old Routine with a new Power Habits Routine and new Habit. In this case, we’re going to use the Loving Mirror Principle and engage our Loving Mirrors.

Part 2, Step 1: Write the same CUE as in Part 1.

THE POWER HABITS SYSTEM

Part 2, Step 2: List all the possible new ROUTINES you could do, to replace the one you are currently doing.

Part 2, Step 3: Write all the new REWARDS you're going to get when you start doing your new ROUTINE.

Part 2, Step 4: Write your new BELIEF in the form of an AFFIRMATION.

Key Support Questions

KEY SUPPORT QUESTION #1 — What does unconditional support mean to me?

KEY SUPPORT QUESTION #2 — What support do I need most in my life and business?

KEY SUPPORT QUESTION #3 — Who would I like to give me that support?

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KEY SUPPORT QUESTION #4 — What's in it for THEM to support me?

KEY SUPPORT QUESTION #5 — What I'd like to hear from the key people in my life...

KEY SUPPORT QUESTION #6 — If there were just one thing I'd ask of the key people in my life, it would be...

KEY SUPPORT QUESTION #7 — What ACTIONS am I willing to take, to get the support I need?

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(Print this page and take it with you to your interview)

Exercise: Interview Your Loving Mirrors

1. What do you get out of my being in your life?
2. What have you gained from our relationship? Please be specific.
3. What would be missing if I weren't in your life?
4. What do you see my strengths as being?
5. What can I do differently to improve our relationship?
6. If there were one word or phrase you'd use to describe our relationship, what would it be?
7. On a scale from 1 to 10, how would you rate our relationship?
8. (If anything less than 10) What can I do to make it a 10?
9. (Write any additional questions here.)

THE POWER HABITS SYSTEM

The Power Habit System – Session 4 Review

1. Just as you can't see your own eyes by looking from within yourself, you cannot determine, or even understand, your own value by looking to yourself. That's why you need the **unconditional support of other people** to become the person you were meant to be.
2. **Loving Mirrors** are people who give you unconditional support in your personal and professional life.
3. The **Loving Mirror Principle** flips traditional success literature on its head, because the traditional teachers have told us to "believe in yourself. The truth is, believing in yourself is the LAST thing that happens. Before you can ever believe in yourself, you must have someone else believe in you.
4. Do the exercises in this session to find your Loving Mirrors. This will be a lifelong process; most people (including me) started this process with NO Loving Mirrors. However, keep focusing on what's RIGHT with the people in your life, and you will begin to attract the kind of people who can support you in your journey to Success.

Next Actions: List three things you can do from this session in the next seven days to gain and give a more fulfilling level of unconditional support for your life and business.

THE POWER HABITS SYSTEM

Top 10 Affirmations® for Step 2:

1. Why do I have so many Loving Mirrors in my life?
2. Why do I have so many Safe Havens in my business?
3. Why am I a Loving Mirror and Safe Haven to the people in my life?
4. Why do I take responsibility for gaining the support I need to succeed?
5. Why do I have the courage to ask for the support I need?
6. Why am I always in the right place at the right time with the right people?
7. Why do I gain and give support in equal measure?
8. Why do so many great people support me?
9. Why do I attract so many leaders to my business?
10. Why do I have permission to be Who I Really Am?

Aha! Moments: Session 4



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THE POWER HABITS SYSTEM

Session 5: Power Habits #3 & #4 — Installing Your People System and Your Activities System

The 5 Essential Systems of Support™ for your life and your business are your **People System**, your **Activities System**, your **Environment System**, your **Introspection System**, and your **Simplify System**.

POWER HABIT #3: INSTALL YOUR PEOPLE SYSTEM

The 5 BASIC People System Habits

There are 5 mini-habits that make up the Power Habit of Installing Your People System. A mini-habit means little things you do every day that add up to something big. As the saying goes, “Big doors swing on small hinges.” And the beautiful thing is, when you look at these 5 basic habits, the acronym spells the word BASIC:

1. **Be accountable to your Loving Mirrors.**
2. **Ask for the support you need..**
3. **Seek to add value first.**
4. **Install fail-safes.**
5. **Catch them doing something right.**

BASIC People System Habit 1 — Be accountable to your Loving Mirrors.

In the previous Power Habit, you identified your Loving Mirrors. Now, you’re going to make it a habit to be accountable to them, on a daily, weekly, monthly, and ongoing basis.

One simple way to install this habit is to develop The Weekly Checklist Habit. At the beginning of each week, create a written checklist of things you want to do or complete by the end of week. Then, email your checklist to your Loving Mirror on Monday. And at the end of the week, tally up what you did, and then send the person your end-of-the-week report, showing what you completed, any roadblocks you’re facing, and what still needs to be done.

On the next page you’ll find a sample checklist. You can print and copy it to complete each week.

THE POWER HABITS SYSTEM

Accountability Checklist

Things I want to accomplish this week

Did I do it? Why/Why not?

--

--

THE POWER HABITS SYSTEM

BASIC People System Habit 2 — Ask for the support you need.

To gain the courage to keep asking, and develop the habit of persistence, you must first understand the value you bring to other people, and then align with your Ultimate Why-To.

BASIC People System Habit 3 — Seek to add value first.

How do you seek to add value first? You can simply ask the question: “What can I do for you?” or “How can I help you?”

One of my favorite things to do, to seek to add value first, is to ask the person I’m talking to: “What are you most passionate about these days?” When you ask this question, two things generally happen: First, you perform a PATTERN INTERRUPT on the other person.

The second thing that happens is, because you’re interrupting the pattern, you are virtually guaranteed a response that’s outside of the norm. And THAT tends to raise your perceived value in the eyes of the other person.

BASIC People System Habit 4 — Install fail-safes.

What are some fail-safes you can install in your daily life? One example would be to examine the Habit Loops that are currently taking place in your life, and realize the specific situations where you’re having trouble making the changes you want.

Then, rather than relying only on your willpower to replace your old Routine with a new one, you can install fail-safes such as these: Make a phone call, talk with a friend, get up, go for a walk, use your Affirmations[®], and so forth.

BASIC People System Habit 5 — Catch them doing something right.

The final BASIC People System Habit is to catch the people in your life doing something right every day.

How do you catch people doing things right? There are many ways you can do this, both at work and at home. For example, you can put a Post-it note on someone’s desk saying, “I really appreciate what you did for me!” You can send someone an encouraging email saying, “Great job on that project!” You can call the person and tell him or her that he or she makes a difference in your life. You can send the person a thank-you card in the mail. Or you can simply say to the person, “Thank you. I appreciate you.”

THE POWER HABITS SYSTEM

Exercise: Installing the 5 BASIC HABITS of Your People System

1. Who can I BE ACCOUNTABLE to for installing my new habits?

2. Assuming I'm not afraid of the answer, who could I ASK for their support?

3. How can I SEEK to add value first in all my relationships today?

4. What FAIL-SAFES can I install to make sure I stay on track?

5. How can I CATCH people doing something right today?

THE POWER HABITS SYSTEM

POWER HABIT #4: INSTALL YOUR ACTIVITIES SYSTEM

The next Power Habit is to Install Your **Activities System**. What is your Activities System? It is the activities you do every day and how you spend the hours of every day of your life.

Exercise: The 2 Questions to Explode Your Productivity

In this exercise, when we talk about *filling your tank*, we're talking about activities that give you MORE of your human resources of time, energy, and money. And *emptying your tank* means you are doing activities that *take away from* or deplete your essential resources.

Column A: Fill Your Tank Activities

What would I love to do more?

Column B: Empty Your Tank Activities

What would I love to do less?

THE POWER HABITS SYSTEM

Installing Your Activities System:

1. What reasons (excuses) have I been giving for NOT doing the Activities in Column A?

2. When are those reasons (excuses) NOT valid?

3. What activities can I DO from Column B (just get them over with)?

4. What activities can I DELETE from Column B (just eliminate them)?

5. What activities can I DELEGATE from Column B (let somebody else do them), and to whom?

6. Whom will I be ACCOUNTABLE to for reporting these activities?

THE POWER HABITS SYSTEM

The 3-D Way to Explode Your Productivity

There are three things you can do with the activities you want to do LESS of. You can DO them, DELETE them, or DELEGATE them. Those are the three D's — **Do, Delete, or Delegate**.

Along with DOING and DELETING, DELEGATING is the key habit to maximum success with minimum effort.
Highly successful people have mastered the vital habit of Delegating.

If you truly want to increase your productivity, the most important habit is to Delegate. Why? Because that's where you start to multiply your efforts and gain LEVERAGE in your life. This is what highly successful people do: They gain leverage by Delegating.

The Power Habit System — Session 5 Review

1. Just as your house and your body are made of Systems, your life and your business are also made of interdependent Systems.
2. Your Systems must be operating properly for you to live a more abundant lifestyle.
3. Most business owners struggle because:
 - a. They don't know what the Systems are.
 - b. They don't know how to fix them.
 - c. They keep asking the wrong people for help.
4. The five Systems of Support are: **People, Activities, Environment, Introspection, and Simplify**.
5. If one or more of these Systems are not operating optimally, your success and peace of mind will be quite limited.
6. Your **People System** is the quality of relationships you have with the people in your life. The **#1 predictor of your wealth** is the quality of the relationships you have.
7. Your **Activities System** is how you spend the hours and days of your life.
8. **Do the exercises in this session** to install Your People System and Your Activities System at higher levels.
9. This will be a lifelong process, because if you want to get wealthier and live a more abundant lifestyle, you must constantly keep bringing in the right people and doing the right activities.
10. Remember that invisible sign everyone is wearing: **"Please make me feel important."** Follow the steps in this session and you'll attract higher-quality people than you ever imagined possible... and your life will change as a result.

Aha! Moments: Session 5



A large, empty rectangular box with a thin blue border, intended for taking notes or recording 'Aha! Moments' during the session.

THE POWER HABITS SYSTEM

Session 6: Power Habits #5, #6, & #7 — Installing Your Environment System, Introspection System, and Simplify System

POWER HABIT #5: INSTALL YOUR ENVIRONMENT SYSTEM

The 5th Power Habit is to Install Your **Environment System**. What is your Environment System? Your Environment System is WHERE you live and HOW you live every day of your life. Your *Outer Environment* is the physical environment you can see and touch. Your *Inner Environment* is the metaphysical environment that exists inside of you. Don't get freaked out by the word *metaphysical* — it just means MORE than physical. The prefix *meta*, is a Greek word meaning “more than.” So your Outer Environment is the physical world you live in; and your Inner Environment is the metaphysical, or more than physical, world that exists inside you, that experiences your outer world.

You don't need to break out of your “comfort zone” — because your “comfort zone” doesn't exist. You need to break out of your Familiar Zone.

Exercise: Installing Your Environment System

1. What are the biggest blocks in my Home Environment?

2. What are the biggest blocks in my Work Environment?

3. What are the biggest blocks in my Emotional Environment?

THE POWER HABITS SYSTEM

4. What are the biggest blocks in my Spiritual Environment?

5. What new ROUTINE can I install to keep clutter from building up in my Outer Environment?

Cue/Input

Routine

Reward

Belief

6. What new ROUTINE can I install to keep clutter from blocking my Inner Environment?

Cue/Input

Routine

Reward

Belief

THE POWER HABITS SYSTEM

POWER HABIT #6: INSTALL YOUR INTROSPECTION SYSTEM

Now let's turn to the 6th Power Habit, called Install Your Introspection System. What is your Introspection System? It is the ongoing habit of making sure your ladder of success is leaning against the right wall.

To *introspect* means "to look within." Why is that so important? Simple: You need to make sure that the direction you're going in is the direction you really want to go in life. You don't want to spend all of that time, money, and effort climbing the ladder of success, and when you finally get there, discover that it's leaning against the wrong wall.

Exercise: Installing Your Introspection System

Here we see the elements of the Habit Loop:

1. Cue
2. Routine
3. Reward
4. Belief

First, let's identify the CUE for Installing your Introspection System. For example, you could say, "I wake up in the morning." That's your CUE. Right now, when you wake up in the morning, your normal ROUTINE might be to worry about the five million things you have to do that day. But is that really the most productive thing you can do with your time? Probably not.

So let's install a NEW ROUTINE and a new habit. How about, instead of the ROUTINE of worrying when you wake up in the morning, what if you replaced that with a ROUTINE of meditating? How about exercising? How about thanking God for the gifts of your life? How about doing your Affirmations[®] every morning? Any or all of these can become your new morning ROUTINE.

Then, what's the REWARD going to be for doing your new ROUTINE? Your REWARD could be a feeling of peace, happiness, contentment. Lower stress, better health. Happier relationships. There are a lot of rewards for starting your day like this. See how many you identify.

Then, once you install this new habit, you will develop a CRAVING for that good, peaceful, powerful, healthy feeling. Because both you and your brain like to feel good!

And finally, write your new BELIEFS in the form of Affirmations[®] — for example, *Why do I love to meditate every morning? Why am I so lucky? Why am I so grateful for all the gifts of my life?*

THE POWER HABITS SYSTEM

In the following spaces, use the Habit Loop to install your Introspection System.

1. Cue

2. Routine

3. Reward

4. Belief

POWER HABIT #7: INSTALL YOUR SIMPLIFY SYSTEM

When we look at the four preceding Systems of Support — People, Activities, Environment, and Introspection — they lead to one natural, logical conclusion: the need to Simplify.

The world is a noisy place and getting noisier. There is simply too much information for any of us to process: too many interruptions, too many channels, too many emails, too many websites. Ironically, when we have too many choices in life, our stress level tends to go up, because now we have the added stress of trying to make the “right” decision! That’s why I want you to write the following sentence in big letters, and place it by your desk where you’ll see it every day:

Simplify Your Life and Streamline Your Business

Exercise: Installing Your Simplify System

1. What TASKS am I doing right now that I would like to DELEGATE to someone else?

THE POWER HABITS SYSTEM

2. To WHOM would I like to delegate those tasks?

3. What is MY WIN in the delegation?

4. What is THEIR WIN?

5. What is the LARGER WIN?

6. What can I do today to DELEGATE more than I did yesterday?

Win x Win x Win = Win³. You've heard of the concept of Win-Win, which means I Win and You Win, or mutual benefit. And that's a very important principle when it comes to human relationships. But, there's another, even higher level of benefit, which I call **Win Cubed** — that means, *Win Win Win*, or Win to the third power. Win Cubed means I Win, You Win, and The World Wins.

Highly successful people don't just focus on their own Win and the other person's Win; they also focus on the Win for the whole world.

THE POWER HABITS SYSTEM

The Power Habit System — Session 6 Review

1. There are 5 Essential **Systems of Support** that must operate properly for you to enjoy more wealth and happiness. Just as for your house and your body, if these Systems aren't functioning optimally, you won't be very happy with the results.
2. The 5 Systems of Support are: **People, Activities, Environment, Introspection, and Simplify**. If one or more of these Systems is not operating optimally, your success and peace of mind will be quite limited.
3. Your **People System** consists of your ability to *Acknowledge, Ask, Accept, (have) Accountability, and Affirm*. Your **Activities System** means doing more of what fills your tank and less of what empties it.
4. Your **Environment System** means clearing the clutter from your Inner and Outer Environment. Your **Introspection System** means doing daily exercises, such as meditation, prayer, or journaling that keep you on track toward what you really want.
5. Your **Simplify System** means to *Simplify Your Life and Streamline Your Business*. Simplifying and Streamlining are the hallmarks of a truly wealthy person and highly successful business. When you install the 5 Essential Systems of Support at optimal levels in your life and your business, you'll enjoy more wealth and happiness using less time, money, and effort than ever before.

Next Actions: List three things you can do from this session in the next seven days to install Systems of Support in your life and business.

THE POWER HABITS SYSTEM

Top 10 Affirmations® for Step 3:

1. Why do I have so much support in my life?
2. Why are leaders so magnetized to me?
3. Why do I take responsibility for doing things that fill my tank?
4. Why do I use my energy so effectively?
5. Why do I love throwing things away that no longer fit Who I Really Am?
6. Why do I enjoy keeping my Outer Environment clean?
7. Why do I love keeping my Inner Environment clear?
8. Why do I listen to my intuition when making big decisions?
9. Why do I take responsibility for simplifying my life?
10. Why do I enjoy simplifying my life and streamlining my business?

Aha! Moments: Session 6



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THE POWER HABITS SYSTEM

Session 7: Power Habits #8 & #9: Using Goal-Free Zones and Performing Goal Replacement Surgery

There are four main reasons we don't reach our goals:

1. We don't know HOW to reach our goals.
2. We know HOW to reach our goals, but we're stopping ourselves from doing it.
3. We're going after something we don't really want.
4. Our goals are impossible or outdated.

POWER HABIT #8: USE GOAL-FREE ZONES

The 8th Power Habit is to use what I call **Goal-Free Zones**. What's a **Goal-Free Zone**? A *Goal-Free Zone* is a time and place where you give yourself *permission to stop setting goals*. Why is this such an important Habit to create a more abundant lifestyle? There are several reasons:

1. The first reason is to avoid burnout.
2. The second reason to use Goal-Free Zones is because you need to get it that your worth does not come from your achievements.
3. The third reason to use Goal-Free Zones is to avoid the effects of Information Overload.
4. The fourth reason to do Goal-Free Zones is to reconnect with your Authentic Self.
5. The fifth reason? Using Goal-Free Zones is a lot more fun than working all the time.

Exercise: Using Goal-Free Zones

What are my favorite Goal-Free Zone activities?

When can I do them?

THE POWER HABITS SYSTEM

What negative beliefs do I have about doing Goal-Free Zones?

What will happen if I DON'T use Goal-Free Zones?

Exercise: The Goal-Free Zone Habit Loop

1. **Cue**
2. **Routine**
3. **Reward**
4. **Belief**

In this exercise, we're going to replace your current habit of NOT using Goal-Free Zones with the habit of using Goal-Free Zones.

First, identify your CUE for when you could use a Goal-Free Zone in your day. For example, you could say, "I feel tired at around 3 in the afternoon every day." That's a CUE. Right now, when this CUE occurs, you probably have a ROUTINE: for example, just keep working through it, drinking another cup of coffee, snacking, checking your phone, or surfing the Internet. But are any of those the best solution to maximize your productivity? Probably not.

So let's install a NEW ROUTINE. How about, when you have the CUE of feeling tired, developing a new routine like: Standing up? Taking a walk? Taking a nap? Talking with a friend? Eating an apple instead of a donut? Drinking water instead of caffeine? Using any of these healthier alternatives can become your NEW ROUTINE.

Then, what's the REWARD for doing your NEW ROUTINE? You feel refreshed, rejuvenated, renewed, stimulated, more creative. Have lower stress, get more done in less time. Those are nice REWARDS!

THE POWER HABITS SYSTEM

And finally, write your new BELIEFS in the form of Affirmations® — for example, *Why do I love using Goal-Free Zones? Why is it so easy for me to use Goal-Free Zones? Why do I love my new healthy habits?*

In the following spaces, use the Habit Loop to install your Goal-Free Zones.

1. Cue

2. Routine

3. Reward

4. Belief

POWER HABIT #9: PERFORM GOAL-REPLACEMENT SURGERY

There are three types of goals that require Goal Replacement Surgery:

1. Impossible goals
2. Someone else's goals
3. Goals you don't really want any more.

Impossible Goals. What is an **impossible goal**? An impossible goal is just what it sounds like: a goal that can't be done.

Impossible goals like these are almost never Conscious. That's the problem. The reason we beat ourselves up for not reaching these kinds of impossible goals is because they lie below the surface of our Conscious Mind, in our Subconscious. And that's what we're unknowingly reacting to, when things go wrong, or when other people aren't happy with us, or when we fall short of our goals.

THE POWER HABITS SYSTEM

That's why the one of the main purposes of performing Goal-Replacement Surgery is to make that which has been Subconscious, Conscious — so you can examine your hidden, no-longer-valid goals; and, if need be, let them go. Just as with actual surgery on your physical body, you can't actually see what's going on inside of you; you can only feel the EFFECTS of it. If you are feeling something is "off" about the direction of your life, let's get in there, see what's causing the problem, and then develop new habits that will help you get you to where you really WANT to go.

Someone Else's/Outdated Goals

The next set of incorrect goals that we need to replace is **someone else's goals**. For example, the story of the guy who became a dentist because his father was a dentist, because HIS father was a dentist, so HE was expected to be a dentist. But what HE really wants is to be an engineer. Or a clothing designer. Or an astronaut. Whatever it is, the question you need to ask yourself now is: *Have I ingested goals from someone else that were never really mine?*

The third set of goals that require Goal-Replacement Surgery is **outdated goals that you don't really want any more**. Are you going after something you told yourself you "had" to do a long time ago — but no longer want? For example, let's say you set a goal for yourself and you haven't achieved it yet. That's very common. But the question is: Do you STILL want this goal, or have you just held on to it so long, that you think you SHOULD want it?

Exercise: Perform Goal-Replacement Surgery

1. What are my current goals that need to be replaced?

2. Why do I have to do them, and who told me I had to?

THE POWER HABITS SYSTEM

3. Are they impossible goals, someone else's goals, or goals I don't want any more?

4. What PRINCIPLES do I choose to live by, and how will I express them today?

The Power Habit System — Session 7 Review

1. We've been inundated with "set your goals" information over the past 40 years. Yet, many people remain stuck, either because they feel guilt-tripped every time they stop, or they're going after goals they don't really want.
2. To dramatically increase your productivity, use **Goal-Free Zones**: times in your day when you give yourself permission to take a break from goal-related activities. Superstar athletes and business high achievers understand the importance of relaxing, renewing, and recharging.
3. Don't feel guilty when you take a Goal-Free Zone. But don't stress about it, either. Allow yourself a 10-15 minute break every 90 minutes. Scientific studies have shown that the human organism functions best when breaks are taken every 90 minutes.
4. **Goal-Replacement Surgery** means asking the question: "Are my goals really mine?" Many people are going after goals that they either don't want any more, or weren't theirs to begin with.
5. If you identify impossible goals, someone else's goals, or outdated goals that you've been going after, simply release them — and give yourself permission to go after what you really want.

THE POWER HABITS SYSTEM

Next Actions: List three things you can do from this Session in the next seven days to use Goal-Free Zones and perform Goal-Replacement Surgery in your life and business.

Top 10 Affirmations® for Step 4:

1. Why do I love using Goal-Free Zones?
2. Why do I have permission to unplug?
3. Why am I allowed to relax and renew every day?
4. Why do I take responsibility for renewing my energy?
5. Why do I get support in renewing my energy?
6. Why do I love going after what I really want?
7. Why do I have permission to be Who I Really Am?
8. Why am I allowed to be, do, and have what I really want in life?
9. Why do I take full responsibility for living my dreams?
10. Why am I allowed to be Who I Really Am and succeed?

Aha! Moments: Session 7



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THE POWER HABITS SYSTEM

Session 8: Power Habit #10 — Stop Trying to Protect Others from Your Success

Exercise: Whom Are You Trying to Protect?

Whom I'm Trying to Protect

From What?

Why?

Whom I'm Trying to Protect	From What?	Why?

May the Force Be with You

Lewin wrote that, “An issue is held in balance by the interaction of two opposing sets of forces — those seeking to promote change (driving forces) and those attempting to maintain the status quo (restraining forces).”

Right now, there is an uneasy equilibrium between the forces inside you that want change and the forces inside of you that are resisting it. For change to happen — whether in an individual, team, company, or organization — the status quo, or equilibrium, must be moved — either by adding conditions favorable to the change, or by reducing the forces that are resisting the change.

Whenever driving forces are stronger than restraining forces, the status quo, or equilibrium, will change. Now that's useful. Especially if we apply this to understanding how people move through change, and why they resist change. There will always be driving forces that make change attractive to people, and restraining forces that work to keep things as they are. Therefore, successful change is achieved only by strengthening the driving forces, weakening the restraining forces, or both.

Using the Force Field Analysis Tool

We can use Lewin's Force Field Analysis Tool to analyze why we resist change within ourselves at the very same time we DESIRE change. “Forces” are more than attitudes to change, because there's a lot of emotion underlying our resistance to change. Not to mention the Habit Loop we've already seen in the brain that wants to keep things just the way they are.

THE POWER HABITS SYSTEM

Step 1: Identify the current state. Where are you right now, relative to where you really want to be?

Step 2: Specify exactly where you want to go. Where exactly DO you want to be in your health, your finances, your career, your relationships, your living situation? Put everything on the table, everything you want to change about your life and your business.

Step 3: List all driving forces acting to support the change you want to make. It's important to list ALL of the driving forces, no matter how small they might seem, because driving forces are the forces acting to move you *toward* your goal or desired state. Driving forces could include things like: personal drive, persistence, motivation, friendships, and other financial and personal resources you have.

Step 4: List restraining forces acting to block the change. Remember, restraining forces are forces holding you *back* from your goal or desired state. These might include: lack of knowledge, lack of experience, lack of skill, lack of mentoring, not knowing whom to talk to, not having the money to make the desired change, and so forth.

THE POWER HABITS SYSTEM

Step 5: RATE each driving force and restraining force on a scale from 1 to 10, where 1=extremely weak and 10=extremely strong.

Driving Forces

Restraining Forces

Step 6: CHART the forces by listing the driving forces on the left and restraining forces on the right.

Driving Forces

Restraining Forces

Step 7: DETERMINE how difficult or easy the change is going to be, by adding up the numbers on either side of the ledger: driving forces on the left and restraining forces on the right.

Driving Forces total _____

Restraining Forces total _____

Step 8: DISCUSS with your coach, mentor, or accountability partner how the change can be effected by decreasing the strength of the restraining forces or by increasing the strength of the driving forces.

Step 9: BRAINSTORM ways to reduce the restraining forces and leverage the driving forces at hand.

THE POWER HABITS SYSTEM

Step 10: IDENTIFY the resources you will need to reach your desired goal, decide on the best plan to get there, and then take action.

After doing this process, you should create a Force Field Diagram like the one shown here:

Exercise: Whom Are You Trying to Punish?

Whom I'm Trying to Punish

Why?

How It's Hurt Them

Whom I'm Trying to Punish	Why?	How It's Hurt Them

I want you to write this statement in big letters and put it on your desk where you'll see it every day: **The Power of "I'll Show You"**

Exercise: Whom Are You Trying to Please?

Whom I'm Trying to Please

Why?

What I'm Really Afraid Of

Whom I'm Trying to Please	Why?	What I'm Really Afraid Of

THE POWER HABITS SYSTEM

Fear

Fear is **the anticipation of pain**. Fear is a very real human emotion that occurs inside you when you anticipate or expect that something or someone may hurt you.

When you fear something, you're essentially saying to yourself, *Hey! What if [doing this] hurts me or causes me to be in pain? I don't think I want to do that!* Ironically, the purpose of the emotion of fear is to protect you from harm. The problem is, fear can also hold you back from becoming the person you were meant to be.

We experience the emotion of fear when we perceive that we're not in control. Fear is the emotional effect of the perceived absence of personal control. Therefore, there's an inverse relationship between control and fear. The more control we have over our lives, the less fear we feel. The less control we think we have, the more fear we feel.

If fear is the anticipation of pain, one of the easiest ways to act in the face of fear is to simply *accept the pain that you might feel as a result of taking action*.

The Power Habit System — Session 8 Review

1. Many people are unknowingly holding themselves back from success because they're trying to protect, punish, or please someone else.
2. To stop doing this, first ask yourself, "Whom am I trying to **protect** by being LESS than I am?"
3. Then, ask yourself, "Whom am I trying to **punish** by holding myself back from success?"
4. Finally, ask yourself, "Whom am I trying to **please** by succeeding or not succeeding?"
5. Stop trying to protect, punish, or please others with your success by realizing the payoff you've received from your behavior, and then give yourself permission to be as successful as you like.

Next Actions: List three things you can do in the next seven days to stop trying to protect, punish, or please others regarding your success.

THE POWER HABITS SYSTEM

Top 10 Affirmations® for Step 5:

1. Why did I stop protecting others from my success?
2. Why did I stop punishing others by not succeeding?
3. Why did I stop trying to please people by succeeding?
4. Why did I stop trying to please people by holding myself back?
5. Why am I allowed to be, do, and have exactly what I want on Earth?
6. Why am I so happy?
7. Why do I no longer fear being truly happy and really rich?
8. Why do I give myself permission to be as successful as I really want?
9. Why do I love being the truly successful person I've always wanted to be?
10. Why am I good enough, just the way I am?

Aha! Moments: Session 8



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THE POWER HABITS SYSTEM

Session 9: Power Habit #11 – Finding Your No

Finding Your Personal No means examining the habits you're currently doing, determining which ones are draining your time, money, or energy, and then systematically replacing habits that empty your tank with habits that fill your tank.

Exercise: Finding Your Personal No, Part 1

1. Time-, Money- or Energy-Draining Habits I'm doing:

2. What it's COSTING me to do these:

3. BETTER USES of my Time, Energy, and Money:

Exercise: Finding Your Personal No, Part 2

1. Cue
2. Routine
3. Reward
4. Belief

First, identify the CUE in the habit you want to change. Let's take the habit of procrastinating. In this example, you could say, "My CUE is I have a big project due." That's your CUE.

THE POWER HABITS SYSTEM

Then, what's your CURRENT ROUTINE? Your CURRENT ROUTINE is to put it off until the last minute.

What's your CURRENT REWARD? You get to worry about the project and complete it at the last minute. Your stress factor goes up, but you also get to do mindless things in the meantime like checking your email or watching TV.

What's your CURRENT BELIEF? "I'm a procrastinator." "I like to do things at the last minute." "I'm at my best when I'm under stress." These may be things you actually believe about yourself!

Is this habit supporting you, or NOT supporting you, in helping you reach your destination? The answer is pretty obvious, isn't it?

So now let's take the same CUE and install a NEW ROUTINE so we can create a new habit. Remember, the place to interrupt an old habit is in changing the ROUTINE. **Change the ROUTINE; change the HABIT; change your LIFE.** Write the same CUE: I've got a big project due. Now, create a NEW ROUTINE: For example, I work on the project for 90 uninterrupted minutes at a time. Then I take 15-minute breaks, and then work on it again for 90-minute intervals until it's completed. Remember Goal-Free Zones? Here's another place where they come in real handy! Then, what's the REWARD for doing your new ROUTINE? Your REWARD could be a wonderful feeling of satisfaction, the feeling of knowing your work is getting done on time. Lowering your stress, sleeping better at night. There are a ton of rewards for NOT putting things off!

And finally, write your new BELIEFS in the form of Affirmations® — for example, *Why do I love getting things done on time? Why is it so easy for me to finish things that I start? Why did I develop such great work habits?*

Use the Habit Loop to Find Your Personal No.

1. Cue

2. Routine

3. Reward

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4. Belief

Detect, Deflect, Reflect

Here's a simple, three-step method I've taught thousands of people in my seminars: I call it the Detect, Deflect, Reflect Method to Find Your Interpersonal No.

Step 1: Detect. Becoming Aware. The first step in developing this Power Habit is to *Detect*. That means simply becoming aware that someone is asking you to do something. Let's say you get an email from someone asking for your help on a particular project. This is what's called a REQUEST. The word *REQUEST* comes from a Latin word meaning "to seek again." When someone makes a request of you, the person is SEEKING something from you.

So the first step is to simply Become Aware that someone is seeking something from you.

Step 2: The next step is to Deflect. What does that mean? The basic idea is to break down the person's request into exactly what he or she wants from you. "What is it exactly that you are asking me to do?" Picture somebody standing in front of you asking you to do something. The first thing you do is Detect; you SEE the request coming at you, like an arrow shooting toward you. Then, you Deflect the arrow. Imagine that arrow making a U-turn right in front of you. It doesn't hit you, but it turns around and goes right back to the other person.

How to Deflect the Arrow

There are many ways you can Deflect the arrow. You can Deflect by asking that person something like this: "Tell me more about what you're asking. Help me understand exactly what you're looking for." In this step, you become like Detective Columbo — that famous TV detective who solved every mystery by asking lots of questions that everyone else thought were too unimportant or dumb to ask. When you ask the questions that no one else is asking, you Deflect the arrow by uncovering what's beneath the person's request.

Bottom line: Highly successful people ask questions that most people are afraid to ask!

Once you've turned the arrow around in the Deflect step...

Step 3: The final step in the trilogy is to Reflect. This is where you go beneath the person's request and discover what's really going on.

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Reflect: The Synergy Habit.

When you say no when you mean no, instead of saying yes when you mean no, you're not only doing yourself a favor, you're also doing the other person a favor. Why? Because you will not only have protected your time, your most precious resource, you've also protected your relationship with that other person. Have you ever said yes when you meant no and ended up *resenting the other person*?

Exercise: Find Your Interpersonal No

Detect

(I see the demand)

Deflect

(I ask what's behind it)

Reflect

(I synergize)

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Highly successful people understand the importance of saying no even when other people want you to say yes. Often simply having the correct phrases at your fingertips can help, because then you don't have to make something up on the spot.

1. I'd love to help, but I'm cutting back on the time I spend in that area.
2. Can we talk about this next year?
3. I like to schedule in those types of requests several days ahead; can you make that work for you?
4. I can hear the urgency about this, but I'm just not set up to respond to emergencies.
5. That sounds like so much fun! But it's just not for me.
6. Why are you pushing me so hard?
7. I understand there are consequences when I say no to this, but I'm willing to live with those consequences.
8. You've been SO good to me, but I need to say no to this. Is there something else I can do for you instead?
9. I'm so honored that you would ask me! But I'm going to have to say no.
10. I would love to chat, but this is part of my business day and I'm focused on earning money.

How about tonight?

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Exercise: Finding Your Global No

1. What are my Why-To's of acting with integrity?

2. What will I GAIN if I act with integrity and purpose?

3. What will I LOSE if I act with integrity and purpose?

4. People I admire and why (their aspects of character I'd like to adopt):

The Power Habit System — Session 9 Review

1. The 11th Power Habit is **Find Your No**. That's because highly successful, happy people have given themselves permission to say no when they mean no.
2. The three aspects to Find Your No are: **Find Your Personal No**, **Find Your Interpersonal No**, and **Find Your Global No**.
3. *Find Your Personal No* means saying no to yourself. Unsuccessful, unhappy people have a hard time saying no to things they know aren't good for them or don't produce the results they want. Identify the actions you're doing that are taking you away from what you really want, and then become accountable to others to stop doing them.

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4. *Find Your Interpersonal No* means saying no to others. Rich, happy people know how to say no when other people's demands don't fit into their own vision for success. Learn to say no with a smile.

5. *Find Your Global No* means your integrity — the things you are not willing to do that would compromise your principles. When you come from "I don't have," the Universe has no choice but to reflect back, "Okay, you don't have." Instead, come from "I have" — and God will respond with a life of true abundance.

Next Actions: List three things you can do from this session in the next seven days to Find Your No.

Top 10 Affirmations® for Power Habit 11:

1. Why is it easy for me to say no when I mean no?
2. Why do I love saying no with a smile?
3. Why do I enjoy synergizing?
4. Why do I love finding better solutions for myself and others?
5. Why do people look at me as a leader?
6. Why am I comfortable in my own skin?
7. Why do I have all that I need?
8. Why do I have more than enough to be all that I want?
9. Why am I so confident?
10. Why am I enough?

Aha! Moments: Session 9



A large, empty rectangular box with a thin blue border, intended for taking notes or recording 'Aha! Moments' during the session.

THE POWER HABITS SYSTEM

Session 10: Power Habit #12 — Living Your Because

The 12th Power Habit is called Live Your Because. What does it mean to Live Your Because? When we look at the world's most successful people, we realize that they have developed the habit of expressing their Authentic Self, living their purpose in life, and getting paid for the privilege of doing it. This is like going to heaven, without the inconvenience of dying! Whether working, relaxing, or playing, it means you have developed the habit of not apologizing for expressing Who You Really Are, and allowing yourself to prosper for that expression by adding more value to more people's lives.

Here are the 3 Aspects to Living Your Because:

Step 1: Define Your Core Competencies.

Step 2: Identify Your Avenues of Expression.

Step 3: Release Your Spirit

STEP 1: DEFINE YOUR CORE COMPETENCIES

Core Competencies Part 1 Describe Your Strengths

I feel strong when...

People I trust have told me my Strengths are...

Names of leaders I admire are...

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How they expressed their Strengths:

Core Competencies Part 2 — Document Your Skills

Your Strengths and your Skills are related but different. A Strength is something you do naturally, while a Skill is an activity you DO that expresses that Strength. For example, let's say you're a great communicator. You can convince anybody to do anything. That's a natural Strength. Then, your Skills could be in sales, recruiting, teaching, or broadcasting. Those are just a few of the Skills you can master to express your natural Strength.

Let's say you're a natural analyzer; you see how things fit together. That's one of your natural Strengths. Your Skills could be in money management, engineering, architecture, or medicine. Bottom line: Your natural Strengths lead to your expressed Skills.

Exercise: Document Your Skills

I know I'm really good at:

People tell me they appreciate it when I:

Things I love doing are...

My favorite ways to express my Skills are...

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Core Competencies Part 3 — Define Your Desires

Exercise: Define Your Desires

1. If money were no object, I would...

2. I'm happiest when I...

3. What really excites me is...

4. If I were to pursue my dreams, I would...

STEP 2: IDENTIFY YOUR AVENUES OF EXPRESSION

The second aspect of the habit of Living Your Because is to *Identify Your Avenues of Expression*. This is how you're going to EXPRESS your Core Competencies that you identified in Part 1. First, Define Your Core Competencies; then, decide HOW you want to express them in your life. What you're saying in this Habit is: *This is how I want to express Who I Really Am, and this is how I'm going to allow my self to prosper by adding value to others.*

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Avenues of Expression Part 1 — Reveal Your Authentic Self

“Who am I?” may be the oldest question known to humanity. See if you can answer this question with a word or a phrase that’s easy for you to remember. In this habit, you’re going to do some deep introspection and come up with an expression of your authentic self that has great meaning to you.

Examples include: Who I really am is a child of God. Who I really am is good enough. Who I really am is a creative artist who likes to make a difference in people’s lives.

Write your Authentic Self statement here:

Who I Really Am is...

Avenues of Expression Part 2 — Review Your Roles

Once you have begun to develop the habit of revealing your Authentic Self, you need to *Review Your Roles*. Your roles are NOT the same as your job. Your roles are everything your job entails, and more. For example, you might have the role of mother or father, brother or sister, spouse and friend — these are all personal roles. Then, you might also have the roles of salesperson, recruiter, coach, mentor; any or all of these roles may be encompassed by your job.

Then review the roles you’d LIKE to do, for those dreams you would like to fulfill. If you start to do the things that highly successful people do, you will start to become one of them. By the same token, if you don’t change your habits, you’ll continue to get the same results you’ve always gotten.

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Key Roles I currently do and would like to do:

Avenues of Expression Part 3 — Resolve to Persist

Part three of Identifying your Avenues of Expression is to Resolve to Persist. Many traditional success teachers have talked about the importance of being persistent. But what exactly IS persistence — and more importantly, what causes one person to persist when so many others give up?

Persistence is the habit of not giving up in the face of setbacks. The CAUSE of persistence is to have what I call a soul-level Because. It's true that you must persist in order to succeed, because life will throw many curveballs at you, no matter who you are or what level of success you've achieved. Persistence is really the result of two things: one, finding your mission or purpose, your ultimate why-to – and two, the habit of staying on track every single day until you reach your destination.

Write your Persistence statement here:

Why I will persist (my Ultimate Why-To):

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STEP 3: RELEASE YOUR SPIRIT

Now that you've defined your Core Competencies and identified your Avenues of Expression, the third and final aspect of Living Your Because is to **Release Your Spirit**. Now that we've reached the pinnacle of the Power Habits Pyramid, the ultimate benefit happens when you express your Authentic Self in a way that not only benefits YOU and the people around you, it also benefits a world that's in so much need of light, love, and hope.

When your opinion of your past, present, and future tends to be positive, you will be happy.

When your opinion of your past, present, or future tends to be negative, you will be unhappy.

If you want to Release Your Spirit, change your opinion of your past, present, and future.

The 3 Stages to Release Your Spirit

Stage 1: Forgive Your Past.

Stage 2: Appreciate Your Present.

Stage 3: Step into Your Best Future.

Release Your Spirit Stage 1 — Forgive Your Past

Exercise: Forgive Your Past

Whom I Need to Forgive

For What

My Why-To's of Forgiving

Whom I Need to Forgive	For What	My Why-To's of Forgiving

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Forgive Your Past, Part 2

Here you'll see the now-familiar elements of the Habit Loop:

1. Cue
2. Routine
3. Reward
4. Belief

First, identify the Cue in the habit that you want to change. Let's take the example of running your lowlight films over and over in your head. In this example, you could say, "My cue is I think about something I regret." That's your Internal CUE.

Then, what's your CURRENT ROUTINE? Your current Routine is to play those lowlight films over and over in your head.

What's your CURRENT REWARD for doing this? You get to hold on to the pain from the past. You get to give excuses about why you're not as successful as you want to be, and you can also justify your feelings of depression and helplessness. In other words, you get to be the victim.

And what's your Current BELIEF? *Nothing ever works out for me. I'm not good enough. I'll never make it.* Pretty depressing, huh? How about we change this!?

So let's take the same CUE and install a NEW ROUTINE, just as we've been practicing, so that you get a new REWARD and install better, stronger BELIEFS. Remember: Change the ROUTINE; change the HABIT; change your LIFE!

CUE: I think about something I regret.

NEW ROUTINE: Instead of running your lowlight films, which only serve to disempower you, now I want you to consciously focus on things you've done RIGHT in the past.

Remember in Power Habit #3 where we Installed Your People System, and one of the most important steps is to Catch People Doing Something Right? Well, now you're going to develop the habit of catching YOURSELF doing things right! And also start to run those HIGHLIGHT films, instead of the lowlight films.

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Rather than dwell on past mistakes, you're going to consciously focus on your past successes - like that award you won at work, the time you gave that great speech, or any other memory that serves to empower you and make you feel confident, happy, and good enough.

Then, what's the REWARD for doing your new ROUTINE? Your REWARD could be, instead of feeling depressed and disempowered, you now get a feeling of confidence, self-assurance, of knowing that you are more than capable of handling anything that comes your way.

And finally, write your new BELIEFS in the form of Affirmations® — for example, *Why am I enough? Why is it so easy for me to do what I say I'm going to do? Why am I so confident?*

1. Cue

2. Routine

3. Reward

4. Belief

Release Your Spirit Stage 2 — Appreciate Your Present

Stage 2 of Release Your Spirit is to **Appreciate Your Present**. The word *appreciate* literally means “to raise in value.” What are most people doing with their lives? Right: the exact opposite. They're *DE-precating* what they have, instead of *AP-precating*. They're constantly thinking and saying things like, “Why don't I have what so and so has? Why don't I have as much money as so and so? Blah blah blah...”

There are three things you can do with your present that will contribute to your Releasing Your Spirit: The first is to identify what you like about your present circumstance. The second is to identify what you don't like about your present circumstance, and the third step is to identify who can help you get from where you are to where you want to be.

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Exercise: Appreciate Your Present

What I Like About My Present

What I Don't Like

Who Can Help Me Get There?

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Release Your Spirit Stage 3 — Step into Your Best Future

Now we come to the final stage of the Final Power Habit of Living Your Because. I call this stage Step into Your Best Future. Each of us is working for what we think will be a better future. Yet most people are so weighed down by their disempowering beliefs about the past and their depreciation of the present, they can't take advantage of future opportunities. The irony is that if you have enough why-to's of creating the future you desire, you won't let even your past regrets or your present circumstances stop you.

In the space that follows the next paragraph, write what happens in Your Perfect Average Day. The key word here is *Average*. I don't want you to write about some idealized future when you're sitting on the beach sipping margaritas all day — because I've talked with many of my friends who've actually done that, and believe it or not, it really does get boring after a while!

Of course we want to take vacations and enjoy more free time with our families and do lots of fun things, but this exercise is about describing what happens in a Perfect Average Day when you are doing what you love to do, every single day.

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Exercise: Step into Your Best Future

My Perfect Average Day:

The Power Habit System — Session 10 Review

1. The 12th and final Power Habit is **Live Your Because**. This represents your Ultimate Why-To: your purpose or mission. When you Find Your Because and start living it, you become **fundamentally unstoppable**.
2. The first aspect of Find Your Because is to **Define Your Core Competencies**. This happens in three stages: *Describe Your Strengths*, *Document Your Skills*, and *Define Your Desires*.
3. The second aspect of Find Your Because is to **Identify Your Avenues of Expression**. The three stages are: *Reveal Who You Really Are*, *Review Your Roles*, and *Resolve to Persist*.
4. The third and final aspect of Find Your Because is to **Release Your Spirit**. The three stages to Release Your Spirit are: *Forgive Your Past*, *Appreciate Your Present*, and *Step into Your Best Future*.

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5. To Find Your Because represents the highest achievement a human being can do, because the greatest joy comes from giving yourself to a purpose larger than yourself. Use these Steps to Find Your Because — because when you give yourself permission to be Who You Really Are, you give others that permission, too.

Next Actions: List three things you can do from this session in the next seven days to Find Your Because in your life and business.

Top 10 Affirmations® for Step 7:

1. Why did I Find My Because?
2. Why am I living a purpose-driven life?
3. Why do I know why I'm here on Earth?
4. Why did I find my Ultimate Why-To?
5. Why is it so easy for me to focus on what I really want?
6. Why am I on course and on target?
7. Why did I never, ever, ever give up?
8. Why is everything going according to plan?
9. Why does God bless me with unprecedented favor today?
10. Why am I fundamentally unstoppable?

Aha! Moments: Session 10



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Add these life-empowering titles to your Power Habits library:

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