Don’t Stop Now!

Maybe you’ve finished writing a draft of your masterpiece— in which case, congrats! Or you’ve just rolled out your schedule for the year. Whether it’s a novel, a picture book, or screenplay, or the outline for your marketing platform, it matters not. The point is, it’s easy to set aside a big project and lose steam. But don’t stop now! You’ve accomplished something amazing.

Now you just need to keep up that momentum. At the end of this kit is a calendar. It’s blank so you can print it out and use it … you don’t have to set big goals.

◆ Write one sentence a day.
◆ Edit one page.
◆ Write a 500 word blog post.

You miss 100% of the shots you don’t take.
-WAYNE GRETSKY

Rewards

Guess what? You deserve to be rewarded. Keep reading if you want to know how!
1. **Set Your Goals.** Write them down! Know what you want to achieve—otherwise how will you know when you achieve it? Deciding exactly what you want to do is the beginning of staying motivated to finish it. Write it down.

2. **Celebrate! See the coupons?** Fill in the blanks for things you want both big and small and reward yourself when you hit your targets. Sure, it may seem silly now, but when you’re out to dinner with a friend celebrating that first finished chapter, first tweet, or whatever you need to motivate yourself with, you’ll be happy you did this exercise!

3. **Look** on the next page and fill in your reward coupons now. Enter them on the calendar along with what goals you need to meet in order to get the reward.

4. **Fill them out now** and you will have the enjoyment of anticipation.

What will make **you** work for your rewards?

- Dinner out with a friend?
- A massage?
- Going camping?
- Bowling?
- Getting your nails done?
- Taking a course you’ve wanted to take?
- Playing hooky and going to the movies in the middle of the day?

Go on ... print out the next page and **fill in** your first sheet of wonderful personal rewards. Print out more copies if you need to! Writing’s hard work! Marketing yourself as a writer is sometimes even harder—you deserve a reward.
Motivation is literally the desire we have to do things. It is the difference between waking up before dawn to get started on a particular project and lazing around the house all day watching TV. It's the crucial element in setting and attaining goals. Research shows you can influence your own levels of motivation, but far too often, we fail to do so. Staying motivated can be a real struggle. When trying to maintain motivation, our drive is constantly assaulted by negative thoughts and anxieties about the future.

Everyone faces doubt and depression at one time or another. What separates the highly successful from those who fail is the ability to stay motivated and keep moving forward. There are three major reasons people fail to maintain motivation.

- **Lack of confidence**—Simply put, if you don’t believe you can succeed, what’s the point in trying, right? When this happens, it’s usually because you’re focusing entirely on what you want and neglecting what you already have. Because of this, your mind creates explanations for why you aren’t getting it. This creates negative thoughts about how you feel about yourself. Your mind is dominated by past failures, bad breaks, and personal weaknesses. You can become jealous of your competitors, which causes you to start making excuses for why you can't succeed. When you try to function under these conditions, you can make bad impressions, assume the worst about others, and lose self confidence.
Instead, you should try to focus on gratitude. Take time to focus all the positive things in your life. Prepare and refer often to a mental list of your strengths, past successes, and current advantages. People often tend to take their strengths for granted and dwell on their failures. If you focus on feeling grateful, you’ll see how competent and successful you already are. This will restore your confidence and get you motivated to build on your current success.

It might be difficult to understand how repeating things you already know can improve your mindset, but it can. The mind can often distort reality to confirm what it wants to believe. The more negatively you think, the more examples your mind will discover to confirm that belief. When you believe you deserve success, your mind will generate ways to achieve it. You will need to have belief you’ll achieve your goals. Faith will unlock the doors. Numerous individuals come across choices but never take action considering that they never believe they might succeed.

• **Lack of focus**—If you don’t know what you want, is there anything you really want? Many times, people focus on what they don’t want, rather than on a concrete goal. They normally think in terms of fear. You may be afraid of being poor, afraid no one will respect you, or afraid of being alone. The problem you face when thinking like this is that fear alone isn’t actionable. Instead of doing something about your
fear, the fear feeds on itself and usually drains your motivation.

If you become caught up in fear-based thinking, you should try focusing that energy on a well-defined goal. If you do this, you automatically define a set of actions. If you’re afraid of being poor, create a plan to increase your income. It might be going back to school, obtaining a higher paying job, or developing a profitable website. The key is moving from an indefinable desire to tangible, measurable steps. If you focus your mind on positive goals instead of fear, you put your brain to work creating a plan for success. You are no longer worrying about the future. Instead, you’re beginning to do something about it.

• **Lack of direction**—If you don’t know what to do, how can you possibly be motivated to do it? When you’re focusing on having an ultimate goal, direction means having a day-to-day plan to achieve it. Not having direction can destroy motivation, because without an obvious next action we succumb to procrastination. The key to finding direction is identifying the activities that lead to success. Make a list of all your activities and arrange them based on the results you achieve from each activity. Then make a make an action plan that focuses on the activities pay off. When you keep track of your most important tasks you will direct your power towards success.
You have to possess specific targets if you wish to remove confusion. It's like attempting to carry out a number of things at the same time. You'll certainly not get anything done trying to complete everything.

When you feel yourself losing motivation, you can regain direction by creating a plan that contains two positive actions. The first one should be a small task you've been meaning to do, while the second should be a long-term goal. When you immediately do the smaller task, you create positive momentum. Then it's easier to take the first step to achieving the long-term goal.

It’s practically impossible to avoid periods of low energy, bad luck, and even the occasional failure. Motivation can be difficult during these times. There is no simple solution for a lack of motivation. Even after beating it, the problem reappears at the first sign of failure. This guide will give you tips you can use to help pull yourself out of a slump before it gains momentum.
First Quarter
Second Quarter
Third Quarter
Fourth Quarter
What's up for this week?

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday
I have created a writing schedule that works for me, including factors such as:

- The total number of pages I wish to write
- The time frame in which I want to produce my book
- I am not getting hung up on the precise number of words. Rather, I am concentrating on making my book’s story as clear and compelling as possible
- The specific type of book that will please my readers—and suit my schedule (so I’ll continue)

I am allowing necessary time in my schedule for research (for nonfiction books), including any or all of the following types:

- Setting up interviews with experts
- Interviewing experts
- Organizing notes I have taken
- Visiting libraries, stores or other external locations
- Reading through research material
- Locating reliable primary sources
- Vetting out interesting secondary sources

- Other
10 Top Tips!

1. **Know what you want to achieve.**

If you don’t know what you want to achieve, how will you know when you achieve it? Deciding exactly what you want to do is the beginning of staying motivated to finish it.

2. **Determine the steps to reach your goal.**

Knowing what the steps are will give you a guideline. They’ll also give you mini-successes as you complete each one. Goals provide focus. With no guiding plan, people tend to drift. Goals also provide a measuring device for progress, enhance productivity, improve self-esteem, and increase commitment, so you’re more likely to achieve whatever you set out to conquer.

3. **Devise a plan.**

Though there may be many steps to take, it is necessary to be organized. If possible, alternate between those that are easy to achieve and those that will take longer. This way, you don’t go through long periods of time without the success of completing part of your plan. It will help you feel more accomplished if you complete parts of the plan often.

4. **Remember striving for achievement can be enjoyable.**

Perseverance pays off. Approaching each task with dedication, concentration, commitment and involvement can help you maintain motivation. You may find you enjoy it, and the obstacle isn’t nearly as difficult as you figured it to be.

5. **Improve your skills.**

Sometimes you may have a goal that you don’t have the necessary skills to achieve. Don’t give up! Skills can be improved. Sometimes all it takes is practice.
6. Learn what you need to learn.

If information is keeping you from achieving your goals, determine ways to fill in the gaps, and build this into your action plan. Be willing to study and work hard to reach your goals.

7. Put your goals in writing.

Sometimes, the act of writing down what you are going to do is a strong motivator. Writing down goals helps you make them more specific and less vague. When you write helps you make them more specific and less vague. When you write them, use action verbs!

8. Give all your goals measurable outcomes.

By doing so, it helps you know when you’ve achieved each goal you set.

9. Specify completion dates.

You won’t always complete your goals on these dates, but setting them helps you stay focused on completion. Many people work better with deadlines. Don’t make them unrealistic, but do set them so you’ll have to push yourself to achieve them.

10. Plan and write down what your reward will be for achieving the goal.

It doesn’t have to be an elaborate reward, it can be simple. Rewarding yourself along the way is a big motivator. Remember your reward each time you start to feel your motivation drain, and it can increase your desire to reach the goal. Use your reward tickets in this guide!
## DECLUTTER NEGATIVE BELIEFS

Identify your unique negative beliefs about writing a book and re-framed each negative into a positive statement that resonates with and energizes you:

<table>
<thead>
<tr>
<th>Negative Belief</th>
<th>Re-framed Affirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>For example, “I’m not a writer.”</td>
<td><em>I am a great communicator. This will be just like talking to a friend!</em></td>
</tr>
<tr>
<td>“Other people write books—not me.”</td>
<td></td>
</tr>
<tr>
<td>“I don’t have time to write a book.”</td>
<td></td>
</tr>
</tbody>
</table>
Negative behaviors you need to transform:

- The total number of pages I wish to write
- Procrastination
- Being “too busy”
- Not facing fears

Other ideas to clear negative mindsets and boost motivation:

- Take a mini-course on transforming negative mindsets, or dealing with your issue [For example: procrastination, fear.]
- Read a book on writing your own book that resonates with you
- Join a Book Writing Challenge Group
- Join a writer’s group
- Celebrate the wins!
The following infographics are for personal use only. Please *do not distribute in any way* or put on the internet, as we received permission to use it specifically for personal use, for our ICL family.

Our suggestion is to print it out the pages and tape them together. Pin on your fridge or wall, or just use it in this guide.
HOW TO SET YOURSELF UP FOR A PRODUCTIVE DAY

You wake up raring to go, and with the best intentions. But by the end of the day you’re frustrated because you haven’t done what you intended. You weren’t productive.

If you want to be productive, and therefore feel motivated and excited to write, plan your day. And start off right. Writers sit more than other professionals, it seems. So remember you need to get up and exercise in order to keep your mind as healthy as your body!

Here are 5 simple tips which can help you to make the most out of your time for the most productive day possible.

1. Start Your Day With Meditation or Simple Exercise
   Starting your day with a short meditation or simple exercise can help you gain clarity to prioritize your tasks and action plan for the day. Meditation allows you to dispose the scatters in your mind and help organize it. Simple exercises will help boost your energy levels just enough as to not wear you off but refresh you from lethargy. Eventually this practice of meditation or simple exercise will create a space in your head which gives you clarity in your plan for the day.

2. Turn Off All Distractions
   With the growth of technology, distractions are at it’s highest level ever. There are numerous number of ‘time-vampires’ today which has disengaged people from their present moment and tasks. Turning off all these distractions such as radio, tv, games and social media platforms, will save you a lot of time, help you become more laser-focused and re-direct your energy towards accomplishing your tasks. Once you’ve tackled your tasks, you can set a little reward system to do whatever you’d like. However, make a commitment to allocate the most energetic time of your day to your work and finishing them first.

3. Create a Checklist of What You Want to Accomplish
   By creating a checklist, you’ve programmed your mind with an intention which is akin to a purpose. Having a purpose for your day will keep you inspired and motivated to stay on track. It will help you to stay committed instead of swaying off course. For every task that’s been accomplished, cross it out for positive reaffirmation. At times, you may not be able to complete all the tasks on your checklist by the end of the day due to external factors. Nonetheless, the idea of a checklist is to set an intention of what you want to accomplish for the day. This way you can ensure that your project gets done in a timely and fashionable manner.

4. Clear Your Mind and Come Back To It
   The human mind is not meant to work for 8 hours straight. Our brains work best in 60-90 minutes interval of focused work. After that interval, get away from your desk by taking a walk, stretching a bit or enjoying a drink to help clear your mind. Even if it’s as short as 5 minutes, such ‘break’ intervals will help your brain re-energize giving you a new spurt of zest to enter your next time block of dedicated work.

5. Set Milestones
   Create milestones to the finish line by creating time blocks for the day. A time block is a specific amount of time you’ve set for a specific task or project. When you are able to designate and allocate your time, you take control of your productivity through discipline and focus.
HOW TO SET YOURSELF UP FOR A PRODUCTIVE DAY

You wake up raring to go, and with the best intentions. But by the end of the day you're frustrated because you haven't done what you intended. You weren't productive.

If you want to be productive, and therefore feel motivated and excited to write, plan your day. And start off right. Writers sit more than other professionals, it seems. So remember you need to get up and exercise in order to keep your mind as healthy as your body!

Here are 5 simple tips which can help you to make the most out of your time for the most productive day possible.

3. Start Your Day With Meditation or Simple Exercise
Starting your day with a short meditation or simple exercise can help you gain clarity to prioritize your tasks and action plan for the day. Meditation gives allows you to dispose the scatters in your mind and help organize it. Simple exercises will help boost your energy levels just enough as to not wear you off but refresh you from lethargy. Eventually this practice of mediation or simple exercise will create a space in your head which gives you clarity in your plan for the day.

4. Create a Checklist of What You Want to Accomplish
By creating a checklist, you've programmed your mind with an intention which is akin to a purpose. Having a purpose for your day will keep you inspired and motivated to stay on track. It will help you to stay committed instead of swaying off course. For every tasks that's been accomplished, cross it out for positive reaffirmation. At times, you may not be able to complete all the tasks on your checklist by the end of the day due to external factors. Nonetheless, the idea of a checklist is to set an intention of what you want to accomplish for the day. This way you can ensure that your project gets done in a timely and fashionable manner.

5. Set Milestones
Create milestones to the finish line by creating time blocks for the day. A time block is a specific amount of time you've set for a specific task or project. When you are able to designate and allocate your time, you take control of your productivity through discipline and focus.

Clear Your Mind and Come Back to It
The human mind is not meant to work for 8 hours straight. Our brains work best in 60-90 minutes interval of focused work. After that interval, get away from your desk by taking a walk, stretching a bit or enjoying a drink to help clear your mind. Even if it's as short as 5 minutes, such 'break' intervals will help your brain re-energize giving you a new spurt of zest to enter your next time block of dedicated work.

By following these simple tips, you will be surprised by how much more you will get done in a day. Ultimately, you will have more free time to enjoy by accomplishing more in a shorter span of time through setting yourself up for a productive day.

This guide is for personal use only. Please do not distribute or put on the internet, as we received permission to use it specifically for personal use, for our ICL family.
Goal Setting Technique

Goal setting is a powerful process for shaping your ideal future and for motivating yourself to turn your vision of this future into reality. By setting clearly defined and sharp goals, you can measure, see progress and take pride in the achievement of these goals. Your confidence level will also increase as you acknowledge your own ability and competence in achieving the goals you have set.

How to Set S.M.A.R.T Goals

**Specific**
Be as specific as possible, because a goal with much greater detail has a greater chance of being accomplished than a general goal. When setting a specific goal, you must answer the six “W” questions:

- **Who is involved?**
- **What do I want to accomplish?**
- **Where will this happen?** Identify a location.
- **When will this happen?** Establish a time frame.
- **Which requirements and restraints will be part of the process?** Identify them.
- **Why am I setting this goal?** Jot down the specific reasons and benefits of accomplishing this goal.

**Tip/Example:** A general goal would be, “I want to write a book.” A specific goal would be, “I will write 1000 words a day.”

**Measurable**
Always keep a standard of measurement for progress tracking towards the attainment of each goal you set. When you measure your goals, you will be pushed to stay on track, hit your target dates, and experience the delight of every achievement to keep you motivated towards your ultimate goal.

**Tip/Example:** To determine if your goal is measurement, ask questions such as:

- How much?
- How many?
- How will I know when it is accomplished?
Goal Setting Technique

Goal setting is a powerful process for shaping your ideal future and for motivating yourself to turn your vision of this future into reality. By setting clearly defined and sharp goals, you can measure, see progress and take pride in the achievement of these goals. Your confidence level will also increase as you acknowledge your own ability and competence in achieving the goals you have set.

How to Set S.M.A.R.T Goals

Specific
Be as specific as possible, because a goal with much greater detail has a greater chance of being accomplished than a general goal. When setting a specific goal, you must answer the six "W" questions:

1. Who is involved?
2. What do I want to accomplish?
3. Where will this happen? Identify a location.
4. When will this happen? Establish a time frame.
5. Which requirements and restraints will be part of the process? Identify them.
6. Why am I setting this goal? Jot down the specific reasons and benefits of accomplishing this goal.

Tip/Example:
A general goal would be, "I want to write a book." A specific goal would be, "I will write 1000 words a day."

Measurable
Always keep a standard of measurement for progress tracking towards the attainment of each goal you set. When you measure your goals, you will be pushed to stay on track, hit your target dates, and experience the delight of every achievement to keep you motivated towards your ultimate goal.

Tip/Example:
To determine if your goal is measurable, ask questions such as:
- How much?
- How many?
- How will I know when it is accomplished?

Attainable
This means investigating whether the goal is really acceptable to you. This involves weighing the effort, time and other costs your goal will take against the profits, resources and other priorities in your current life.

Almost any goal you set can be attained when you plan your steps wisely and put together a time frame that allows you to carry out those steps. Goals that may seem too far away will eventually move closer to you and become attainable. This is not because your goals diminished but because you grow and expand to match them.

Tip/Example:
Set realistic yet challenging goals so that you hit the balance you need. It should not be too hard where you have no hope of achieving or too easy which doesn’t give you any sense of achievement.

Relevant
Goals should be relevant to the direction you want your life and the strengths or interest you possess. By keeping your goals aligned to this, you will develop the focus and motivation you need to stay on track because it fills your heart with passion. On contract, if you set widely scattered and inconsistent goals which are non-relevant to where you want to be in your life, you’ll likely drift and lose steam along the way.

Tip/Example:
If you want to become a writer, don't do it because you plan on becoming the next J.K. Rowling. The chances of you achieving that would be pretty slim. Do it because you are passionate about telling a story.

Timely
A goal should be grounded within a time frame. With no time frame tied to a goal, there is no sense of urgency to achieve it. Make a tentative plan of everything you do. Deadlines are what makes most people switch to action so put them on paper and go after them. However don’t be overly stringent with your time, which may end up having a reverse effect of achieving nothing in the end. Instead keep your time flexible and realistic so you can keep your drive high all the way to the end of the road.

Tip/Example:
Say you want to lose 10 pounds. "Someday" would not work. On the other hand, if you anchor it by the next 01st May, you’ve set your unconscious mind to start working on the goal.

Source:
http://www.successfreaks.com/my-practical-goal-setting-guide/

This guide is for personal use only. Please do not distribute or put on the internet, as we received permission to use it specifically for personal use, for our ICL family.