# **About This Program**

This is a life skills program, a program about personal development. It's a primer for life to help you understand the skills you need to develop an action plan so your life can be successful beyond what you currently feel is possible. I believe personal development is a process that you need to master before you can apply yourself successfully to your business.

One of the problems of associating with me, through this workbook or in person, is that I can probably get you to do something dramatically different from anything you might have ever done. After putting into practice what you read in this workbook, you're probably going to start to change and feel differently about things and make different choices. It's not my intention, but this might create conflict for you with your family or in the workplace. Hopefully what happens is that I empower you, I give you permission, but that also concerns me. It concerns me because there are consequences when people get empowered. It's easy for me to push you when I talk about time management, organization, or delegation—all these things are business things. But when I get into the personal part, my goal is not to hurt you, but to make you aware so you can grow.

I encourage you to be authentic, to be honest with yourself, to balance your life, to stop trying to push a rope, and to say how you really feel. But that's a risk and may be a big shock to your family who don't know you this way.

Throughout this program I might be stepping on your emotional toes, maybe your spiritual toes. But I want you to understand how your brain works. Your brain wants to work unconsciously, in the background, minimizing energy usage. But here's the thing, if you're working off the unconscious, nothing will ever happen in your life. To change your life, you need to realize you have to go into a conscious state. It's not an automatic state, and that means you have to be working—you have to be thinking all the time. And it's going to be exhausting. You're going to be exhausted!

Mastering life skills is both a science and an art. The science is 2 + 2; mathematically, if you take numbers and apply a formula you get a predictable result. Certain learned skills have a base formula that you can successfully learn and apply. But that's not how life works, is it? You need to have that base, and then you have to create your own world, and that becomes the art—the form in which you take the information and apply it to your own situation.

This program will only work if you are honest with yourself. We all have different strengths and weaknesses, and different ways in which we approach things. Be open and be in the conscious state. Most people struggle with this. In my opinion, when people try to tell you something, the first thing you do is deflect (excuses, reasons why, reasons why not). When that doesn't work, you have to go to "BS." Now you have to make up stupid stuff. When you realize that doesn't make sense, you have to come clean. This is part of the process. I'm not attacking you personally; I want to expose

you, and say, "Listen, you are amazing, and you don't realize it." But you have to be honest with yourself, and be responsible for yourself and for the changes and growth in your life.

Here's the problem: Who's running your life? Who's leading your life? If you're not the leader of your life, then who is? If you're on automatic pilot you're working in your life, not on your life. What do you think is going to happen five years from now, ten years from now, fifteen years from now?

People ask me, "Mike, what do you want out of life?" You know what I want? I want a sense of accomplishment. I want to be able to sit on a porch in a rocking chair and I want to have a smile on my face and be able to say, "Mike, you did 'good' with your life. You're honoring God, you're honoring your family; you honored contribution."

It's nice to have been able to accomplish what I've accomplished; and I know I don't have to accomplish everything. But at least I have accomplished some things and have done my best so that looking back I can feel good about myself.

### WHAT I STRIVE FOR

- Financial Security
- Happiness
- Health
- Leaving a Legacy
   That Inspires Others
   to Greatness
- Peace
- Positive Relationships
- Serving God

I want you to be happy and to be able to look back and have a sense of accomplishment. But I'm worried you might not have the skills to do that, and you might not be aware of what it takes to get there. My goal is that this program will give you focus.

### **How to Use This Workbook**

This workbook is broken down into five **Levels of Personal Skills**. These skills become progressively more complex as the level increases. Work through the Level 1 skills first. Once you understand the Level 1 skills, you can build on that knowledge and you're qualified to work on Level 2, Level 3, and so on.

The workbook should be used in conjunction with the Life Skills DVDs; however, you'll find that the content of the workbook is slightly different than the DVDs, due to the input and feedback received since that recording took place. The workbook is not a transcript of the recording and there's a lot of content that's discussed in the DVD program that is not covered here.

To really understand this program and achieve the maximum benefit you will need to go through the workbook, while also watching the DVDs. There is a lot to absorb, and you can't work on everything at the same time. Once you've watched the entire video along with the workbook, you might want to take a break to process everything that you've read and heard. Then start to go through the program again. On your second pass, play the video, stop it, make notes, and make your workbook personal and relevant for yourself.

What you experience in the program will start to re-shape the way you think and behave, and you'll come to the place where you realize that it's you who's in charge of your life.

### **Features of This Workbook**

At the end of each skill we've included exercises to help you apply what you've learned, and to help you create your improvement plan. The following is an overview of the features designed to help you get the most out of this workbook.



■ My Journal. This is a workspace in which you can chart your own journey and set your goals. We've given you some questions to answer for yourself, to guide you through your journaling. Completing this section will help you develop your own personal plan, and determine what skills are the most important for you to work on first. As you work through each skill, rate yourself by

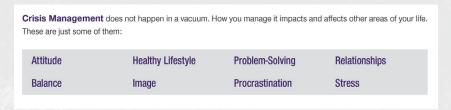
circling A–F (A being the highest grade), and mark how important it is to you by circling the priority 1–3. Write a summary about what you read and what were the most important ideas for you. Think about how it applies to your life and what actions you can take to improve your proficiency. Identify what might be standing in the way of achieving your goals.



### **◄ Improve Your Performance.**

This section is included in Level 2 through Level 5 and references the previous skills you need to master in order to be proficient in the skill

on that page. Develop your skills listed in this section so you have a more complete understanding of how you can build on them to improve your capability and confidence.



■ Impacts. Skills do not work in isolation, they are all interrelated. This section provides a framework to show you what additional skills are impacted by the skill on that

page. We include them so you can see that building on one skill will give you strength in others. Everything you do has an impact on other aspects of your life. We list only a few of them, so feel free to write in your own favorites.

▶ Resources. On the top of the page in the right margin, for many of the skills we list books or videos that relate directly to that skill. There is a little colored icon which indicates whether the

resource is a video clip/online article or a book. We have included a short URL link that you can use in a browser window to be directed to a website, such as Amazon.com, where you can find the resource being referenced. You can also visit



our website page www.MikeHolt.com/lifeskills which lists them all or scan this QR code to open the web page on your mobile device. On those pages where we haven't included a resource, feel free to use the space to write down your own favorites.

Notes and Reflections

### Resources...

- "Matthew McConaughey winning Best Actor," clip www.MikeHolt.com/LSX015
- Life Without Limits: Inspiration for a Ridiculously Good Life, Nick Vujicic www.MikeHolt.com/LSZ019

Notes and Reflections. To help you to get the most out of this workbook, we've provided a full page of notes for you to journal your journey.

**Perspectives.** Get to know a little more about my philosophies. After each Level, there's a section called Perspectives. These are a few of my sentiments and viewpoints that tie in to the skills covered in that Level but aren't particularly, or

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▶ Index and Summary. In the back of this book you'll find an alphabetical list of skills and their page numbers as well as a summary of that skill. Use this section as a recap and refer back to the page in the workbook to review the full context.

#### Achievement Page 228

A task completed successfully. Sometimes the things that take the most amount of work give you the biggest sense of achievement. Take small, positive steps, and accept you're going to make mistakes along the way; just do the best you can do. Every skill you can accomplish builds confidence and self-esteem and creates a sense of achievement.

# Let's Get Started...

The greatest discovery of any generation is that a human being can alter his life by altering his attitude.

-William James

# **LEVEL**



# Basic Skills for Success

## **Attitude**

The way you think and feel about someone or something, especially when it shows in the way you behave.



### Your attitude is a window on who people think you are.

Your attitude's on display. So, if I see you acting a certain way, that's who I think you are, based on what you're projecting out. Your attitude is always communicating to people, always sending signals to them whether you are deliberate and purposeful, or unaware. People will look at you and judge you by what they see, just like you look at them and judge them based on what you see. Remember, everybody's watching you all the time, so be aware of yourself. You've got to be careful what message you're sending by the way you hold yourself and act.

Your attitude is impacted by a lot of things and it can change based on your health and how you're feeling. It can also change based on who you're interacting with, whether you like or dislike that person, and whether you trust them or not. If you're sick or upset about something, or distracted about a problem, you might come across to others as having a bad attitude. Whatever your attitude, you need to realize how it affects other people, and how you make decisions. Negative emotions and a negative attitude affect your ability to think and act clearly.

There are three things that happen within milliseconds that your brain instantly does when you meet someone; it judges whether they're:

- Competent
- Likable
- Trustworthy

### For a fact! That quick.

What's your attitude? What's the message you convey to others? Here are some behaviors that affect how others view you.

Unfavorable		
<ul> <li>Arrogant</li> </ul>	o Prideful	C
<ul> <li>Condescending</li> </ul>	<ul> <li>Sarcastic</li> </ul>	
<ul> <li>Egotistical</li> </ul>	<ul> <li>Self-Centered</li> </ul>	
<ul> <li>Emotionally</li> </ul>	<ul><li>Victim—That's Not Fair!</li></ul>	
Immature		C
		C

	Favorable	
<ul> <li>Competent</li> </ul>	<ul> <li>Likable</li> </ul>	<ul><li>Showing</li></ul>
<ul> <li>Contributor</li> </ul>	<ul> <li>Passionate</li> </ul>	Initiative
<ul> <li>Enthusiastic</li> </ul>	<ul> <li>Positive</li> </ul>	<ul> <li>Teachable</li> </ul>
<ul><li>Forgiving</li></ul>	<ul> <li>Respectful</li> </ul>	<ul> <li>Team Player</li> </ul>
O Giver vs. Taker	<ul> <li>Sensitive</li> </ul>	<ul> <li>Trustworthy</li> </ul>
o Grateful	<ul> <li>Servant Heart</li> </ul>	

While you work on the attitude that you are projecting, I hope you will also work on not judging people by what you perceive in them as an attitude. They might be in a crisis of some sort, and you really have no clue what's going on in their life.

I'm working on my attitude. Arrogance is probably one of my greatest flaws. I don't want to be arrogant. If I spend enough time thinking, I could probably identify the situations I'm in that make me act that way. I'm working on that, to improve myself.

Your attitude is a choice. Smiling, even forcing a fake smile, will actually help you feel better. Your brain will automatically react to your actions. Smile at somebody, give a compliment to somebody, open a door for somebody, be pleasant to somebody. And if you keep doing that, it's going to rewire your brain, and you'll find yourself doing these things automatically.

If you can change your own mood through smiling, imagine what you can do for those around you.—**MH** 

Attitude does not exist in a vacuum. It impacts other areas of your life. These are just a few of them:

Conduct Conflict Management Decision-Making Forgiving

Problem-Solving Relationships Reputation Teachable

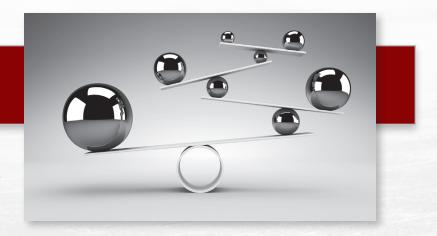


What grade would you give yourself in this area?	Α	В	С	D	F
How would you rank its importance to you?	#1		#2		#3
Write a summary about what you've read. What were the m	ost imp	ortan	t ideas'	?	
How does this apply to your life?					
What actions can you take to improve in this area? What are	e your (	goals?			
What might prevent you from reaching those goals?					

Notes and Reflections	Resources
	Why Your Attitude is More Important than Your IQ,
	Dr. Travis Bradberry, www.MikeHolt.com/LSQT92
	The Law of Attraction, www.MikeHolt.com/LSC054
	Attitude Is Everything:  Change Your Attitude
	Change Your Life!  Jeff Keller,  www.MikeHolt.com/LSEJ91

# Balance (Life)

An even distribution of weight enabling one to remain upright and steady, without losing control or falling.



# Balancing your life will be one of your greatest accomplishments.

Balance is not an easy thing to achieve, because life can be complicated. Is there a possibility that your life is not balanced because you're allowing other people to control your life? You might just be on automatic pilot and you'll never get a chance to do the things you want to do—that means you don't have a life!

In this program I want to give you the focus you need to make it easier to have balance in your life, so that you can then make good decisions and have the time to do a lot of different things.

So, what does having balance actually entail?

- God. For me, I'm not talking about anybody else, God has given me a sense of peace. I wasn't always this way, but
  one day, when I was down and out, I realized, you know what? I can't do this by myself. And now I give it up to God.
- Family. I've always done everything for my family. Family is important to me and I love to spend time with them, and I love to travel with my kids. I have to work to make money, but I've always made time for my family.
- **Personal.** You need to have time for yourself, by yourself. You need to have a life, you need to have a hobby, something that you're excited about, and that also includes time for your family. It's a big balancing act.
- Work. I work hard, I work smart, I focus, and I delegate so that work is not overwhelming for me. But there were
  times when I worked 7 days a week, 16 to 18 hours a day—for years, because I had to.

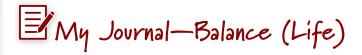
Balancing your life doesn't mean that it's all fun. As you work towards achieving balance, you'll find there will be times when it's not fun. But keep in mind, at that moment, it's just what you have to do.

One of my students, Rex, thanked me for wearing my heart on my sleeve. He wished he had someone to give him advice before it was too late. Rex put his job before his family and lost them. "Don't put your job first," he warns, "You can look in any paper and find a job, but families don't run ads in the paper for a good husband and a father."

I understand how hard it can be. I remember when I had 7 kids at home, and I had a foreclosure notice on my garage door. I had to sacrifice spending time with them at Christmas because I had to finish my first book. It was something I had to do because I had no paycheck, no money, and had borrowed everything I could. There are times when balancing your life to include your family can be very difficult. You have to do what you have to do at that time, but do not lose sight of the bigger picture.—MH

Balance (Life) does not exist in a vacuum. It impacts other areas of your life. These are just a few of them:

Creativity/Innovation	Decision-Making	Healthy Lifestyle	Problem-Solving
Planning	Relationships	Stress	Time Management



What grade would you give yourself in this area?	Α	В	С	D	F
How would you rank its importance to you?	#1		#2		#3
Write a summary about what you've read. What were the most important ideas?					
How does this apply to your life?					
What actions can you take to improve in this area? What are	re your (	goals?			
What might prevent you from reaching those goals?					

Notes and Reflections	Resources

## Change

To alter, vary, modify, mean to make or become different.



# Technology is advancing—methods and tools that worked in the past are becoming obsolete. Are You?

The word "change" technically doesn't even make any sense, because nothing ever stays the same, it's always changing. No matter where you are in your career or in your personal life, one thing is certain—to be successful you need to be able to adapt to change. Methods and techniques that worked in the past may not be effective today. Technological advances are occurring at such a rapid rate that methods, materials, and even tools that worked well in the past are becoming obsolete before they've had a chance to get worn out.

But if you're not adapting, and not changing, isn't that the same thing as being not teachable? And if you're not teachable, then that means you've learned everything there is to learn. Then, guess what? *You're* obsolete.

For me to be successful, Mike Holt Enterprises needs to be aware of the newest technology, the newest way of delivering information, and the newest way of making graphics and videos. I've been in business for over 40 years, and it doesn't mean a thing. It's what I'm doing today for tomorrow that matters.

So how do you deal with change? Be open and willing to learn.

- Embrace it. Either you're going to fight it, or you're going to say, "You know what? Change is my friend." Do your research and find out what kind of technology is available. You don't just do everything—you evaluate first. Everything I do is calculated. I'm not just going to use it, I'm going to find out how I can use it for my application.
- Failure for those who oppose it. It's just not a scenario. All progress requires change.
- **Opportunity for growth.** If somebody else is not changing, guess what? You just moved yourself up the ladder of success, because you started changing and adapting.
- Use it as a competitive tool. Not every change is progress, but if you don't know if it will work, you have to try it, or you'll never know. If you try it and it doesn't work, you'll know not to do it again! I'm not saying that this will necessarily work for everybody—that's my model. My assumption is that I've already evaluated it and I've calculated the risks involved, and if it's an acceptable risk, then it's worth it for me to do.

It's natural to resist change because it's easier to do things the same way you've always done them. Everyone has his or her own level of resistance to new things, but if you embrace change and consider it an opportunity to learn and grow, you'll find it much easier. Making necessary changes might be nothing more than practicing a new technique or learning a new way of using a familiar tool.

Be aware of what's coming, and what's shifting so you can be proactive and make smart decisions, instead of being surprised by the inevitable changes that life brings.

**Change** does not exist in a vacuum. It impacts other areas of your life. These are just a few of them:

Creativity/Innovation	Decision-Making	Failure	Planning
Prepared	Problem-Solving	Relationships	Teamwork



What grade would you give yourself in this area?	Α	В	С	D	F
How would you rank its importance to you?	#1		#2		#3
Write a summary about what you've read. What were the r	most imp	oortan	t ideas	?	
How does this apply to your life?					
What actions can you take to improve in this area? What a	re your (	goals?			
What might prevent you from reaching those goals?					

Notes and Reflections	Resources
	☐ Guns, Germs & Steel,  Jared M. Diamond  www.MikeHolt.com/LSSM39
	Who Moved My Cheese?  Spencer Johnson  www.MikeHolt.com/LSHJ12