



INSTRUCTIONS

FOR GETTING MAXIMUM USE OF YOUR SIGNS FOR SUCCESS.



“Only through constant iteration can alien truths be implanted on reluctant minds.”

—Herbert Spenser

These little signs are to be placed where you will see them frequently and be reminded to take the action suggested—often. Print them off and cut them out. Put them in your wallet... your day planner... your mirror... on the dash of your car... on your computer monitor... on your refrigerator... on pictures of your family... on your phone... inside your purse... give to friends to remind you... place them any and everywhere! The idea behind them is simple. *The Power they have over your performance is nothing short of awesome!*



ENERGY

CHOOSE TO COMMIT TO PEAK POWER.



“How’s my energy right now... what’s one thing I can do to turn it up?”

This question asks you to do a maintenance check on the most important piece of equipment you have, and prompts you to do something to improve it. There’s always something you can do to eliminate a drainer and replace it with a gainer. By conscientiously monitoring your energy level throughout the day, you can pump it up when needed, making sure you’re always performing at or near the top of your peak potential. And that’s exactly where you need to be. *Choosing to elevate your physical Energy level is the first Choice of Intentional Excellence!*



MISSION

CHOOSE TO LIVE WHAT’S MOST IMPORTANT.



“Am I living my Mission right now... have I made a difference yet today?”

This question is a comparison check to see how well your current actions live up to what you’ve declared to be most important. It either confirms your actions, or it returns your attention to the values you wish to live and the visions you want to attain. “Have I made a difference yet today?” reminds you that living a mission takes action. If you’re not making a difference all day—every day—you’re not living what’s most important. Period. *Choosing to truly live, not just talk about your Mission is the second Choice of Intentional Excellence!*



ATTITUDE

CHOOSE TO TRANSFORM PASSION INTO ACTION.



“Am I being a “NO-it-all” right now... what’s the opportunity here?”

This question is a quick look in the mirror to honestly evaluate your current attitude. Are you seeing only the negatives and staying busy proving why everything won’t work? Are you overlooking any positives that could be created from this same situation? By looking for opportunities, you purposely shift your attention to a more helpful, positive expectation. You are now looking for areas where you can make a difference and produce a positive outcome. *Choosing to energize your Attitude is the third Choice of Intentional Excellence!*



SET GOALS

CHOOSE TO TURN DREAMS INTO TARGETS.

“What exactly do I want?
Am I moving toward these targets today?”



This question is a disciplined reality check that turns wishful thoughts into clear and precise targets. The requested specificity of what you want immediately clarifies the “warm and fuzzy somedays” into a clearly stated “this is how it’s going to be.” It is this declaring process that defines an expected result by a specific date. “Am I moving toward these targets today?” is a reminder that setting a goal is only half the process. Once set, you also have to honor these goals with the daily persistence required to reach your desired destination on time. ***Choosing to Set Goals that are in direct alignment with what you value most is the fourth Choice of Intentional Excellence!***



MAKE PLANS

CHOOSE TO MAP FUTURE STEPS.

“What’s the best plan for accomplishing
this... and am I on track?”



This question asks you to pause and prepare before plunging ahead. Outlining the steps of a plan makes any goal more real and dramatically increases the probability of its accomplishment. By continuously asking what the best plan is, you find better ways to get your project done and eliminate wasted steps before you take them. Once your plan is made, “Am I on track?” serves as the mental reminder to stay committed to the steps of this plan you so carefully created until you get what you want. ***Choosing to Make Plans to support each of your goals is the fifth Choice of Intentional Excellence!***



PRIORITIZE

CHOOSE TO FOCUS ON # 1 FIRST.

“What’s most important right now...
where’s my greatest reward?”



This question asks you to choose what is most important to you at this moment in time. It may direct you to a new activity other than what you are doing or were going to do next. It may confirm just how important the action is that you’re performing now, and thereby remove any distracting thoughts of how you should be doing something else instead. ***Choosing to focus and Prioritize your actions is the sixth Choice of Intentional Excellence!***



SYNERGIZE

CHOOSE TO FIND SOMEONE TO HELP.

“Who else can help me do this...
how can I help them help me?”



This question opens your eyes to an untapped, unlimited resource of additional help to accomplish your goals. There’s an endless number of people available to move your projects ahead, once you see which part they can be motivated to play. To get help, you only need to find creative ways to encourage, support and reward others so they’ll be more willing, able and successful in helping you. ***Choosing to create Synergy and interpersonal leverage is the seventh Choice of Intentional Excellence!***



ORGANIZE

CHOOSE TO AUTOMATE & CONQUER.



“What’s the best system for this...
can it be automated?”

This question helps you to see individual tasks as a part of a larger process, a process that can be accomplished most efficiently by a planned, streamlined system. Once a system is created to accomplish a task in the fewest number of steps, the next productivity gain is from automation. This may mean automating your own actions, automating the steps of others or automating through technology and equipment. Only through systematic automation will you ever conquer the number of repetitive tasks needed to reap the rewards you really want. *Choosing to Organize to conquer is the eighth Choice of Intentional Excellence!*



OPTIMIZE

CHOOSE TO MAKE EVERY MINUTE MATTER.



“Is this the best use of my time... how can I get the
maximum value out of this minute?”

This question is a wake-up call to see if you’re getting the greatest possible return for your time spent. Getting maximum value out of this minute may mean getting back to what you know is more important. It may mean finding a way to get more value out of the minutes you have. This minute—this day—is only going to come once. On its own, it will quietly slip away. Managed properly, however, it can fulfill the chance of a lifetime. *Choosing to Optimize the use of your precious time is the ninth Choice of Intentional Excellence!*



ACT NOW

CHOOSE TO MAKE THINGS HAPPEN.



“Is my life an action adventure today...
why not make it one starting right now?”

This question invites you to take action—right now—to create the life you want. Any way you look at it, life is an adventure. You’re going to win some and you’re going to lose some. But you’ve got to be in the game to play. And the truth is you’ll never win if you don’t play. This only leaves the question, “Why not now?” *Choosing to Act Now to make your life an action adventure is the tenth Choice of Intentional Excellence!*



TIME

I ALREADY HAVE ALL THERE IS.



“To get more of what I want, I have
to get more out of each minute I have.”

Each day I will CHOOSE to commit to peak personal power, live what’s most important and transform my passion into action.

I will CHOOSE to turn my dreams into specific targets, make realistic plans and stay focused on my priority #1 first.

Each day, I will CHOOSE to look for others to help me, I’ll organize to conquer, I’ll make each minute matter and I’ll act now to make things happen—rather than just live my life on hold.