





# Today Matters



**MAKE TODAY YOUR MASTERPIECE**

**ATTITUDE GIVES YOU POSSIBILITIES**

**PRIORITIES GIVE YOU FOCUS**

**THINKING GIVES YOU AN ADVANTAGE**

**VALUES GIVE YOU DIRECTION**



# Make Today Your Masterpiece



## QUIT WAITING FOR AN OPPORTUNITY

- People who do nothing more than wait for an opportunity won't be ready to capitalize on one if it does appear.
- Success is not an event. Sustainable change does not happen in a moment, it's a process.
- You will never change your life until you change something you do daily.
- The secret of success is determined by your daily agenda.
- When you engrain the 12 daily disciplines into your routines, you will be able to make today your masterpiece and tomorrow will take care of itself.
- “When opportunity comes it's too late to prepare.” - John Wooden

## DISCIPLINE

- The most successful people in life are the ones who settle their critical issues early and manage them daily.
- The first ingredient of success, making good decisions, has no real value without the second, practicing good discipline.
- The book ends of success are starting and finishing.
- There are two types of pain to choose from: the pain of discipline or the pain of regret.
- “Be the change you want to see in the world.” - Gandhi
- Don't worry about what it takes to get to the top, just focus on the next step.
- Most people don't admit that life is difficult, instead they complain of the difficulties they have.
- The problem is most people want the rewards of life without paying the price.
- A true commitment can change your life. But it is not an event, it is a change of your life and it will be a struggle.

# Attitude Gives You Possibilities



## POSITIVE ATTITUDE IS A SECRET WEAPON

- There are two types of people in an organization: polluters and purifiers.
- When people walk away from you do they feel better or worse?
- Nobody can make you happy. That is your job alone.
- If you want today to be a good day you must take responsibility for your attitude.
- “What lies behind us and what lies before of us are tiny matters compared to what lies within us.” - Ralph Waldo Emerson
- Your attitude will not take care of itself. It needs daily attention.
- Excellence mean doing you're very best in everything in every way.

## INTENTIONAL DECISION

- “Things turn out the best for the people who make the best of how things turn out.” - John Wooden
- “An individual's self-concept affects every aspect of their behavior and life.” - Joyce Brothers
- A strong positive self image is the best preparation for life.
- When stagnant, pursue internal changes not external.
- “In order to do more, you have to be more.” - Jim Rohn
- The greatest insight to life is that we cannot be tomorrow what we do not do today. That is why today matters.
- There's always a way through things if you look close enough and work hard enough. It all depends on your level of determination.
- Happiness is something you decide on ahead of time. It is how you arrange your mind.



# Priorities Give You Focus



## STRUCTURE YOUR LIFE

- If we want to do something with our lives then we must focus on today, that's where tomorrow's success lies.
- How you spend your time is much more important than how you spend your money.
- Money mistakes can be corrected, but when you lose time it's gone forever.
- Time management has nothing to do with the clock but everything to do organizing and controlling your participation in certain events that coordinate with the clock.
- The wisdom of life consists of the elimination of non-essentials.
- Excellence comes from doing the right things right.
- The reason most goals are not achieved is we spend time doing second things first.
- People who reach their potential and fulfill their dreams focus and act on their priorities daily.
- The Pareto Principle: Focusing your attention on the top 20% of all your priorities will give you an 80% on your effort.

## DISCOVER AND ACHIEVE YOUR CAPABILITIES

- A sense of purpose helps a person make a decision to change and then follow through with the discipline required to make that change permanent.
- To find your priorities ask: What is required of me? What gives me the highest return? What gives me the greatest reward? You must take care of the first two before you can get your reward.
- Experience isn't the best teach. Evaluated experience is.
- Only 1/3<sup>rd</sup> of all workers plan their daily schedule and only 9% of those actually follow through with what they planned.
- If you plan and achieve small progress every day you can achieve greatness over the long term.

# Thinking Gives You An Advantage



## IDEAS PRODUCE RETURNS

- Focused concentration is one of the keys to success.
- Thoughts are the foundation of all wealth and all life.
- Good thinking increases your value. A person with the ideas has the greatest value in any organization.
- “Capital isn't so important in business, experience isn't so important, what is important are ideas.” - Harvey Firestone
- Poor thinkers are slaves to their surroundings.
- Think on things that will add value to yourself and others.
- Think beyond yourself and your world to process ideas with a holistic perspective.

## INTENTIONAL MANIFESTATION

- “Faith is the belief in what we do not see, and the reward of this faith is to see what we believe.” - Saint Augustine
- Reject the limitations of common thinking to accomplish uncommon results.
- Spend time with good thinkers to sharpen your thinking skills.
- Every day set aside time to think and think on the right things.
- Push yourself out of your comfort zone and into your productivity zone.
- “The moment one definitely commits himself, then providence moves too. All things sort to help him that would never occurred. A whole stream of events issue from the decision racing in his favor that no man would have ever dreamed.” - William H Murray
- Most people believe growth comes naturally. If we don't take personal responsibility for growth it will not happen.



# Values Give You Direction



## THE 12 DAILY DISCIPLINES

- I value my attitude because it gives me possibilities. I value my priorities because they give me focus. I value my health because it gives me strength. I value my family because they give me stability. I value my thinking because it gives me an advantage. I value my commitment because it gives me tenacity. I value my finances because they give me options. I value my faith because it gives me peace. I value my relationships because they give me fulfillment. I value my generosity because it gives me significance. I value my values because they give me direction. I value my growth because it gives me potential.
- With the guidance of those values I hope to fulfill the purpose of my life.

## CHOOSE YOUR HABITS

- Your character is little more than the collection of choices you make and habits you cultivate everyday.
- When asked how can we create world peace, Mother Theresa replied: "Go home and love your family."
- The people closest to you form you and are formed by you.
- When you have a strong family life, you receive the message that you are loved, cared for, and important. The positive intake of love, affection, and respect gives you inner resources to deal with life more successfully.
- Know your values and live by them everyday and you will have few regrets at the end of your life.
- The gap between knowing and doing is significantly greater than the gap between ignorance and knowledge.
- Neglect enough today's and you'll experience the someday you wanted to avoid.
- "Although you cannot go back and make a brand new start my friend, you can start now and make a brand new end."
- The greatest prize you have in your possession is the 24 hours directly ahead of you. How will you spend it?