

GET THE LIFE YOU LOVE and live it



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Change your life for the better - *forever*

Arvind Devalia

**A Powerful Guide to Creating
and Living the Life you have Dreamed of**

This book will change your life for the better – *forever*

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About Arvind Devalia



Arvind Devalia is a success coach, writer, blogger, speaker and expert in human potential development. He began coaching in 2002. Since then he has helped many people improve their lives, through his coaching, workshops, speaking engagements and books.

Arvind currently lives in central London, from where he runs his private coaching practice and is available for private consultation.

Arvind believes that there is something special and unique about each and every human being. Your dreams can come true, and everyone has the capacity to realise them.

‘Life is meant to be simple, but we complicate it,’ he says. ‘Life is meant to be a joy in all areas of your life – you can live and enjoy each day as you wish.’

YOU can also get the life you love – and live it.’

Arvind Devalia

Success Coach, Author, Speaker

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How to Use this Book

This book comprises of 25 separate and important steps. By taking one or more of these small steps, you can begin to get the life you love, and this will change your life forever.

You should ideally apply the steps in the sequence they are presented, but feel free to browse and get a flavour of what is to come. You may also choose to skip a few steps as you feel appropriate, returning to review them at a later date. For instance, if you are stressed out and you want to improve your work life balance, you might want to go straight to step 20, which is all about obtaining work life balance.

Take a brief look at the contents pages to see what these steps are. Then you can get started immediately. This is an action-orientated book, so read and reflect on the questions I pose within each section.

You must be prepared to put in some effort to ultimately get the life you love!

As you go through the book, make sure you have a notebook and a pen or pencil with you. When you get to the action pages at the end of each step, be prepared to write down whatever comes up in your mind.

By writing these things down, you become clearer about your own thoughts, plans and ideas. There are no right or wrong answers, just self-learning and appreciation of yourself.

This book is simple to use, clear and fun. Life is not meant to be difficult, and I sincerely hope that you will go through the steps and carry out the actions. You will be on your way to getting the life you love!

Enjoy this journey – your life will never be the same again.

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Introduction – what this book will do for you

This book you are about to dive into is the result of many hundreds of hours of work with people around the world. It will help you get the life you love - and live it.

This book is about living a life with purpose, commitment and making a difference to yourself and others in whatever way works for you.

It's about having great relationships, vibrant health and fulfilling work. It is also about growing your self-awareness and achieving your goals – whether they are to make more money, find your life partner, express your creativity or becoming healthy and fit.

I offer you simple, tried and tested ways of getting and living the life you love.

I take you through 25 steps using my own life story as the backdrop. I want to help you get the life you love through the lessons I have learnt and by sharing the simple tips I have picked up along the way.

Everyone's life is a journey of growth and learning. By integrating my own story I hope that you too can relate to your own life and see what you can do to create your life the way you want it to be. Of course my life is an evolving story and there is so much more I want to be, do and have. It is an exciting journey and I want you to feel the same way about your life.

For many years, I had this restless feeling that I had not yet accomplished enough. Yet by most people's standards, I was very successful. On the surface of it I had it all – a great job, lovely home, happy marriage, financial security. But I now know that all that wasn't enough – nor was all as it seemed on the outside. Inside, I was not happy or content. Rather, I was very frustrated and this led to stress and ill health. Part of this frustration was that I felt I had been 'given' a lot and I therefore expected a lot of myself.

Having been a very academic child and achieved exceptional exam results, I also carried with me high expectations from my parents, siblings and friends, which led me to often have the sense that I was underachieving. But gradually I let this feeling go by seeing all that I actually did manage to do rather than focusing on the 'did nots' – and by taking steps to realize my potential in a new way.

In the same way, you too can start today from exactly where you are. Reading this book is just the beginning – you can now start living the life you were always meant to.

Whatever life throws at you, using these 25 steps will help you to build a firm foundation. Never underestimate the profound resiliency of your human spirit, or how swiftly things can change for the better – often overnight.

To start with, become aware of the magic happening all around you. Look for the magic in the moment. For example, as I write this in my garden, I can see bees hopping around from flower to flower, continuing their natural cycle from millions of years ago. Every bee and every flower matters. Together they are part of this wonderful tapestry we call life. Nature just takes its course and you are just as important a part of all this amazing magic happening around us. You matter too.

I have also had the awareness that I have been holding myself back all my life in the presence of other people. I was always self-effacing and could not take a compliment. For me this was partly a cultural thing as I come from an Indian background and I have been brought up to be humble and quiet. But more importantly it was due to this fear of failure and of looking stupid. Like a lot of people, I was my own worst critic and a non-forgiving censor of my words before they had even left my mouth.

It wasn't always like this. I so remember being a very confident child at one point early on. Down the line, I seemed to sabotage my own success and ended up doing 'average' in my university exams – average by my own high standards. I performed 'average' in a series of jobs and never really excelled in my early careers – first in IT and then in Marketing.

As I went from one job to another, the feeling grew stronger that I ought to be doing something else. I kept remembering that as a child I wanted to change the world and end poverty and bring world peace. I even wanted to win the Nobel peace prize! But like most people somewhere along the way I gave up on such dreams and began living a normal' life.

I remember in my first year at university, I told my friends I wanted to go to India and help the people there improve their lives. I got some sceptical looks and was told that everyone wanted to do such things and it was all just fancy talk. However, I did finally do just that – I went to India and helped out at a charity school, with which I remain very involved to this day – but it took me almost twenty years to get there!

When I finally visited Nirvana school in South India in 2000, I regretted not having gone much earlier to India and fulfilling my university pledge, but I now know that I had to go through the intervening years to get there. My learning and experiences during the many years helped me to contribute and make a difference in exactly the way I had envisioned all those years ago.

As I write this, I wonder what childhood dreams you have given up on. For me, visiting Nirvana school changed my life and ultimately led me to become a life coach and write this book. I feel now I have an amazing life, one that I love totally, and daily I continue to have rich experiences and meet amazing people. I also know that many more good things are coming my way, and this is just the beginning of the next stage of my journey.

Your life is an evolving story and there is so much more you can be, do and have. It is an exciting journey and I want you to feel excited about the journey you are about to undertake.

I sincerely hope that through the following pages of this book, as you continue on your own journey, I can encourage, support and inspire you to also get the life you love - and live it.

Let's begin!

Step One - Create an Inspiring Vision for your Life

Before you start creating the life you love, you have to know what you wish to create. As you begin to create a life you love, just what is the *vision* of your life?

Do you love the life you have? If you had a chance to start afresh today, what would you do differently? Since every new day is also the first day of the rest of your life, ask yourself what you can do today, to help you create the life you desire, and indeed deserve.

I feel that my life now is the best it has ever been and I know that there is much more goodness to come. The underlying vision for my life in recent years has been one of service to others in every way I can. As I continue to do what I do and love, my vision becomes clearer still and my life seems to work even better as time goes by.

What I do is help and support people improve their lives in a number of ways. Firstly I am a life and business coach, enabling individuals and companies to excel. I back this up through my writing. I support a number of charitable organisations through fund raising, awareness building and hands on assistance. I also hold numerous events whereby people can come together as a community, meet and support each other for mutual friendship and benefit.

A clear vision for your life is simply a picture of your future that you create with your imagination. This vision becomes a guiding image of accomplishment and fulfilment for you, and others. Seeing in great detail what you want in your future allows you to go all out and make more of what you want possible.

- **What really excites you?**
- **What are you passionate about?**
- **What contribution do you want to make to the world?**
- **What do you want to be remembered for?**
- **What unique talents do you have to offer the world?**

A very important part of this exercise is also to ask yourself what it's costing you right now for not pursuing your vision. The cost to you could be stress, ill health and general dissatisfaction with your life.

Spend some quiet time on your own, think about the rest of your life and ask yourself just what you would like to have achieved? Focus on those things you want to have done in your life before it is over. It might be to visit a place, a bungee jump, see all five continents, learn to drive and so on. For now, simply begin to think about these and after reading the rest of this section you will find space on the next page to write down your thoughts.

Allow your imagination to run riot thinking about the things you want to have done ranging from the ordinary to the most daring adventures. Personally, I visited the Grand Canyon twenty years ago and would love to go back but this time I would like to take a helicopter ride and also trek down to the bottom of the canyon with some friendly mules.

Knowing what you dislike, or don't want in your life, will help you clarify what you do want instead. For example, if you don't like renting, you could instead decide to work towards owning your own home. Or if you resent working for someone else you could look at starting your own business.

I really resented working in a bank and I eventually began looking for alternate opportunities. Things always work out for the best – I was made redundant the same week as I got accepted for my Masters course at Business School!

We can learn so much from ordinary people doing some extraordinary things, such as the athletes who compete in the Paralympic Games. We might also consider figureheads such as Mahatma Gandhi, who dedicated his whole life to an independent India free from British rule and Nelson Mandela who stood by his commitment to a united and integrated South Africa despite being locked up for 27 years. They can inspire us to reach for the highest levels.

Become open to new ideas. As you reflect on your vision, grab all the ideas and experiences that come your way. Carry a notepad with you at all times, and write down every idea that shows up in your life, no matter how strange it may seem to you. As you reflect and write, do not listen to your inner voice which may begin to censor, criticise or judge your thoughts.

Project yourself into the future 25 years from now or whatever time period appeals to you and imagine looking back on your life.

- **What accomplishments do you want to look back on with pride?**
- **What would you need to have done, for you to feel that you have had a full life and that you have lived to your full potential?**
- **Will you have maximised all your talents?**

I once worked with a remarkable American woman who told me that she had done just this twenty years before when she had been a teenager – and she had already accomplished more than many people do in a lifetime. She had seen most of the world, had financial freedom, played in a musical band, owned her own recording studio and bred Siamese cats. She was also a top computer consultant and had studied the law and medicine. She had no regrets about her life and was focussed on doing all the remaining things she had always wanted to.

Ask what you would want people around you such as family, friends or work colleagues to say about the life that you have lived. What contribution to them, and society generally, would you want to be remembered for? Just how great a difference do you want to have made in their lives?

Reconnect with your original strengths and passions; reflect on who you were, before the demands of daily life transformed you into someone else. The expectations of those people around you such as parents, teachers, peers, work colleagues may well have made you lose your original self. Get in touch once again with how you were as a child and remember if there were any special roles or games that you enjoyed playing most.

Ask yourself if it became necessary to make your vision come true, would you be open and willing to making short term financial sacrifices, along with tough and painful personal decisions.

Similarly if it came to it, consider if you would be prepared to let go of current attachments and comforts. Consider what you would do, if you had all the time and money in the world and knew you could not fail at whatever you attempted.

How would you feel if asked this question in the years to come: What do you wish you had done in your life?

Action One - Create an Inspiring Vision for your Life

Spend some quiet time on your own. Visualise the things you want to do, in great detail. Get excited about your future. Write out a list of 20 things you want to do in your lifetime.

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Write down a few sentences on what you would like your closest family member such as partner, parent, sister, brother to say, or would have said, about the life you have lived:-

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Write down a few sentences on what you would like your best friend to say or would have said about the life you have lived:-

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Write down a few sentences on what you would like your work colleagues or employees to say about the life you have lived:-

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What will you say yourself about your life 25 years from now?

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Step Two - Clarify your Values

To create anything in life, you need to have a strong foundation. As you create the life you love, values are your foundation.

Values are who you are, and not who you would like to be, nor who you think you should be. These are called core values and there are many, of which some are unique to us. Examples are integrity, contribution, service, zest, joy, creativity, independence, beauty and trust. You will have your own list.

You must dig deep to identify your life values. Are you living a life of integrity – that is one in which your daily words and actions match your beliefs?

You cannot be true to yourself, unless you know who you are. So many of us go through life without taking the time to identify what truly matters to us. It is only when you clarify what really matters to you, and once you know what you stand for, that you can be free to live life to the full, with more energy, fulfilment, balance – and less stress.

In recent years, I have become clear about my own values – since my life is all about contribution, integrity is very important. To me integrity is being, doing and speaking my truth – and of course owning up anytime when I am not fully speaking or living my truth either with myself or others.

I cringe when I look back on my life where I have not acted with integrity, such as when using a company copying machine to make a pirate copy of a correspondence course borrowed from a friend – in fact I was out of integrity on two counts.

Another key value for me is love. What I do for a living would not be possible without coming from a place of love. It really is remarkable how easy my work becomes and how much my life flows when I come from a place of love and total integrity.

I also know that when I have been out of tune with my values, I have felt blocked and life has felt like a struggle. A while ago I was involved in a potentially huge project but I never quite got excited by it – I now know that my values were not in sync with those of the project founder.

When you are living your life in harmony with your values, you naturally have more energy, fulfilment, balance and stress free living. The standards you set for yourself become the expressions of your values in everyday life.

Your values represent your unique and individual essence and your ultimate way of being and relating to others. Your values are what define you – here are some ways of identifying your values and then living by them. For now, simply begin to think about these and after reading the rest of this section you will find space on the next page to write down your thoughts.

Ask yourself what values are important to you, and what you are currently focussing on. When thinking of changing jobs, moving home, planning a holiday, get clear on just what values would be the most important considerations.

To get you started, here's a few examples of values. Add your own to this list.

Abundance	Adventure	Art	Authenticity
Balance	Beauty Calmness	Charity	
Community	Compassion	Courage	Creativity
Empathy	Equality	Excellence	Excitement
Family Fitness	Friendship	Freedom of choice	
Fun and laughter	Generosity	Global peace	Harmony
Health Humour	Independence	Inspiring Others	
Integrity	Intelligence	Joy	Kindness
Knowledge	Leadership	Living your dreams	Love for myself
Love for others	Music	Nature	Passion
Personal growth	Pleasure	Positive attitude	Quality of life
Reliability	Sensuality	Spirituality	Taking risks
Tidiness	Time freedom	Trust	Wonder and awe

It is vital that you also know what key values you would simply NOT let go, no matter what. For example, I would never let go of integrity, truthfulness and honesty.

Think of situations in your life when you felt truly yourself. Reflect on what was going on in detail, where you were, who was present, and who you were being at that time. Get clear on how you were feeling in that situation and what core values you were expressing then.

When I visited Nirvana School in India, it felt like coming home – I was then fully expressing two of my core values, love and fun. This was the charity school which I visited for a month a few years ago. Working with children there connected me with my core being – I felt I was the biggest child there!

I had gone as a volunteer to this school which supports poor families and gives their children a chance of a better education. During my time at the school, I made a pledge to support it for the rest of my life to the best of my ability.

Ask yourself if you are expressing your personal values at your workplace. It is now clear to me that when I worked for a bank I was frustrated partly because the values of the organisation were not in line with my own core values.

Imagine you had a magic wand and you could wake up tomorrow, doing your dream work. See if you would then be leading a life in line with your values. When performing any action, look at the bigger picture and check if you are being true to yourself. Use your values to clarify any course of action.

Express your core values as much as possible. For example, if being creative is a core value for you, then you could look to express your creativity a lot more in your home and in your work. Create your goals for the future based on the awareness of your values. Find an activity where you feel involved with something that matters, rather than something that doesn't.

Improve your relationships with everyone in your life based on your value awareness. Rather than trying to change someone's values, have mutual respect for them.

Getting clear about your values will help you to go out and seek the people, situations and things that support those values. It puts you in charge of your life and you will then be on the way to getting a more fulfilling life.

Action Two - Clarify your Values

Note down five occasions, when you really felt truly yourself. What values were you expressing? *For example, you may find dancing really enjoyable – you may then be expressing your fun value.*

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List ten core values that you feel represent who you truly are.

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Describe five things you will do in the next seven days, to bring more of your values into your life. *For example if fun is a core value for you, look at how you can bring more fun into your life.*

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List some areas where you feel that currently you are not living your values. Write down what you will do in the next seven days to change this. *For example, if integrity is a core value for you, own up to those areas in your life where you are not in integrity and decide what you will do to correct this.*

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Step Three - Find your Life Purpose

What's the purpose of your life? Do you live a life in line with your personal values, desires and dreams?

Your purpose is the essence of what you contribute to the world, simply by virtue of who you are – rather than because of what you know, own, or can do. Knowing your purpose gives you a sense of significance, and will propel you to create a life that you love and deserve.

Without a clearly defined purpose and direction, you are easily distracted. Your day gets taken up by lots of irrelevant details and actions and you may find that you constantly work hard but never really get anywhere. Not surprisingly, you become easily discouraged, suffer from a lack of motivation, and start a lot of projects that don't ever get finished.

Once you know your underlying purpose, it focuses you. Everything you do from there onwards stems from that overall purpose. The goals you set will be in harmony with that driving purpose in your life.

Today, more and more people are actively looking for and managing to find their life purpose and there is no reason why you cannot be one of them.

I have met some remarkable individuals such as a landscape painter, a gardener and a doctor who have discovered their purpose. Their lives became magical as everything they did came from their overall purpose.

I discovered my life purpose through spending a lot of time in self-reflection, looking at my life and noting the times when I was happiest and also talking to some people who knew me well. I knew that helping others was my purpose because it felt so right and so me.

To live your life truly to the full, you must know what you want to do. You must love doing it and you must believe in what you are doing. Your conviction, your enthusiasm, your belief in what you are doing is what will bring you fully alive and this will be noticed by those around you.

Connect with your passion. Reflect on what you are doing on those occasions when you lose all track of time and awareness, whether at home, at work, or anywhere else. What things really make you buzz? What contribution do you want to make to the world? What unique talents do you have to offer the world?

Identify your special gifts. These are your unique skills and abilities, which convert your purpose into behaviour and action. They are the abilities you have naturally learned and developed. Remember, there is no other person like you on this planet – you are simply unique.

I feel one of my unique talents is to work with children and – I discovered this passion when a few years ago I spent four weeks at Nirvana School, a charity school in South India. In hindsight, I should have become a school teacher! I now embrace this passion for working with children by coaching children and also actively supporting children's charities

As well as being passionate about working with children, one of my gifts is to bring people together for fun social events as well as business events. Someone once asked why I enjoyed doing this so much. Well, for me bringing people together is a god-given gift. But it would not be a 'gift' if I did not share it. Also, I get a lot of joy and satisfaction out of seeing so many people together.

What gifts do you have for the world and which you are not yet sharing? When will you begin? For now, simply begin to think about these and after reading this section you will find space on the next page to write down your thoughts.

Each one of us has a significant contribution to make in our lifetime and this is your higher purpose. The challenge for you is to identify, acknowledge and then express this purpose in your life. Sit quietly, and do a creative visualisation exercise to design your dream life.

This is when in your mind's eye using your imagination, you 'see' all those things you would like to be, do and have. Ask what your dream work would be if you were doing it right now.

Reflect on the things you value. For example, if it is money you value, then ask what it will bring you. Keep going deeper like this and soon you will arrive at your very basic values and your purpose in life. All of your desires stem from your deep-down, fundamental values and purpose, and the way to discover them is simply to probe deeper until they are revealed.

Imagine that you are 80 years old and a big party is being thrown for you. What achievements would you want to be celebrating, as you look back on your life? What would you need to have done, for you to feel that you have fulfilled your life purpose? What legacy do you want to leave behind?

Only a few years ago, we threw a birthday party for an uncle who had reached the age of one hundred. He was probably even older, as a century ago in India no one kept accurate records. At the party there were five generations present and in total my uncle had over eighty direct descendants there. He certainly had a lot to celebrate in his life – his legacy to us was an example of a life of solid graft and helping others. He remains a role model for the four generations that shared his life span.

Look at your childhood dreams and ask what you wanted to do with your life when you grew up. You probably lost touch with your life purpose as you grew older, often due to social conditioning and the gradual loss of your creative self.

Define clearly what success in life means for you. This will indicate what is really important to you, and just how you want to lead your life. Ultimately, it will help you identify your way of being.

Look at the bigger picture of your life. Review the decisions and choices you have made, your passion and where you have been and where you are going now. What patterns can you see?

For example, I only realised recently that everything I did – coaching, charity work, writing, public speaking, organising social events – all had a common theme of people and children. Knowing this allows me to continue to come from a place of resonance with my life purpose.

Knowing and living your purpose helps you make key decisions based on fulfilment and contribution to the world. You live your life with gratitude, passion and confidence.

Action Three - Find your Life Purpose

Write down the five things that you are most passionate about.

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Make a list of ten of your unique skills and abilities.

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If you had a magic wand and you could wake up tomorrow, doing your dream work, what would that be?

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It is your 80th birthday party. What three or more key achievements would you want to be celebrating as you look back on your life?

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What would you need to have done, for you to feel that you have fully lived your life purpose? What legacy do you want to leave behind?

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Step Four - Set Inspiring Goals

To get the life you love, and to know how to live it, you have to set goals for your life. Do you know what you want to create and have in your life?

Being clear about your goals, writing them down and making them part of your present life, will achieve amazing results. Your goals must be in alignment with your values, integrity and your life purpose. I find that once I am clear about my goal and it is in line with who I am, I become almost unstoppable.

A friend once described me as being a bit like a bull terrier – once clear and focussed on achieving something, I become relentless and just don't let go until I have reached my objective. An example of this is when I first created the website for Nirvana school a few years ago. I taught myself the website programme, wrote lots of pages and created the whole website in just a weekend with hardly any sleep. That project became one of the most satisfying things I have ever done, with the website enabling the school to raise a lot of money in donations and sponsorship for the Nirvana children.

Whilst fundraising at the Richoux café, in St Johns Wood, the idea of a book began to emerge. From there it was a mere five weeks, to the moment I had a hard copy in my hands. I worked relentlessly until I had achieved my objective – I just knew that nothing was going to stop me from having my book published.

Write down your goals. There is far more chance of making them happen once they are written down, even if you do not do anything about it consciously. Write them in big bold letters and hang up next to your computer, by your bedside and anywhere else, where you can't fail to see them several times a day.

Spend some quality time on your own and reflect on the goals in all areas of your life – short, medium and long term. Consider where you want to be in three months, one year and three years' time. For now, just reflect on these and at the end of this section you will have an opportunity to write them down.

For me, one of my major goal achievements has been to write this book – this had been a major goal since the age of fifteen. My English teacher at school encouraged me to write more and to even consider following a career in writing – I eventually became a computer specialist instead. However, that desire to write remained and I can now cross off 'writing a book' from my list of life goals. My next writing related goal and one that truly inspires me, is to make this book a bestseller worldwide...

Word your goals creatively, to bring them alive and make them inspirational. Make them SMART. To show you what I mean by this, take my goal of getting the first edition of my book (then called 'Get a Life') published.

Specific	I wanted to write and publish a book called 'Get a Life'
Measurable	I would know I had succeeded when I had a copy of the book in my hands
Achievable	I had the ideas, resources and connections to make it happen
Realistic	I checked with my editor – the time schedule was very tight but was just possible
Time based	I wanted it published by end of November, in time for Xmas

Making your goals SMART will then help you clearly identify what you want, how badly you want it, whether it is feasible, how you will know when you have got it, and by when you will have achieved it.

Phrase your goals positively. State what you want, not what you don't want. So for example smokers rather than saying they want to quit smoking, could instead say 'breathing freely once again as a non-smoker'.

Review the goals that you have already achieved in your life and get present to them. Know that you are fully capable of achieving things in your life when you put your mind to it.

At times of any self-doubt, I write in a journal and review all the things I have already achieved in my lifetime, both minor as well as major. This helps me become aware once again of my own abilities, skills and achievements, and boosts myself belief. In my journal I now have over 100 achievements. Indeed it is a good idea to write in a journal all the time and not just when you are in self-doubt. Start your own journal today – you will soon be surprised just how much you have already achieved and created in your life.

Always carry a notebook, with your goals written in it. Wherever you go, write down ideas as they come to you, even whilst you are out and about taking a walk, or in a coffee shop. Of course, you must follow up these ideas with purposeful action. Remember that those people who achieve their goals are not cleverer, or have better contacts, or influence than you – they simply do more towards achieving them.

Eliminate any doubts and fears about goal setting. For many people, the goal doesn't happen and that may well be because their internal resistance is so high. Reducing this internal resistance will therefore increase your desire to set goals, as well as boosting your confidence about achieving your goals.

Create a to-do list on a daily basis. This is after all a goals list for the day. The to-do list is task based, whilst goals are more specifically related to a vision or dream. Ensure that your daily tasks are in line with your longer term goals. However make sure that you identify the single one most important thing you must do that day and you do this first.

Also, review the to-do list and decide what actions must be done that day – and see if you can actually drop the rest. Consider creating a ‘will-do’ list for the day – those things that you will get done come what may, and this will naturally be a much shorter list. Be realistic with how much you can do each day – do not unduly put pressure on yourself.

Look at your goals in terms of the benefits they will give you once achieved. Write down these benefits against each goal. If ever you falter, this will help to keep you motivated. Remember to think about the actions you need to do to get your goals moving.

Keep the end goal in mind. Do not give up because the goal doesn’t happen. Start to believe that you will achieve your goals and that goal setting does work.

Goals without any action are just dreams. But goals that you act upon become dreams with deadlines.

Action Four - Set Inspiring Goals

Write down five goals you have already achieved in your life that you are proud of.

1.
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2.
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3.
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4.
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5.
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Write down in detail the one goal that you must achieve in your life time.

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.....
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Write down three short term goals you want to have achieved in three months' time.

1.
2.
3.

What three specific actions will you take in the next seven days, towards these short term goals?

1.
2.
3.

Write down three medium term goals you want to achieve in a year's time.

1.
2.
3.

What three specific actions will you take in the next fourteen days, towards your medium term goals?

1.
2.
3.

Write down three long term goals you want to achieve in three years' time.

1.
2.
3.

What three specific actions will you take in the next month, towards your long term goals?

1.
2.
3.

Step Five - Clear the Clutter

Before you can start to get the life you love, you need to have a clear space in which to create something significant. You must clear out all those things from the past that are holding you back in order to move forward.

I have found that clutter clearing is the single one thing that makes the biggest difference to my coaching clients and enables them to move towards a life they love.

I had one client who with her husband had so many old souvenirs and presents accumulated from a lifetime together that they had to hire a storage warehouse in the country just to store everything. They really took on the idea of clearing up their lives and soon within weeks were able to empty the warehouse and also benefit from no longer having to pay rent for the warehouse. She also cleared up the clutter from their house and in her own words felt like a 'new person'.

A few weeks ago, I was helping my father with some paperwork, and I was amused and also shocked to find 25 years' worth of old TV licences! My father had kept them in case anyone ever knocked on the door demanding to see his licence. Reluctantly he did agree to throw them out but I am now working on getting him to dump decades' worth of old cheque book stubs!

Clutter is not just those physical things hoarded for years. It includes relationships, time commitments and other things that use up more of your energy than you can afford to give them.

Is your home full of things you no longer use? Do you have so many commitments that you don't have quality time for anything? Are you surrounded by people who drain you? If so, then perhaps it is time you reviewed what they add to your life, and what they are taking away.

Ask yourself why you are holding on to something. Old school reports or a gift you were given years ago and have never used are taking up valuable space so be really honest about why you have still got them. Ask yourself if it is sentimental reasons, or just laziness - you will have your own reasons. Get clear on what it is that you are resisting giving up and what you are afraid of letting go. Just imagine all the goodness that is simply waiting to come into your life when you make space for it.

The great benefit of cleaning up your life is that it boosts your energy levels since you are no longer wasting time and mental thoughts on things not of importance to you. You can now focus on the things that really matter.

A few years ago, after I became single again, I had a blitz of all my worldly belongings and cleared out the usual things such as ornaments, photographs, books, clothes, files on my computer and paperwork. I even created a new set of friends who supported and nurtured me in my new life, and let go of a lot of old friendships. Everything I removed from my life around that time enabled me to begin creating a new life that was much more in line with who I am now.

Today in my new home everything is either functional, beautiful or has some sentimental value – or all three. Anything that no longer fits these criteria soon goes out of my home and out of my life. Conversely, anything new that now comes into my home must fit my criteria. Also, since every item has a place or a home where it belongs, it also makes my life so easy and simple. And as I periodically review once a month, my life stays that way.

To get you started on doing the same with your life, go through your entire house, one room or area at a time.

Enrol the help of a friend if you feel that would help. Decide what to throw out, give away, store, sell or keep. A good rule of thumb is to get rid of everything you absolutely do not need or have not used in the last 12 months.

Start your clutter clearing with just one small area, in one room at a time. Go through your kitchen cupboards and discard all those old tins that have been there for years. Empty the fridge of out-of-date half-used items.

Clear up those things that rob you of your time. Watch less television. Go outdoors more often, and enjoy the fresh air. Review your friends. Ask yourself: What am I getting out of this friendship? Does this person lift my energy? Do I love being in his or her company? Begin to gently let go today of any friendships that no longer support and nurture you. In the past I have done this by gradually being less and less in touch with people who I felt no longer supported me in my new life or who seemed to drain me. It was a natural process of drifting apart and one day they were no longer in my life.

Be gentle and considerate as you clear up your life. Keep only the things that support you in your chosen lifestyle, and which give you joy and reflect your values. Do not let the clutter build up again. Assign a place to everything that you wish to keep. Watch your time commitments to other people and ensure that you only spend as little or as much time as you want with others. Do not make any promises without giving due thought and consideration of what will be required from you.

Have some fun whilst clearing things from your home, and do reward yourself afterwards. For example, listen to your favourite music whilst you work, or have some friends around and have a clutter clearing party. In return you can do the same for them. Perhaps you can schedule a meal afterwards to celebrate your achievement and to say thank you for the help you have received.

Clearing out the clutter will create a space for new things to come into your life.

Action Five - Clear the Clutter

To help you identify areas for clearing your clutter answer YES or NO to these questions.

1. Do you hang on to clothes that no longer fit you?
2. Do you have in your wardrobe items bought years ago and not worn since?
3. Do you own shoes that hurt your feet?
4. Do you own spectacles for old prescriptions?
5. Do you have toiletries or cosmetics which have dried up or are half finished?
6. Do you have a pile of papers /unopened mail/junk mail/emails awaiting action or filing?
7. Do you have a pin-board with more than one layer of papers on it?
8. Do you keep old newspapers or magazines as there is an article you want to read?
9. Do you have so many books there is not enough room on your shelves?
10. Do you own gadgets you never use?
11. Do you have a drawer stuffed full of plastic shopping bags?
12. Do you have half-finished projects stashed around the house?
13. Do you have hundreds of photos in boxes, unfiled or not put together in some order?
14. Do you have old medicines and pills stored in a cupboard?
15. Do you have things awaiting repairs for months?
16. Do you keep things purely because they were a gift?
17. Do you keep things in case one day they come in handy?
18. Do things fall out of your cupboards when you open the doors?
19. Do you have problems finding things just when you want them?
20. Do you have in your kitchen any items in cupboards or fridge/freezer past their use by dates?

Wherever you have said YES is an area for clutter clearing. Start clearing out this area TODAY, even if you get rid of just one item.

List ten things that you can clear out of your house and office in the next seven days. Gather them all up and take to a charity shop or recycling centre. Alternatively, give the items to someone who you know needs them. Also find a good home for unwanted office items. Do it this week.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Go through your commitments to other people over the next two weeks and review them. What three commitments can you drop?

1.
2.
3.

Go through each of these areas in your home. Write a date against each area, by which time you will have cleared the clutter.

Living room.....

Hallway.....

Study / Office.....

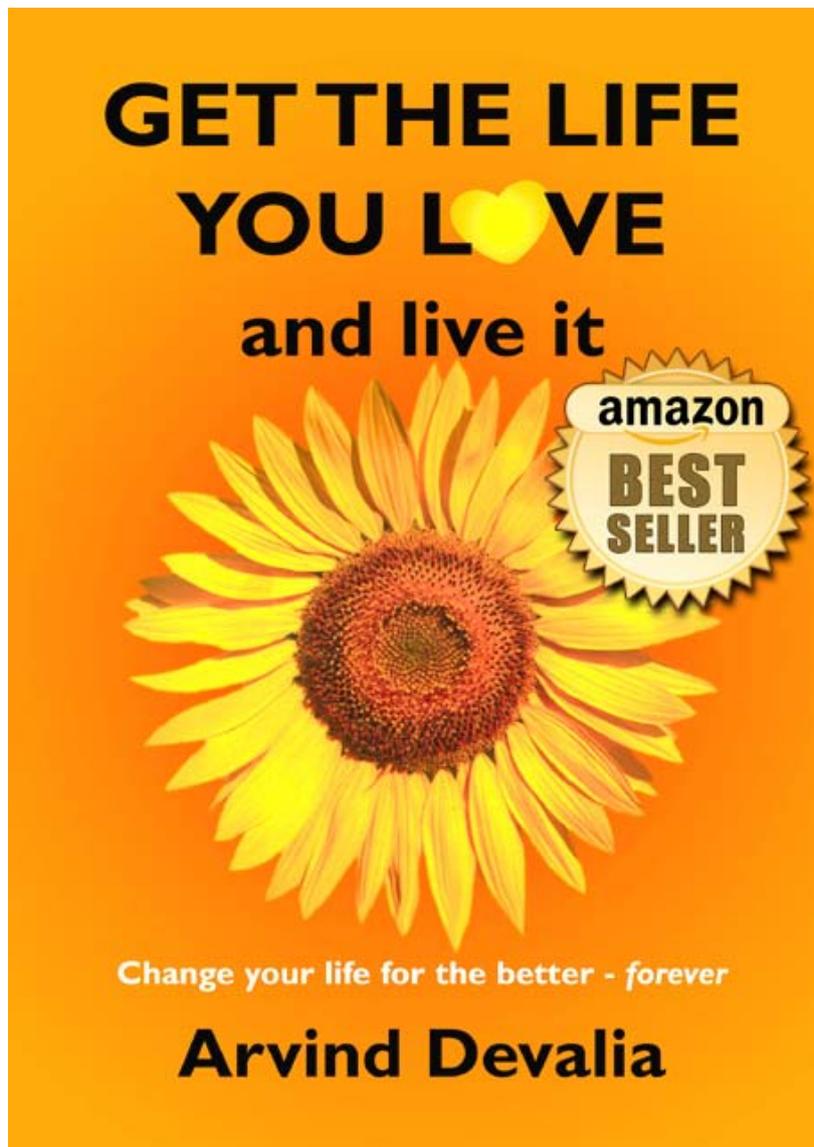
Bathroom.....

Bedroom 1.....

Bedroom 2.....

Bedroom 3.....

Bedroom 4.....
Kitchen.....
Garage.....
Shed.....
Garden.....
Car.....
Other areas.....



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