

23. Habits

Stories

1. The Monkey and the Rabbit
2. The Life-Wasting Potion
3. The Toothy Toad

Worksheets

1. Habits - what, why, how
2. Habits Build Character
3. A Typical School Day
4. Good and Bad Habits
5. Three Good Habits
6. Three Bad Habits
7. Making New Habits
8. Changing Bad Habits

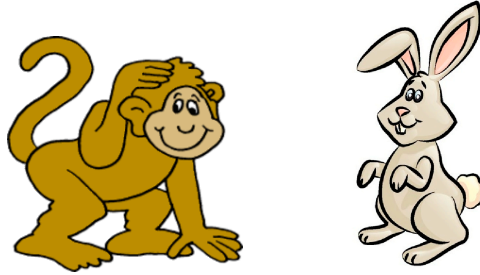
Visual Aids

1. Don't waste food
2. Eat quietly
3. Eat healthy food
4. Use a napkin
5. Take your plate away
6. Please pass the ketchup
7. Help wash the dishes
8. Wash your hands
9. Monkey
10. Rabbit

Teaching Notes

1. Teaching Ideas
2. How to replace dawdling with good habits
3. Calendar
4. Setting goals

The Monkey and the Rabbit



Once upon a time in Africa, Monkey and Rabbit were the best of friends. They spent their days together, feasting on the delights of the jungle and sharing tales. They got on very well, but each found the other to have one very annoying habit. Rabbit was forever twitching, nervously looking from side to side, and turning around as if someone were coming when no one was there. Monkey, on the other hand, could not stop herself from scratching. She scratched her arms, her legs, her head, her chest, and her back. No sooner has she finished scratching one area when she would start on another. The animal friends put up with one another until one day.

"My dear friend," said Rabbit politely to Monkey, "could you please stop scratching for one minute? You're making me itchy, and I can't concentrate on my food when you are always at yourself as if some terrible infestation had taken place."

"Well, Rabbit," Monkey replied indignantly, "you are not one to talk. I was just wishing that you would stop twitching about. You are so nervous that you're making me jumpy, and I can't concentrate on my food when you are always looking as if an enemy were about to pounce on us."

"I can stop this twitching anytime I want," said Rabbit, glancing nervously behind himself. "I'll bet you can't stop scratching."

"Oh yes I can," said Monkey raking her leg with her sharp nails. "I bet I can stop for longer than you!"

"All right," said Rabbit. "Let's have a contest! The loser will have to shade the other from the hot sun with a banana leaf whenever we need to cross the meadow."

"That is a good deal! I can't wait to start. I can go forever without scratching."

"And I don't need to look about at all," said Rabbit.

"Ready!" they said to each other. "The first to move loses the bet!"

The two friends sat facing each other in the shade of the gum tree. Rabbit held still, and Monkey did not scratch. It was not easy. Rabbit was very nervous inside, so sure that something was going to sneak up and pounce on him. Monkey felt sure that a band of fleas had just fallen from the tree and landed on her arms and legs. But both sat still. They sat for ten minutes. They tried singing, deep breathing, remembering old stories, but within a few minutes, the situation had become unbearable.

Finally, Monkey had an idea. "Rabbit, old friend. Let's tell each other stories to pass the time."

"Great idea," said Rabbit.

"I'll go first," said Monkey, as she could no longer bear sitting still. "There was a time when I got separated from my mother when I was only a three months old. Terrible things happened to me. It is a wonder I was not killed. First, I was hit on the head with a stick. You should have seen the lump on my head. It was right here ... " She began to rub the point on his head, scratching as much as she dared. "Then I ran into a hornet's nest and got stung on my chest, all over here." As she motioned, she scratched. "They stung not only my chest, but my arms, and my back ... " Monkey scratched away. "tried to run away, but tripped over a vine and nearly broke my leg. I had a big swelling right here ... " Again, she scratched.

"Good story," said Rabbit, who could not wait to begin. "Let me tell you my story, it is even more amazing. "One night when I was young, my mother went on an errand and told me to keep watch over my many brothers and sisters. It was so dark that even the moon stayed hidden behind the clouds, and I jumped at every jungle sound. First, I heard a twig snap somewhere to my right..." Rabbit looked nervously to the right. "Then I heard a strange cry coming from my left." Rabbit looked left. "Soon a big bird fluttered behind me ... " He looked behind. "But just then something fell from above " He looked up. "Finally there was something slithering on the ground " He looked all around him, "there, there, there ... "

Monkey began to laugh. "You tell a good story, Rabbit. Almost as good as mine, and you are almost as good at hiding your bad habits as I am."

It seems like we don't really want to stop our habits," Rabbit laughed.

"You are right," said Monkey. "I just don't feel right if I'm not scratching."

"And I don't feel right if I'm not twitching nervously about to make sure no one is there." .

"Well, I guess we'll have to put up with each other's habits if we want to stay friends," said Rabbit.

"Yes," said Monkey. "And we can take turns holding the banana leaf for each other as we cross the meadow." And they did.

The Life-Wasting Potion

Moral of the story: Although you have to make some effort to live a healthy and happy life, it pays to eat a little of everything, and do some exercise.

Setting: The witches' forest

Characters: Some evil witches, a boy, and a doctor

Many, many years ago everyone was strong and healthy. They ate a very varied diet, and especially loved fruit, vegetables, and fish. Everyone took daily exercise, and they enjoyed themselves playing and leaping about. The Earth was the healthiest place you could imagine, and it was clear that both adults and children were full of joy and good moods.

All that made the dark witches furious. They only ever wanted to do harm and make problems for people. The worst of all of these witches was Sourface; she was evil, and could be relied on to come up with the nastiest ideas. She suggested that all the witches combine their energies to invent a potion which would take away people's desire to live happily. So, one night, all the witches gathered down in the swampy forest and worked together on that evil spell. The spell was so powerful, and would need so much energy to cast, that when one of the witches got one of the words wrong, there was a huge explosion. So big was the explosion, that it completely destroyed the forest.

It turned all those evil witches into tiny little creatures, like germs, and left them trapped in a green liquid inside a small glass bottle, which lay lost in the swamp. There they were trapped for centuries, until one day a little boy found the bottle. Thinking it contained some kind of soft drink, he drank the lot. The evil, microscopic witches took advantage of this situation, and even though they were tiny and couldn't hurt anyone, they soon learned to change the little boy's likes and dislikes in order to get him to do what they wanted.

In a few days, a funny feeling in his mouth and tongue meant the boy no longer wanted to eat vegetables, fruit, or fish. All he wanted to do was eat ice cream, pizza, burgers, and candy. Then a nibbling feeling all over his body meant he no longer enjoyed playing and running about with his friends. All that stuff tired him out; he now just wanted to stay in the house, sitting or lying about. So, his life got more and more boring, he started feeling ill, and before long he had no desire to do anything. The evil potion had worked! And the worst thing of all was that the witches learned to jump from one person to another, like a virus. They managed to turn the influence of the potion into the most contagious of diseases: the disease of wasting your life.

It was a long while before, with the help of his microscope, Doctor Fitton-Helthie discovered that the little witches were causing all this disease. There was no vaccine or cough mixture to get rid of them, but the good doctor discovered that the witches could not stand joy and good humour. It turned out that the best cure was to make a strong effort to live a healthy, joyful, and happy life. When a person became healthy, the little witches would leave that body as soon as they could, riding off on a sneeze.

From then on, the best remedy was not pills or injections, but just a little bit of effort to eat some fruit, vegetables, and fish, and to do some exercise. And whoever came to see Doctor Fitton-Helthie, and took his advice, ended up totally well, being cured of the waste-of-life disease.

The Toothy Toad

A long, long time ago there was a wizard who accidentally invented a rather unusual spell. Whoever the spell was used on would get perfect teeth. As he didn't know what to do with this discovery, the wizard decided to use it on one of his toads. After the spell was cast, the toad became a very smiley happy amphibian. Not only could he now eat all sorts of foods, but he also started speaking.

"I'm delighted with the change", repeated the toad, proudly, "I much prefer the consumption of candy to feeding on filthy flies".

The wizard noticed that the toad was taking little care about choosing what to eat, and he kept telling the toad,

"Look after your teeth, Mr Toad. Brush them so you don't get a toothache. And, above all, don't eat so many sweets..."

But the toad didn't pay much attention. He thought his teeth were too strong for him to have to brush them, and he liked sweets so much that he didn't even try to eat less.

One day, a tooth started decaying and, gradually, the decay spread throughout his mouth. Before long, the toad discovered that there were holes in all his teeth, and they were starting to fall out. He decided to start looking after them, but by then it was too late. And when his last tooth fell out, he lost the ability to talk.

Poor Mr. Toad! If he hadn't lost that last tooth he could have told the wizard that if he gave him teeth again he would brush them every day. After all, there's nothing more disgusting than having to go back to eating bugs. Yuck!

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Part 23

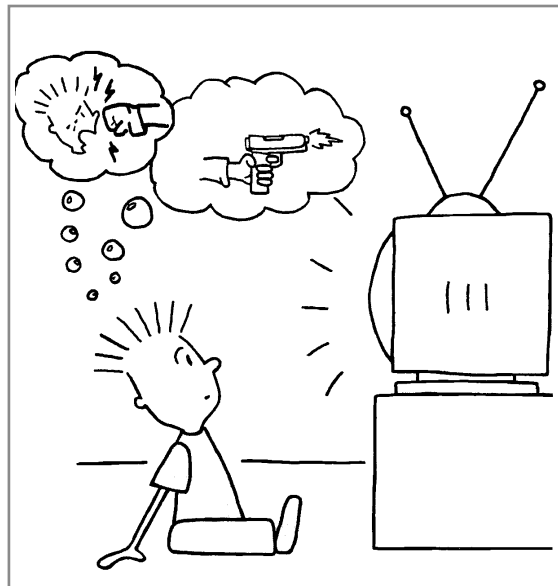
Habits



your daily actions, the way you usually behave

Habits

our daily thinking, feeling and doing



What are habits?

Habits are your daily actions, the way you usually behave . If you practise something over and over it will soon become a habit . It's something you do without much thought or effort. A habit is an action that shows some part of you that cannot be seen, your character. So, if a person says, You have a wonderful character, he is judging your character by the way you behave. Your habits are a big part of your character. In fact, habits in some ways make people who they are.

Why are they important?

.....

.....

.....

.....

How can you develop good habits?

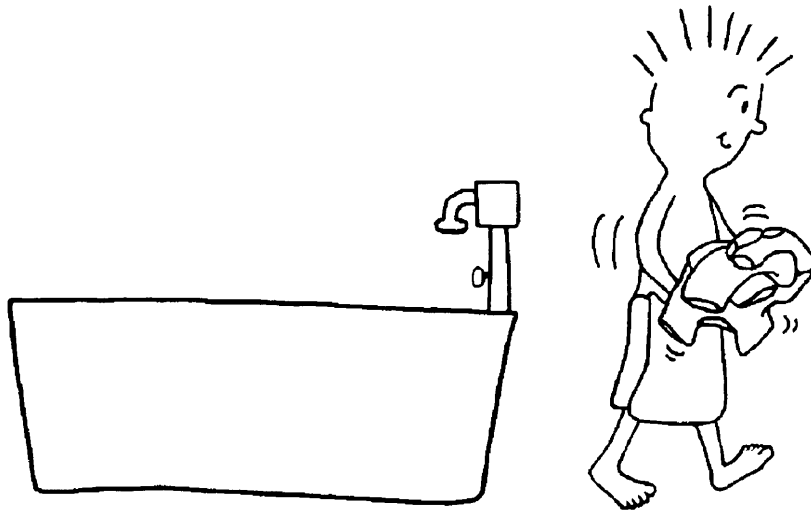
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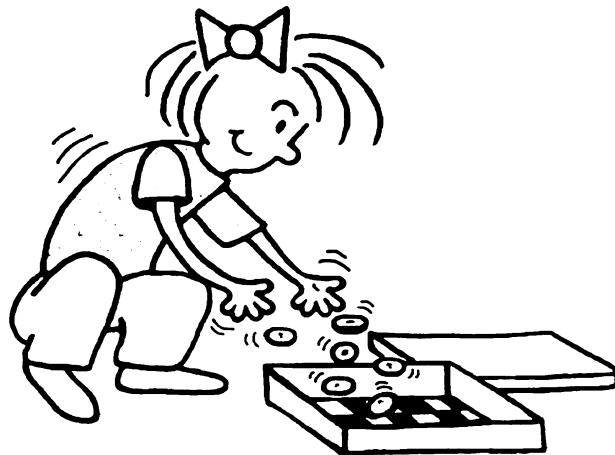
Habits Build Character



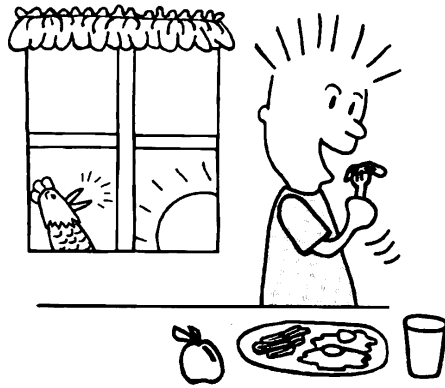
Fill in the missing words from the box to complete the sentences.

Habits are your actions, the way you usually If you something over and over it will soon become a It's something you do without much or A habit is an action that shows some part of you that cannot be, your So, if a person says, You have a wonderful character, he is your character by the way you behave. Your habits are a big part of your character. In fact, habits in some ways people who they are.

judging habit thought behave daily effort character practise seen



A Typical School Day



Record what you do on one typical school day to identify your daily habits

6.00.....

7.00.....

8.00.....

9.00.....

10.00.....

11.00.....

12.00.....

13.00.....

14.00.....

15.00.....

16.00.....

17.00.....

18.00.....

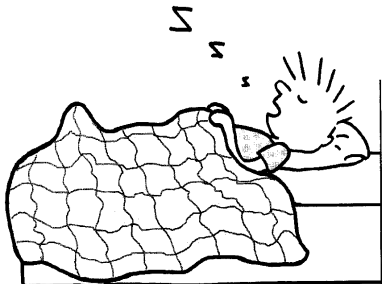
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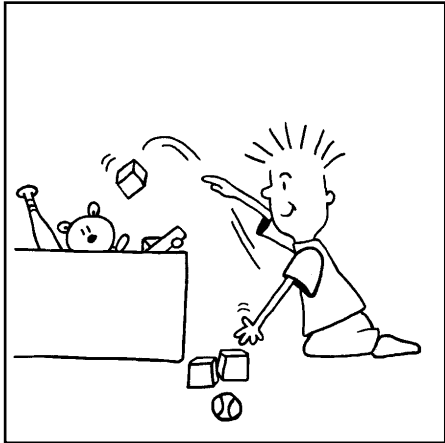
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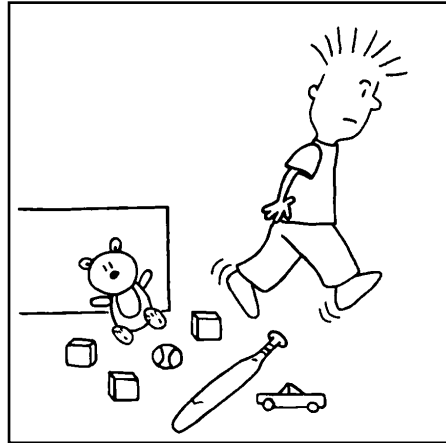
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Good and Bad Habits



Good Habit

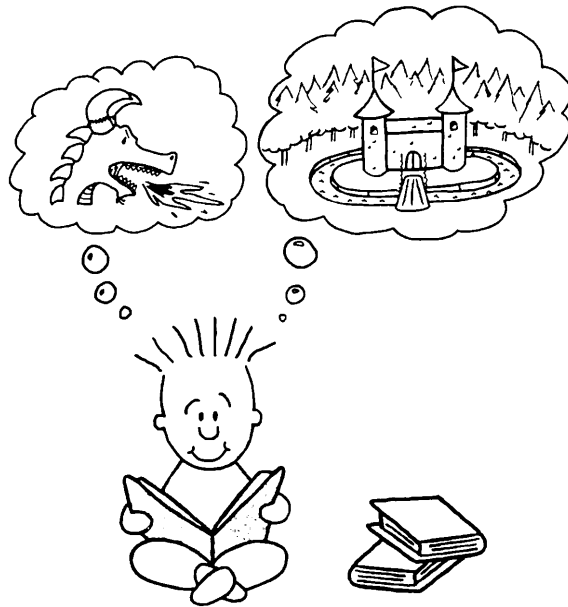


Bad Habit

Fill in the lines below to show the difference between good and bad habits in each category

sleep.....	
.....	
exercise.....	
.....	
food.....	
.....	
manners.....	
.....	
schoolwork.....	
.....	
homework.....	
.....	
freetime.....	
.....	
bedroom.....	
.....	

Three Good Habits

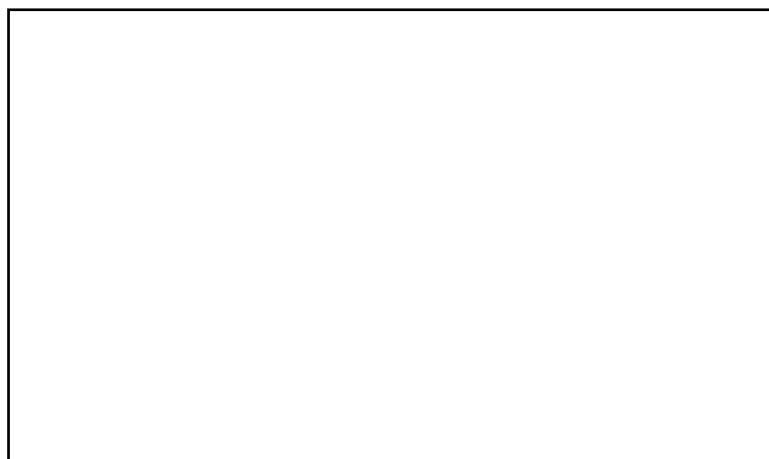


Make a list of three good habits you have and draw a picture of one of them. Explain why you think it is a good habit

1).....

2).....

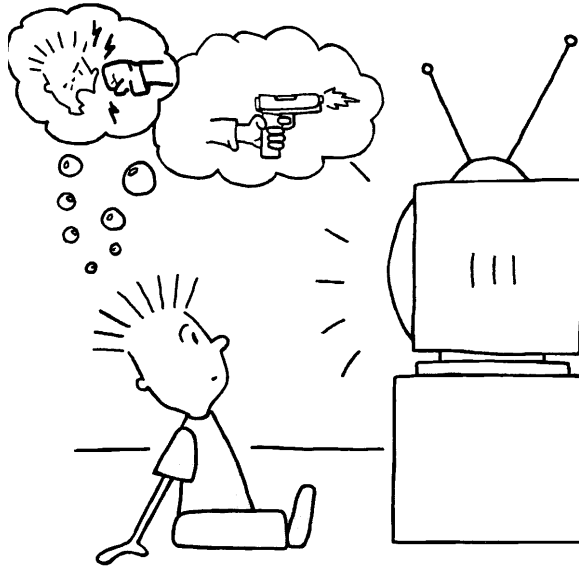
3).....



One of my good habits is

It is good, because

Three Bad Habits



Make a list of three bad habits you have and draw a picture of one of them. Explain why you think it is a bad habit

- 1).....
- 2).....
- 3).....



One of my bad habits is

It is bad, because

Making New Habits



What can this boy do to change his bad habit? Draw a picture to show a better habit.

Pick one habit that you would like to change.

My bad habit

What I can do to change

.....
.....

In the next week try to change that habit into a good habit. What will you do to change it?

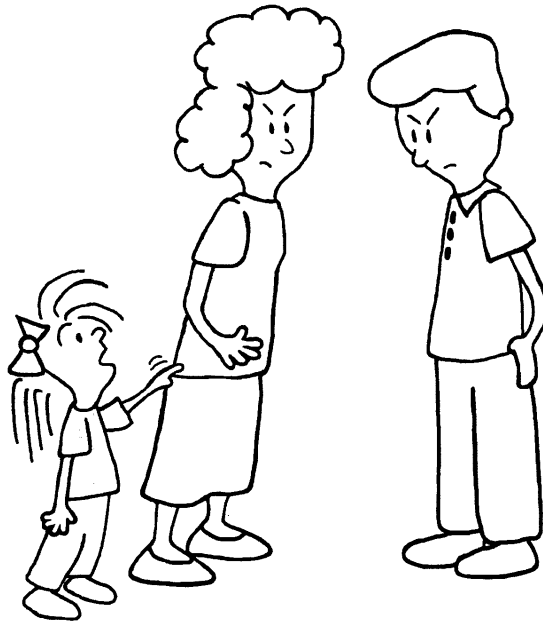
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After one week report back to your parents about your progress. Did you change your bad habit?

What will you do next? Do you need to keep trying to change your behaviour?

.....
.....
.....

Changing Bad Habits



Many times our mind and body are in conflict. This conflict leads to bad habits of thinking, feeling and behaving. One way to change our bad habits is to make conditions.

What is this girl's bad habit?

.....

What condition could she make to change her bad habit into a good habit?

.....

Think of one bad habit you have and make a condition to change it. Experts say that it takes at least 21 days to make or break a habit. In the next 21 days try to change your habit into a good habit. What will you do to change it? Report back to your parents about your progress.

My bad habit

.....

My condition

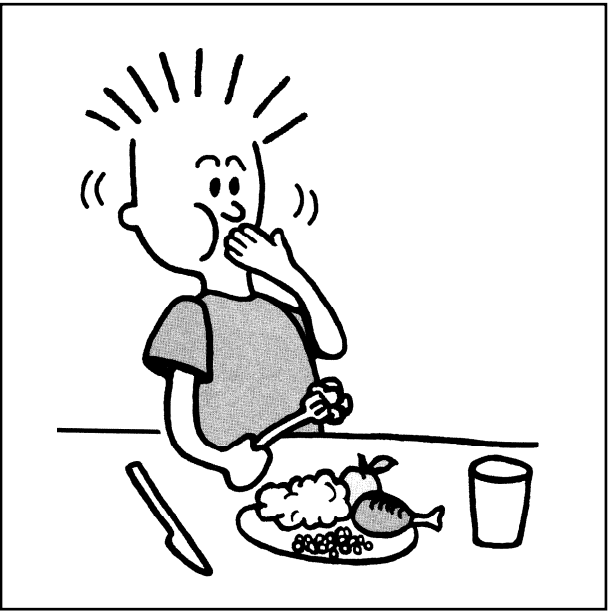
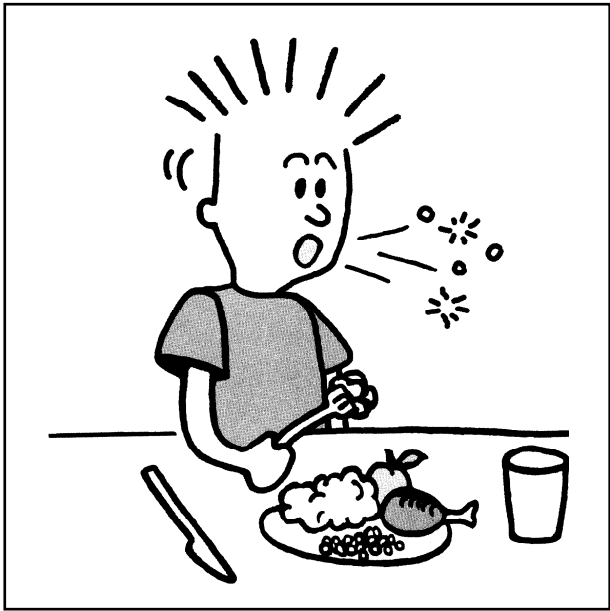
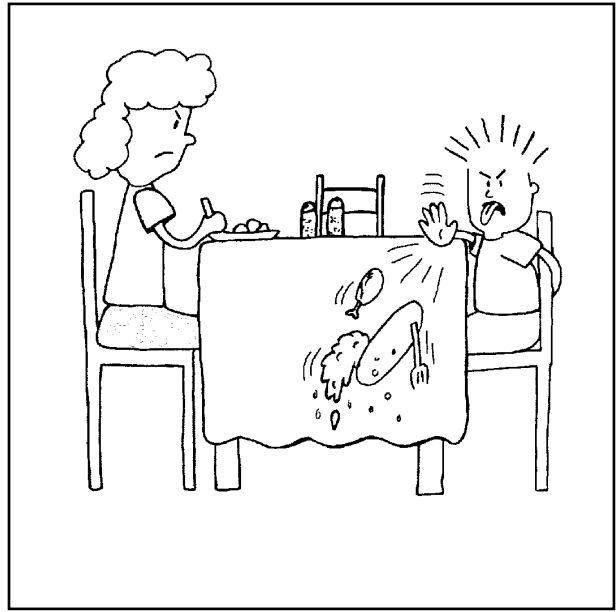
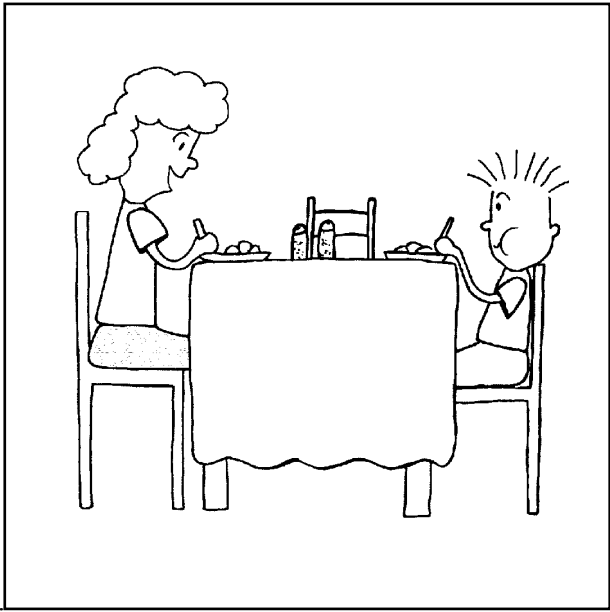
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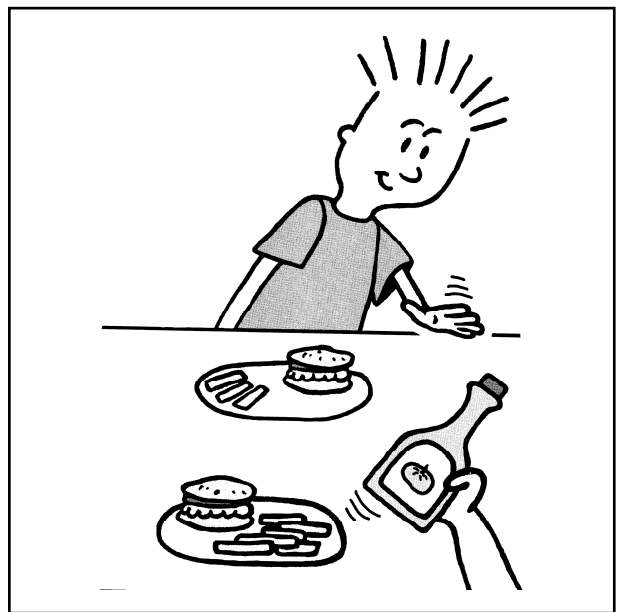
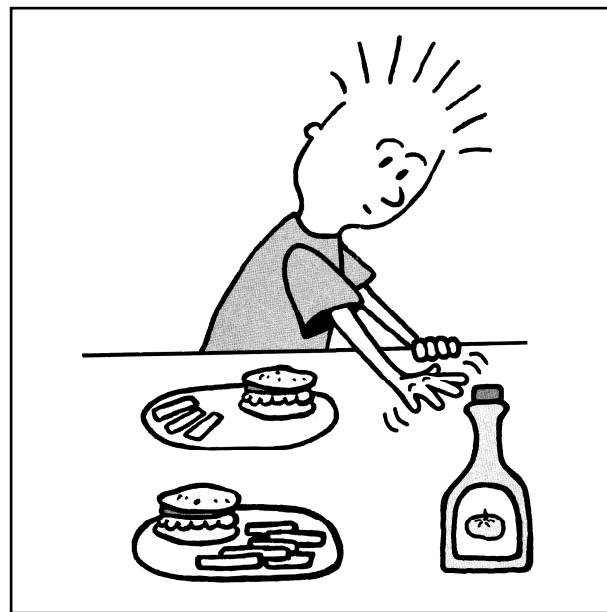
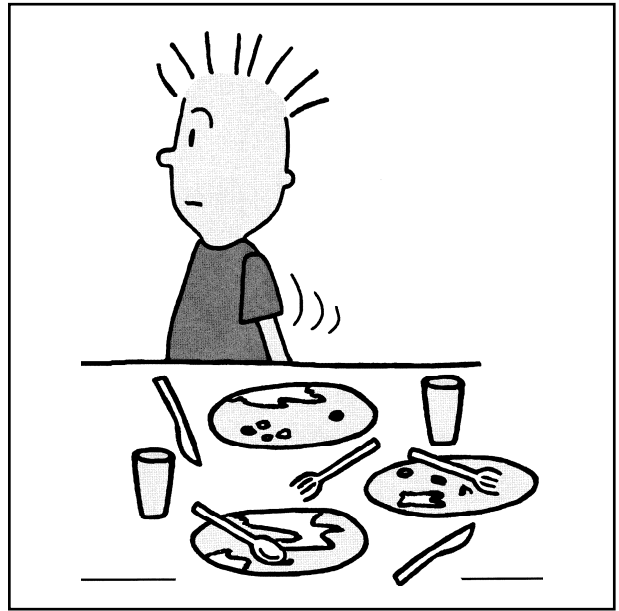
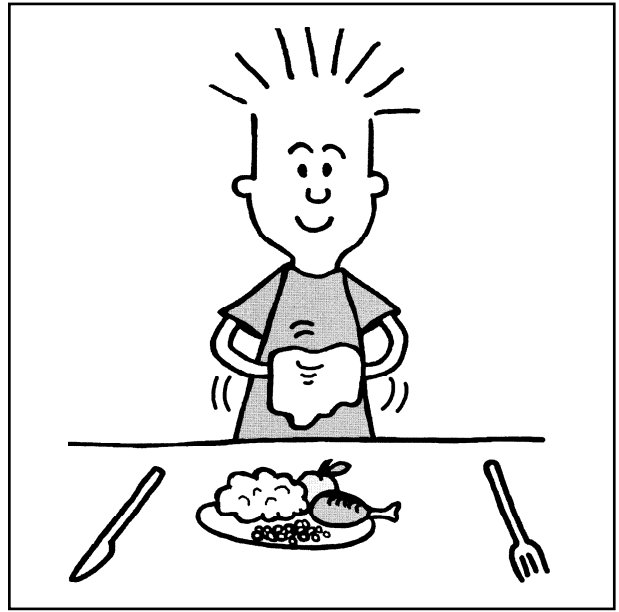
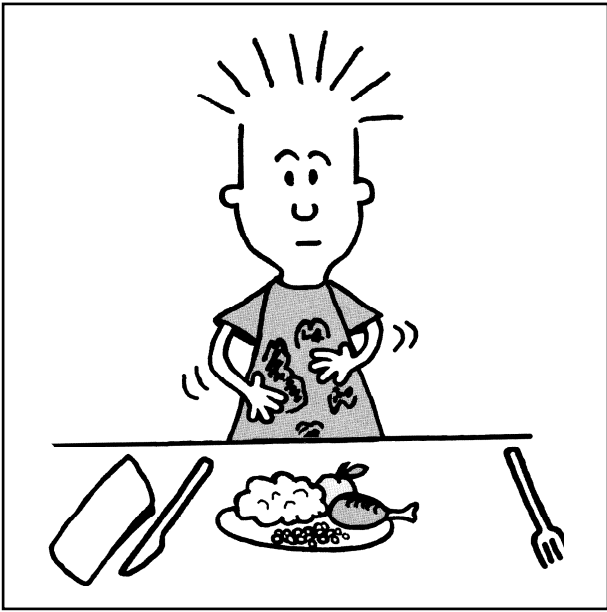
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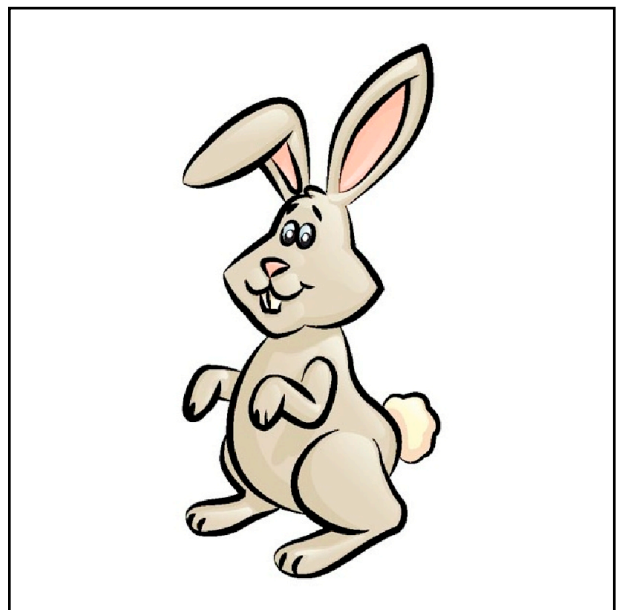
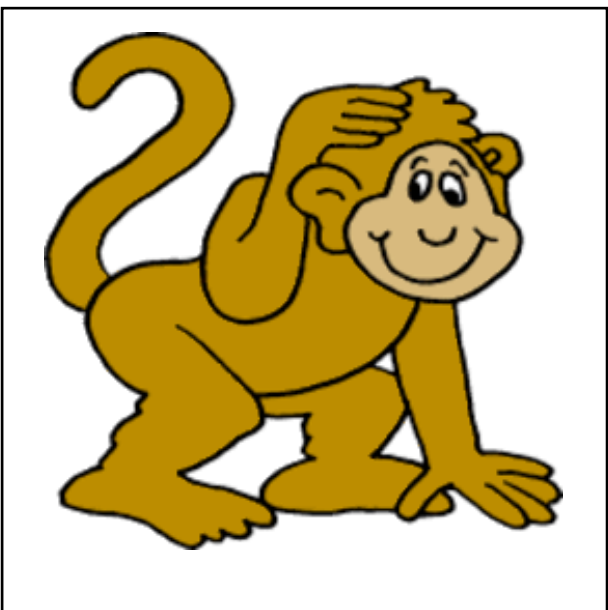
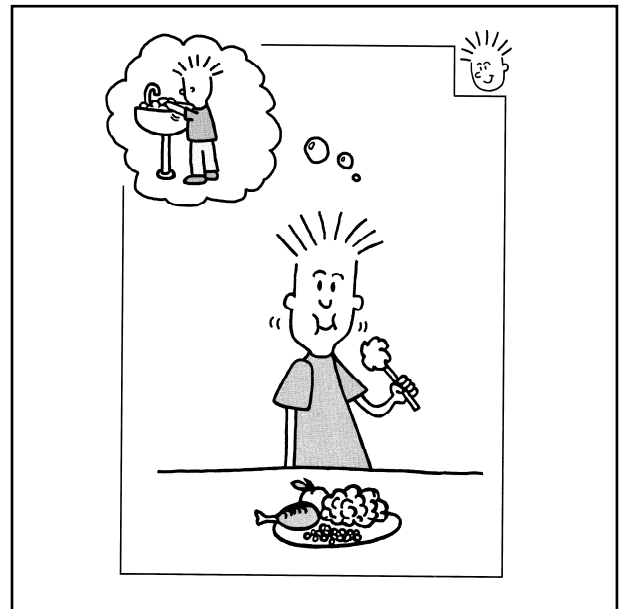
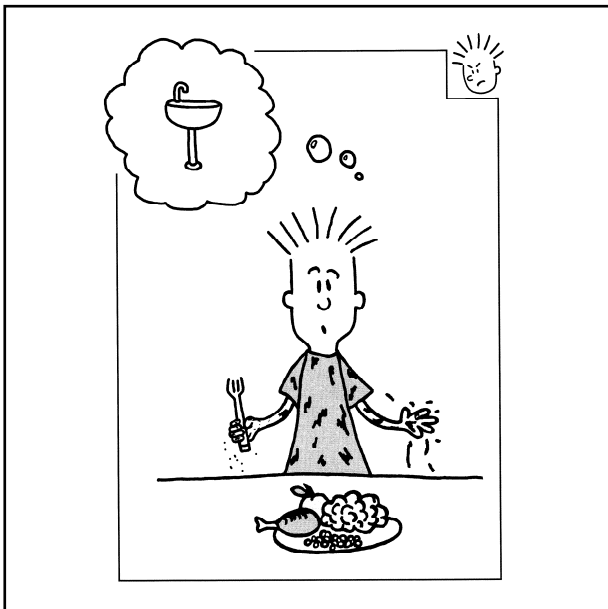
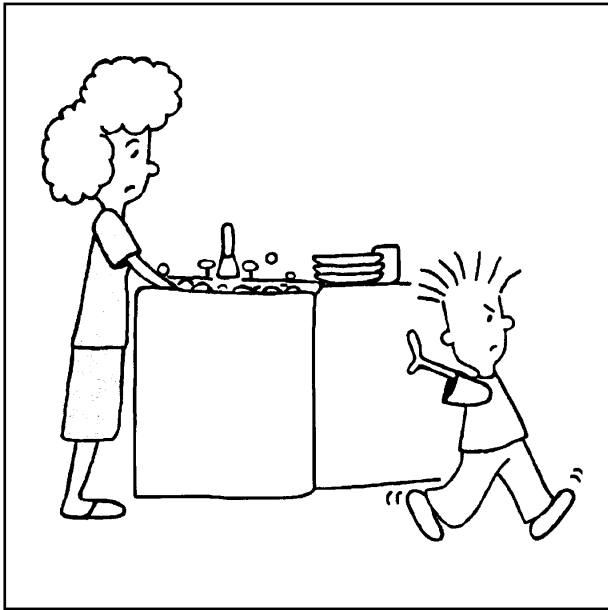
23. Habits

Visual Aids

1. Don't waste food
2. Eat quietly
3. Eat healthy food
4. Use a napkin
5. Take your plate away
6. Please pass the ketchup
7. Help wash the dishes
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10. Rabbit







23. Habits

Teaching Notes

1. Teaching Ideas
2. How to replace dawdling with good habits
3. Calendar
4. Setting goals

1. Teaching Ideas

What is a habit?

Repeated actions, thoughts and attitudes that are repeated so often that you don't even think about it.

	Good Habits	Bad Habits
diet	balanced meals at regular times	fast food, too much snacking
sleep	early to be bed, regular times	too many late nights, irregular times
manners	using courteous words, waiting patiently	loud, rude, interrupting, complaining
free time	exercising, reading	too much sitting, TV games
bedroom	making bed, keep room tidy	no time to make bed, things in a mess

Discussion questions

- *Choose three good habits you have
- *What is your good habit that you are proud of? How is this habit helpful?
- *Choose three bad habits
- *Which is your worst habit
- *Which habit would you like to change? In what way is your bad habit a problem?
- * Which habit would your parents, teacher, friends, brother/sister like you to change?

bad habits -

bad language, bed too late, not making bed, messy room, unbalanced diet, not listening, spending too much, too much TV

What causes bad habits?

our body dominates, our feelings dominate

how do we create new habits?

by repeated action. Over time these repeated actions and ways of thinking, attitudes become part of us. You need pushing, structure, rules, consequences, develop an interest or hobby, or skill. This keeps you active and with a purpose, something to strive for, a goal to aim for, a goal to accomplish

Why is it easy to develop bad habits and takes much effort to create good habits?

Good habits involve being disciplined and doing the correct thing which requires effort, even if we don't feel like it. Good habits mean that your conscience needs to be strong enough to make you do the things that are right and that might require self-discipline when you don't feel like it. The best time to learn good habits is when you are young, because that is when you build new habits. When you are older the habits that you have become stronger, more fixed and harder to change. Bad habits are easy to develop, because they don't require self-discipline or much effort

conscience

- a) Our conscience grows when we have a clear standard of right and wrong that stimulates our original mind which knows the original standard, and we receive good education from our parents who show us the standard by the words they speak and the example they set. Stories also help us to learn from the experiences of characters good and bad choices
- b) when we suffer consequences for going against our conscience,
- c) when we see the positive results of following our conscience,
- d) by listening to it and acting upon it - then our conscience becomes our guide

school habits -

- not talking when the teacher is,
- writing neatly,
- stop when you are told,
- concentrating on the task at hand,
- following the rules,
- not shouting,
- keep trying when things are difficult,
- ask for help when needed rather than saying nothing,
- put your hand up when you want to speak,
- keep your materials organized,
- do your best work

homework

- doing homework on time,
- keep a record of it,
- do your it before dinner,
- in a quiet place,
- away from distractions(TV)

Tips for good habits -

don't delay jobs . Do them right away

life of faith - morning prayer, saying grace, hoon dok hae, learning good sayings matthew mark luke and john bless this bed that I lie on, early to bed early to rise makes a man healthy and wise, look on the bright side of life, two men looked through prison bars, one saw the mud, the other the stars , a month of sundays (stories)

seminar rules -

do your best, think of others first, respect the teacher-respect each other, ask first, older help younger - younger listen to older (be an example - respect)
our conscious - listen to it! a strong conscious gives us the power to overcome our lazy body, control our emotions

Rules provide limits and structure. Within this good habits can develop. Without it is hard to maintain good habits

The benefit of good habits -

we have control over our lives - we know where things are ,

we have order in our lives,

What virtues help develop good habits?

all virtues are important, but being responsible is very important and self-discipline, perseverance. If you are responsible you will make the effort to persevere

Activities

take a name of a habit Draw it for your team to guess
mime a good/bad habit, guess what it is

Stories

- Read "A Week of Sundays" from The Book of Virtues
- other stories to do with responsibility or self discipline

Conditions

21 day condition

How do we develop good habits?

Routines provide structure that help discipline us and create good habits. It's important to be busy and have goals to aim for. Belonging to a club, learning a musical instrument training in a sport or a skill gives structure, routines, goals. Having too much free time or too wide limits gives us too much freedom and we can't handle it. too much choice, free time only leads to aimless living we may not like have lots to do, but it keeps us on our toes, so we don't get too self-centred. Having regular bedtimes, regular times to study, eating times, waking up, conditions, prayer time, hoon dok hae, develop good habits.

Success in life depends very much on good habits.

In order to develop such habits four points are important:

- 1) Decide what's important to you.
- 2) Decide what you are willing to sacrifice.
- 3) Determine not to give up.
- 4) Tell a friend or parent.

2. How to Replace Dawdling with Good Habits

Do you find yourself always telling or asking your children the same things over and over again? I know I do. If I had a nickel for every time I told them to put the milk away, I'd be rich. Charlotte Mason taught us that when you find yourself always telling them to do the same thing, you have not trained them in the habits you wish they would perform. She wrote, "the habits of the child produce the character of the man . . . every day, every hour, the parents are either passively or actively forming those habits in their children upon which, more than upon anything else, future character and conduct depend." Without a doubt her favorite analogy with regard to habits is that they are similar to tracks for a train. The same way that it is easier for the train to stay on the tracks than to leave them, so it is for the child to follow lines of habit carefully laid down than to run off these lines. Because habits are so powerful, she tried to emphasize to parents that it is our responsibility to lay down these tracks.

There is no need to be overwhelmed. The formation of habit is not too much work. Charlotte Mason considered habit a delight in itself, and the training in habits becomes a habit for the mother. The choice is ours, as Charlotte put it, "The mother who takes pains to endow her children with good habits secures for herself smooth and easy days; while she who lets their habits take care of themselves has a weary life of endless friction with the children."

There is no end to the problems (or, better yet, lack of them) that arise from habit. I think we all want to raise polite, orderly, punctual, obedient children who aren't causing our home schools to be in a constant state of friction. Charlotte claims that even virtues such as patience, meekness, courage, generosity, and truthfulness are a matter of habit and can be trained as such.

Perhaps dawdling has replaced the habit of attention in your home. Let's cover how to secure your children's attention to their school work. Charlotte Mason once asked a very important question, "You want the child to remember? Then secure his whole attention." Her definition of attention is not a partial attempt to concentrate. Rather she said that "the whole mental force is applied to the subject in hand. This act, of bringing the whole mind to bear, may be trained into a habit at the will of the parent or teacher, who attracts and holds the child's attention by means of a sufficient motive."

The point here is that habit plays a large role in learning to pay attention. Sometimes people don't pay attention because they've developed the habit of wasting time. Children certainly are wasting time when they dawdle around during school. The real pity is this kind of habit does not always go away when we reach adulthood. If I haven't yet motivated you enough, think about this -- when your children dawdle they are wasting your valuable time too. Wouldn't you rather they buckled down and got their work done so you could spend time pursuing your own interests?

Charlotte teaches us that adults should not waste time and neither should children. She would have us teach them that it is their duty to use their time well. We need to set a good example for them by using our time in purposeful ways. It is ultimately the children's choice to do their work without dawdling, and good habits will help you achieve this. Teach your children that there is "Satisfaction to do the day's work in the day, and be free to enjoy the day's leisure."

The power of attention is a very useful resource for any person to develop. As a parent, you want your children to listen to and retain the information you communicate to them. Charlotte points out that educated professionals, such as lawyers for example, have to be able to listen (pay attention) and react. "Contrast this with the wandering eye and random replies of the uneducated;--and you see that to differentiate people according to their power of attention is to employ a legitimate test."

The good habit of paying attention can be established by using short lessons. Short lessons consist of 15 to 20 minutes in length during elementary school. They increase to 30 minutes per subject in junior high and to 45 minutes in high school. Remember, the C.M. students were in school six days a week--you, as a home schooler, probably are not. You can and should adjust the daily minutes to suit yourself and your family. By the way, the idea of short lessons is often approached with skepticism. My question to you is, do you have anything to lose by trying it? I cannot even count the parents who tried this and now swear by it.

In the Charlotte Mason method we always vary the lessons to keep them fresh, in other words, to avoid boredom. It is invigorating to go from math to poetry, from penmanship to history. Choose the school subjects so that they alternate between painstaking (e.g., they already know the material but just have to practice it) and subjects that take thought. With each day's schedule we would want to vary the order somewhat to avoid any drudgery of a strict routine.

The C.M. method also includes the posting of a schedule. This would include what to do and how long each lesson will last. She writes, "This idea of definite work to be finished in a given time is valuable to the child, not only as training him in habits of order, but in diligence; he learns that one time is not 'as good as another'; that there is no right time left for what is not done in its own time; and this knowledge alone does a great deal to secure the child's attention to his work."

One of the other strategies is to "never let the child dawdle over(his school work) or sit dreaming with his book before him. When a child grows stupid over a lesson, it is time to put it away. Let him do another lesson as unlike the last as possible, and then go back with freshened wits to his unfinished task ... the lesson must be done, of course, but must be made bright and pleasant to the child."

There are many other ways to motivate a stubborn dawdler. Sometimes parents have to be creative. For example, try conducting math time (if math happens to be the problem) about 30 minutes prior to when the neighborhood boys ordinarily come over to play basketball with your child. If he gets it done and done correctly then he is able to go out and play with them. Another idea for these serious cases is to set out the chess game right there next to the child who now has a reason to make himself finish his work. In time he'll learn that there is always a reward to finishing a job in a timely manner even if that reward is being able to get it off your mind. As C.M. says, "the person who is honest about his work has time to play, and is not secretly vexed by the remembrance of things left undone or ill done."

Eventually your child will mature and as he does he has to make himself pay attention. Mason said, "He should be taught to feel a certain triumph in compelling himself to fix his thought." Your job, in the interim, is to make sure that your "child never does a lesson into which he does not put his heart." This will build the habit of finishing, which brings me to my all-time favorite teaching of Charlotte Mason which is, "What is worth beginning is worth finishing, and what is worth doing is worth doing well."

3. Good Habits Calendar

GOOD HABITS!

Mark off a number for each day you accomplish your goal. If you miss a day, start again. When you have completed 21 days in a row your goal will have become a good habit.

goal 1

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

goal 2

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

goal 3

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

goal 4

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

goal 5

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

goal 6

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

GOOD HABITS!

Mark off a number for each day you accomplish your goal. If you miss a day, start again. When you have completed 21 days in a row your goal will have become a good habit.

goal 1

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21

goal 2

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21

goal 3

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21

goal 4

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21

goal 5

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21

goal 6

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21

4. Setting Goals

Everything we accomplish in life takes steps. To help us achieve our desires we need to set goals. Here is a list of 10 steps that will help you create and achieve your goals.

Making and Achieving Goals

1. Pick ONE Goal:

This is important! You can only achieve your goals if you focus on them one at a time. Once your goal has been accomplished or made into a stable habit you can start on the next goal.

2. Start Small and Easy:

The best way to succeed with your first goal is to pick something you are already doing, once in awhile, but want to do daily. This will build your self confidence as you achieve the goal and help prepare you to work on future goals.

3. Simplify:

Choose a small, specific goal, or break up larger goals into small pieces that can be done on a daily basis.

4. Write It Down:

Write your goal in large letters and place it where you will see it several times a day. Putting your goal to paper makes it official: You Want It!

5. Keep Track Every Day:

This step is VERY IMPORTANT! If you don't keep track of your daily progress you won't progress. Everything we accomplish takes DAILY steps which turns the goal into a habit. See page two for a list of fabulous "Goal Tracking Tools and Ideas" to help you record your daily progress.

6. You Have To Want It:

If you don't really want to do it, you won't succeed. Pick goals you want to achieve or change your attitude so you REALLY do want it.

7. Schedule Time:

Here are three ideas to help you make time for your goal:

- * **Prioritize:** Make time by not doing things that are of less, or no, value. Hours in front of the TV or computer can be used productively by first pushing the off button, or just walking away.

- * **Say No:** Learn to gracefully say no to those who ask for your time when you already have too much to do. Saying no can be done in a kind way, just be clear that you cannot do what is being asked of you.

- * **Make the Time:**

You have to MAKE the time or you won't MAKE the goal. Pick a time when you will work on your goal, such as early in the morning, late at night, during lunch, when children are napping (watching TV, playing with a friend/spouse), or when you're waiting in line for something. If you "just don't have the time" then wake up earlier. Most people only need 6 hours of deep sleep. If you have trouble sleeping try the following: don't eat after 8:00 and don't rehearse the day's events or tomorrow's plan. Instead focus your mind continually on a black hole of nothing. This always works for me, if I do it!

8. Be Firm Yet Flexible:

To achieve your goal you have to be firm with yourself. You have to do the required work to accomplish your goal. You also have to be a bit flexible. Make a backup plan for days when achieving your goal might be difficult. i.e. If your goal is to study the scriptures daily and you know on Friday you'll be running errands the entire day take your scriptures with you. Study them during the moments you're waiting for something to happen, such as standing in line. BUT be firm with yourself that this is ONLY for rare occasions.

Also, if your goal is something that you want to do six days a week but not on Sundays you can pick a similar activity to replace your goal. For example: One of my goals is to work on my writing, so on Sundays I write in my journal which counts towards achieving my daily goal.

9. Be Positive:

Doubting thoughts, and words, will crush your goal. Think and say positive things. Robin S. Sharman's suggestion is to "Talk to Yourself" by picking a positive, "phrase that you will train your mind to focus on at different times through out the day until it begins to dominate your awareness and reshape the person you are." (Who Will Cry When You Die?) For example: If your goal is to eat healthier you could say, "I'm grateful I only eat healthy foods" or if you want to be more patient say, "I'm thankful I'm patient." Robin teaches us to repeat the phrase 200 times a day (that's 10+ times an hour) for four weeks. I have used this practice, and will continue to do so, because it really works! It has turned my most negative, consistent thoughts into a positive reality.

10. Pray About It:

Choosing righteous goals is just what the Lord wants us to do, so ask for his help. As you daily pray and work towards your goal you will see daily success.

I guarantee that you WILL achieve your goals if you honestly follow these steps and daily keep track of your goals with the help of the "Goal Tracking Tools and Ideas" listed on page two.