



INSTANT SKILLS

*to Ignite Your Life,
Business & Income*

By
Cindy Ertman



Cindy Ertman's **7 INSTANT SKILLS** *to Ignite Your Life, Business & Income*

Welcome! I am thrilled to have the opportunity to help you create *The Defining Difference*® in your own life, and to help you truly live your best life now!

My team and I are on a mission to build a heart-centered community of motivated professionals who demonstrate and foster trust, connection, growth, and joy. We support people in understanding and mastering the power of intentional choice to transform their current reality and design a life of greater purpose, meaning and prosperity.

You and I make choices in everything we do each and every day...our daily habits, our interactions with others, the planning of our day (or lack of it), healthy habits, how we "show up," etc. It is an accumulation of all of these choices that we have made in the past that has created our current reality. Sometimes just a few small changes in our habits, mental attitude, and daily routine can have a profound effect on the way we experience life.

Our commitment at *The Defining Difference*® is to help you bridge your gap (Goals Aligned with Purpose) and master the power of intentional choice to create a defining difference in your life. If you are overwhelmed and overworked, and are looking to improve your life and achieve a mindful, balanced state...the following *7 Instant Skills* will help you transform your life and bridge the gap to move from possibility to probability.

Sometimes people, ideas, and resources show up to help us take the next important step to creating a positive shift in our lives. So, ask yourself, "*Are you ready to live an intentional life and create the shift to a greater life?*"

The Defining Difference® will give you the skills you need to master intentional choice to **SHOW UP** and **PLAY FULL OUT** in your own life. So, just say **YES** to redefining your life and watch your paradigm begin to shift. I am here to support you and encourage you to define your difference *today* using our *7 Instant Skills*. You will see that what once seemed impossible - becomes possible - *right now!*

I believe that one of the greatest gifts we can give one another is unconditional love and support. One of my gifts is to hold a vision for your growth and expansion until you can embrace it and see it for yourself. I am excited that you are on this journey! Here's to discovering your own defining difference and making intentional choices to build the life you desire.

With profound love and appreciation,

Founder and CEO of The Defining Difference®



The Defining Difference
Bridging the GAP

7 INSTANT SKILLS Summary Guide

Every person on the planet has the ability to ignite a new vision for their future and create “*The Defining Difference*” in their own life! Say yes to redefining your life by starting to make powerful, intentional choices and remove the blocks that limit your potential. Below is a summary of our 7 *Instant Skills* to help you to **SHOW UP** and **PLAY FULL OUT** in your own life to achieve your goals and create the life you desire. So, don’t wait another minute – get started – right now!

- 1 INSTANT SKILL #1 – Success Secrets to Wake-up Your Day**
Blend 20 Minutes of Meditation, 20 Minutes of Education, and a 20 Minute Workout to jumpstart your day!
- 2 INSTANT SKILL #2 – Master Your Mindset**
Control your mind, direct your thoughts and make small shifts each day to improve your own self-image and self-acceptance to feel totally and completely confident about yourself.
- 3 INSTANT SKILL #3 – The Power of Five**
Improve your business with the Power of Five...Each day make a list of 5 *income-producing activities* in which you will engage in 5 x 5 days per week = 25 x 52 weeks = 1,300 income producing activities each year!!!
- 4 INSTANT SKILL #4 – “Level Up” Your Relationships**
You are the sum of the 5 people with whom you spend the most time. *Level Up Your Relationships*... Start spending more time with those that support, motivate, encourage, and inspire you. Build a “mastermind group” or group of people who will support you in your plans and your purpose. Make networking a priority now and it will pay great dividends in the future.
- 5 INSTANT SKILL #5 – Trusting Your “I” – Instinct & Intuition**
When you trust your *own instincts* and *your intuition*, you begin to understand how to maximize your influence and impact. If you can simply allow your thoughts and impressions to flow, you will find that your intuition truly guides you. The key is to listen, trust, and act according to its direction. The more you acknowledge it, the stronger and more accurate it will become.
- 6 INSTANT SKILL #6 – Powerful Ways to Take Care of #1**
Make the choice to live an intentional life and to create the best possible **YOU**. Get intentional about your life, your health, and your wellness - make taking care of **YOU** your number one top priority!
- 7 INSTANT SKILL #7 – Show up and Play Full Out**
“Don’t let someone else’s opinion of you become your reality.” – Les Brown
If you want to transform your life... you have to create it. The most important thing to recognize in your life is that **YOU ARE ENOUGH**... just as you are... **RIGHT NOW!**



INSTANT SKILL # **1** Success Secrets to Wake-up Your Day

After years of studying and embracing the programs, books, audio CD's, seminars, and coaching of the world's master thought leaders, I have learned firsthand that they not only have laser like focus on their short and long-term goals, but they have also adopted daily "wake-up" routines to jumpstart and build positive momentum for their day. I adopted this practice many years ago and have developed my own success ritual that supports me mentally, physically, emotionally, and spiritually for the best possible day... one in which I am able to achieve a mindful, balanced state, and reduce stress and overwhelm in my life.

Make an intentional choice to use my "Success Secrets to Wake-up Your Day" system to jumpstart your day. I won't kid you; it takes practice, it takes discipline, it takes a commitment to yourself and it takes a commitment to delete self-sabotaging behaviors from your life. Build a daily routine that strengthens you beyond anything imaginable and start realizing the benefits immediately to feel less stressed, more focused, more fit, and more prepared to **SHOW UP** and **PLAY FULL OUT!**

CREATE YOUR DEFINING DIFFERENCE

20 Minute *Meditation*

Meditation goes back over 5,000 years and the benefits are profound. It has evolved into a structured practice that allows you to increase your well-being and quality of life by quieting your mind. It has been praised from east to west for its ability to reduce stress and anxiety, increase concentration, improve problem-solving skills, and help people tap more fully into their intuition.



The Defining Difference®: Practice Meditation for 20 minutes daily. Search for a 10 to 20 minute meditation on an audio CD or on YouTube.com. Hit **PLAY** as soon as you wake up in the morning to open your mind and tap into your infinite potential.

Action Items

Start your journey to a calmer mind. Be sure to check out **www.Calm.com** which has guided meditations for sleep, anxiety, stress and other distractions. Great for beginners and experts.

Some of my favorite meditations are by Deepak Chopra. You can check out his meditations at **www.ChopraCenterMeditation.com**.

“The most important change I’ve noticed through meditation is that I am less stressed and overwhelmed.”



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INSTANT SKILL # **1** Success Secrets to Wake-up Your Day

CREATE YOUR DEFINING DIFFERENCE

20 Minute Education

Commit to life-long learning and your ability to GROW DAILY! Find a book, audio CD, or YouTube.com video on a topic of your choice – something related to your industry, your goals, or life challenges, and spend 20 minutes a day educating yourself. Commit to making learning a regular part of your life. Set goals for the things you want to learn about and the length of time you want to commit to learning it. Brainstorm a list of things you want to learn more about today and look at it once per week. Then be sure to keep tabs on your progress.



The Defining Difference®: Audio CD's are a great way to maximize your time when traveling to work and put you in a great state of mind to maximize your influence and impact.

Action Items

Here is a list of a few suggestions that you can implement into your daily routine to help you expand your thinking and continue your life-long learning. Discussions and simple conversations with others become so much more interesting and engaging.

Check out at Ted Talk at **www.TedTalks.com** which are 17 minute "Riveting talks by remarkable people, free to the world."

Learn one new word everyday. This will help you to grow your vocabulary and expand your communication skills. Be sure to use your new word at least 3 times in a day.



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INSTANT SKILL # **1** Success Secrets to Wake-up Your Day

We all know that exercising regularly is important. However, it does more for your health than many people realize. By exercising regularly, you support several areas of your overall wellness that your “future self” will thank you for including supporting your cardiovascular health, transforming your physique, boosting your confidence, reducing stress, improving your sleep, strengthening your endurance, and speeding up your metabolism. The more frequently you work out, the more accustomed your body will be to it and no matter what life throws at you – you will be in a better state physically, mentally and emotionally to conquer it.

CREATE YOUR DEFINING DIFFERENCE

20 Minute Workout

I learned a long time ago that exercise helps your body release positive endorphins and makes you feel better. Hands down, there is nothing better to put you in a better mental state. The more you move, the better you feel.



The Defining Difference®: *Feeling good is the new looking good – so adopt a daily routine of a 20 minute workout such as walking, yoga, kickboxing, etc., and watch for immediate improvements in your mental and physical state.*

Action Items

For free workout and nutrition plans you can visit **www.Bodybuilding.com**.

You can also check out **www.YouTube.com** and enter “Fitness Workouts” in the search bar and you will get tons of ideas on things you can do from the comfort of your own home. You can also check out “Yoga Workouts” as well.

NOTE: Be sure to check with your physician before starting any new exercise or nutrition programs.

“What a huge difference this has made in my life! I started working out for just 20 minutes each day and slowly increased it over time to one hour. I now have so much more energy and look so much better in my clothes!”



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INSTANT SKILL # 2 Master Your Mindset

There is only one thing in the world that you have complete and total control over – and that is the power to control your mind and direct your thoughts. We can all improve the circumstances in our life by making small shifts to master our mindset and develop and sustain a winning attitude. To do this, start by improving your own self-image and improving your self-acceptance. In order to achieve everything that you want in life, it is necessary for you to truly love and respect yourself... to master your **“ME” Mindset**. Work to feel totally and completely confident about yourself – because if you don’t feel it, others won’t feel it either.

CREATE YOUR DEFINING DIFFERENCE

Confidence is King

It is a common human condition to lack the self-confidence that plays a vital role in our life. One of the greatest gifts that you can give yourself is the ability to feel 100% confident – anytime and anywhere. Use the exercises below to begin building your **“ME” self-confidence**. It will make you unstoppable!



The Defining Difference®: Experts say the best way to build your self-confidence is to fake it at first and merely appear to be self-confident, but eventually you will begin to feel your self-confidence grow within you. With time and practice, you too can develop your self-confidence, both inside and out. Each day, decide that you are going to build your **“ME” Mindset**. You will need to “fake it ‘til you make it.” I used this skill very effectively until I mastered my confidence zone. Step out of your comfort zone and take deliberate action for the sake of growth.

Action Items

Shut out your own inner critic. Experts say it takes at least seven positive thoughts to cancel out one negative thought. Adopt a positive affirmation that you can say each time you have a negative or self-limiting thought. I like to use “I am confident and strong,” or “I accept and love myself unconditionally,” or “All is well in my world.” These work wonders to change your thinking and ultimately change your life!

“My self-confidence has skyrocketed since I started replacing my self-defeating, limiting thoughts with positive affirmations. Love this tip and think everyone should try it.”



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INSTANT SKILL # 2 Master Your Mindset

CREATE YOUR DEFINING DIFFERENCE

Kill Em' with Kindness

You've heard the phrase "kill them with kindness" as a way to deal with difficult people. Going forward, don't give any weight to their opinions or feedback; instead, make an intentional choice not to allow their opinion or feedback to impact you negatively. Understand that it is them, not you, that has an issue. Always choose to respond with authentic kindness.

The Defining Difference®: Always remember that no one can make you feel inferior without YOUR consent. I encourage you to imagine an invisible wall around yourself and not to allow anyone's feedback to stick to you. Don't tear yourself down by allowing others' comments or feedback to make you feel inferior. In response, be authentically kind, rather than just acting kindly. You'll start to notice that when you set the intention to maintain your self-confidence and extend authentic kindness to everyone, you'll get a lot more back in return. I assure you that this will allow you to protect and build your self-esteem and build toward the future you desire.



Action Items

In the professional world, you can count on misunderstandings and disagreements... emails or texts that come off too harsh and feelings are hurt. It is in these moments that you can come out on top if you learn how to "take the high road." I have found that exceptional communication skills – both written and verbal come into play here.

So next time you've got an issue on your hands – take a moment to gather yourself, breathe and give the other person the benefit of the doubt. Whether it's a team member, a client, family or friends – take the time to send a handwritten note on stationary or a well written email to smooth things over. The few extra minutes you take to do this will pay off huge dividends in terms of your relationships and connections in the long run.



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INSTANT SKILL # **2** Master Your Mindset

CREATE YOUR DEFINING DIFFERENCE

Mindful & Present

The idea of being mindful and present means being more conscious of life as it happens... it is to be here... now. Improve your focus on the present to achieve your goals; be more connected in your relationships and enjoy life even more. Anything and everything is amazing when you are truly present.



The Defining Difference®: Stop worrying about the future. Focus on the present moment, focus on the NOW. Choose to **SHOW UP** and become more conscious of your thinking -- are you constantly worrying about the future or thinking about something else when someone is speaking to you? Learn to recognize when you're doing this, and then practice bringing yourself back to the present moment. Just focus on what you're doing... right here... right now. Fully engage and enjoy the present moment. Choose to **SHOW UP** and **PLAY FULL OUT**. Be present and watch the magic unfold.

Action Items

One of the greatest gifts we can give someone is to be fully present. This means that we are fully focused on the other person as if there was nobody else in the entire world. Here are my 3 top tips on how to be Mindful & Present:

1. Be Here Now – Smile & Look them in the eye. Focus on the NOW. Practice putting your cell phone, computer, iPad, etc. out of reach.
2. Stop Mind Chatter – Stop that voice in your head that is working to compose what you are going to say next... practice listening fully instead.
3. Don't Let Your Mind Wander - When you find that your mind is wandering—become aware and focus on pulling it back to the current moment.

“I have curtailed my need to be constantly connected to my cell phone and social media 24x7 and have focused my efforts to “Be Here Now.” This has gone a very long way to increase the quality of my relationships all around. ”



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INSTANT SKILL # **3** The Power of Five



Sometimes we feel like we are on a ride and we are powerless to control our destiny. Especially when it comes to our careers and our businesses. The days fly by in an endless flurry of emails, voice mails, text messages, meetings and phone calls. Take control of your day and make progress in the goals you wish to achieve by using the *Power of Five* to “up-level” your game, increase your financial prosperity and propel your relationships forward.

CREATE YOUR DEFINING DIFFERENCE

5 Income Producing Activities

The Defining Difference®: Each day make a list of 5 income-producing activities in which you will engage. This will bring your career and business goals to the forefront of your busy day. This list should include a combination of emails, phone calls and outreach to current, past and potential customers/clients. By focusing on your *Power of 5 Income producing activities* each and every day, you will get yourself into the mindset of setting daily goals for growing your career and your business, thus, moving yourself closer to the life you desire filled with prosperity, abundance, and happiness. $5 \times 5 \text{ days per week} = 25 \times 52 \text{ weeks} = 1,300 \text{ income producing activities each year!!!}$



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INSTANT SKILL # **3** The Power of Five

5 Relationship
Rituals to **Support**
Your Inner Circle

The Defining Difference®: Become the person others want to be with... **RELATING** is a skill.

- 1 Be genuinely interested in others and be sincere in your dealings with them. Focus more on being interested vs. being interesting. People love to talk about themselves. The more you know about someone, the more you can speak and interact with that person in a way that stimulates a stronger bond and connection. Read or reread Dale Carnegie's "How to Win Friends & Influence People."
- 2 Always follow up with a quick email, phone call, or powerful handwritten note within 24 hours of meeting someone. This can lay the foundation for a win-win relationship. It doesn't take much effort on your part, but it will absolutely make a Defining Difference.
- 3 Learn to really listen when speaking with someone. The skill of listening seems simple enough- right? But in reality, it is such a rare skill to find. The secret is to get outside of your own head and to put your entire focus on the person speaking, rather than thinking about what you are going to say when the other person is finished speaking. Listen not only with your ears, but also with an authentic interest in where they are coming from... believe me, people really notice when you open your ears - and your heart!
- 4 Be authentic! I have learned that there is a way business **has** been done and a way that business **can** be done. People really crave authenticity – especially in a business relationship. Many people are starved of authenticity because of the way that some people try to manipulate and maneuver others in business, relationships and interactions. Hold yourself to the highest standards. Define your difference and be your full authentic self. It is so rare that people will stand up and take notice.
- 5 Take initiative and play a very active role in business networking. Make a point to be the person who starts the conversation. Think of questions in advance and be quick to introduce yourself and remember peoples' names. Be genuine. Be your full authentic self. Adopt a mindset to serve and be the first person to proactively offer help where needed. Make an intentional choice to take initiative, to be authentic, and to serve - you'll see that the resources, the ideas, and the connections will just



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"Level Up" Your Relationships

You hear it over and over again and it is true. You are the sum of the 5 people with whom you spend the most time. It is also true that the most successful people align themselves with like-minded people who have positive attitudes and who have achieved more than they have in business, in careers, and in life. They also understand the importance of being part of a team, and create win-win relationships.

CREATE YOUR DEFINING DIFFERENCE

Create Your Circle of Influence

There is energy in everything, and that includes human beings. As such, it's so easy to absorb negative energy when you are around toxic people who are always making excuses, complaining, or gossiping. Successful people make it a practice to surround themselves with other positive and proactive people who inspire them to achieve their goals and live life **FULL OUT**. (This is non-negotiable for me.)

The Defining Difference®: Your "Circle of Influence" may contain people who build you up as well as others that bring you down. Take a few minutes to create a list of everyone in your life with whom you spend time. Put a plus (+) or minus (-) sign next to each name to indicate that a person fuels you (+ sign) or drains you (- sign), regardless of their importance in your life. Build out this list to determine the 5 people with whom you should be spending more time and those with whom you should spend less time. Start spending more time with those that support, motivate, encourage, and inspire you. You will find yourself with more optimism, more energy, more confidence, and more enthusiasm for your goals – and your life.



Action Items

Take a hard look at the people in your life who you spend the most time with. Think about who is a negative influence on you. Sometimes the best gift we can give ourselves is to create distance from those that drain us. Make a list of the people who you need to limit your time with and put an action plan in motion immediately. Also make a list of positive people who you would like to connect with or you would like to grow your relationships with and develop an action plan to make these new connections over time. You'll be so glad you did!

"I made a choice to spend more time with positive people and those who encourage and support me and have reduced time with the "energy drainers." I feel happier, less stressed, more focused, and more productive."



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INSTANT SKILL # **4** "Level Up" Your Relationships

CREATE YOUR DEFINING DIFFERENCE

Mastermind with **Masters**

In his book, "Think and Grow Rich," famous author Napoleon Hill talked about building a "mastermind group" or group of people who will support you in your plans and your purpose. From my personal experience, I can say that it is 100% true. When you are aligned with a harmonious group of people for the specific purpose of building each other up and supporting each other's goals, you bring forth a level of power, creativity, knowledge, information, and support that you can't find when you go it alone.

The Defining Difference®: Surround yourself with positive energy. As obvious as this sounds, I'm amazed at how many people continue to let destructive influences into their life. Follow in the steps of the most successful people and join a mastermind group of like-minded people that encourage and empower you – or start your own as I did and **BE** the mastermind that others follow. Start Now!



Action Items

Research supports that motivated professionals who surround themselves with like-minded people are able to grow their business faster and attain goals that they were previously unable to reach on their own.

I have found this to be true in my own life in a big way and this is why I launched my own Mastermind Group www.MortgageMastermindElite.com to support other mortgage professionals. Here are a few ideas of places you can look to find a mastermind group for your industry or your personal interests – do a search for "Mastermind Groups" on Facebook, or post something on your Facebook and ask your friends if they know of any good Mastermind groups or would like to start one? You can also do a Google search for Mastermind Groups in your area or in your industry to see what comes up.

"Joining a Mastermind group focused on my industry has been a true blessing. I know have 10 other people who I can call for advice. No matter what challenge I face - I have found there is someone in the group who has "been there and done that" and gives me solid recommendations and advice to move forward."



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INSTANT SKILL # 4 "Level Up" Your Relationships

You hear it all the time – if you want to grow your business... be sure to get out and network. We all know this to be true, but sometimes it is very difficult for us to find the time to do it. Read below for some ideas on how you can integrate both networking and masterminding into your personal arsenal to help you extend your network, expand your learning and boost your business. By networking and masterminding, you instantly add to your personal network and typically gain the networks of those in the group with you. This can do amazing things for your business as well as for you personally.

CREATE YOUR DEFINING DIFFERENCE

Network to **Success**

In business, it is often said that success is determined not by *what* you know, but *who* you know, and your level of success is determined greatly by the quality of your relationships with others.

The Defining Difference®: *Relationships are cultivated over time. You can begin by making networking a priority now. It is a simple habit that you can start now that will pay great dividends in the future. I have found that one of the best ways to have an impact is to add value directly where it is most important to the other person. Find out what the people in your network are looking for and look for ways that you can help them achieve their goals. Everyone wants to be friends with someone they know is on their side. Use your networking not only to benefit yourself, but also to benefit others. Connect people in your network who can provide value to one another. Always give more than you expect to receive, and if you want to build trust in your relationships, always seek to add more value to the people in your networks. Focus on the giving and serving - through the law of attraction, it always comes back to you ten-fold.*



Action Items

One huge thing that I have used to "Network my way to success" has been my ability to Network outside of my industry. For example, I have made it my mission to go to personal development trainings and seminars – such as **Jack Canfield, Brendon Bruchard**, and others and focus on truly being present and connecting with like-minded people. Through this experience I have grown my personal network, expanded my friendship circle and made many business acquaintances that I otherwise would not have been exposed to. Consider looking beyond your industry or professional group for different types of groups, trainings or seminars that will support you in growing your own network through non-traditional means.

“I am thrilled that I am now actively involved in Networking again! I had not made a conscious effort to extend outside of my “circle” in a long time. I now have many new business connections and referral partners - which has been great for growing my business and expanding my personal interests.”



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INSTANT SKILL # 5 *Trusting Your "I" – Instinct & Intuition*



We all ask, “How can I get more out of my life?” In order to achieve the outcomes you desire, you need to find strength in your inner senses and learn to wholeheartedly trust your instinct and your intuition. Your ability to truly be innately tuned into these two senses is critically important to your safety, stability, and overall success.

In studying some of the greatest masters of our time, I have found that these experts and visionaries have learned to develop and rely not only upon their ability to organize their well-trained minds, but they have also honed their ability to trust their inner instinct and intuition.

When you trust your own instincts and your intuition, you begin to understand how to maximize your influence and impact. Instinct is your innate, inner guidance system; your natural way of thinking or acting based on your inborn natural skills. Instinct acts as a warning device and often helps us to clarify the complicated issues in both business and in life. If you can simply allow your thoughts and impressions to flow, you will find that your intuition truly guides you. The key is to listen, trust, and act according to its direction.

Your intuition is your inner sense to understand something immediately - without any need for conscious reasoning. It’s something that you “just know.” It warns you in advance of bad choices in relationships and when ideas won’t work. It also lets you know when things are on track.



INSTANT SKILL # 5 Trusting Your "I" – Instinct & Intuition

CREATE YOUR DEFINING DIFFERENCE

Hone Your Instinct & Intuition

Learn how to quiet your mind to listen and start noticing your quiet voice within. Trust your own instinct and intuition when you are making decisions and pay attention to your feelings. Don't be afraid to voice your opinion. Make intentional choices in your life that are better aligned with your overall purpose and desired outcomes. Live your life in alignment and learn to listen to what your heart and soul are telling you at all times. Everyone was born with powerful intuition. The more you acknowledge it, the stronger and more accurate it will become.

The Defining Difference®: *Meditation is a great way to tap into your instinct and intuition – as meditation is one of the best ways you can access your own inner guide. You can also use some fun in tapping into your intuition. Some people like to use an exercise called "Red Light, Green Light" – a classic childhood game. In this exercise, you imagine a traffic light in your mind. Picturing the red light indicates "no" and seeing the green light indicates "yes." Ask yourself some questions or make statements that have true/false or yes/no answers. Notice, in your mind's eye, what color the stoplight turns after each statement. Start by simply saying your name (for example, "I am Mary."). Then, call yourself a different name (for example, "I am Gary.") and watch very closely in your mind's eye to see if the colors change. After you get the hang of this game, try it in situations where you don't know the answer. Games like this help increase your trust and sharpen you own instinct and intuitive abilities.*



Action Items

Intuition is initially often that gentle quiet nudge within you. Spending quiet time each day is good way to strengthen your intuition and instinct. Simply sit in a quiet place every day for about 1 to 20 minutes, take a deep breath and ask, "What do I need to know?" or, "What can move me one step closer to a more fulfilling life?" Then be quiet and open to the answer. Release your need analyze the response. The best information comes from the quiet guidance of your own intuition. Many times - we already have the answers within us - we just need to quiet ourselves long enough to hear the answers.

"I am now in a better place because I am taking the time to pay attention to my instinct and intuition. Before saying "yes" to anything - I pause and take a breath and sense what my answer is before responding. I no longer feel like I have to say yes to everything - only to those things that truly resonate with what I want to do."



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Powerful Ways to Take Care of #1



What is very apparent in today's society is the sheer overwhelm of everyday life. We are more informed than ever, but we are burdened by the constant tugs for our attention and time. We are entering a new era where value sets are shifting and we are now more focused on self-empowerment, self-awareness, and growth. I have witnessed firsthand that there are so many people who are yearning for meaning and true quality of life. The best way to get it is to make the choice to live an intentional life and to create the best possible **YOU**.

We can each benefit from taking care of ourselves first and foremost. It sounds so simple, right? Yet in reality, it is challenging to do! We have constant tugs competing for our time and attention each and every day... our family, our children, our careers or businesses, community involvement, giving back... there are time lines, schedules, and deadlines. There are vacations to be scheduled, dentist appointments to be made, cooking, eating, exercising, meditating, etc. At times it all seems so overwhelming! If we are not at our own personal best by getting the right sleep, eating the right foods, exercising, meditating, etc., we will not or cannot be in the best state possible to put our best foot forward.



INSTANT SKILL

6

Powerful Ways to Take Care of #1

CREATE YOUR DEFINING DIFFERENCE

Fill Your
YOU Bucket

Take intentional good care of yourself to be your own personal best and you will also be fully prepared to **SHOW UP** and **PLAY FULL OUT** to help others fulfill their full potential as well.

The Defining Difference®: In order to **SHOW UP** and **PLAY FULL OUT** for others, we have to **SHOW UP** for ourselves first. This is a hard thing to do, but we must make ourselves the priority and schedule time to pamper and properly care for ourselves. Even small consistent decisions such as choosing a healthy meal vs. going through a drive through will get you one step closer to maintaining total health and wellness. Get intentional about your life, your health, and your wellness - make taking care of **YOU** your number one top priority!

Practice filling up your **YOU** bucket first. This can be accomplished in many little and big ways and it doesn't have to cost a lot either. Filling up your bucket means that you always put yourself first. When you say YES to you, it might mean saying

NO to others. But it's okay as long as you decide it is...make sense? Here is a list of things that can help you fill up your bucket first. Do the things that light you up, recharge you, reduce your worry, stress and anxiety and don't feel the slightest sense of guilt. You owe it to yourself and you are going to give those closest to you the healthiest, fittest, sharpest version of you available.



1. Sleep 7-8 hours per night
2. Take your vitamins for health
3. Meditate for 20 minutes a day
4. Get a massage or body treatment
5. Listen to music to brighten your soul/day
6. Journal your gratitude daily
7. Redecorate a small space just for you
8. Take a nap
9. Watch an inspiring movie
10. Call an old friend & reconnect
11. Stretch your body/Yoga
12. Make a healthy smoothie
13. Create a Vision Board for your life
14. Take a relaxing bath
15. Smile and compliment others
16. Buy yourself a "just because" gift
17. Have lunch with a mentor or coach
18. Reconnect/Go for a walk in nature
19. Just dance!
20. Sing in the shower!



The Defining Difference
Bridging the GAP

INSTANT SKILL # **7** Show up and Play Full Out



“Don’t let someone else’s opinion of you become your reality.” – Les Brown

When you are doing what you love and what you were created for, your energy and prosperity flow. But sometimes we are our own “undoing” - we think that living our passion and our vision for our life is just not possible. Sometimes, we think we aren’t smart enough, educated enough, or worthy enough to achieve that which we want for our lives. At other times, it is others who hold us back. Often, it is a combination of the two. We each have our own story of why we can’t “have it all” - right now. **The most important thing to recognize in your life is that YOU ARE ENOUGH... just as you are... RIGHT NOW!**

We get one ride around this planet in this life and it is our profound birthright as human beings to fulfill our purpose in this world and to be our own Defining Difference. So let’s **SHOW UP** and **PLAY FULL OUT**. When we create our vision, let our desires be known, and ask for what we want... LOOK OUT WORLD and hang on tight!!!



The Defining Difference
Bridging the GAP

INSTANT SKILL # 7 Show up and Play Full Out

When you are doing what you were destined to do and being who you were truly meant to be, abundance, joy, and prosperity will come easily to you. Do not let other people hold you back or make you feel inferior. The most successful men and women throughout time have paved the way in teaching us to not let anyone else's opinion of us impede our ability to achieve what we want in life. We all deserve to live our purpose and achieve a mindful, balanced state of happiness and passion.

Each one of us has the choice to hang onto the stories of our past or let them go (no matter how difficult), and make choices for our future. Hanging onto our past serves no purpose. Living in resentment and the "woe is me" story will not bring you joy and a better life. Waking up with a new perspective about how you can transform your future and not be held back by the stories of your past is what living is truly all about. **If you want to transform your life... you have to create it.** And that is what I am here to do in life. I want to teach people to create *The Defining Difference* in their own lives and to create the vision and reality they want for their future. It is possible. I did it. I have lived my own story of success by creating a difference vision for my life. Do you feel connected to your passion? Do you want to make a bigger impact in the world? When you wake up in the morning do you feel excited about the day? If you aren't doing what you love, what thoughts or beliefs are holding you back? I am here to help you change your story and to help support you in creating a new story for your future. Let's create your defining difference and get you excited about **LIFE** so you can **SHOW UP** and **PLAY FULL OUT**.



INSTANT SKILL # 7 Show up and Play Full Out



CREATE YOUR DEFINING DIFFERENCE

Say YES!
to **Your Defining
Difference**

When you hold yourself back from your true desires, you limit what life can give to you or what you can give to life. It is frequently our ego that places a limit on our ability to make new choices. The stories that we tell ourselves of why we can't "have it all" are just thoughts. They are not the truth. And no matter how deeply you have buried your desires, you are here to fulfill a unique purpose in the world, and your desires can lead you to defining your difference and live the life you want. All that is required of you is to make an intentional choice to say **YES!** I said YES to living an intentional life and a whole new world opened up to me. I want to teach you to do the same.

The Defining Difference®: *Paint the perfect picture of your life! Start with a blank canvas... If you could create the perfect picture - with no constraint of financial resources, career, family obligations, or past experiences - what would you paint? How would you create your life from scratch if your canvas of life was blank? If you could do, be, or have anything that you desire... what would that look like for you? Do this one simple exercise to begin your process of transformation :*

- ✦ For a moment, let go of your life as you know it right now.
- ✦ In your mind, erase any obstacles from your past that are unconsciously holding you back.
- ✦ Pretend that your life is a blank canvas and you can create anything you want, live anywhere you want, do anything you want, accomplish anything you want, have anything you desire and be anyone you want to be. What does that look like for you?
- ✦ Next, write down what you **MUST HAVE** (your non-negotiables), what you **WANT TO HAVE** (your desires), and if you could **BE, DO, or HAVE** anything your heart desires, **What Would Your Life Look Like?**
- ✦ As an example:
 - My Must Haves (my non-negotiables)
 1. I must work within a 20 minute commute of my home
 2. I must have flexibility to attend my kids sporting events
 3. I must be able to make family dinners at least five nights per week
 - My Want to Haves (my desires)
 1. I want to own a beach house with an amazing ocean view
 2. I want to be financially sound and living a life I love
 3. I want to travel the world and share the experience with family and friends
 - What My Life Would Look Like (perfect vision)
 1. I am deeply passionate about my life and am living my purpose
 2. I am spending quality time with amazing people and with those that support my dreams and goals
 3. I am using my unique gifts to serve the world for the greater good



The Defining Difference
Bridging the GAP

Paint Your Perfect Picture

BLANK CANVAS EXERCISE

Take some time to Paint Your Perfect Picture and capture your deepest desires for all areas of your life. Next, post your Perfect Picture somewhere you will see it everyday to remind you of all your dreams, goals, and desires. This will keep your Perfect Picture at the forefront of your mind so you can make intentional choices that lead you closer to their attainment on a day-by-day basis and live your best life NOW!

Things that I **Must Have**:

Things that I **Want to Have**:

What My Life **Would Look Like**:

