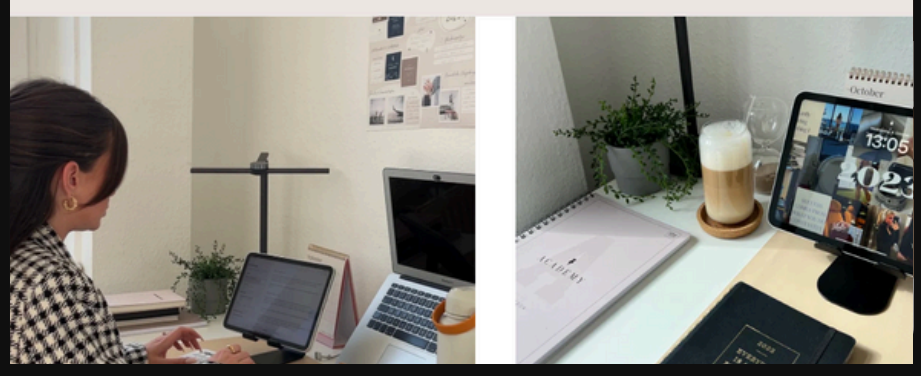




# START ACHIEVING YOUR GOALS

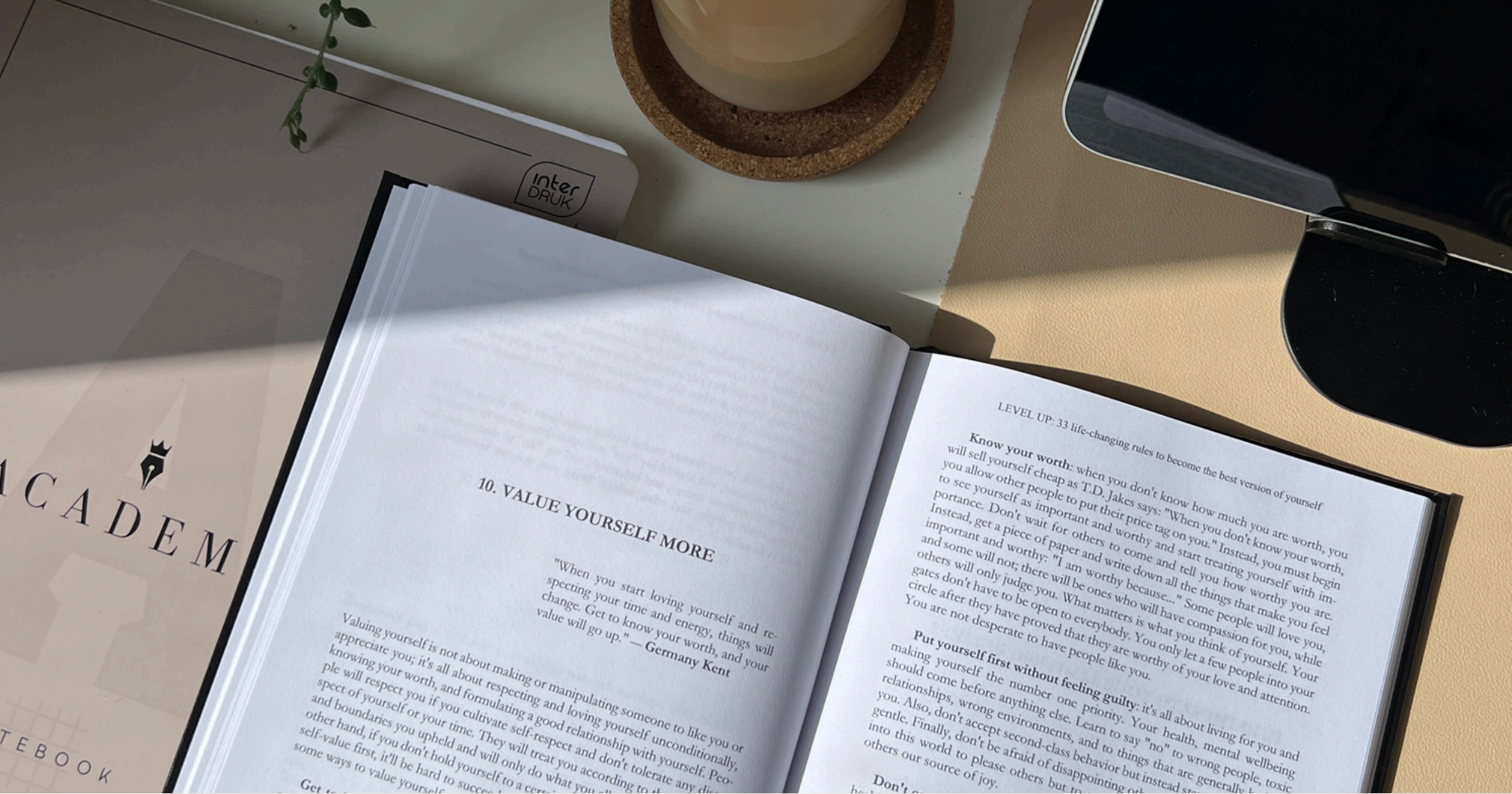
In this e-book we will go over all the tips & tricks, examples and unique strategies on how to become disciplined.



# Mastering Discipline

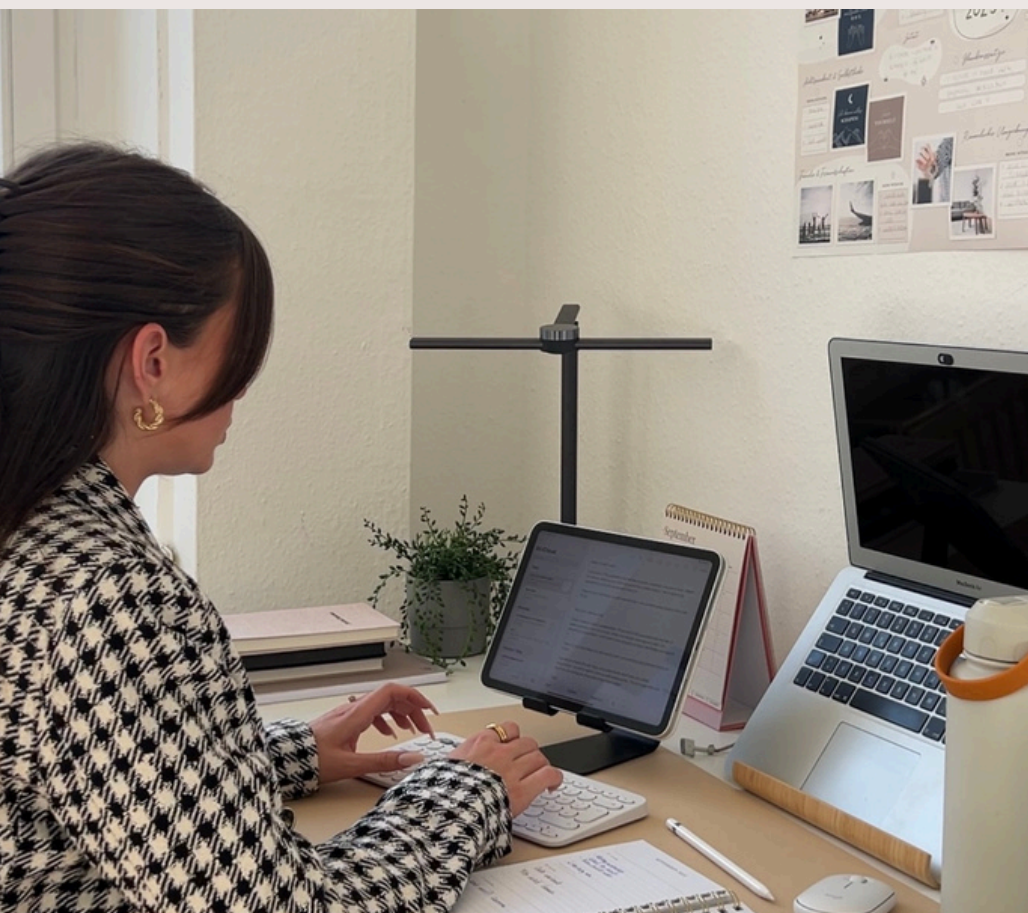
YOUR BLUEPRINT FOR ACHIEVEMENT

by Klaudia Kobiela



# START ACHIEVING YOUR GOALS

In this e-book we will go over all the tips & tricks, examples and unique strategies on how to become disciplined.



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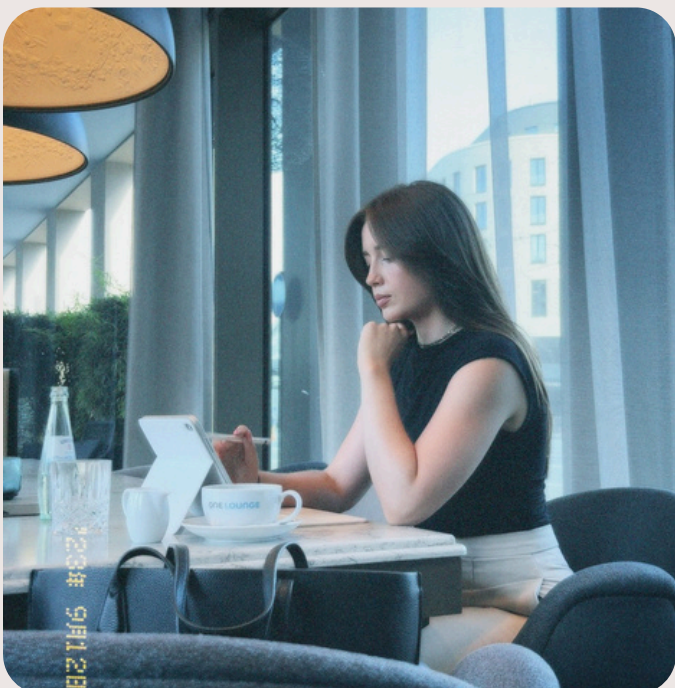
## What is Discipline?

Discipline is a bit like having a coach in your life. It means being in control and making good choices, even when it's tempting to do something else. It helps you stay focused on your goals, like getting good grades, learning a new skill, or being a kind and respectful person.

When you're disciplined, you have a plan and you stick to it. This might mean doing your homework before you scroll through your social media or eating a healthy meal before having dessert. It's like following the rules that you or your parents set.

Discipline is about being responsible for your actions. It's about owning up to what you do, whether it's good or not so good. When you make a mistake, discipline helps you learn from it and do better next time.

It also means staying organized and managing your time well. That way, you can get things done efficiently and have time for fun activities too. Being disciplined helps you make the most of each day.



Imagine discipline as your guiding star, helping you keep your promises and do what you know is right. It's the power that helps you keep going even when things get tough. It's like a SUPERPOWER that you can develop and use to reach your dreams and become the best version of yourself.

## **The Importance of Discipline**

1. Reaching Goals: Discipline helps you stick to your plans and achieve your dreams. Without it, your goals might remain out of reach.
2. Time Management: It's like a tool for managing your time effectively. You can get more done and feel less stressed.
3. Staying Healthy: Discipline means taking care of your body and avoiding harmful habits like smoking or unhealthy eating.
4. Work Success: Being disciplined at work, like showing up on time and working hard, can lead to promotions and success in your career.
5. Money Management: It's about being smart with your money, like budgeting and saving for the future.
6. Good Relationships: Discipline helps you communicate better and build positive relationships with others.

7. Learning: Being disciplined in your studies or learning new skills is key to getting good results.

8. Values: Discipline also means doing the right thing, sticking to your principles, and being a person of integrity.

In simple terms, discipline is like a superpower that can make your life better by helping you reach your goals, manage your time, stay healthy, succeed at work, save money, build good relationships, learn, and do the right thing. It's all about control and consistency in your actions.

## **Benefits of Becoming More Disciplined**

Being disciplined has several benefits:

- It helps you achieve your goals.
- You can manage your time effectively.
- Discipline creates consistency.
- It enhances self-control and decision-making.
- Reduces stress and feelings of overwhelm.
- Leads to financial stability.
- Fosters better relationships.
- Correlates with professional success.
- Encourages personal growth.
- Boosts self-respect and confidence.
- Creates healthy habits.
- Builds resilience in facing challenges.
- Provides adaptability to changing circumstances.

# Chapter 1: Understanding Discipline

## Types of Discipline: Self-discipline vs. External Discipline

***Self-Discipline:*** This is when you make rules for yourself and stick to them. You don't need anyone else to tell you what to do. It's like deciding to study before playing scrolling through social media because you know it's important.

***External Discipline:*** This is when rules are set by someone else, like your boss or teachers. If you break these rules, there are consequences, like losing privileges or getting in trouble. For example, if your teacher says no talking during a test, that's an external rule.

In a nutshell, self-discipline is about controlling yourself and making good choices because you want to. External discipline is when others set rules for you, and there are consequences if you don't follow them. Both can be important in different situations.

## Common Misconceptions about Discipline

Some people might have a negative feeling about discipline because they think about doing things they don't like and forcing themselves to do something. I would like to clear things up:

- 1. Discipline is All About Punishment:** Many people equate discipline with punishment. While discipline can involve consequences for undesirable behaviour, it is not solely about punishment.



True discipline is a much wider concept, developing self-control, self-improvement, and goal achievement.

2. **Discipline Equals Strictness:** Being disciplined doesn't mean being crazy strict or rigid. While structure and rules are essential for discipline, they should be balanced with understanding and flexibility. Overly strict discipline can lead to resistance.

3. **Discipline Is the Same for Everyone:** Discipline is a highly individualized concept. What works for one person may not work for another. Effective discipline considers a person's unique needs, strengths, and weaknesses.

4. **Discipline Means No Fun:** Some people believe that discipline equates to a joyless, rigid existence. In reality, disciplined individuals can enjoy life while making responsible choices. Discipline provides the structure that allows for more freedom and fulfillment.

5. **You Either Have Discipline or You Don't:** Discipline is not an inherent trait; it's a skill that can be developed and improved over time. While some individuals may naturally find it easier to be disciplined, anyone can enhance their discipline with practice and the right strategies.

6. **Discipline Eliminates Mistakes:** Discipline doesn't mean you'll never make mistakes. In fact, discipline often involves learning from mistakes and using them as opportunities for growth. Making mistakes is part of the process of developing discipline.

Understanding these misconceptions can help individuals approach discipline in a more balanced and effective manner, making it a valuable tool for personal growth and success rather than a source of misunderstanding or frustration.

## **Chapter 2: Setting Clear Goals**

### The Importance of Goals

Discipline is like the fuel that powers our journey toward success, and goal setting acts as the roadmap guiding us on that journey. The relationship between these two concepts is fundamental and symbiotic, as goal setting plays a crucial role in nurturing and reinforcing discipline.

#### ***Goals Provide Direction and Purpose:***

Imagine sailing a ship without a destination in mind. You might drift. Similarly, in life, setting specific goals gives us direction and purpose. Goals provide a clear target to aim for, whether it's acing an exam, mastering a musical instrument, or achieving a fitness milestone. They create a vision of where we want to be, giving our efforts a sense of purpose.

#### ***Goals Offer Motivation:***

One of the remarkable powers of goals is that they increase our motivation. When we set meaningful goals, we connect with the "why" behind our actions. The desire to reach our goals becomes a source of motivation, pushing us to stay disciplined. Whether it's the dream of a fulfilling career, a healthier lifestyle, or personal growth, goals are the sparks that keep our discipline fire burning.

## ***Goals Make Progress Measurable:***

Goals make our progress tangible and measurable. By breaking them down into smaller, manageable steps, we can track our achievements. This measurement is not only satisfying but also serves as a powerful reinforcement of our discipline. It shows us that our hard work is paying off, which keeps us motivated to maintain our self-control.

## ***Goals Help with Accountability:***

When we set well-defined goals, we establish a degree of accountability. Goals encourage us to monitor our progress and take responsibility for our actions. This sense of responsibility reinforces disciplined behavior. Knowing that we've set an objective and that our progress is within our control encourages us to stay committed.

## ***Goals Encourage Time Management:***

Goals help us manage our time more effectively. With a goal in mind, we are compelled to allocate our time and resources wisely. We prioritize tasks and make choices that align with our objectives. In this way, goals become an ally in time management, which is a very important aspect of discipline.

## ***Goals Build Resilience:***

In life, we often encounter challenges and setbacks. Goals teach us resilience. Discipline is not about avoiding failures but about persevering in the face of adversity. Having a clear goal in mind makes it easier to bounce back from challenges and continue with disciplined actions.

## SMART Goals

SMART goals are a well-established framework for setting objectives that are clear, realistic, and achievable. The SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound. This approach ensures that goals are well-defined and more likely to be accomplished. Let's break down each element of SMART goals:

**Specific:** A specific goal is clear and obvious. It answers the questions of "what," "who," "where," and "why." It provides a precise target for what needs to be accomplished. Vague goals are difficult to achieve because they lack direction and clarity.

Example of a specific goal: "I will learn 20 new Portuguese words today"."

**Measurable:** A measurable goal is one that can be quantified. It provides a clear way to track progress and determine when the goal has been achieved. Measurable goals answer questions like "how much" or "how many."

Example of a measurable goal: "I will run 5 kilometres every weekday for the next 3 month."

**Achievable:** An achievable goal is realistic and attainable. It considers the resources, time, and abilities needed to reach the goal. It ensures that the goal is not too far out of reach. While it's important to challenge yourself, setting unattainable goals can be demotivating.

Example of an achievable goal: "I will save \$100 per month for six months."

**Relevant:** A relevant goal is one that matters and aligns with your objectives. It's important to ensure that the goal is significant to you. Goals should fit into the bigger picture of what you want to achieve.

Example of a relevant goal: "I will take a public speaking course to improve my presentation skills for my job, which requires frequent client meetings."

**Time-bound:** A time-bound goal has a specific deadline for completion. It answers the question of "when." Setting a deadline creates a sense of urgency and helps you stay focused on achieving the goal within a specific timeframe.

Example of a time-bound goal: "I will complete a 30-page research paper on climate change within the next three months."

Using the SMART criteria to structure your goals makes them more actionable, easier to track, and more likely to be accomplished. By being specific, measurable, achievable, relevant, and time-bound, you can set clear and well-defined objectives that guide your actions and efforts effectively.

### Short term vs. long term goals

Short-term goals are like the small steps you take on your path to success. They are the goals you set to achieve in the near future, often within a few days, weeks, or months. Short-term goals are specific and focused on immediate actions. These goals provide quick results, which can boost your motivation. Examples of short-term goals include studying for a test, exercising regularly, or saving money for a nice bag.

Long-term goals extend over a longer period, often spanning several months, years, or even decades. They define your life's direction and purpose. Long-term goals are not always specific about what you do right now, but they provide an overarching vision for your future. Examples of long-term goals include getting a degree, building a successful career, or planning for retirement.

### ***The Balance of Short-Term and Long-Term Goals:***

Short-term and long-term goals work together like a team. Short-term goals are the daily, weekly, and monthly steps you take to make progress towards your long-term goals. They keep you focused and motivated because you can see results quickly. Long-term goals provide the big picture, giving your life meaning and direction. They help you set priorities and make choices in alignment with your aspirations.

#### Prioritising your goals

1. ***List Your Goals:*** Start by making a clear list of all your goals, both short-term and long-term. This can include personal, professional, educational, and health-related goals.
2. ***Set Clear Objectives:*** Make sure your goals are well-defined and specific using the SMART criteria (Specific, Measurable, Achievable, Relevant, Time-bound). This clarity will help you assess their importance.
3. ***Consider Your Values:*** Reflect on your values and what truly matters to you. Your goals should align with your core values, ensuring that you're working toward what's personally meaningful.

4. **Analyze Impact:** Check out the potential impact of each goal. Consider how achieving or not achieving a goal will affect your life, happiness, and well-being. Some goals may have a more significant impact than others.

5. **Time Sensitivity:** Evaluate the urgency and time sensitivity of each goal. Determine if there are any deadlines or time constraints that make some goals a higher priority.

6. **Long-Term vs. Short-Term:** Distinguish between long-term and short-term goals. Prioritize both categories but focus on the most immediate short-term goals if you have pressing deadlines.

7. **Review and Reassess:** Regularly review and reassess your goals. Your priorities may change over time, and it's important to adjust your focus accordingly.

8. **Create a Priority List:** Once you've considered all these factors, create a priority list for your goals. Rank them in order of importance, with the most critical at the top.

9. **Action Plan:** Develop an action plan to work towards your prioritized goals. Break down each goal into smaller, manageable tasks with deadlines.

10. **Time Management:** Implement effective time management strategies to allocate your time to your top-priority goals. This might include creating a daily or weekly schedule.

11. **Stay Flexible:** Be open to adjusting your priorities as circumstances change. Life is dynamic, and flexibility is key to staying on track with your goals.

## Find out your Personal Goals



1. How do I want to be perceived?

2. How do I need to look/smell to be perceived that way?

(Look at outfits, makeup, behaviour character traits, etc.)

3. Who do I look up to (that has the aesthetic I seek/that is perceived the way I want to be perceived)?

(Look at their behaviour, and character traits, look how they act on the outside and find certain aspects to copy)

4. What are things I admire on other people and want to have as well?

5. How can I improve?

**“Step over your comfort-zone. It'll only give you the benefits of getting more confident in yourself.”**



# Goal Setting to the NOW



## Someday goal

What is the ONE thing I want to do someday?



## Five-Year goal

Based on my someday goal  
What is the ONE thing I can do in the next 5 years?



## One-Year goal

Based on my five-year goal  
What is the ONE thing I can do this year?



## Monthly goal

Based on my one-year goal  
What is the ONE thing I can do this month?



## Weekly goal

Based on my monthly goal  
What is the ONE thing I can do this week?





## Daily goal

Based on my weekly goal  
What is the ONE thing I can do today?



## Right now

Based on my daily goal  
What is the ONE thing I can do right now?

**“Everything happens for a reason. Everything. Your highs, your lows, your achievements, your failures, your losses and your gains. No one comes in and out of your life without teaching you a lesson. Every lesson is guiding you toward a higher purpose. A goal. Remember this next time you are struggling.”**



## Goal Areas

Now it's time to set clear goals and intentions in all areas of your life. This is where you will get crystal clear on what you want in every aspect of your life. Clarity is power. With clarity, you will know what exactly to focus on, and you'll discover that whatever you focus on always grows. Your attention has power. And that power can create serious change in your life.

### **Set goals in the following areas:**

- ✧ Dream Life
- ✧ Health
- ✧ Relationships
- ✧ Career (or School)
- ✧ Personal Growth
- ✧ Money
- ✧ Home
- ✧ Creative
- ✧ Spiritual
- ✧ Main Goals
- ✧ Bucket List
- ✧ Ideal World

Start by filling out what speaks to you first. There may be some overlap as you go, and that's okay. These pages are here to help you clarify your dream life in detail.

## **Chapter 3: Creating Daily Habits**

### The Power of Habits

You know I could go forever on this topic. I have a whole challenge that is dedicated to establishing habits because I believe it has a huge impact on our discipline.

Habits are the daily routines we hardly notice, yet they hold immense power in our lives. They are our automatic behaviors, whether it's brushing teeth or checking a phone. These seemingly small actions, when repeated consistently, can lead to huge changes.

#### ***The Nature of Habits:***

Habits are actions we perform with little thought. They are often triggered by specific cues, like a time of day, a location, or an emotional state. Whether it's brushing your teeth before bed, hitting the snooze button in the morning, or reaching for a snack when you're stressed, habits are part of our daily lives.

#### ***The Power of Consistency:***

Habits are powerful because they are rooted in consistency. Doing something regularly forms a habit, and habits are like well-trodden paths in our brains. Once a habit is established, it becomes easier and more natural to follow. Consistency is the key to the power of habits. Good habits, like regular exercise or healthy eating, can lead to better health and well-being. Bad habits, like smoking or excessive screen time, can have the opposite effect.

## ***Small Changes, Big Impact:***

Habits are powerful because they demonstrate that small changes can have a significant impact over time. By starting with tiny, manageable adjustments in your daily routine, you can eventually bring about substantial transformations in your life. For instance, committing to reading a few pages of a book every night can lead to finishing many books over a year.

## ***The Habit Loop:***

The habit loop is a concept that helps explain the power of habits. It consists of three parts: the cue, the routine, and the reward. The cue is the trigger that initiates the habit. The routine is the behavior itself, and the reward is the positive outcome that reinforces the habit. Understanding this loop can help you change or develop habits intentionally.

### How to Establish Good Habits:

1. **Identify Your Habits:** Start by recognizing your existing habits, both good and bad. Understanding your current habits is the first step toward making changes.
2. **Choose Your Habits:** Decide which habits you want to develop or change. Be specific about what you want to achieve.
3. **Start Small:** Remember that you don't have to make huge changes overnight. Start with small, manageable adjustments.
4. **Use Cues:** Set up cues or triggers to prompt your desired habits. For example, if you want to exercise, lay out your workout clothes the night before.

5. **Stay Consistent**: The key to the power of habits is consistency. Commit to your chosen habit and stick with it, even when it's challenging.
6. **Track Your Progress**: Keep a record of your habit-building journey. It can be motivating to see your progress over time.
7. **Celebrate Achievements**: Reward yourself for achieving milestones in your habit-building journey. This reinforcement will help solidify the habit.
8. **Stay Patient**: Habit-building takes time. Be patient with yourself and don't be discouraged by setbacks. It's okay to stumble; what's important is that you get back on track.
9. **Create a Routine**: Incorporate your habit into your daily routine. When an action becomes part of your daily life, it's easier to maintain. For instance, if you want to develop a reading habit, designate a specific time each day for it, like before bedtime.

The power of habits is in their ability to shape our lives, one small action at a time. Whether it's in pursuit of better health, enhanced productivity, or personal growth, using the power of habits can lead to significant and lasting change. So, remember, even the smallest of habits have the potential for big impacts on your life. Start small, stay consistent, and let the power of habits work for you.

## Breaking Bad Habits

Breaking free from bad habits is a challenging yet achievable thing that requires self-awareness and a systematic approach.

The initial step in this journey is acknowledging the existence of the habit and fully comprehending what triggers its occurrence. This awareness helps lay the foundation for change.

It is essential to set clear and specific goals, delineating what you want to achieve by breaking this habit and why it's important to you. Motivation plays an important role in sustaining the effort required for this transformation.

Replacing the bad habit with a healthier and more positive one is often a successful strategy. For instance, if you are trying to quit the habit of unhealthy snacking, substituting it with a nutritious option can gradually shift your behavior.

Another approach is gradual reduction. Instead of quitting abruptly, you can progressively decrease the frequency or intensity of the habit, making the transition less daunting.

Support and accountability are crucial components of the process. Sharing your goal with friends, family, or a support group can provide the encouragement and reinforcement you need to stay committed. To monitor your progress, keeping a journal or utilizing a habit-tracker can be very valuable .

Avoiding situations or environments that encourage the habit can also make the transition smoother. This includes minimizing exposure to triggers that prompt your habit, such as keeping junk food out of your house if you're trying to quit it.

Patience and persistence are essential, as setbacks may occur along the way. These should not be viewed as failures but as opportunities to learn and improve.

Visualizing success, practicing mindfulness, and improving time management can make the process easier. With the right strategies and a strong commitment to change, you can successfully eliminate bad habits and open the door to a healthier and more fulfilling life.

### Tracking your Progress:

As many of you already know I have my own Habit Tracker that contains a 14 Day Challenge. Tracking progress is an essential part of personal development and achieving your goals. It helps you stay motivated, make informed decisions, and measure your success. You can surely use any type of tracking tool to do that.

I believe a challenge is a very good start of your “Habit” journey as it holds you accountable and it gives you less space for mistakes.



# The Habit Loop



## *Cue – Routine – Reward*

Make it obvious

Make it attractive  
& easy

Make it satisfying

List your daily  
habits

Repetition

Immediate  
gratification

Habit stacking

Reduce friction

Habit tracker

**“unpopular truth:  
what's meant for you will sometimes feel scary, risky,  
and new  
ease and calm don't always mean you're moving in the  
right direction  
the biggest rewards usually come from having the guts  
and perseverance to create your own path”**

# Goal – Habit – Creation



<u>GOAL</u>	<u>HABIT</u>
eating healthy	2 servings of fruit and 2 servings of veggies everyday 2g of protein per kg only healthy snacks
have a toned body	lift weights 3x a week do 10k steps a day intermittent fasting
acquire knowledge/ learn a new skill	read 2 nonfiction books a month listen to podcasts/watch YT videos invest in knowledge e.g. courses, webinars
close relationships with friends	contact one good friend a week

## Habits – 3 – Routines



### DAILY

- wake up before 7am
- meditate or journal
- read for 30 min
- workout
- eat enough protein
- quick tidy
- 2l of water
- skin, body & hair care

### WEEKLY

- laundry
- grocery shopping
- deep clean
- meal prep
- digital detox
- everything shower
- quality time with close ones

### MONTHLY

- budget
- goal setting & reviewing
- 1-2 trips
- learn a new skill
- do something new

These lists can be personalized and are very individual. I wanted to provide you with ideas and highlight how important creating lists is. They give you a clear plan and allow you to only focus on the execution.

# Find your why

Finding your "why" is crucial for staying disciplined because it provides a purpose that sustains motivation and commitment. When you have a clear understanding of why you're pursuing a certain goal, it becomes easier to stay focused and go through challenges.

Here's why identifying your "why" is essential for staying disciplined:

## **1. Purpose and Direction:**

Knowing your "why" gives you a sense of purpose. It helps you understand the reason behind your actions, making it easier to set meaningful goals and stay on track.

## **2. Motivation:**

A strong "why" acts as a powerful motivator. When the excitement wears off and things are starting to get difficult, your underlying purpose keeps you driven and committed.

## **3. Resilience:**

Challenges and setbacks are inevitable. A clear "why" provides the resilience needed to push through difficulties and maintain discipline, even when it gets tough.

#### **4. Consistency:**

Discipline requires consistent effort. Your "why" serves as a constant reminder of the long-term rewards, encouraging you to stay the course even when immediate results are not visible.

#### **5. Satisfaction and Fulfillment:**

Achieving goals aligned with your "why" brings a sense of satisfaction and fulfillment. This positive power strengthens your discipline and commitment to future goals.

# **Chapter 4: Time Management and Productivity**

## Effective Time Management Techniques

### ***1. Use the Two-Minute Rule:***

The Two-Minute Rule is a simple but powerful time management principle that suggests if a task can be completed in two minutes or less, you should do it immediately rather than postponing it.

This rule encourages efficiency and helps prevent small, quick tasks from accumulating on your to-do list, which can lead to procrastination and a sense of overwhelm. By addressing these short tasks promptly, you can free up mental space, maintain a sense of accomplishment, and maintain a more organized and productive daily routine.

### ***2. Learn to Say No:***

Saying no is an essential skill for maintaining healthy boundaries and managing your time effectively. To do so, be polite but clear in your response. Express gratitude for the opportunity or request, and then provide a concise and honest reason for declining. Remember that it's okay to prioritize your own well-being and commitments, and setting boundaries with a respectful "no" is an empowering way to do so.

### ***3. Set Time Limits***

By allocating a specific amount of time for each task, you create a sense of urgency and focus, preventing tasks from expanding to fill an entire day. This technique encourages efficiency and helps you manage your schedule more effectively, ensuring that you allocate appropriate time to different activities. It also allows you to track and measure progress, ensuring that you stay on track with your goals and priorities.

### ***4. Time Blocking:***

Time blocking is a time management method that involves scheduling specific blocks of time for particular tasks or categories of work.

It is a proactive approach to managing your time, allowing you to concentrate on one task at a time, rather than constantly switching between activities. By assigning dedicated time blocks to important activities, you create a structured routine that helps with focus and productivity, making it easier to manage your daily responsibilities and achieve your goals.

### ***5. Create a To-Do List***

Creating to-do lists is a fundamental practice for organization and productivity. They help you keep track of tasks, prioritize activities, and set clear goals. To-do lists provide a visual roadmap for the day or week, reducing stress by ensuring that nothing important is forgotten.

They also offer a sense of accomplishment as tasks are checked off, motivating individuals to stay on track and complete their objectives. In essence, to-do lists serve as a valuable tool for time management and goal achievement.

### Lists to make:



Books you're reading

Habit tracker

Things to improve in your life

Dishes to cook

Workouts schedule

Weekly and monthly budget

Plants you have

Favorite items

Gift ideas

Progress of your skills

Playlist

Best memories

Gratitude

Things that make you happy

Favorite movies



## ***6. Prioritize Tasks:***

It involves evaluating the importance and urgency of various tasks to determine which should be tackled first. Prioritization ensures that the most critical and high-impact activities are addressed before less important ones. This approach helps you manage your time effectively, stay focused on your goals, and make the best use of your resources, ultimately leading to increased productivity and reduced stress. By prioritizing tasks, you can better allocate their time and effort to achieve their most significant objectives.

### The Pomodoro Technique

The Pomodoro Technique is a simple and effective time management method. It involves working in focused intervals, typically 25 minutes, followed by a 5-minute break.

These work periods are called "Pomodoros." After completing four Pomodoros, take a longer break. This technique helps maintain concentration, manage tasks, and beat procrastination by breaking your work into manageable chunks. It's a user-friendly strategy to improve time management and productivity, suitable for anyone looking to stay on track and accomplish more in less time.

## Dealing with Procrastination

Procrastination is a common challenge that many individuals face in their daily lives. It's the act of delaying or putting off tasks or responsibilities, often because they feel overwhelming or unappealing. Procrastination can be a significant barrier to productivity, causing stress and anxiety when tasks pile up. To overcome it, it's essential to recognize the habit, understand its root causes, and implement strategies to stay on track and meet your goals. By taking proactive steps and using time management techniques, you can effectively manage procrastination and become more productive in your personal and professional life.

**“Procrastination is a subconscious desire to feel good right now”**

**Step 1:** Forgive yourself when you catch yourself procrastinating

It is just a coping mechanism and not a sign of laziness or lack of discipline.

**Step 2:** Acknowledge the source of your aggravation and stress

**Step 3:** Use the 5 second rule

If you catch yourself procrastinating, count backwards 5, 4, 3, 2, 1 and start (or continue) what you are supposed to do

**Eliminating distractions** is crucial for avoiding procrastination. To do this, start by identifying the specific distractions that affect your work or goals, whether it's your phone, social media, or a noisy environment. Once you've pinpointed the culprits, take proactive steps to minimize their impact. This might involve turning off notifications, creating a dedicated workspace, using website blockers, or setting specific times for focused work. By effectively eliminating distractions, you can create a more suitable environment for achieving your tasks and goals.

By establishing self-imposed **deadlines**, you hold yourself accountable, ensuring that tasks are completed in a timely manner. Setting realistic deadlines, however, is essential to avoid unnecessary stress and maintain a healthy work-life balance.

### Multitasking vs. Single-tasking

Multitasking, tackling several tasks at once, and single tasking, concentrating on one task at a time, are two distinct approaches to managing your workload. Multitasking may seem like a time-saver, but research shows it can reduce overall productivity and increase errors due to divided attention. It can also contribute to high stress levels. In contrast, single tasking emphasizes quality over quantity, dedication and focus on one task. This approach creates deeper concentration, enhances the quality of work, and reduces stress.

## Chapter 5: Building Self-Control

### Strengthening Willpower

Willpower is your ability to control your impulses, stay focused, and make choices that align with your long-term goals, even when faced with immediate temptations or distractions. It's the mental strength that helps you resist the urge to give in to instant gratification and instead make decisions that serve your overall well-being and objectives. Willpower is essential for achieving personal and professional success, maintaining healthy habits, and overcoming challenges in daily life.

### Avoiding Temptations and Distractions

Avoiding temptations can be challenging, but with some strategies and self-discipline, it's possible to resist and make healthier choices. Here are some steps to help you avoid temptations:

1. **Identify Triggers:** Recognize the situations, places, or emotions that trigger temptations. Awareness is the first step in overcoming them.
2. **Plan Ahead:** Preemptively plan your responses to tempting situations. Decide in advance how you will react when faced with a temptation.
3. **Create Boundaries:** Establish clear boundaries or limits for yourself. For example, set a limit on the number of sweets you can eat in a day.

4. **Remove Temptations:** Minimize exposure to temptations by removing them from your environment. For instance, keep unhealthy snacks out of your home.

5. **Distract Yourself:** When tempted, engage in an activity that distracts your mind, like going for a walk, practicing deep breathing, or focusing on a hobby.

6. **Practice Mindfulness:** Be present in the moment and pay attention to your thoughts and feelings. Mindfulness can help you resist impulsive decisions.

7. **Delay Gratification:** Train yourself to delay immediate rewards for more significant, long-term gains. Ask yourself if the temptation aligns with your long-term goals.

8. **Seek Support:** Share your goals with friends, family, or a support group. They can provide encouragement, hold you accountable, and offer guidance.

9. **Use Positive Reinforcement:** Reward yourself for successfully avoiding temptations. This can motivate you to continue making healthy choices.

10. **Visualize Success:** Mentally visualize the benefits of resisting temptations and achieving your goals. Positive imagery can strengthen your resolve.

Remember, avoiding temptations is a skill that can be developed over time. It requires self-awareness, practice, and a commitment to your long-term well-being. By implementing these strategies, you can make healthier choices and resist temptations more effectively.

## Mindfulness and Self-Awareness

Imagine you have two powerful tools that can help you in understanding yourself and feeling better. One of these tools is called mindfulness. It's like having a super sense – the power to pay really close attention to what's happening right now, in this moment. That means noticing your thoughts, feelings, and everything around you without saying if they're good or bad. It's like being a detective, and it helps you stay calm when things get tough and understand your feelings and thoughts better.

The second tool is self-awareness, and it's like having a magical mirror. This mirror doesn't show your reflection, but it shows you what you're good at, what might be a bit tricky for you, and what makes you truly happy. It's like getting to know your unique superpowers and what makes YOU.

When you use these tools – mindfulness and self-awareness – you become an expert of your own emotions. You can make smart choices, and you'll feel more at peace with yourself. Just like your idols have special abilities, you have these special abilities too. And, by practicing mindfulness and self-awareness, you can develop and strengthen your abilities. Meditation is your best friend in this case. It helps you quiet yourself and be alone with your thoughts. It's a bit like becoming a better and more awesome version of yourself!

**“Growth is painful. Change is painful. But there is nothing more painful as staying stuck somewhere you don’t belong”**



### ***369 Method***

Write your desire 3 times in the present tense.

Write your intention 6 times. Write the outcome 9 times.

### ***Manifestation Meditation***

Every spiritual person practices some form of meditation because it is how you connect with your higher power. Meditation allows divine wisdom and spiritual guidance to come through.

### ***Manifestation Jar***

A manifestation jar is a container that holds all the desires you want to manifest. The things that you put into the jar represents your requests to the Universe and anything you put in will manifest in your reality.

### ***Manifestation Journal***

A manifestation journal is a dedicated journal that you use with the intention to manifest what you want into reality. Write about the goals and life that you want to attract.

### ***Scripting***

Scripting is a manifestation technique that involves describing the experience you would like to manifest as if it has already happened.

## ***Gratitude***

Be grateful for what you have right now. Manifestation happens when you're vibrating on a high frequency.

## ***Subliminals***

Subliminals can help you gently reprogram your subconscious mind by releasing the limiting beliefs that no longer serve you and filling it with new beliefs that do serve you.

## ***The Pillow Method***

Write your intention on a scrap of paper and tuck it under your pillow. Then, every night, read what you've written and really focus on it while you are falling asleep.

## ***Visualisation***

Visualisation helps you get into vibrational alignment with your desire by cultivating the feeling of experiencing your desire as if it has manifested.

## ***17 Seconds Technique***

The 17-second rule states that when you focus on a thought for 17 seconds, you activate the vibration of the thought and begin the attracting process.

## ***55x5 Manifestation***

Write your affirmation 55 times for 5 days to manifest your desire. This helps you become a vibrational match for what you want and attract it into your life.



## Developing Mental Resilience

### ***Develop a Growth Mindset***

Developing a growth mindset is all about believing that you can get better at things with practice and effort. When you face challenges, see them as chances to learn and grow, not as failures. Be kind to yourself, avoid negative self-talk, and stay curious about new things. Embrace the idea that making mistakes is part of the learning process.

By having a growth mindset, you'll be more open to new experiences and better equipped to reach your goals. It's all about the belief that with effort, you can improve and grow in many ways.

### ***Emotional Regulation***

Emotional regulation is the ability to manage and control your emotions in a healthy and constructive way. It means being aware of your feelings, understanding why you feel a certain way, and then choosing how to express or deal with those emotions.

This skill allows you to react to situations with thoughtfulness and composure rather than reacting impulsively. Emotional regulation doesn't mean suppressing your feelings; it's about acknowledging and processing them effectively. It helps you maintain healthier relationships, make better decisions, and handle stress more efficiently.

## How to Deal with Emotions



### 1. "What am I feeling?"

Identify your emotions and accept them as they are to help you better recognize what you're feeling when they arise.

### 2. "What caused these feelings?"

Identify causes to your emotions to better recognize and prepare yourself for those triggers in the future.

### 3. "What do I want to do about these feelings?"

You may want to ignore or act impulsively on your feelings. But pause to think about the negative consequences it could cause.

### 4. "Is there another way I can view the situation?"

Reframe how you look at a situation to change your possibly unhealthy initial reaction into something more appropriate.

### 5. "How can I cope with these emotions in a healthy way?"

Avoid using self-destructive or toxic ways to deal with your emotions. Instead, try to listen to them and find healthy ways to cope.

Example: Imagine you have a big test coming up, and you're feeling really anxious about it. Instead of letting that anxiety overwhelm you, emotional regulation would involve recognizing your anxiety, understanding that it's a natural response to a challenging situation, and then taking steps to manage it.

You might decide to create a study schedule, break the material into smaller, manageable chunks, and practice relaxation techniques like deep breathing or mindfulness to calm your nerves. This way, you acknowledge your anxiety but respond to it in a healthy and productive way, ensuring that it doesn't stop your ability to study effectively or perform well on the test.

### ***Positive Self-Talk***

Positive self-talk is like having your own personal cheerleader in your mind. It's about being your own biggest supporter, offering kind and encouraging words to yourself. When you practice positive self-talk, you replace self-doubt and criticism with affirmations and motivation. This can boost your self-esteem, reduce stress, and help you tackle challenges with a confident and optimistic mindset.

### ***Adaptability***

Adaptability is the skill of being flexible and open to change. It's about adjusting to new circumstances, challenges, or environments with ease and resilience. When you're adaptable, you can embrace change as an opportunity for growth rather than a threat. It enables you to stay calm under pressure, make quick decisions, and thrive in various situations.

## ***Learn from Adversity***

Learning from tough times is a bit like turning lemons into lemonade. When things don't go well, it's a chance to figure out how to do better next time. Like when you play a video game and lose, you learn from your mistakes and get better. Adversity, or facing tough stuff, can teach you how to be stronger and smarter. It's like a school for life, where you pick up important lessons from the challenges you meet.

## **Chapter 6: Overcoming Obstacles**

### Dealing with Setbacks and Failures

Dealing with setbacks and failures is a part of life. It's essential to remember that everyone faces challenges and experiences setbacks at some point. Instead of being discouraged, consider setbacks as opportunities to learn, grow, and become more resilient. Take some time to reflect on what went wrong and how you can improve. With determination and a positive attitude, you can move forward, knowing that each setback brings you closer to your goals.

How to deal with it?

- ***Accept Your Feelings:*** It's natural to feel disappointed, frustrated, or even sad when faced with a setback. Allow yourself to acknowledge these emotions without judgment.
- ***Reflect and Learn:*** Take time to reflect on what led to the setback. What went wrong, and what could you have done differently? These insights can guide your next steps.

- ***Adjust Your Approach:*** Use what you've learned to modify your strategy or plan. Sometimes, a small change can make a big difference in your next attempt.
- ***Stay Positive:*** Maintain a positive outlook. Instead of dwelling on the failure, focus on the lessons you've gained and the progress you've made.
- ***Set New Goals:*** Consider if your initial goals need adjustment or if new ones are more appropriate. Setting achievable, smaller milestones can help you build confidence and momentum.
- ***Practice Self-Compassion:*** Be kind to yourself. Don't berate or criticize yourself for the setback. Remember that everyone encounters obstacles on their journey to success.
- ***Maintain Persistence:*** Don't give up. Resilience often comes from trying again and again, even in the face of adversity.
- ***Celebrate Small Wins:*** As you make progress, celebrate your achievements, no matter how minor they may seem. These celebrations can boost your confidence and motivation.

**“Your competition isn't someone else.**

**Your competition is the attitude, habits, discipline & choices you make daily.”**

Remember that setbacks and failures are a natural part of life, and they can be valuable opportunities for growth and improvement. By approaching them with a positive mindset and a willingness to learn, you can turn these experiences into stepping stones toward your goals.

### Strategies for Staying Consistent

1. ***The Seinfeld Strategy:*** Comedian Jerry Seinfeld used a simple but effective method to stay consistent. He wanted to write jokes every day. He hung a large wall calendar on his wall and marked an "X" on each day he accomplished his task. The goal was to never break the chain of "X's," creating a visual streak that became a powerful motivator.

2. ***Public Commitment:*** Make your commitment public by sharing your goals with friends or on social media. Knowing that others are aware of your goals can provide added motivation to stay consistent, as you'll feel a sense of accountability.

3. ***Environmental Design:*** Modify your environment to make the desired behavior easier and the undesirable behavior more challenging. If you're trying to eat healthier, keep healthy snacks readily available in your kitchen while placing less healthy options out of sight.

4. ***Use a Habit Contract:*** Write a formal contract outlining your commitment to the habit, complete with specific terms and consequences for non-compliance. Sign and date it, and even involve a friend or family member as a witness to hold you accountable.

# **Chapter 7: Staying Motivated**

## The Connection Between Discipline and Motivation

The relationship between motivation and discipline is like the synergy between your desire and your actions.

- Motivation is the feeling or enthusiasm that drives you to want something. It's the "what" and the "why" behind your goals.
- Discipline, on the other hand, is the commitment to putting in the effort and taking consistent actions to achieve those goals. It's the "how" and the "when".

## How to Stay Motivated

### **Vision Boarding**

Create a visual representation of your goals and desires by making a vision board. Cut out images, quotes, and symbols that resonate with your aspirations and arrange them on a board. Place this board in a prominent place as a daily reminder of what you're working towards.

### **Create a Motivation Playlist**

Compile a playlist of songs that inspire and energize you. When you're feeling low on motivation, play your motivational playlist to give yourself a quick boost.

## **Personal Mantras**

Develop a set of personal mantras or affirmations that resonate with your goals. Repeating these phrases to yourself daily can boost your self-belief and motivation.

## **Digital Detox Day**

Dedicate one day a week to a digital detox, where you disconnect from screens and spend your time doing activities that align with your goals. This break from digital distractions can rekindle your motivation.

## **Dream Journal**

Keep a dream journal by your bedside and jot down your dreams as soon as you wake up. Dreams can reveal subconscious desires and serve as a source of motivation when you connect them to your waking goals.

## **Watch People that Inspire you**

By following other people's journeys and their lives you can get inspired to do the same. Seeing them as role models helps you to copy them. Comparison is not always bad and as long as you don't devalue yourself and see it more as an inspirational tool, it can really help you with motivation. Don't judge yourself but aspire to be like the best version of yourself.



## **Chapter 8: Self-Care and Discipline**

### Balancing Discipline with Rest and Self-Care

Balancing discipline with rest and self-care is crucial for maintaining a healthy and productive life. While discipline is essential for achieving our goals, it can become overwhelming if not complemented by moments of rest and self-care. These moments of rest are not a sign of weakness but a necessity to recharge our physical and emotional energy. Striking the right balance between discipline and self-care ensures that we can stay on track with our objectives without sacrificing our well-being, helping us lead a more fulfilling and sustainable life.

### Incorporating Relaxation

Incorporating relaxation into a busy schedule is essential for maintaining balance and managing stress. Here are some easy and practical ways to do it:

***Schedule Relaxation:*** Just as you schedule work meetings and appointments, block off time for relaxation in your calendar. Treat it as a non-negotiable commitment.

***Micro-Breaks:*** Take short breaks throughout the day. Even a few minutes of deep breathing, stretching, or a quick walk can provide a moment of relaxation.

***Choose Relaxing Activities:*** Engage in activities you find relaxing. Whether it's reading a book, listening to soothing music, or practicing a hobby, these moments can provide a mental break.

***Lunch Break:*** Use your lunch break as a time to relax. Step away from your workspace, enjoy your meal, and focus on the present moment.

***Digital Detox:*** Dedicate time each day to disconnect from digital devices. Avoid emails, social media, and work-related activities to create mental space for relaxation.

***Sleep Hygiene:*** Ensure you get enough quality sleep. Create a comfortable sleep environment and maintain a consistent sleep schedule.

Remember that relaxation is not a luxury but a necessity for your mental and physical well-being. By incorporating these practices into your busy schedule, you can better manage stress and maintain a healthier work-life balance.

**“Pretty obsessed with the fact that my potential is endless, and my ability to grow is infinite”**

## Avoiding Burnouts

Burnout is when you feel completely exhausted, both physically and mentally, because of too much stress or work. It's like running a car non-stop without giving it a break; eventually, it will break down. To avoid burnout, you should:

1. **Take Breaks:** Regularly step away from your work, even if it's just for a few minutes. This can help you recharge.
2. **Set Boundaries:** Don't let work take over your whole life. Set limits on how much time you spend working each day.
3. **Ask for Help:** If you're feeling overwhelmed, it's okay to ask for help or share your feelings with someone you trust.
4. **Practice Self-Care:** Make sure you're taking care of yourself by eating well, getting enough sleep, and doing activities you enjoy.
5. **Prioritize:** Focus on what's most important and don't try to do everything at once. It's okay to say no to extra tasks sometimes.

Remember, avoiding burnout is about taking care of yourself and finding a balance between work and rest. It's important for your well-being.

# Dealing with Burnout



## Awareness:

How have I really been feeling about work/school lately?

Excited?

Unmotivated? Efficient? Numb?

## Acceptance:

In the past, when have I known that I hit burnout from school/work? How did I feel? Is my current situation similar?

## Analyzing:

What habits have I picked-up that continuously push me over the edge? What influences me to live a hustle culture lifestyle?

## Scheduling:

When was the last time I participated in habits that make me feel at peace? How can I add these to my schedule daily?

## Things to Let Go of Right Now



- Worrying about what has happened in the past.
- The need to be in control of everything.
- The idea of a "perfect life."
- Fear of the unknown.
- Unhealthy relationships.
- Worrying about things you can't change.
- Clothing you haven't worn in over a year.
- A job you hate.
- Overscheduling your life.
- Comparing yourself to other people.
- Going small when you can go BIG.
- Your insecurities.
- A negative body image.
- Fear of failure.
- Clutter in your home.
- Procrastinating on important things.
- Overspending.
- Your pride.
- Worrying what others think of you.
- Excuses.
- Your comfort zone.
- Failing to care for your physical health.
- Grudges.
- Lazy habits that are holding you back.
- Gossip.
- Jealousy.

## Questions to Ask Yourself on Hard Days



- What's making today so challenging?
- What sensations do I notice in my body?
- What emotions do I feel?
- What story are these emotions telling me?
- What actions are they telling me to safely take?
- What words of kindness can I offer myself?
- What tools do I have access to that bring me back to connection with myself?
- When have I felt this before?
- What helped then? Can I try that now?
- Who can I reach out to?
- What's one small thing I can give myself in this moment that will bring some ease?

## **Chapter 9: Building Long-Term Discipline**

### Consistency as the Key to Long-Term Success

Consistency is the key to long-term success. It means sticking with your efforts and goals day in and day out. By doing things regularly and not giving up, you increase your chances of achieving lasting success. It's like building a strong foundation for your future achievements.

### Reviewing and Adjusting Your Discipline Strategy

Reviewing and adjusting your discipline strategy is a crucial practice for staying on course with your goals. During these check-ins, you reflect on your progress, assess outcomes, and identify any challenges that may be affecting your journey. Seeking feedback and making necessary adjustments allows you to stay aligned with your objectives. This process is similar to checking your compass to ensure you remain on the correct path, adapting to changing circumstances, and ultimately increasing your chances of success.

### Celebrating your Achievements

Celebrating achievements is important because it makes you feel good about your hard work. It boosts your confidence and keeps you motivated for your future goals. It's like a pat on the back that says, "You did great, and you can do even better!" So, celebrating achievements is like a little party you throw for yourself to stay positive and excited about what's next.

## Encouraging Others to Develop Discipline

First of all let's talk about the importance of the people you are surrounded with.

The people you surround yourself with play a significant role in shaping your life and influencing your journey. Just like the company you keep can impact your mood, attitude, and choices, the people around you can either support or hinder your personal and professional growth. Positive, supportive, and inspiring individuals can encourage you to reach your potential, while negative or unsupportive influences can hold you back. Being surrounded by people who share your values and aspirations creates a motivating and nurturing environment. It's like having a strong support system that helps you overcome challenges, celebrates your successes, and makes the journey to your goals more fulfilling. Therefore, the importance of the people you choose to have in your life cannot be overrated, as they will affect your well-being and the direction your life takes.

You can be a role model for your friends and family and create an environment that is beneficial for you.

Encourage others to be disciplined and be a supportive and positive presence in their lives. Understand their goals and why they're important. Offer praise and recognition for their efforts. Provide helpful advice and resources. Be a role model by practicing discipline in your own life. Offer to work together as accountability partners. Celebrate their progress, and be patient and empathetic, as discipline is a personal journey. Your encouragement can motivate them to stay on track with their goals. Recommend them this e-book :)



## **Chapter 10: Conclusion**

### Reflect on Your Journey

Take some time to think about your experiences and what you've learned. Ask yourself questions like:

1. What motivated me to start this journey?
2. What habits or routines have I developed?
3. What challenges have I faced, and how did I overcome them?
4. What progress have I made towards my goals?
5. How have I felt throughout this journey - more confident, focused, or accomplished?
6. What have I learned about myself and my ability to be disciplined?

By answering these questions, you can gain insight into your progress, acknowledge your achievements, and identify areas where you may want to adjust your strategy. It's like using a compass to make sure you're still headed in the right direction as you continue on your disciplined journey.

### Final Thoughts and Encouragement

I want to congratulate you. You took the first and most important step towards becoming disciplined, achieving your goals and your dream life. Everything you see and admire you can achieve and make it your reality. Don't be scared of big goals and don't get discouraged when people tell you you are crazy.

The most important thing that you need to focus on is to apply these methods into your real life.

All of this is useless, if you don't sit down, write everything you need to do and analyse it. Read this e-book 2 or 3 times in the beginning and make sure you understand everything. If you have any questions, reach out to me on my social media and I will be very happy to help you.

Also, when you find some free time please send me your feedback to DMs. I would really appreciate it.

You have a big supporter on your side and that's me. Let's go.

**“Make it happen. Shock everyone. Shock yourself. The mission is personal. It takes a lot start over again, but you owe it to yourself to become everything you ever dreamt of. Be brave. Trust the magic of new beginnings. Things will find their shape.”**

# Extras

## Morning Routine

- Don't check your phone for the first 15 minutes
- Journal 3 things you are grateful for
- Make your bed
- Drink 500 mL of water
- 5-10 minute stretch
- Brush your teeth & wash your face
- Work out for 20 minutes
- Take a cold shower
- Meditate
- Take probiotics & vitamins
- Coffee time!
- Read an article about something you want to learn about while eating
- Review your schedule to check for meetings
- Write your to-do list for the day
- Get your day started! You got this!



# Extras

## Night Time Routine

- Prepare your day tomorrow, put out your clothes for tomorrow
- Self-reflection on your day on how you can do better and how to improve
- Wash your face and/or shower: skincare, exfoliate, shave, brush out your hair
- Put some comfortable clothes on and get comfortable
- Fill up your water bottle and drink your water.
- Read a book at least 5 pages of a self development book
- Journal or meditate for at least 15 to 20 minutes (write down 3 things that happened today that you are grateful for)



# 10 Secrets to Become Mentally Unbreakable

1. ***Don't fear being alone.*** Solitude = Superpower
2. ***Don't stress the past.*** Be in the here and now.
3. ***Don't think life owes you anything.*** Prove yourself daily.
4. ***Don't worry about what people think.***
5. ***Don't feel sorry for yourself.***
6. ***Don't worry about things you can't control.*** Focus on what you control.
7. ***Don't resent other people's successes.*** There is enough for everyone.
8. ***Don't shy away from responsibility.*** The price of greatness is responsibility.
9. ***Don't give up.*** Most people give up too early.
10. ***Don't fear hard things.*** You got this. Embrace the suck. You are a warrior. You're a great problem solver.