

# The 'Be Unlimited' Collection

By *Beth Tabak, Business & Life Coach*

**Acknowledgement:**

Here is a special thank you to Germaine Porche and Jed Niederer for their entertaining book, Coaching Soup for the Cartoon Soul. What a refreshing read! As a coach I found the tips to be informative and fundamental, while the corresponding cartoons and humor to be laugh-out-loud-funny. Way to go Germaine & Jed! Wishing you continued success~ Beth Tabak



**Introduction:**

Thank you for choosing the Be Unlimited Collection. The following articles are an insight into over 25 principals uncovered by the author, Beth Tabak, to help us to be unlimited in work and play, and experience the vastness of our abilities. Get excited, read on, and take action to the life you keep thinking about! Learn more about the author and what all is available to you at <http://www.startingnowcoaching.com>

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## Organize Life & Business ~ 5 Steps to Get Organized & Energized

*"Organizing is what you do before you do something, so that when you do it, it is not all mixed up."*  
A. A. Milne

In personal development, growth occurs more easily when we create space to grow. In order to experience living beyond limits in business or personal lives we must rid ourselves of the chaos and clutter that keeps us clogged up. To change life and business begin by getting organized.

**1- Know Your Top Priority Zones-** Focus on 3 to 5. Top priority zones are the most valuable areas of your life. Consider the roles you play throughout the day. What means the most to you long-term? Examples are spirituality, self-care, family, business, career, home, education, hobbies, volunteer work, etc. To make the best time management decisions know your priorities. You will be challenged by a new opportunity. Does it honor your priorities? If not, say 'no' for now.

Under each top priority zone list the top 3-5 priorities. For instance, under self-care you could have exercise, take vitamins, eat 5 fruits/ vegetables, read for 30 minutes, and drink 8 glasses of water daily. The more you can simplify and get focused the better.

**2- Schedule Blocks of Time-** Blocks of time for your various priority zones give you time and a clear focus on the priorities in each area. Consider how much time you need and how much you can commit to each priority. When is the best time of day to schedule it so that you follow through? Customize your schedule to fit your energy level and personality so your time is used efficiently.

**3- Now you can create your "to do" list or "toleration" list-** What are you putting up with that needs to be handled. Get it out of your head and into a system such as a list, day timer, palm pilot, blackberry, computer, etc. Plan to do it, delegate it, or dump it. What can you let go of? Give yourself permission to let go so you can focus on what will make the greatest difference.

**4- Systematize-** Create systems that save you time and make life easier. If there is an area not working for you chances are it is in need of a simple system. How often are you running to the store and what can you do to make one trip? When you buy something new, get rid of something old so your closets never get packed. How can you spend less time waiting in lines, managing e-mail, and handling paperwork? What marketing system can you put in place so you know exactly what to do each day. Create a home for everything so you know exactly where items go. Instead of items landing where they were left, have a designated space for office supplies, a space for hardware, etc. Pick up more ideas at <http://www.startingnowcoaching.com/wsn/page16.htm> .

**5- Set Yourself Up for Peak Performance-** Take regular breaks to rejuvenate. In the book the Power of Full Engagement: Managing Energy, Not Time is the Key to High Performance and Personal Renewal, the authors Jim Loehr and Tony Schwartz suggest taking 10 minute breaks every 90 minutes. Get plenty of sleep and choose healthy energy sources vs. adrenaline for endurance. By the way...I hope you chose self-care as one of your top priorities.

Take a day off, get help, do what it takes to organize your life and business. Save time doing what you don't like and more time doing what gets you pumped. That's when you will bubble over sharing the special gifts you have to offer and we will all be better off. Starting Now!

Learn more organizing tips and pick up a complimentary **Get Things Done Task List** at <http://www.StartingNowCoaching.com>

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## Procrastination- 4 Essentials to Break Through

"I have learned that most regrets come from the things I DIDN'T do. I have learned that regret lasts forever." Simply Brilliant

Procrastination- putting off what you can do today until tomorrow. 7 years, 5 months, and 2 days later you're wondering why you never started that book. It would have been completed. You could be reaping the rewards and writing full time. You see yourself sitting on the garden patio of your dream home surrounded by towering palms and luxurious flowers. As the ocean breeze glides across your face the telephone rings. You made the Best Seller List. In *regret* the vision is bright. In *procrastination* it's doom and gloom. Back in the present you may be saying, "There's too much competition. No one will publish my book". What if you flip flop the picture so you are pulled towards the intense vision you had in regret like it was a magnet. Why not create that vision sooner rather than later. Procrastination leads to stress, poor health, and regrets that last for life. Action results in fulfillment, life experience, and wisdom. Get the 4 steps to break through procrastination below.

**Step 1-** What are you procrastinating on? Is it appropriate to hold off or irrational postponement? Will this make a positive impact in your life? Choose the area that you will stop procrastinating and make a renewed commitment.

**Step 2-** Discover the source to find the solution. Consider when your car doesn't start. You look for the source of the problem. When you find the source it is easy to take action to make the repair. Look behind procrastination to find what is restraining you. It may be an unpleasant task, lack of interest, someone else's goal, a large overwhelming project, fear, poor time management, or indecision. Be brutally honest and get to the source.

**Step 3-** Based on the source; decide if this is a goal you want to keep. If so, choose a strategy that feels good to you. It may mean developing new habits. Discover the source and set up the strategy in a way that you know you will take action. Here are some possible sources and solutions to get your ideas flowing:

**An Unpleasant Task/ Lack of Interest-** Schedule it at the beginning of the day so it is not hanging over your head all day long. Think of how great you will feel to have it done. Reward yourself when you follow through.

**Someone Else's Goal-** Set a boundary...say no or accept only the part of the job that you feel good about. If you can not say no (ex. employment situation) then you may choose to follow the above solution.

**A Large Overwhelming Project-** Break the project into small manageable tasks. What part can you do? What can you delegate? What is the first step? What daily steps can you take? A great solution for decluttering!

**Lack of Focus Due to Multiple Projects-** Prioritize the projects then break them down into small manageable tasks as in the step above. Focus on completion of one project at a time.

**Fear-** What is the fear telling you? Is it valid or an irrational assumption? Usually what we anticipate doesn't occur. Picture the ideal end result. Affirmations and visualization can help. Focus on how great you will feel simply for having the courage to try. As Eleanor Roosevelt says, "you gain strength, courage, and confidence by every experience in which you stop to look fear in the face. You must do the thing which you think you cannot do."

**Poor Time Management-** Schedule a block of time daily or weekly to work only on this project. Keep the appointments. Begin with small blocks of time (whatever you *can* commit) until you are consistently keeping the appointments. Then consider committing more time.

**Indecision-** When you don't know what to do set a deadline to make up your mind. Then get whatever support and information you need to be able to make an educated decision.

**Step 4-** Hold an intense vision- Think of that clear, exciting picture that shows up in regret. Allow that to pull you towards it. You have great capabilities when you take action, even if it's learning in action. Focus on how great you will feel when you go for it! After all, it is through the journey that the great and memorable moments take place.

What project will you stop procrastinating on? The first action I will take by \_\_\_\_\_ (date) is \_\_\_\_\_ (action). Starting Now!

Ask Beth your burning questions in the next complimentary **Zap Procrastination class**. Get the upcoming dates at <http://www.StartingNowCoaching.com>

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## Change Habits to Change Life ~ How to Shift Habits & Attain New Results

*"The significant problems we face cannot be solved by the same level of thinking that created them."  
Albert Einstein*

Make substantial changes in your life by paying attention to your habits and shifting them as needed. About 90% of daily actions are a reflection of habits. Thoughts produce and prevent actions. Often these actions are set on autopilot due to shortcuts the brain creates to save time. It is mind-boggling that no one has ever told us to check in on our habits to see if they are uplifting us or holding us back when they ultimately create the results we get.

### **Be Aware of Your Habits ~ Shift Those that Hold you Back from the Vastness of Your Abilities**

The only thing that holds us back from filling the gap to our greatest abilities is ourselves. As a child my mother would ask me to pick up my toys. I was fortunate at the time to have a very efficient mother who if left a short period of time would end up doing the job herself. The habit to procrastinate served me well as a child but as time went on you can imagine how it held me back. It was a habit worth shifting. We often develop habits for a specific purpose but later on that purpose becomes irrelevant. It is our responsibility to take action to create the change.

*Live Consciously! Notice your thoughts and how they affect your choices and actions.*

Ask yourself:

What habit holds you back instead of supporting you to be your best?

What self-limiting talk holds you back from the vastness of your abilities?

Self talk can be a voice from the past, a self-limiting belief, or perception. Examples include, "I don't want to", "you're going to make a fool of yourself", "you're not good enough", "you're too old/ young", "you don't deserve it", "it's a waste of time," "there's not enough time in a day", "you can't do that", etc. Thoughts produce actions or not. Therefore thoughts must shift first in order to shift actions. Let's look at the old behavior and then explore the thought patterns behind it. Here is an example to demonstrate the steps to create a new habit. Remember, one new habit a month equals twelve a year. What difference could that make in your life, career, or business?

Example: Sheila is busy all day but at the end is left feeling unfulfilled. When exploring the feelings behind the lack of fulfillment she finds that she is handling responsibilities but has put her goal to be a nutritionist on the backburner. If Sheila were to explore further she may find a fear getting in her way.

## **5 Steps to Change Habits:**

**1- Identify the Habit You Want to Change-** Sheila will change her old habit of 'taking action on secondary goals' to 'taking action on her primary goal first'.

**2- Replace self limiting thoughts behind the behavior by creating a mantra-** Sheila tells herself "I don't have time". While she is busy she knows she can block time if she prioritized. Behind the avoidance phrase "I don't have time" she discovered the fear of failing. David R. Hawkins, M.D., Ph.D. explains in his book '*Power vs. Force*' that, "Our vision of consciousness is aligned with our concept of self: The more limited the sense of self, the smaller the parameter of experiencing is." Sheila created a new mantra in present tense that expresses her motivation which is, "Being a nutritionist fulfills me by helping people to be healthy. It gets top priority".

**3- Create new impressions in the brain until a new pattern/ habit is formed-** In the book '*The Power of Your Subconscious Mind*' author Dr. Joseph Murphy says, "You form habit patterns in your subconscious mind by repeating a thought or act over and over until it establishes tracks in the subconscious mind and becomes automatic." Read your new mantra morning and night. Be ready to cut off your old habit and recite the new whenever the old habit shows up. Allow your mantra to help you choose actions that support your goals in an unlimited way. In addition, Sheila eliminated her fear of failing by studying to become highly educated in her field.

**4- Add structure and accountability for support-** Until your new habit is in place have a daily structure in place to review your progress and keep you on track. Recruit a friend, associate, family member, or coach to check in with you to add accountability. We tend to do more for ourselves when someone will be asking. You can pick up a complimentary Rewarding Daily Habits Worksheet to help you keep track of your progress at the author's website.

**5- Make a commitment-** It is easy to get excited over an article. Follow up with daily action. Embrace the initial discomfort that comes with change in order to gain greater results. It is worth it. It is worth it!! It is worth it!!! Make a commitment.

It is likely that you have habits that serve you well and have gotten you to where you are today and others that may need to shift to raise you to the next level. Are your habits encouraging you? Do they propel you into action? Do they support you to see many choices? Are your daily actions providing the results you want? Change one daily habit this month that will provide the greatest positive results. Change habits to change life... starting now!

Pick up a complimentary [Rewarding Daily Habits Chart](http://www.StartingNowCoaching.com) at  
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## 100% Commitment ~ Now or Never! 5 Steps to Change Life

*"The achievement of your goal is assured the moment you commit yourself to it." Mack R. Douglas*

Imagine a wedding planner 75% committed to planning your wedding, an author 65% committed to writing a great read, or a plumber only 90% committed to repairing your leak? Yikes! As a business and life coach I have noticed over the years that the clients who are most successful in creating the changes they want are the ones who commit 100%, and those who struggle have an aversion to or fear of commitment. Most often he/she reasons, "I like my freedom". Yet they have less freedom and happiness than those who commit. Commitment is a hot button for many, yet is the key to their dreams. It is not to be feared but embraced. When creating a high quality life, career, or business 100% is the only way to go. Here are five steps to make it easier to say 'yes' to what you want in a way that gets results.

**Step 1- Be authentic-** Being authentic reduces the need for self-discipline. When you make a commitment based on your values, passions, skills, and strengths work becomes play. You get into a place of flow. You are energized versus drained because you are doing what you love, doing what is important to you, and doing it in a way that comes naturally to you. Ask yourself, 'what are my values, passions, skills, and strengths.' Ask others the same question. Then ask, 'how can I best leverage them?' Then choose a goal you are willing to commit to 100%.

**Step 2- Focus on the joy your pot of gold brings-** What end result are you committing to? If you want to lose weight stop focusing on what you are giving up and focus on the end result you want. Experience how great you will feel to slip into your jeans, how good you will feel when you see photographs of yourself, and how confident you will feel in a bathing suit, etc. Hold your intention first thing in the morning, at bedtime, and when throughout the day. Allow no room for a pity party. Be pulled into action by the end results.

**Step 3- Drop the excuses-** Once you make a commitment drop all excuses. Ken Blanchard says, "There is a difference between interest and commitment. When you're interested in doing something, you do it only when it's convenient. When you're committed to something, you accept no excuses, only results." There is no choice to procrastinate. Commitment requires action! What will your life, career, or business look like if you let go of the excuses and take daily action?

**Step 4- Add a support structure-** This is where clients resist. We love freedom. We have to get that structure holds our focus on what we have to do. It saves time, money, and provides more freedom long term. Create a plan to change habits and set daily disciplines that lead to your goal. Tony Robbins offers good advice, "Stay committed to your decisions; but stay flexible in your approach." Clear your plate. Make room to take action. Put a structure in place to keep you on track such as a daily checklist or pick up a Rewarding Daily Habits Chart at the author's website. Make shifts as needed along the way. Set up rewards to keep it fun. Add accountability by recruiting a buddy who wants to make a commitment then support each other weekly or hire your own personal coach.

**Step 5- Give 100% instead of anything less-** This means a daily commitment to excellence and focused action. Give all you have to give. Hit the pillow each night with a sense of fulfillment. Awake and follow thru with enthusiasm! Too often we go to bed feeling something is lacking when in fact nothing is lacking! We just are not taking the actions that bring fulfillment. Raise your standards to your very best daily by doing what will make you feel good about you. Does this mean working until you drop? NO! Rejuvenation is part of peak performance. Take time for extreme self care so you can be your very best. Work hard, play hard, pray hard.

Malcolm S. Forbes said, "One worthwhile task carried to a successful conclusion is worth half-a-hundred half-finished tasks." Begin to practice committing fully by starting with one goal you know you can reach and building a pattern of success. Keeping commitments to yourself will build your confidence that you can follow thru, you can make things happen, you can be unlimited, and you can create a high quality life.... starting now! [Return to Table of Contents](#)

## Stay Motivated~ Feeding the Fire

*"One of the strongest characteristics of genius is the power of lighting its own fire."*  
John W. Foster

If that's the case we each have the capability to manifest the genius within. Yet motivation seems to have many of us playing red light-green light. We're on, then off. In personal development, growth flourishes with motivation. Check out the following steps to keep the fire burning.

**1- Be in tune to what lights your fire~** Dr Carol Dweck\*, PhD in psychology from Yale, and on staff at Stanford University has studied motivation and expressed the following, "... when you sift through the literature on creative genius, the researchers agree that motivation is perhaps *the* number one component in the realization of genius. Many of our most illustrious geniuses in every field were people who were considered ordinary as children, and then just caught fire around their topic and achieved amazing things that we know about today—from Darwin, to Coleridge, to Cézanne. All of these people were not necessarily extraordinary children."

Explore what gives you that emotional charge that makes it easy to take action. List the topics, ideals, information, music, activities, causes, and passions that get you wound up? Pay attention to your hot buttons. This is part of who you are that is different from others, and deserves to manifest and be shared.

**2- Get your daily dose~** Fill yourself up with the stuff that keeps your flame lit. Don't think about what you "should" do. Do what makes you feel great! Incorporate joy into your schedule daily. First, you will feel more energized, more complete, and in flow. Secondly, you stand apart from others. So if you hate building your business by cold calling, don't do it. Do what you would enjoy. If you are uncomfortable networking you could shift your focus to how you can help others (if that's what you value). Filling your mind with exciting information, listening to uplifting music, or connecting with someone who inspires you may be just the daily habit to keep you whistling while you work.

**3- Take responsibility to motivate yourself~** As motivational speaker Zig Ziglar would hear complaints about motivation wearing off he would sometimes respond saying, "People often say that motivation doesn't last. Well, neither does bathing—that's why we recommend it daily." Too often we look for someone or something to provide motivation when it's up to us to keep that spark ignited.

What makes you jump out of bed in the morning? What inspires you into action daily so that the genius in you is manifested fully? Ponder that. Starting Now!

Click here to read and hear Dr. Carol Dweck, PhD, discuss the mythology of genius:  
[http://www.iub.edu/%7Eintell/dweck\\_interview.shtml](http://www.iub.edu/%7Eintell/dweck_interview.shtml) .

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