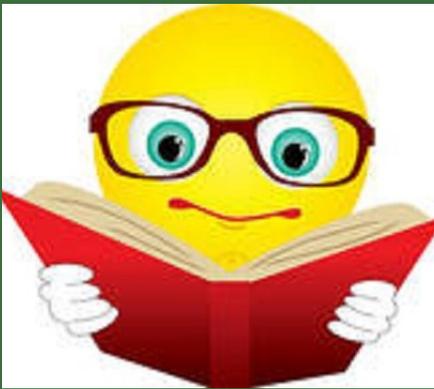

A GALLERY OF THOUGHTS



The Dynamics of
Planning, Preparing,
Managing
and Implementing
Your Road to Success

BITS - n - PIECES



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Note: Content for Bits-n-Pieces is provided by Real Property Experts LLC and authored by Pierre Mouchette

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A Gallery of Thoughts

Pierre Mouchette, author



Bits-n-Pieces
a TSI Publication

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A Gallery of Thoughts

We have included our **Gallery of Thoughts** in this **'special edition'** because we believe that it will help you to succeed in any endeavor. Through the reading of this **'thoughts guide,'** will align you on the path to **SUCCESS**.

Components of the **Gallery of Thoughts** are comprised of:

- Assessment.
- Steps to Complete A Task.
- Procrastination.
- How an Introvert Can Become Successful.

Assessment

What is Personal Development?

Personal development is a lifelong process. It is a way for people to assess their skills and qualities, consider their aims in life, and set goals to realize and maximize their potential. Throughout this guide, we will help you identify the skills you need to set life goals, raise your confidence, and help you to a more fulfilling quality of life.

Stress and Stress Management

It is a generally accepted fact that a small amount of stress can help you to function effectively. It adds a sense of urgency to whatever you are doing and helps to provide motivation. However, when most people talk about stress, they mean **'too much stress'**. Stress in these terms is a response to an inappropriate level of pressure. (*i.e., not having enough to do, as well as having too much to do*).

Assertiveness

This is a skill regularly referred to in social and communication skills training. Being assertive means being able to stand up for your own or other people's rights calmly and positively, without being either aggressive or passively accepting **'wrong'**. Assertive individuals can get their point across without upsetting others or becoming upset themselves.

Communication Skills

Being able to communicate effectively is the most important of life skills. Communication is simply the act of transferring information from one place to another. It can be vocal, written, visual, or non-verbal.

How well this information can be transmitted and received is a measure of how good your communication skills are:

- **The Importance of Good Communication Skills** - developing your communication skills can help in all aspects of your life. From your professional life to social gatherings, and everything in between.

As your career progresses, the importance of communication skills increases. These essential skills include the ability to speak, listen, question, and write with clarity, and conciseness.

- **Interpersonal Communication Skills** - are the skills used when engaged in face-to-face communication with one or more people.
 - Verbal communication is all about what we say, or how we get our message across.
 - Non-verbal Communication, includes non-verbal signals, gestures, facial expressions, body language, tone of voice, and even our appearance.
- **Questioning Skills** - this is a particularly important area of verbal communication, often used in clarification, but also to extract more information, and to maintain a conversation.
- **Listening** - a vital interpersonal communication skill. When we communicate, we spend 45% of our time listening. Most people take listening for granted, but it is not the same as hearing and should be thought of as a skill.

Steps to Complete A Task

Regardless of what your task is, there are steps that you can take to resist procrastinating and get it done.

1. Know exactly what your task is.
2. Divide that task into smaller components.
3. Make it a priority.
4. Plan your action steps and get busy.

You can use this approach in your career. Take marketing, for example, this is a task that you must continuously do. You want to market to your target audience, get leads, and obtain deals. You can break this task down into smaller components, such as learning all about the market in your local area, figuring out what kind of marketing campaign or strategy you want to use, where you want to get your leads from, and so on.

With the above in place, you can start creating your action steps, putting the applicable steps on the calendar so that you will do certain things on certain days. This means that when the day comes, and you see your tasks on the calendar, that you commit to getting it done that day. Becoming a non-procrastinator means that you make a firm commitment to doing the task that you set as a goal to achieve your goals, whether you feel like it or not.

This could mean committing to a certain number of hours of research and educating yourself in marketing and development every week. Or numerous other tasks that will help you get your business to the next level.

You do not have to continue to be a procrastinator. Make a firm commitment to do tasks and projects as soon as you can, with a good attitude. Just watch how your productivity and sense of accomplishment increase!

Procrastination

You already know if you are a procrastinator or not. The good news is that you can beat procrastination once and for all! If you tend to put things off until the last minute, you may not be experiencing the amount of success personally and professionally as you could. Certain habits and attitudes can lead people to procrastinate, and those attitudes do not prompt you to reach your highest potential.

Attitude

Whether you are going to continue to be a procrastinator or not starts with your attitude. What is your general attitude toward completing tasks or projects? Right now, think about business. Sure, there are some tasks that you simply might not care to do in your business, but are you putting them off? If you are, why are you putting them off? Is it just because you do not like doing that task? Is it because you are lazy? Or you do not know how to get it done? You must get to the bottom of why you are procrastinating!

Fear vs. Faith

Sometimes the reason people procrastinate is that they are afraid of something. They may fear that they cannot perform the task adequately, or fear failing.

Rest assured that many successful people have failed repeatedly in certain tasks in their lives. The point is, you may not perform a task adequately, or you may not get every contract signed, but that should not stop you from trying.

Learn to be more confident by reciting positive affirmations, such as:

- I am confident, secure, and believe in myself.
- I can accomplish any goal that I have by acting and being persistent.
- I can get my work done on time.
- I am successful and motivated to continue my journey of success.

You can come up with your affirmations as well. Do not be afraid of failure or rejection, as it happens now and then in life. You can simply learn from the experience and keep it right ongoing.

Introverts Can Become Successful

Does the thought of cold calling make you anxious, or maybe the idea of crowded meetings makes you want to go home? There is a general perception that introverts will not be successful. NOT SO!

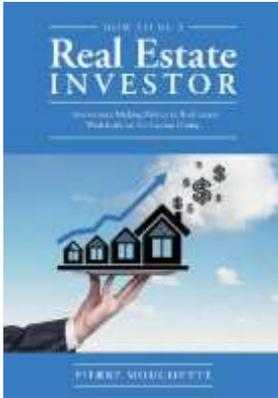
Introverts have many qualities that make for a successful entrepreneur. After all, some of the most successful businessmen and entrepreneurs in the world are. Think Bill Gates and Warren Buffet, they are introverts. Accept your personality and work with it. Embrace it!

Increased Ability to Focus - introverts are seasoned in self-analysis and do not make any spontaneous decisions. They tend to take their time to focus and evaluate a situation before concluding. Introverts also recharge by being alone, which gives them increased time for learning and analyzing scenarios in both their business and personal life.

Great at Negotiations - the best negotiators come across as calm, and not arrogant. Introverts tend to be more introspective and can ask in-depth questions to get to the bottom of a seller's motivations. Introverts come across to others that they are genuine with pure intentions, which can go a long way in successful negotiations. They also prefer one-on-one interactions, which talks generally are. Negotiating is a large part of everyday life, so this is a positive trait to have.

Make Genuine Connections - making genuine connections can help immeasurably. People like to do business with people they trust. Introverts are generally intent listeners that make people feel heard. They are empathetic, and their genuine responses tend to go over well when making connections in business. Additionally, introverts do not generally crave recognition, and so their intentions are pure.

Now that you have read
A GALLERY of THOUGHTS
What do you think?



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How to Be A Real Estate Investor

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