

# 5 Keys to a Strong Foundation for Success

Quite a few years ago, when I was pulling out of the experience of living in complete and utter chaos, every minute of every day, I wrote down this list on an index card and put it on my desk so that I wouldn't forget the 5 main things that had helped me to get out - and stay out.

It just said 5 Keys and below are listed...

- Organization
- Routine
- Self Discipline
- Get Clear
- Co Operation

These are the 5 things that I found when used consistently, pulled me out of the mess and onto being less stressed, more peaceful, happier and being more productive in my day.

They worked well enough that the list still sits on my desk, after all these years, and I even made another copy that I keep in my best ideas files.

If you can remember these 5 keys, you will be well on your way out of the abyss and on to better things.

## THE 5 KEYS

**GET CLEAR** - the first thing that I do when ever I find myself slipping is to get clear. I declutter everything and anything that may have been neglected. There is nothing like clear space to calm and spark creativity and get us motivated to get moving. A vacuum and a wipe is always good too. Clean and clear is the best foundation to start anything on. Getting clear also includes mentally and getting clear in your goals and in what exactly you want to do with the time you have, in your business and in your life. A mission statement for your personal life and for your business is one of the best things you can do. After I created mine, I found myself with a clarity that I never had before. This

made every decision easier and I achieved more than ever. It's the key to doing the right things.

**ORGANIZATION** - the second thing is to organize everything and everything that I can. The most important for me is to set up or revamping my file system and to organize my notebooks and binders. I find having a tickle file system to be one of the single most helpful things that I can do to keep me moving in my day to day activities.

**ROUTINE** - having a routine puts into action the concepts of systems and consistency, the backbone of doing things often enough to see results and of developing habits so that it becomes easy to do.

**SELF DISCIPLINE** - without this, everything falls apart. This is really where it all starts and this is what will allow you to finish. If you find your self discipline is lacking, one of the most important things that you can do is examine why and then deal with it head on, even if it's in a small way, every day.

**COOPERATION** - I found over the years that when I was really flying, I had the cooperation, in one way or the other of my family. Then as I started getting some virtual help through hiring assistants, it went up a notch. This is a large topic, but the bottom line is that cooperation, or lack of, can make or break you if you aren't careful. The mindset of a person trying to work against others in itself can be the kiss of death. On a more practical level, not having to deal with every chore by yourself and having the respect of the people around you can boost you like nothing else. It doesn't always come automatically and can take a concrete effort in planning and including those around you in your business plans.

## **5 MORE KEYS**

As I found the 5 Keys making life easier for me, I also found 5 more that made them even more powerful.

**SELF BELIEF** - often this can be an underlying factor in self discipline and self sabotage. If you look at any successful person, anywhere, the one thing that is universal is the belief that they have in themselves and

in what they are doing - and their ability to do it.

**FOCUS** - this is the main theme of the [6 Steps to Increased Productivity Report](#). It may seem hard to get if you don't have it, but by following the steps in that report, you will find that it's not so hard once you focus on getting more focus in your business and daily life. It's the one thing that I hear over and over from those that are making a success of their business - focus is one of the most important factors.

**CONSISTENCY** - nothing that you do, if not done consistently will create much value long term. Anything else is what I call pecking. That gives you exactly what you might picture - a lot of holes and a big mess.

**PLANNING** - I'm surprised that I didn't include this on my original list because it is so important. Without planning, it's hard to pull anything else together and almost impossible to be sure that you do the right things in your business. It is so important that a regular time period for planning - and using the other keys to follow through - will show you a noticeable difference immediately.

**SET BOUNDARIES** - these can include boundaries such as learning to say no and deciding what you will NOT do. It also includes setting a time line or time limit on tasks. Planning with an end date. It is true, work will fill any space that you allow it. If you don't set an end date, you guessed it. It will never be finished! Setting this boundary for yourself will give you incentive to work when you may not have, and allow you to hit your targets and move on to the next.

## **USE THESE TIPS**

Print them out (I've provided a printable PDF for you to download and print)

Hang it up where you can see it and *start putting these tips into ACTION.*

I use them myself to increase my productivity and to be sure that I get the important things done.

## **WARNING**

Don't print the steps and use them for a day or two, then get sidetracked and scattered, ignore your plans and end up right where you started. I think we've all been there, done that AND bought the t-shirt.

Make today different.

Make it your intention to give it a solid try for at least a week.

After that...

A) you'll see how well it works for you when you realize how much progress you've made over the week.

B) you will have gone a good way into developing your new working habits, making it that much easier to continue.

If the only thing that works for you is 'in your face' (waving hand), print it out and put it somewhere that you can't miss it.

Instead of hanging it on the wall, tape it to the side of your monitor. Make another copy and place it in front of your monitor every night when you shut down so it will be the first thing that you see when you start the next day.

Set up some reminders to keep you on track. You may have the capability in your email program, or you can set up google calender to send you reminders as a pop up and an email. I use both.

## **THE NEXT STEP...**

You've already taken the first steps towards massive action and productivity by identifying and getting the things done that you need to be doing to get your best shot at business success.

Focus on the action items in both of my free reports for the coming weeks and see for yourself how much more you get done, and how

much better you feel. And hopefully, you will have completed enough money making tasks that your income may even be increasing too.

*Success is addicting.* You may find that you want more. More incentive, more motivation, more methods to get even more accomplished and fully use the tips in the reports.

With this in mind, I am working on a full system that will help you to do just that, in a simple way that won't take much of your time. You will spend most of your time **DOING** what it takes, using the system as a tool to help you.

I am using it myself as I type. Actually, it is **THE** reason that I have been able to bring you the reports, the list and the course at all.

### **I HAVE A CONFESSION TO MAKE**

*I struggle with many of the same issues that you do.* That's how it became my obsession to overcome them, because I felt that I had something to contribute, and I knew that I would never be able to continue my work if I didn't get hold of the habits that were bringing me down, and literally making a mess of things.

### **THIS PROJECT IS A GOOD EXAMPLE**

The first draft of the complete system was created by me *last summer*.

After that I let life and bad habits get in my way and quit using the system.

Guess where it sat for a full year after that.

On my laptop.

This summer I decided to dig it out and put it to use.

Since that very day, *I have been making progress - every day.*

Every day I feel a step closer and so much better about myself and about the direction that my business is going.

Every day I know that I've taken a step forward. It sure beats the sinking feeling of having taken a few steps back.

It's working for me, so *I know firsthand that it works and that it can help you too.*

## **HELP IS ON IT'S WAY**

Typically, we get a good start on things and then find ourselves waffling and eventually seeing our efforts fade away.

Sometimes we don't even see it, we don't even notice. We wake up one day and realize that we've been off of our routine and all the good things that we were doing are still stuck back in time somewhere. And we are back where we started.

*I don't want that to happen to you.*

To help you to stay on track while I finish up The 1000 Hours Project, I will be sending you some articles that will expand on the principals in the 2 reports that you have received so far to keep you motivated and to help you stay on track.

I will also be letting you know as soon as I have got a working copy of The 1000 Hours Project up and ready to go.

You can look forward to receiving your subscriber discount as well.

I appreciate your support and your belief in me.

And I want you to know that I believe with all of my heart that ***you can do it too.***

Sometimes we just need to know what to do. And then we need to do it.

**So let's do it!**

**THE 10 KEYS TO BUILDING YOUR  
FOUNDATION FOR SUCCESS**

- 1. GET CLEAR**
- 2. ORGANIZATION**
- 3. ROUTINE**
- 4. SELF DISCIPLINE**
- 5. COOPERATION**
- 6. SELF BELIEF**
- 7. FOCUS**
- 8. CONSISTENCY**
- 9. PLANNING**
- 10. SET BOUNDARIES**

[The 1000 Hours Project](#)

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Print this out, cut it out and tape it to your computer.