

FROM SCARCITY TO ABUNDANCE

MANIFEST YOUR DREAMS BY MANAGING
YOUR MOST PRECIOUS RESOURCES



CONTENTS

Introduction	3
Part 1: Master The Art Of Managing Your Time	5
Part 1: The Experience Of Time	6
Part 2: Organize Your Time.....	6
My Time Management Plan:.....	8
Part 2: Organize And Beautify Your Space	9
My Plan Of Action For Organizing, Beautifying And Personalizing My Space:.....	10
Part 3: Master The Art Of Money Management	11
Step 1: Examine Your Beliefs About Money	12
Other Limiting Beliefs About Money And What You Can Replace It With:	12
Step 2: Organize Your Finances	13
Basic Guidelines On How You Can Organize Your Finances:.....	14
My Financial Action Plan:.....	15
Part 4: Build Your Dream Team	16
There Two Big Reasons For This:	16
Here Are Some Of The Best Places To Find Members Of Your Dream Team:.....	17
While Interviewing Candidates I Want You To Ask Yourself The Following Questions:.....	17
Here Is A Sample List Of The People You Could Include In Your Dream Team:.....	17
My Dream Team (List Down How They Can Help You And In Which Area Of Life):.....	18

INTRODUCTION

“IF YOU FAIL TO PLAN, YOU ARE PLANNING TO FAIL.”

-BENJAMIN FRANKLIN

Envisioning a dream is not enough.

You need to take action. Not just any kind of action but focused and strategic action.

Besides a good plan, a great strategy requires a combination of three things from us:

1. Discipline
2. Consistency
3. Organization of our resources

And this where most people falter. Things tend to get in the way and life gets busy and it becomes easy for people to get distracted and just fall off the bandwagon. As time passes, their dream slowly slips away and they have no choice but to settle for something that seems easier and requires less effort.

So the secret to success is that it is not really a secret. It simply involves a 4 letter word that a majority of people dread: WORK. This is especially harder to accomplish in today's fast paced and distracted world that thrives on instant gratification.

But this is exactly what separates the winners from the mediocre. They are willing to go the distance and stick with it. If it were so simple, everyone would be successful, right? To achieve this you need to build the mindset of a winner so that you can remain disciplined and consistent.

In addition to this, you need to learn how to organizing your resources so that you have enough time, energy and finances to manifest your dream in the material world. Because the truth is that if you want to make anything happen in life- you need to focus your energy and resources to make it happen.

Here are the 4 main resources you need to learn how to organize and tap into. Master the art of managing them and the world is your oyster!

1. Time
2. Work space
3. Money
4. People (your dream team and network)

This e-guide will give you insights into how you can organize and deal with these four resources in an effective way so that you can make your vision a tangible reality. Remember that before investing ANY of your time, energy and effort in an endeavor or relationship make sure that it is in alignment with your values and purpose! The higher the investment the more planning is needed.



PART 1: MASTER THE ART OF MANAGING YOUR TIME



“THE KEY IS NOT TO PRIORITIZE WHAT’S ON YOUR SCHEDULE, BUT TO SCHEDULE YOUR PRIORITIES.”

STEPHEN COVEY

Time is much more valuable than money because money is resource that you can always generate but time is something you can't get back. The truth is that our time on Planet Earth is finite. We don't know for how long we will be here but most of us have been granted to have a term of 100+ years if all goes well. So it is essential that we find a way to use our time in a way that will fulfill all our values, hopes and dreams.

PART 1: THE EXPERIENCE OF TIME

Experiencing time is a very subjective experience. Our experience of time really depends on the kind of awareness that we have. Do you remember your experience as a child? Time tends to standstill and it seemed like experienced stretched on forever. Guess why? Because as a child you had very strong "present moment awareness" which means that you were totally immersed in the moment and in the experiences. When we grow up we tend to either get stuck in the past or focused on the future. Yes it is important to think about the future and reflect on past events when needed but to dwell on it is going to make you completely miss out on the present and that's when time tends to whizz by!

So I want you to develop present moment awareness by doing the following:

- 1- When you are somewhere and with someone, give it your 100% attention. You can do this by paying attention to all your five senses and all the data you get from there.
- 2- Focus on your breath. Take longer and deeper breaths and be grateful for the gift of life.
- 3- Schedule more relaxation or alone time that takes you away from the hustle and bustle of daily life. Use this time to tune out hurried thoughts, reflect or engage in a fun hobby.
- 4- Keep away from too much media and technology. This tends to not only distract your thoughts but also take away your time. This includes smart phones, social media and watching/reading the news.
- 5- Schedule specific times when you can reflect on your accomplishments so far. This gives you time to "digest experiences" on a deeper level even after you have gone through them. It also helps you see the meaning and subtle interconnectedness of all the threads and themes in your life.

In this way you can "stretch" your time and get more out of it.

PART 2: ORGANIZE YOUR TIME

I'd like to call myself a "time-management ninja." I have tried a lot of techniques and I have finally created a methodology that works very well for me. I think that most people make time management more complicated than it needs to be. What I have described it below is simple and easy to follow. You can customize it suit your personality, pace and lifestyle.

1. Choose a time management instrument that will give you the structure and template on which you can plan. I like to use my smart phone calendar which sends me reminders. You can also use a diary, an app, a desk organizer or a time management software on your computer. You can even create mini to-do lists but I always prefer to have a master planner that provides all the details of the things I need to do.

2. Prioritize by using Pareto's Law of Efficiency: Pareto's law also known as the 80/20 principle is a concept that states that 20% of one's inputs produce 80% of the outputs. By the numbers it means that 80 percent of your outcomes come from 20 percent of your inputs. As Pareto demonstrated with his research this "rule" holds true, in a very rough sense, to an 80/20 ratio, however in many cases the ratio can be a lot higher – 99/1 may be closer to reality. It really doesn't matter what numbers you apply, the important thing to understand is that in your life there are certain activities you do (your 20 percent) that account for the majority (your 80 percent) of your happiness and outputs. This law enables us to identify our strengths and eliminate our inefficiencies.

3. Crunch Time: Parkinson's Law is a law that states that work expands to fill the time available for its completion – means that if you give yourself a week to complete a two hour task, then (psychologically speaking) the task will increase in complexity and become more daunting so as to fill that week. It may not even fill the extra time with more work, but just stress and tension about having to get it done.

By assigning the right amount of time to a task, we gain back more time and the task will reduce in complexity to its natural state. Parkinson's Law forces you to cram within tight hours so your per-hour productivity doesn't fall through the floor.

4. Search for the "time leaks" in your current schedule that represent the 80% that is not producing an significant results or outcomes in your life. Are there any activities or people who just taking too much of your time and don't bring anything of value to you? Eliminate or build boundaries! The goal is to "trim the fat" and enable you to eliminate useless activities and focus on those tasks that contribute most to income and/or happiness.

5. Plug in action steps you need to take to achieve your goals. After filling out your goals and strategy form make a list of the action steps you need to take each month to make them happen. Schedule those action steps in a weekly and daily format. Please prioritize! You can't possibly do everything in a short span of time. Keep your energy and productivity levels in mind- you don't want to overwhelm yourself!

6. List all the chores you need to do such as buying groceries, visiting the bank, cleaning your place, etc. Put that into your schedule.

PART 2: ORGANIZE AND BEAUTIFY YOUR SPACE



“SOME PEOPLE LOOK FOR A BEAUTIFUL PLACE. OTHERS MAKE A PLACE BEAUTIFUL.”

HARZAT KHAN

According to the ancient belief of Feng Shui, our living and work space has a big energetic impact on every aspect of our life. Even if you don't believe in Feng Shui in practical terms it seems obvious that if your office and home is cluttered and disorganized you will be less productive and less motivated in general. I'm also a big believer in that the places where we live and work are a direct reflection of our personality and state of mind. So I want you to begin thinking about what changes you need to make in your space to create more harmony and alignment with your true personality.

PART 3: MASTER THE ART OF MONEY MANAGEMENT



"I'D SAY IT'S BEEN MY BIGGEST PROBLEM ALL MY LIFE... ITS MONEY. IT TAKES A LOT OF MONEY TO MAKE THESE DREAMS COME TRUE."

WALT DISNEY

Whether we like it or not, we live in a society where tangible currency in the form of money is required for our survival. In developed countries, money for survival is not the main concern. The main concern may be having enough to make both ends meet and generating enough disposable income to comfortably afford luxuries and financial freedom. We also want to find ways of generating that income in a way that does not drain our energy and take away our time- something fulfilling and allows us to experience work life balance.

If you are ready to break free from the "scarcity mindset" let's begin by creating a new mindset around money and how you relate to it.

STEP 1: EXAMINE YOUR BELIEFS ABOUT MONEY

Before financial freedom can become a reality, it's important to mention that you need to examine your relationship and beliefs to money. As I mentioned in the earlier weeks, our beliefs will determine our attitude and actions towards things in our life. So I want you to go back to the beliefs exercise to assess your present beliefs about money. You can use the following prompts. Don't think too much about your responses just write the first thing that comes to your mind:

Money is....

According to me true financial freedom is...

My parents and past experience taught me that money is...

I'm not financially free, because ...

I'd love to have more money, but

OTHER LIMITING BELIEFS ABOUT MONEY AND WHAT YOU CAN REPLACE IT WITH:

1. "Money is the root of all evil."

Replace it with this supporting belief:

"Money is neutral and a resource to do good in my life."

2. "Money is not that important. It's only money."

Replace it with this supporting belief:

"Money is one of my priorities in life."

3. "Money is there to be spend."

Replace it with this supporting belief:

"The money I don't spend makes me rich."

4. "The rich get richer and the poor get poorer."

Replace it with this supporting belief:

"My financial reality is entirely up to me." And

"Everything I need to create financial abundance is already inside me."

5. "I'm just not good with money."

Replace it with this supporting belief:

“I learn and use knowledge about money every day.”

6. “My family has never been rich.”

Replace it with this supporting belief:

“I can create my financial independence by learning and acting on it.”

7. “Money is a limited resource.”

Replace it with this supporting belief:

“There is enough money to create financial abundance.”

8. “You have to work (too) hard to get wealthy.”

Replace it with this supporting belief:

“To get wealthy I just provide real value for others and ask for a good price.”

9. “Either rich or happy.” or “Either rich or healthy.”

Replace it with this supporting belief:

“Money is just one part of my life I handle exceptionally well.”

10. “It’s selfish to want a lot of money.”

Replace it with this supporting belief:

“The money I earned is showing the value I created for others.”

You can find many more only, the objective is for you to change any limiting beliefs around money and build an “abundant mindset”

STEP 2: ORGANIZE YOUR FINANCES

This is a very vast topic which can get quite complex. For the purpose of this program I am going to keep it simple. To become a successful and confident individual you need to be savvy not just about generating increased revenue but also managing your current resources.

BASIC GUIDELINES ON HOW YOU CAN ORGANIZE YOUR FINANCES:

- 1. Set some financial goals for the next 6 months-1 year.** How much profit/savings do you want to generate? How much of your debt do you want to pay off for the next couple of months? You can develop your ideal financial situation on a basic budget template that you can find on the Internet.
- 2. Keep a budget to manage your cash flow** and check your budget on a daily, weekly, biweekly or monthly basis.
- 3. Create a budget for your career:** If you would like to invest in your career or business you will have to invest in it. So keep in mind how much money you need to set aside for progressing in your career. Examples of costs include further education and training, equipment, stationary and travel.
- 4. Focus on reducing liabilities such as bad debts,** if any. When I speak about bad debts, I'm referring to credit card debt and payment on items that will not yield a return. An example of a good debt is a calculated investment in a stock, education or training or business that you think will fetch a good ROI. Know the distinction between the two.
- 5. Start a savings account.** This is your nest egg account in case of emergencies. Most financial experts say you should save enough money that will sustain you for 6 months in case you lose your job.
- 6. Consider getting another job:** If the money you are currently earning from your current professional is not sustaining you and you're barely making ends meet, consider taking another job. A part time job would be ideal as this will give you time to work on your art.
- 7. Save up for things you really want to have or do (because you deserve it!).** Maybe you want to buy a designer bag or travel to South America for a month. Whatever your desires are, I believe you should treat yourself once in a while as long as you don't break the bank!
- 8. Develop an enterprising mindset.** Always ask yourself, what can I do to increase my financial prosperity? Can I ask for a raise or switch to a company that pays me more for what I'm worth? Can I increase the number of clients I have? Can I do more shows or sell more of my work? Should I invest in some stocks? Remember that successful people focus on becoming better and progressing in their life in different ways- this also applies in your financial situation.

PART 4: BUILD YOUR DREAM TEAM



One of the biggest resources you have available to you are the people that you know! Success is not a one man's journey. Every single person who has become a success did it with the help of a team of supporters, experts and lucrative partnerships. If you can't afford hiring professionals, you can reach out to trustworthy family members, friends and support groups.

THERE TWO BIG REASONS FOR THIS:

1. We aren't specialized in everything and sometimes need expert advice in particular areas.
2. We need to save time so that we can focus on doing what we are best at doing and outsourcing things that we aren't our strengths.
3. We need people to identify where we can grow and improve by giving us constructive feedback.
4. We can only spread our message so far. We need partners to help get the word out there about our talent and capabilities.

HERE ARE SOME OF THE BEST PLACES TO FIND MEMBERS OF YOUR DREAM TEAM:

1. Online: Social networking sites like Facebook, Twitter, LinkedIn, Google+ and Meetup.com
2. Workshops and training events
3. Word of mouth/referrals
4. Business/Organizational seminars/events/conferences
5. Business listings
6. Books and articles that resonated with you

However in selecting your team, I want you to have a good selection process to “qualify” them.

WHILE INTERVIEWING CANDIDATES I WANT YOU TO ASK YOURSELF THE FOLLOWING QUESTIONS:

1. Is this person credible? Does he/she have experience, credentials or success in dealing with clients like me?
2. Can I trust this person? Are they genuine? Use your intuition/gut when doing this.
3. Is this person organized and on time with their promises?
4. Will this person do his/her best and remain committed to my success?

Once you are convinced, test them out for a short period of time before committing to a long term contract. Sometimes it takes time for a person to reveal their true colors and capabilities.

HERE IS A SAMPLE LIST OF THE PEOPLE YOU COULD INCLUDE IN YOUR DREAM TEAM:

1. Mentors (personal and professional)
2. Coach (personal and business)
3. Personal assistant or virtual assistant
4. Graphic designer
5. Financial advisor or banker
6. Personal trainer

