

SELF-DISCIPLINE IN 60 MINUTES

7 SIMPLE HABITS FOR OVERCOMING
PROCRASTINATION, BUILDING SELF-CONTROL,
AND ACHIEVING GOALS



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INTRODUCTION

I want to thank you and congratulate you for downloading the book, “Self-Discipline in 60 Minutes: 7 Simple Habits for Overcoming Procrastination, Building Self-Control, and Achieving Goals”.

This book contains proven steps and strategies on how to build powerful and unstoppable self-discipline. One of the things that many people want to know is what separates the most successful people from everyone else. Did they have more opportunities? Did they have more resources to work with? Just what is it that enables successful people to achieve their dreams and goals? While some of them did have more opportunities and resources than most other people, the majority of them didn’t. Instead, the single thing that enables people to become successful, regardless of opportunity or resources, is self-discipline. Many of the most successful people in the world today owe their success to the discipline they applied to their minds, their actions and even their imagination. This book will reveal seven of the most proven methods to achieve the self-discipline needed in order to achieve any goal or to turn any dream into reality. Once you have read this book nothing will be able to keep you from achieving any level of success you can imagine!

Thanks again for downloading this book, I hope you enjoy it!

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CHAPTER 1: SET CLEAR GOALS

Many people associate self-discipline with the decisions a person makes and the actions they perform. While this is a large part of the process, the fact of the matter is that self-discipline starts at the level of imagination itself. The vision or dream you hold in your mind must be just as disciplined as the decisions you make and the actions you perform in order to achieve that vision or dream. Therefore, the very first step to achieving self-discipline is to set clear goals. Only when you have clear goals will you be able to know exactly which path is the one to take in order to reach those goals. When your goals are unformed or unclear in any way, then it becomes almost impossible to know where to start in order to turn those goals into reality.

In order to fully understand the significance of setting clear goals think of it in terms of shopping. If the only decision you make is to go shopping, then there is no real direction regarding where that shopping should take place. What is it exactly that you want to shop for? Until you answer that question, you won't even know which stores to go to. After all, going to the local mall might sound like a great idea, but if you are shopping for a used car or a dozen eggs, then the local mall is the last place you need to be. This is the problem with not setting clear goals. If you keep your goals unformed or ambiguous then it becomes infinitely more difficult to take the necessary steps to realize those goals.

Alternatively, if you decide that you want to go shopping for a new bed, then the choices available to you become fewer and easier to manage. Now, instead of wasting time in stores that don't have what you need, you can target specific stores that you know sell beds. Not only does this save you time and energy that would be wasted with unclear goals, it also allows you to spend your time more productively. Knowing which stores to visit enables you to shop around for the best sales and the best quality beds available. This increases not only your chances of succeeding in your overall goal, it also increases the level of success you can achieve. This is

critical for anyone who wants to achieve any significant level of success in life.

This scenario can play out in just about any area of life. If a person decides that they want to go to college then any college might be an option, creating the problem of too many choices and not enough direction. However, when people decide that they want to go to law school, then the number of choices is reduced and the direction is established. The same applies to finding a job. All too often people say that they want to find a better job than the one they currently have. The problem with this is that there is no real direction, and all the choices are equal. Only when you decide on the specifics of the job you want will you be able to look in the right places and establish the direction that will lead you to success.

Therefore, before you begin to plan your first decision or your first action you need to take the time and effort to create a clear picture of the goal you want to achieve. Taking a little extra time at this stage will ensure that your time and efforts are not wasted later on. Rather than wandering aimlessly, you can target specific options, guaranteeing you the best chances of success as well as the greatest level of success possible. This also prevents the overwhelming feeling you get when you have too many options to choose from. Setting clear goals, therefore, is the cornerstone to self-discipline and the establishment of an overall plan for success.

CHAPTER 2: CREATE A POSITIVE MINDSET

Once you have a clear goal in mind, the next thing you need to do is to create a positive mindset. Just as ambiguous goals keep many people from ever achieving their goals or dreams, so too, negative thoughts and emotions keep countless people from ever turning their hopes into reality. Doubt, fear of failure and a general sense of inadequacy can be absolutely catastrophic for anyone who wants to pursue any level of success in life. Only when these negative emotions are effectively faced and overcome can a person have any chance of realizing their dreams. It is for this reason that creating a positive mindset has to be the next thing to address once you have set a clear goal that you want to achieve. All other measures will be of little to no value if you are carrying doubt and uncertainty in your heart and mind.

The first thing you need to do when creating a positive mindset is to recognize the negative emotions and thoughts that currently exist. If these remain hidden they will have the potential of popping up unexpectedly at any moment, making your journey that much harder. Therefore, it is critical that you take the time to sit down and honestly evaluate your overall mood. Recognize and accept any negative emotions and thoughts you might have and even write them down. Don't fight them as you might be tempted to do, rather simply observe them and take note of them. This isn't about creating inner conflict, instead it is about taking stock of your mind the same way you would take stock of your closet or your cupboards.

Once you have taken stock of the negative emotions in your mind the next step is to try to understand their origin. If, for example, you have a significant fear of failure, then ask yourself where that fear of failure comes from. If it is the result of past failures then all you have to do is to decide to let go of the past and simply focus on the current goal that you have set for yourself. In fact, you can use those past failures as motivation. Tell yourself that it is even more important to succeed now in order to put those past

failures to bed once and for all. Treat your current goal as a chance to redefine yourself by success instead of failure.

The next step is to take stock of the positive emotions and thoughts you have in your mind. After all, identifying and clearing out the negative is only half of the equation. The other half is to identify those thoughts and emotions that will help you in your quest for success. If you have optimism, courage, intelligence or even a good sense of humor you can list these as emotions that will help you on your journey. Focus on your strengths and use them as much as you can. Intelligence will enable you to think your way through a situation, courage will help you to take risks and a good sense of humor will help you to laugh off any mistakes you make. Recognizing your strengths will help you to be your very best at every moment, making your journey to success that much easier.

Another way to create a positive mindset is to take the time to reflect on all the things you have achieved in the past. The chances are that you have had a fair number of victories in your life, big or small. Remembering these victories will go a long way to building your sense of self-confidence, which will give you extra energy and determination for your journey. Think of self-confidence as food and water for your mind. Your journey to success might be a long and arduous one, requiring a great deal of energy along the way. The more confident you are is the more energy you will have, just as bringing food and water on a long hike will provide the hiker with plenty of energy to reach their destination.

CHAPTER 3: ORGANIZE YOUR ENVIRONMENT

Just as unclear goals can undermine a person's chance of success, so too an 'unclear' environment can do the same. Clutter, chaos and confusion are archenemies of success in any area of life. No successful person has ever been disorganized in their lives. Therefore, once you have set a clear goal and created a positive mindset the next step toward self-discipline and the achievement of your goal is to organize your environment. This can include such things as cleaning off the space where you work, but it also includes many more things, both physical and nonphysical in nature. Organization, therefore, is yet another example of how self-discipline happens internally as well as externally.

Where you choose to begin organizing is entirely up to you. There is no real right or wrong place to start. The important thing to understand is that organizing has a way of affecting all parts of your life. In other words, if you begin to organize your environment by decluttering your work space you will find that you begin to declutter your mind in the process. Alternatively, if you begin by decluttering your mind you will discover that you become more organized in your physical environment as a result. Thus, where to start isn't really important. What is important is that you do start and that you treat the process of organizing your environment as serious and as critical as any other aspect of developing self-discipline.

When it comes to organizing your physical space the first thing you need to do is to get rid of clutter. There are many types of clutter, so don't think that clutter is simply another word for trash. Needless to say, trash is the number one form of clutter you want to eliminate. Having trash in your environment has been shown to be a source of stress and overall unhappiness. Cleaning your environment will reduce this stress and help to create a healthier and happier state of mind.

The second type of clutter is anything that is unnecessary for the task at hand. All too often, a work space will have all sorts of things that look useful, but in the end many of them are only taking up space. Decide what

you need for the task you are performing and get rid of the rest. Even if you simply put everything else into a box and store it out of sight that is enough. This isn't about throwing things away as much as it is about making your space more manageable and more effective.

Next, get rid of any items that are simply distracting. Anything that can act as a toy, game or other form of distraction should be removed from your working area. This will help you to stay focused on the task at hand and help to ensure that your energies are used for achieving your goal rather than being wasted on distractions and the like.

As mentioned earlier, organization can be as much internal as it is external. Therefore, it is equally important to perform the same organizational tasks for your mind as for your workspace. Take the time to get rid of thoughts that are unimportant or distracting. Thinking about what you want for lunch should happen when you go to lunch, not before. The more you think about lunch during work is the less you are focused on the task at hand. Since focus is critical for any success then distractions need to be eliminated.

Multitasking is another form of disorganization that needs to be remedied. While the idea of multitasking sounds good in theory, it has actually been shown to be counter intuitive to overall productivity. Instead of splitting your attention and focus to perform several tasks choose one task and focus all of your attention and focus on that. Doing one task at a time helps your mind to stay organized, just as doing one thing at a time will help your work space to stay more organized.

Additionally, focusing energy and effort into a single task has been shown to produce better overall results. When you put all of your effort into one task you will perform that task better than if you are splitting your effort amongst several tasks. Mistakes are reduced, tasks are accomplished more quickly and the overall level of success is higher when tasks are performed one at a time.

CHAPTER 4: ESTABLISH A ROUTINE

In addition to organizing your environment and your mind you also need to take the steps to organize your time. Study after study has proven that the more organized a person's time is, the more successful they will be. This stands to reason when you think of the overall benefits of organizing your mind and space. Just as a disorganized mind can slow down productivity and reduce effectiveness of effort so too, a disorganized schedule can rob you of critical time that could be used more effectively in order to achieve better results. Therefore, once you have established organization in your mind and space the next step is to organize your time. This is done most effectively by establishing a daily routine.

It is no coincidence that athletes, members of the military and other people in highly disciplined environments follow a strict daily routine. High demands and expectations are placed on these people. Therefore, it is vital that they use their time as wisely as possible in order to keep up with what is expected of them. No successful athlete ever skipped training because they lost track of time. Nor did a successful businessperson miss a meeting because they were too busy running errands. Instead, successful people organize their day in order to stay focused on the tasks at hand, regardless of how large or small those tasks may be.

The first step to establishing a routine is to determine your priorities. Activities that are most important to you should be given the best time for being performed. This is particularly true for activities such as exercise, meditation and other seemingly unprofitable endeavors. All too often we prioritize activities based on their financial value, leaving non-money-making activities to spare time if they get done at all. This is actually the opposite way that time should be divided. When people spend time meditating, exercising or doing things that make them happier and stronger they perform better at all their other activities. Therefore, prioritize your activities by their importance to you, not by any other measure.

Next, structure your schedule so that you mix pleasant activities with the more unpleasant activities you have to do on a daily basis. The truth of the matter is that everyone has things to do that they don't necessarily enjoy. Rather than ignoring those things or simply forcing yourself to do them, follow them up with activities you look forward to. If you enjoy working out then work out after doing something you don't enjoy. This will give you the incentive to tackle the un-fun tasks in order to get to the things you like. It's a bit like a child eating their vegetables in order to get dessert!

Another key element to forming a routine is choosing the best times for different tasks. It is important to recognize that your energy levels fluctuate during the day, therefore no two hours are exactly the same in terms of potential for getting things done. Take the time to determine which times of day are best for the tasks you have. This will increase your efficiency and enable you to perform those tasks when you are most ready to do so. Meditation is a perfect example of this. If you find that the early morning is the best time for you to meditate, then set your alarm early enough to afford you that time. If, however, you decide that later in the evening is the right time then set aside a specific amount of time each and every night to allow you to meditate properly. Establishing this type of routine will give you more purpose each and every day, as well as increasing the results of your efforts.

Finally, make sure that you set aside enough time to decompress at the end of the day. All too often people focus solely on forming a routine around the tasks they have to perform. It is equally important that you create your routine around those things that help you to rest and restore your energy. Getting enough sleep every night is just as important as waking up on time to go to work. Therefore, be sure to end your activities early enough so that you can go to sleep at the right time. Additionally, it is vital that you give yourself free time on a daily basis in order to unwind. Giving yourself a solid 30-60 minutes in the evening to play games, watch mindless TV or to do something equally indulgent will prevent you from getting burned out or for feeling guilty for spending time doing self-indulgent activities. All work and no play is never a good thing.

CHAPTER 5: DEVELOP POSITIVE HABITS

When you hear the word ‘habit’ you often think of behaviors such as smoking, chewing your nails or any other behavior that is considered a bad habit. The truth of the matter is that habits don’t have to be bad in nature. Any behavior that is repeated enough so that you practice it without thinking is a habit. Therefore, good behaviors can become habits just as much as any bad behavior. Brushing your teeth at night is one such example. The chances are you don’t even think about the process, you simply brush your teeth without question. By developing the habit of brushing your teeth you improve the health and wellbeing of your teeth, meaning that you have a healthier life overall. Just as the habit of brushing your teeth can improve your life, so too, developing other positive habits can go a long way toward improving your physical wellbeing, your state of mind and your overall chances for success in any endeavors you undertake.

One of the most critical habits to form in order to increase the success in your life is to always finish tasks that you start. All too often people step away from unfinished tasks in order to do something else. Sometimes this other thing is seemingly more important, and therefore deserves immediate attention. However, more often than not, the thing people choose to do over finishing what they are working on is simply more appealing. Being tempted away from a mundane or tedious project in order to do something fun is something we have all been guilty of at one time or another. After all, the desire for fun is simply human nature. The negative side of this behavior is that most of the time the task that was walked away from either gets significantly delayed or, even worse, never gets finished at all. This is a huge obstacle for anyone who wants to be truly successful in life.

By contrast, the most successful people in life always finish tasks that they start. The only reason they walk away from an unfinished task is if something absolutely critical comes along that simply cannot wait to be addressed. Even so, in such a situation the person involved will determine to come back to their unfinished task as soon as possible. The significance

of finishing what you start cannot be overstated. The main benefit is that it creates a greater sense of accomplishment. Rather than having countless unfinished tasks to deal with you have a list of things that are done and off your infamous ‘to-do’ list. Another huge benefit of always finishing what you start is that you have a greater sense of confidence when it comes to starting new projects. When you know that you have the ability and self-discipline to finish anything you start you take on projects with greater courage and determination. Needless to say, these are qualities that are critical for anyone wanting to achieve success in life.

Another important habit to create is to do things right away. Procrastination is an archenemy of success. When you put off things for another time you only ever create a mountain of tasks that becomes impossible to manage. Any successful person will tell you that doing things immediately is the only way to go. Therefore, a good habit to form is to perform tasks right away. Needless to say this does not mean that you shouldn’t prioritize tasks, choosing to do the more important ones first. Rather this means that you shouldn’t choose to sit on the sofa instead of performing a task that you simply don’t want to do. More often than not the tasks we don’t want to do turn out to provide the greatest rewards when they are done. If nothing else this should be reason enough to never put off tasks that can be done right away. However, as mentioned earlier, putting off tasks only means that you will have more and more tasks to do later on, and they won’t be any more fun in the future than they are in the here and now!

CHAPTER 6: STAY MOTIVATED

If you ever look at a successful person, one of the first things you will notice is the level of energy they possess. They are always vibrant and enthusiastic, even about the most mundane things. You will never see a successful person who has low energy or is constantly depressed. The simple reason for this is that successful people are always motivated. They have an unquenchable desire to see where ideas will lead, meaning that they are always eager to try new things. Additionally, they always want to test their limits, thereby seeing what new skills they can discover or develop within themselves. These traits are what propel people to the very highest levels of success in every area of life. Therefore, it is absolutely critical to stay motivated once you set off on the journey to achieve your goals and ambitions. After all, the journey to success can be a long one, requiring a great deal of commitment along the way. Only when you stay motivated will you be sure to endure the journey, reaching the reward awaiting you at the other end.

One of the best methods for staying motivated while chasing your dreams is to keep sight of the actual goal. All too often people get caught up in the journey itself, losing sight of the reason they are making the effort in the first place. This can cause them to quit their journey when things become overly difficult. However, when you keep your mind fixed on the destination that you are traveling toward then every effort becomes worthwhile. The best example of this is the journey of an Olympic athlete. The training and sacrifice required in order for a person to become an Olympic athlete are beyond measure. It is for this reason that so few people ever achieve that goal. However, when you see a person training relentlessly and giving up the pleasures of life that the rest of us take for granted you realize that they have their eyes on the prize. Invariably, whenever they are asked how they managed to overcome the demands in order to fulfill their dream they will always say that they never stopped dreaming of the chance to stand on the podium and get their medal. Therefore, always keep a clear view of the goal you are chasing after. This

will enable you to endure every hardship, sacrifice and setback along the way.

Another way to stay motivated along the path to success is to surround yourself with positive people. All too often a person can be talked out of their dreams by those who have no ambitions in their own life. When people talk about failure and disappointment it has a hugely negative effect on the minds of those they are talking to. After all, if you only hear people talk about how they failed to achieve their goals or to realize their dreams then the process itself seems impossible, no matter what the goal or dream actually is. Alternatively, when you surround yourself with positive people the opposite effect occurs. Instead of hearing stories of failure and disappointment you hear stories of success and fulfillment. After a while the energy and confidence that fills these stories begins to fill your own heart. This gives you the motivation to chase your dreams and to do whatever it takes to cross the proverbial finish line. Therefore, one of the surest ways to stay motivated in your journey to success is to surround yourself with positive, successful people who will help to restore your energies during the most challenging times.

More often than not Olympic athletes, when interviewed, will say that what got them through the difficulties along their journey was the love and support of family and friends. This is another key factor for staying motivated. Just as surrounding yourself with successful people is important, so too, surrounding yourself with love and support is equally vital. When you have people to help you get back on your feet after a setback it can make all the difference in the world. Sometimes it's the feeling that you are alone on your journey that makes the journey seem so overwhelming from time to time. However, those who endure the greatest challenges are those who aren't alone. Therefore, be sure to surround yourself with people who will love and support you in the darkest of times. This will help you to stay motivated and to be able to survive each and every setback that might come your way.

CHAPTER 7: EMBRACE FAILURE

So far this book has revealed how unclear goals, negative mindsets, disorganization and a lack of motivation can stand between a person and the success they want to achieve. However, none of these is the greatest threat to a person's success. The greatest threat to success, by far, is failure itself. This might seem like a ludicrous thing to say at first. After all, failure is the opposite of success, so of course it would be the biggest obstacle to success. However, the point here is that even the smallest of failures can cause a person to abandon their journey altogether, resulting in them giving up before they reach the end of their path. In short, while fear of failure can cause a person to never start a journey, the experience of failure can cause them to never complete a journey. It is critical, therefore, to learn not how to avoid failure, but how to embrace it. Only by embracing failure will you be able to push on and achieve your goals regardless of the setbacks along the way.

The first thing to recognize about failure is that it affects everyone. Even the most successful people on the planet experience failure while chasing their dreams. The difference is in how they respond to failure. While most people see failure as a sign that their goal is out of reach, that they aren't good enough, or some other negative sign, successful people see failure as a lesson. Thomas Edison can provide the best example for this concept. Edison is perhaps most well known for inventing the light bulb, which has since revolutionized modern society all around the world. However, a little known fact is that he actually tried upwards of a thousand different methods before finding the one that worked. In an interview he was asked how he was able to overcome a thousand failures. He responded that he hadn't failed, instead he simply discovered a thousand ways not to make a light bulb. This is the embodiment of embracing failure. Rather than giving up after dozens or even hundreds of failed attempts, Edison took each setback as a lesson in what doesn't work. Eventually each lesson narrowed his search to the point where he discovered the one method that did work. His name has been famous ever since.

Learning to see failures as lessons instead of as enemies is one of the most valuable tools that the most successful people have in their collection. Rather than seeing setbacks as a personal defeat, successful individuals see them indications of what doesn't work. The key thing is to never take a setback or a failure as a personal injury. Simply recognize that your ideas need to be reworked, and your plan needs to be revised. No setback is ever worth abandoning your dreams for. If successful people took failures personally they would never achieve the success that defines them. The greatest businessmen have almost always been penniless at times along the path to their success. The greatest generals have suffered humiliating defeats from time to time. In the end, what separates a successful person from an unsuccessful one is how they overcame their failures and learned the lessons that they offered.

CONCLUSION

I hope this book was able to help you to create the self-discipline you need in order to achieve any goal your heart or mind desires. By setting clear goals you can choose the right path to take you to your desired outcome. Creating a positive mindset will give you the energy you need to turn your dreams into reality. Organizing your time and environment will increase the results of your actions, enabling you to reach even greater levels of success. Finally, staying motivated and learning to embrace failure will ensure that you stay on your path to success, even when things seem to be turning against you. In the end, the one thing that separates successful people from the rest is that they stayed on their path all the way to the end. By practicing the principles presented in this book you will be able to stay on your path all the way to the end, where the success you crave and deserve is there waiting for you!

The next step is to absolutely make sure that you apply the information in this book fully if you want to see lasting effects.

Thank you again for downloading this book!

If you have enjoyed this book, please leave a review. I worked really hard on this book and it really would mean the world to me, if you could leave an honest [review on amazon.com](#) and let me know what you think.

Please remember: The only proven three things that guarantee change are action, action and action.

Thank you so much!