



# LIVING ON PURPOSE

**Taking you to the next level  
in life and business**

by Murray Piers Kilgour

[www.murraykilgour.com](http://www.murraykilgour.com)

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**Living on Purpose - Taking You to the Next Level in Life and Business published  
by Murray P Kilgour**

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# INTRODUCTION



For the past decade I have had the privilege of working in my genius as an entrepreneurial coach and consultant. As you read this book you'll discover from the first chapter what it means to work within your genius. I have applied this to my personal journey and have seen it successfully applied to the lives of my clients. I am now able to make them available to a much wider audience as an ebook.

In this helter skelter world we are confronted by so much noise and complexity yet we do not have the tools to cope with daily life. If this continues for extended periods of time, we become

overwhelmed and discouraged. This ebook provides very practical tools to prevent this from happening; in fact you can apply these principles right now and make a huge difference in all areas of your life.

I have coached hundreds of individuals, leaders and entrepreneurs from start-ups to large companies and have found that the lessons in the book are applicable to everyone willing to apply them. The truth is that we all face similar challenges no matter our station in life. There are various topics so please look out for chapters like time management, handling conflict, setting goals and even the chapters on 'Dancing on my Chips' and 'Central Park'.

We have also included action plans and self-study applications so the book goes beyond just reading material.

I would also like to thank my good friend and co-worker, Wayne Turner, for all the hours of dedicated work in compiling this

ebook. He is the man behind the website, camera and editing suite, ensuring the professional feel of the audio and video we produce at [www.murraykilgour.com](http://www.murraykilgour.com).

Thank you for taking your time to read this book and I trust that it will accelerate you to your next level.

Murray Kilgour

# HOW TO USE THIS BOOK



Welcome to the first step in your journey to the next level. This chapter will help you to use the ebook effectively in your personal life or business.

Here are three ways to get the most out of this ebook:

1. Read through the book to get an understanding of where you are in your life, pick out the lessons that apply to

you or just read it through from start to finish.

2. Most of the chapters have bullet points in a how-to format. Take some time to work through these points, this will allow you to maximize your personal learning.

3. The final way you can benefit from this book is as training material for one-on-one or group discussions with staff or associates. The advantage of this method is that because our copyright restrictions are limited, each person in the group can have their own copy of the ebook. You have the rights to print, copy and distribute the book for non-commercial personal use. Please view the restrictions on the copyright page at the beginning of this ebook.

We have a resource website at:

[www.murraykilgour.com](http://www.murraykilgour.com)

where you'll find additional material in the form of articles as well as links to our

Youtube Channel with additional videos. You can also access links to our iTunes Channel where you will find many audio podcasts.

However you decide to use this ebook, please allow these lessons to ruin you for the ordinary as you discover the joy of an extraordinary life.



## chapter one

# FINDING YOUR GENIUS

Here are some clues to finding your genius. I'm saying the word "clues" because to find your genius is a lifelong exercise. I have researched this over the years and can share a few of them with you. I've been passionate in working within my genius at least 90 percent of my time. I'm on earth for only one short lifetime and so I want to give it my best possible shot, without any messing around.

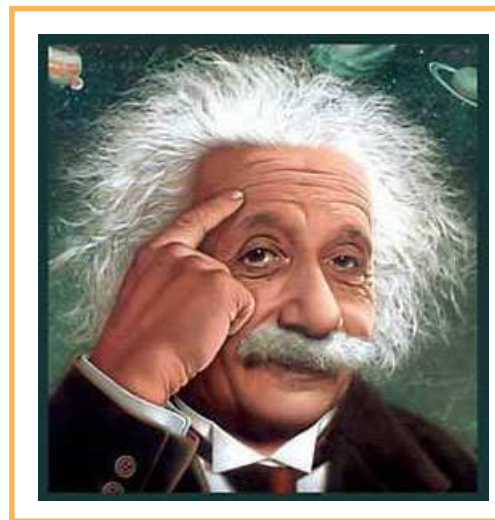
Genius is made up of two things.

### Number one:

Your talents, in other words, are your natural, God-given abilities inherent in you. They are intrinsic while your skills are extrinsic or outside of you. Talents are inside of you and talents and skills together make an incredibly powerful combination. Look inside first and ask, "What are the talents that I have and can bring to the world?"

One of the best tools I've ever used to discover this is a test called 'Strengths Finder', found in one of two books I can highly recommend, both of which have got online tests that will assist you.

The first one is called "**Strengths Finder**" by **Tom Rath** and the other one is "**Now Discover Your Strengths**" by **Marcus Buckingham**. These books will give you information and take you to a website where you'll find an online test and all the information you need.



So the one question I've sat down and asked is, "What is my talent?" Your talent is what you are really, really good at—what blows your hair back in terms of what you can do.

### Number two:

Your passion is what you love doing. Talent is what I am really, really good at, and passion is what I really, really love doing. When these two meet, there is incredible power that comes together.

Most people don't work within their passions plus their talents. That is, working between 80 and 90 percent of their time within it. A great exercise to do is to write down what you think your talents are and then do the **Strengths**

**Finder** test. Write down what your passions are and then go back and look at your diary over the last couple of months. Have a look and see whether you've actually been working within your passion plus talent revealed by these two books.



**Firstly:**

You are constantly rejuvenated when doing these tasks. For example, I love communicating, as you can see. When I communicate, I'm rejuvenated by it. I don't have to look at my watch and say "Oh my goodness, another five minutes to go." I look at my watch and say, "My goodness, is it so late already?" Because I'm so rejuvenated and come away from communicating with a buzz it's a very strong clue to my

brain has got thickets of neurons where it knows exactly how to do it.

To make a talent into a strength takes investment. If you read many of the books on the subject you'll see that researchers talk about the 10,000-hour rule. In other words, it's going to take 10,000 hours of working within your strengths to enter the realm of genius. Generally, it takes about 10 years because you can't work within your strength every minute of every day. If

sure that I keep those exercised on a regular basis. Just out of interest, one of them is communication.

I encourage you to purchase one these books and to complete the online assessment on the website provided. You will be given your top 5 talents out of a possible 34. Once you know these, be aware of them in your daily life and find ways to apply your talents until they become your strengths.

***You are constantly rejuvenated when doing tasks you are passionate about***

personal genius.

**Secondly:**

You can deliver a near perfect performance every time you show up in your talents or your passions. In other words, you don't have to sit there and think, I don't have to think how I'm going to communicate. I naturally know how! My

you focus on what you are the best at in the world over a 10-year period, your brain will develop so many connections that people will eventually start coming to you asking how you did this. You will be the highly paid professional with the ability to provide this information.

I work very hard at making my passion plus talent count every day. I know what my top five talents are and I make

**Any intelligent fool can make things bigger, more complex and more violent. It takes a touch of genius - and a lot of courage - to move in the opposite direction.  
- Albert Einstein -**



# FINDING YOUR GENIUS WORKSHEET

8

**EXERCISE:** List the activities in your work and personal life that 'blow your hair back' in the following percentages. You should be spending the maximum of your time in column 1 and preferably zero in column 3. Look at your diary to see if this is true

## PASSION

80 %	20 %	0 %

## TALENT

List and prioritise your top ten talents below then ask three friends to look at the list and see how they would modify it

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Now, look at your diary to see how much time you are spending in the top five



## chapter two

# REACHING YOUR VISION



We all have dreams and a destiny and in order to achieve them we need to be future-focused. By living in the past it's virtually impossible to move forward, so in order to turn a dream into a reachable vision, we need to be future-focused and practical. Setting goals is the way we reach our visions and we can only do this one step at a time.

Here are five little steps to help you reach an awesome goal.

### 1. Five Wrappers

The brain loves and requires five key elements when setting a goal and these are easy to remember.

- a. **A goal must be thought out. It must make sense to you in order for your brain to believe it.**
- b. **A goal must be written down.**
- c. **A goal must be spoken about and processed verbally, so speak a goal.**
- d. **A goal must be specific. e.g. if you want to increase your business turnover, state by how much.**
- e. **A goal must be time-based. Be specific about the date that you set for the start and completion.**

In summary, think, write, speak, be specific and time-based.

When the subconscious mind receives a goal wrapped in these five beautiful

wrappers, it will get to work on them. In fact, research shows that if you did this and then immediately threw the goal sheet into the dustbin, you'd still have a 30 percent chance of achieving your goals.

So write down as many goals as you need in order to achieve your vision.

### 2. Commit to review your goals regularly.

Many people get very excited about goal setting and then forget about them. Diarize to review your goals every 60 to 90 days. If you review your goals during these periods, you will increase the chance of achievement from 30 percent to between 60 and 80 percent. In other words you can almost triple your chances of success by reviewing these points.

I do this every year and set approximately 25 to 30 life goals encompassing all the areas of my life at the beginning of each year. I then revisit

them every quarter. At the end each year I do an overall evaluation of my goals and I'm constantly impressed with the high percentages of what I achieve.

Here is one example of a goal which I set a number of years ago; I decided to increase my business turnover by 250 percent within two years. In anyone's book that would be a very big ask, but I set the goal anyway. I revisited it every 90 days and worked on the specific areas that I needed to focus on each day. Within 15 months I was at 122 percent and 18 months at 200. I planned to reach the outstanding in the

or dump it. Diarize your goal, then do it on the day that you scheduled it. If you failed to do it, then re-diarize it and carry it over until it is really and truly done.

#### 4. Reward yourself.

The brain needs to feel a sense of reward and achievement, so find a way to say thank you to yourself. Buy yourself that fountain pen, go to that movie or take that extra hour for lunch. So often we forget to give ourselves praise or a pat on the back but certainly not a smack on the head.

now are miles ahead. It was worth it so keep on keeping on.

I know that the humble goal will take you to your greatest heights yet.

### THE FIVE WRAPPERS

- a. A goal must be thought out. It must make sense to you in order for your brain to believe it.
- b. A goal must be written down.
- c. A goal must be spoken about and processed verbally, so speak a goal.
- d. A goal must be specific. e.g. if you want to increase your business turnover, state by how much.
- e. A goal must be time-based. Be specific about the date that you set for the start and completion.

## *...diarise it, delegate it, do it or dump it.*

remaining 6 months. So actually I did achieve my goal even though it took six months longer than I expected to reach the 250 percent.

#### 3. Diarize and do.

Put everything that you need to do relating to your goals into your diary. This keeps you honest and focused! Practise the four Ds: diarize it, delegate it, do it,

#### 5. Keep on keeping on.

When you get into the mindset of setting goals and achieving awesome results, you're going to keep on setting new goals and attain them more and more. I look back at the first goal I set 23 years ago I remember how difficult they were to achieve, but the ones I set

# GOALSETTING WORKSHEET

Consider the following areas of your life:

1. Work
2. Finances
3. Health
4. Social life
5. Family
6. Personal Development

Write down three goals per area. Remember to apply the five 'wrappers' to them.

Set a reminder in your diary exactly 90 days from now to review them.

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## chapter three

# OBSTACLES TO GOALSETTING



Here are five obstacles to help you achieve your goals. We are all motivated to set goals, so when the first of January rolls around, most of us are full of New Year resolutions. I don't think there is one person I've ever met who is unable to set goals.

So, why do we struggle to achieve our goals if we're so willing to set them? I'd like to discuss five obstacles that hinder us from achieving them.

### 1. Our goals are not connected to our vision.

When we are not connected to the bigger picture of our lives, goals can seem aimless and meaningless. I often say that having a compelling vision makes small things meaningful.

Imagine if we agreed to climb Mount Everest together by this time next year. We'd be very clear about each and every activity regarding this ascent and anything not connected to it would be seen as clutter and noise. We'd be

completely focused, and every activity would be connected to summitting this great mountain. Once we focus on a greater goal or vision, it becomes easy to connect our goals and daily detail to that bigger picture. Keep focused on the bigger picture of your life, and the small goals will fit in.

### 2. We often drown in the details.

We live in a world of detail. Think about it. We have our diaries and we have our lists. Every day we're writing down small things we've got to get done, micromanaging our lives and those around us.

How often do we helicopter up and remind ourselves of what our goals are? I write down my goals for every 90 days, and I review them. I've been writing down goals for the last 23 years, and they have made a huge difference to my life. If we lose sight of our goals, we drown in the details.

### 3. Tomorrow is another day.

Everyone thinks that there will be more time in the future, so why not put off things we need to do today? Procrastination is the thief of time.

There are two ways to deal with tasks that we'd rather not do. Firstly, do it immediately. We know the Nike slogan that says "Just Do It." Make a decision to list those things which you are putting off and take action now. We tend to elevate the things we don't like doing to a crisis level. Funnily enough, when we end up doing them, we find out that they weren't so hard, and a weight is lifted from our shoulders. Secondly, if a

have a sort of "honeymoon" phase. After that it gets tough and we realise that the goal is harder to achieve than we expected.

Consider this; those three kilograms that just won't leave your body, a gym routine isn't as easy as you expected and kicking that habit that you identified is just not working. So, stopping becomes an option and I am convinced that most people fail in life, not because of their lack of talent, but because of a lack of perseverance.

The way to combat this obstacle is to write down what you want to achieve

### 5. We get distracted, and we make excuses.

When other goals seem to be easier or more attractive to us, we are tempted to abandon the original goals set. When this happens, I remind myself of the original goal, why it was important and that it was worth fighting for. I set a goal to lose weight this year and I found that the winter has been very difficult for me because my sport is surf-skiing in the ocean. I find that having had the flu, and recently injured my hands stopped me in my tracks and so I was unable to train. But, I have refocused on my goal and got back on

***...remember the original goal and why it was important and worth fighting for.***

task is a big one, then use the Swiss cheese approach. Punch it full of holes. In other words, break it up into small pieces so that when you actually get to do it, it's not that difficult and after a week or so, you will find the entire task has been completed.

### 4. We stop persevering.

When we set goals, we are full of enthusiasm to achieve them, so we

and then hold yourself accountable to somebody who cares enough to check up on you. I was challenged recently to make some changes in my life and was asked to work on it for 30 days. The fact that I knew someone was checking up on me and that I had to present the evidence of my change 30 days later, helped me to persevere all the way through.

track to lose the weight. I am not getting distracted, and I am certainly not making excuses.

I am sure that there are more than five excuses for reaching our goals, and you could probably add a few yourself. Whatever they are, redouble your efforts to set goals and keep them on track regardless; the reward is always worth it.



## chapter four

# TIME MANAGEMENT

In difficult times we still have 24 hours a day! That might seem like a very natural statement, but think about it; in the good times everybody has so much time to do what is profitable and what they enjoy. In difficult times it becomes far harder to apply our minds because of procrastination and fear. The one thing we lack is confidence and when we are fearful, we are either paralyzed or frenetic and often unproductive. Either way, effective time management loses its way. So, I think that time management is a misleading statement. Time is time. It can't be expanded or contracted so the

proper description should be that time management is really self management: managing myself in the dimension of time. Everybody gets 24 hours in a day and it can't be expanded or contracted. Self management is really what counts: how I manage myself within the 24-hour period determines if I reach my goals or not. Intentions don't show up in diaries; actions do.

I once agreed to do an exercise where I kept a diary of everything I did and listed them in 15-minute segments for two weeks, every single day. Apart from being

detailed and tedious, it gave me insight into how I used my time and more importantly if I was really achieving my goals. I became a convert of keeping a diary daily, which was linked to my goals and objectives. This was 23 years ago and I'm still converted to this habit. Although it hasn't always been easy, getting disciplined in this area of my life has paid off immensely.

From this experience I came up with a few non-negotiables.





### 1. Always plan tomorrow five minutes before the end of today.

Why? Your today is still fresh in your mind so that you can see what you did and what needs to be carried over. List those things that are carryovers to tomorrow. Secondly, your mind needs to be freed up when you go home so that you can rest and not worry about that departmental presentation in the morning. The brain needs rest! Allow time after hours and at night to let your brain catch up for tomorrow.

### 2. Select your priorities according to your energy levels.

I list all of my activities for the day and divide them into 'As' and 'Cs'. 'As' are the highest priority that require concentration and dedicated time. 'Cs' are not as important and require less focus. Now, assess your energy levels for "As" and "Cs" during your day.

Some clients I work with like to do their 'As' from 8 to 11 in the morning and then take a break around lunch to do 'Cs'. They then do 'As' later on in the afternoon. You may be different, but listen to your body when managing your

diary management for tomorrow. Each day may vary, so set up your diary according to your energy levels.

### 3. Your diary keeps you honest.

Commit to do what the diary says, and only change in exceptional cases. I'm not advocating legalism, but this is **your** diary, and these are **your** goals that need to be achieved. The diary is simply a tool that makes this come true on a daily basis.

When you're doing your "As", you get two kinds of priorities. An "A" that is overwhelming is one that needs time and energy to be committed to it. As they say in the Nike adverts, "Just do it", otherwise it becomes overwhelming.

We all know the old adage that says a journey of a thousand miles starts with a single step. I think Lao-Tzu the Chinese philosopher was wise in what he said.

Daily time management using a diary is your single step every day to achieving your life goals. You might have dreams and visions of what you want to become and these might become quite emotional as you write them down, but I

can assure you that they are only as good as putting them in your diary tomorrow. One step after the other will take you to the top of the highest mountain you could ever consider climbing.

## QUESTIONS TO ASK YOURSELF

1. Am I planning 5 minutes before the end of the day?

2. Do my priorities relate to my energy levels?

3. Do I keep to what my diary says or do I ignore it?

# TIME MANAGEMENT WORKSHEET

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Here are four exercises to ensure you save at least 30 minutes a day:

1. List your "As" and "Cs" below.
2. Transfer them to your diary according to your body rhythms ie. set out your "A" and "C" times for the day or week.
3. List all Swiss cheese projects below.
4. Commit to say 'no' to activities that interfere with the actions you have listed in your diary.

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## chapter five

# 5 Ds OF TIME MANAGEMENT



One of the biggest frustrations I feel people struggle with today is complexity and noise. There are so many things that are demanding our time and we have this false notion that we can multitask! You cannot give 100 percent to more than one thing at one time.

So if you're doing three things at one time, you might only be giving a third of your time to each one. That is why

driving your car, eating a sandwich, and speaking on your cell phone all at the same time is not really a good use of your time. However, there are ways that we can sort out our time so that when we get to the end of the day we can have a sense of accomplishment.

I find very few people actually have this in their minds. They always create a long list of things that need attention but don't complete. They carry list over

to tomorrow and eventually end with a long tail. This tail gets longer and longer until there is a month's worth of backlogs that follows them.

I have worked with people who have managed to remove the tails using these 5 Ds.

### 1. Do It.

When something comes into your day, you need to decide whether you want to do it right now. If it fits into what you are doing presently, just do it.

For example, if I'm working on some documentation for tax, and right then I get a phone call from the tax department, I'll take the phone call and I'll do it and it's done. Tick.

### 2. Diarize It.

If something comes across your desk and you're busy with something else, diarise another time to complete this

this task. Doing it now will distract you whilst diarising it for later will free your mind to continue with the task at hand.

I had a phone call on the way to our studio one morning from someone who needed my help. I knew that I was travelling the following week and said to him, "I'll have some time next week on Thursday. Please give me a call sometime to confirm." Now that's out of my mind because I've diarized it. It doesn't bug me, and when I go to bed tonight it doesn't bug me either because I know I've got a plan to take care of it.

### 3. Delegate It.

Not all of the tasks that come at you are supposed to be carried out by you! This is the good news. Learn to give work to responsible others who can free you to be even more productive. Call them, give them a proper brief and say to them, "I'm delegating this to you. You go ahead." They can come to you with feedback on how it went, but generally they're going to be taking it away from you.

### 4. Dump it.

If you don't have to do it, don't entertain it. People go through their e-mails endlessly looking at things they don't need to be looking at. I love that trash can at the bottom of my iPhone and iPad. I hit that button so often

didn't get to last week in the other corner. They know exactly what I'm talking about. Their desk can be a nightmare. In their peripheral vision they should have only one task at

*...if you don't have to do it, don't entertain it. Get rid of it quickly.*

because I want to get rid of these things that take me away from the tasks I should be focused on. You have lots of things to do so don't get distracted.

one time and everything else needs to be put behind them.

Try these five out...

### 5. Desk Management.

This is different from the other four because it is about how to manage your desk. It's a huge timewaster. Why? Because the brain likes to focus on one task at a time. Many people—if you look at their desks—have a number of tasks going on simultaneously. They're having several conversations at the same time. There are phone calls that need to be made, a project in the right-hand corner and a bunch of files they



**Until we can manage time, we can manage nothing else.**

**- Peter F. Drucker**

## chapter six

# AIRPORTS AND FOG - Part 1.

I love flying, and I've flown most of my life. At the moment I fly about 100 sectors per year around South Africa and get to go through a lot of airports every month.

They've transformed these small chaotic little spaces into elegant world-class buildings with more shops than the local shopping malls in our towns.

We use airports as our key connection points to important destinations. We might use an airport to go on a life-changing holiday, emigrate, while others may go on business trips. Whatever the reason, if an airport works well, you can get to where you're going. But if they close down or they're not functioning properly, you get stuck.

So what are the airports in our lives?

They're almost symbolic of key areas. If you think about it, we have a business airport where we do our deals and



make our money, a family airport where we feel loved and we belong and a health airport where we keep strong and fit.

But what happens when an airport closes down? In other words our business, our family or our health isn't functioning as it should. Life becomes chaotic and difficult.

I remember once when we were in Amsterdam. I was going through Schiphol Airport on my way back from Canada. There was fog on the runway that was so low that all the flights were grounded for 12 hours. Can you imagine the backlog that they experienced? So, fog can close down an entire airport.

I have a friend who is a pilot and he told me that it takes 90 trillion particles of water

to make just one square kilometer of fog.

As I've said, fog can be symbolic of things in our life—like our health, our

work, our family—symbolic of clutter, messes, complexities. All the static that comes into our worlds and causes life to seize up. I work with many entrepreneurs with great business ideas who struggle to make money because of ventures that are very difficult to operate. When I ask them why, they tell me about their fog and things like: “I had this idea, but it just became so complex. It was difficult to find start-up capital, the cash flow issues crippled me, I became so disillusioned that my courage began to dissipate.”

Now that’s fog! He had a wonderful idea, a wonderful “business” airport but then fog settled on it and it closed down. So it’s imperative that we find ways to remove this fog.

Back to our 90 trillion-particle story. Did you know that 90 trillion particles of fog equals 1 square kilometer of fog. This, in fact, equates to only half a glass of water. Think about that for a little while. What we often see as an impossible situation that can shut down our business, our family, our fitness or our finances may also just fit into half a glass. In other words, it’s not as bad as we think!

I’m not trying to minimize the realities or the fact that some things are very complex and very difficult to resolve, but I also bet that there is a lot of complexity in our lives that we can solve much quicker than we really think. There’s more help out there, in heaven, in other people and in ourselves than we know.

So take some time to ponder this analogy of airports and fog and determine whether your challenges are really

only half a glass of water. I suppose the optimist would say it’s half empty of problems while the pessimist would say it’s only half full of opportunities. Which ever way you look at it, it’s a problem waiting to be solved.





## chapter seven

# AIRPORTS AND FOG - Part 2.



Airports represent key areas of our lives which often get fogged in and when we can't remove this fog complexity, noise results.

The different areas in our lives or airports that possibly get fogged in are business, relationships, marriage, finances, managing yourself, etc. We now know that it takes 90 trillion particles of water to make just one square kilometer of fog which equals half a glass of water, but, we still think we're going to be so snowed under or fogged in that we'll never get to fly.

Let's look at six ways to reopen our airports and remove that fog.

### 1. The Circle of Influence.

Stephen Covey has a wonderful little concept in his book "The Seven Habits of Highly Effective People," a book I highly recommend where he discusses the circles of influence and concern. He draws a very large circle and says

that this contains everything that concerns us; all the baggage that bothers us. Inside this circle is a smaller one called the circle of influence says that we should spend our time working more on the things that we can influence rather than those that concern us. In other words, where do you have power to make change? Where you have the power is where you begin. Stop wasting time on things you can't change and get busy on those you can.

### 2. Take an objective look.

Step back and list the five biggest fogs that you have at any given time in your life. Do this right now. Take a good look at the list and see if they really are that big. Some might be, while others may not. Next to each one of those fogged in areas, write down what simplicity should look like. What would it look like if you could clear the fog? In other words, if that situation could change immediately, what action would you need to take in order to make it happen?

### 3. Share it with someone whom you trust and I emphasize the word “trust.”

Don't be too proud, ashamed or fearful. They say these are the three reasons why people are not open. They're either too proud to share; they're ashamed of what they've done so they don't want to share who they really are, or, there is fear involved. These things keep us trapped inside ourselves. This is why I always say “a burden shared is a burden halved.” We need to be accountable to someone else who has greater wisdom than we have in order to take us to the other side. Find these people, they are gems.

### 4. Get alone.

As strange as it may seem, most people, when they get into any kind of fog or trouble, run around everywhere. They search the Internet, read books and attend seminars rather than getting alone to take stock of what is going on. As someone once said, “Don't just stand there, do something.” Write it down on a piece of paper and get some perspective. I often tell my clients, “go to a high place, like a mountain, go up to Signal Hill or Table Moun-

tain in Cape Town and look down to get some perspective and then listen to what this problem is trying to teach you. Listen inside your heart and try to get in touch with yourself. The fog might be trying to teach you something that you must learn more than just solving the problem.

### 5. Do your part.

Even with the help of others, you will have to carry most of this burden because it's your burden. Acknowledge this and then get moving. There's no time for pity parties and down time; I'm not a fan of pity parties. Put one foot in front of the other and start walking. This is your challenge so take it on with all your might. Remember, you will not be given a burden greater than you can bear.

### 6. Learn to be proactive.

Stop before things start. If we use the adage “ready, aim, fire,” and turn it around, many people think we get through life with “ready, fire, and then aim.” It doesn't work. If you already have fog,

***...you will not be given burdens greater than you can bear.***

don't allow this fog to recur. Learn from previous fogs and what this taught you, then tell yourself that you will never ever repeat what this fog did to your life. For example, was it a financial fog? Did you purpose to budget and stay within the guidelines? Or was it a health fog? There are so many lessons to learn from fog, so, let's not make the same mistakes again.



# AIRPORTS AND FOG WORKSHEET

List the 'fog' areas in your life right now and detail what is not working there. Then list the simplicity that needs to replace it. Finally list actions to remove the fog and ensure the simplicity remains. I have used an example to get you started

Area of Fog	What simplicity looks like	Action to take now
<i>Credit card debt</i>	<i>70% paid off by yearend</i>	<i>Pay off additional 10% per month</i>

Area of Fog	What simplicity looks like	Action to take now

## chapter eight

# DEVELOPING YOUR TOOLBOX

Each one of us needs to build a knowledge and skills toolbox. I meet with a lot of people who face difficult circumstances and realize that they don't have the tools to fix them. It's like a mechanic taking a pair of pliers, a piece of wire and some chewing gum to try fix a hole in a car radiator or burst pipe. Likewise, you need to have a number of tools in your toolbox to competently deal with life.

There are many tools available to us and thankfully many can be found online for free. It's good to take an assessment or make an audit of your life and say, "Okay, what tools do I have in my toolbox and what tools don't I have?", and then start working towards getting the right ones.

One of the things that has helped me when I was studying was a lecture on planning. Our speaker said that in the three dimensions of time— past, present and future— different tools are required for each dimension. This was a really interesting statement because when you're dealing with the past, the

general tools are for problem-solving. This is because it happened in the past and we now have to deal with it. Many of the tools available are just for problem-solving.



When you're dealing with the present, you're dealing with decision-making. Right now if your child is in an immediate crisis or you're facing a situation at work, you don't have to solve problems but need to make

decisions. Many tools are available in this category.

Then for the future, the keyword is planning. Your various planning tools are necessary for the future. A quote I once read was, "planning is going into the future, bringing it back into the present, working on it, and then putting it back in the future so that when you get there, you're ready for it."

Therefore your toolbox needs to have tools around problem-solving, decision-making and planning.

People say to me, "How do I find these tools and where do I find them?" It would be ideal to connect a hard drive to your brain and just download all the tools required for life and business. Unfortunately, as I have learned personally, they only come through life experience and the school of hard knocks.

There are three main ways to acquire tools for your toolbox.

### 1. I Read.

Books. Lots of them. I love going to bookshops and my three best places to find tools for my toolbox are biographies, because I love reading what other people have to say about the world, the business section and the psychology and philosophy section .

### 2. Standing on the shoulders of giants.

Find people to speak to who are going to give you wisdom. Someone once said a dwarf can look like a giant when he stands on a giant's shoulders. I have had the



privilege of standing on the shoulders of many giants and placed many tools in my toolbox because of the help they have given me. So find wise people and then work with them. Invite a giant for lunch and in preparation, write down five questions you want to ask them. Try to glean as much as you can from their experience. How do you deal with rejection? How did you make so much money? How did you do this or that?

### 3. The Internet.

We can Google so many things, but, have to find reliable sources on the Internet. There is so much information that we can find using this approach.

Once we gather this information we have to capture it somewhere. I suggest that you either journal or take down notes from which you can keep on learning as you apply these things. Take a little piece of knowledge and implement it and then grow in that area. I started doing this about 25 years ago by just gathering knowledge and information.

I was sitting with my staff the other day and we worked out that I met a client once a month, they could remain as a client for 15 years. That's how much material I have gleaned and stored in our coaching database.



So the key is get yourself a toolbox. Start building you own resources today.

**Write down the five most important tools you have to get to deal with life.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



Here are some tips for resolving conflict. Obviously conflict is a huge topic but we are going to look at just five of them here. Conflict is a way of life and has to be accepted. Someone once said, and I agree, that if you don't experience conflict in your everyday life, you are dead. For life to be dynamic, for there to be people of different opinions in the world together, there will always be conflict to some degree. Just take 10 people driving on the same road together. People try to cut in on each other with really bad attitudes and it doesn't take much to start conflict. With 7 billion people on the earth, we need to realise that there are going to be conflicts.

So two things...

**Conflict is a part of life.**  
**Conflict is valuable.**

A former partner of mine, Professor John Radford wrote a paper called, "Valuing Conflict." Why? First of all conflict teaches you things about yourself that



you didn't know. It teaches you things you did not know about yourself, others and life in general. Conflict humbles you when you are teachable.

So let's look at five tips. If you've experienced conflict, and I'm assuming this is interpersonal conflict, then:

### 1. Play the ball and not the person.

That's a good soccer analogy. In other words, when you're having conflict, rather attack the issue, than attack the person. If there's an argument about finances, don't attack the person who you think has done something wrong. Attack the problem of there not being sufficient cash flow. Subtle, yet very powerful.

### 2. When emotions run high, people tend to say ugly things.

They say things they didn't mean or they say something they did. But, it's done in a very undignified and hurtful

manner. Using a cricket or baseball analogy, let the ball go through to the wicket keeper or the catcher. In other words, you don't have to play a ball if you don't want to. If someone says

going into the hands of somebody else to catch them, but don't let them enter your heart. Don't let them wound you."



## PLAY THE BALL AND NOT THE PERSON

something that's ugly don't accept it. I taught a lady to do this once when she and her mother had conflict. Her mother's words would hurt her. I told her, "when you see your mother open her mouth saying these words, picture this: watch her words coming past you and

Try to uphold the dignity of the individual at all times. In other words be angry at the issue, but uphold the dignity of the person. Very hard, but very powerful.

### 2. Use "I" messages and not "you" messages.

"You did this, and it's your fault, and you can't, and you won't."

By doing this you are going to have a head-on collision.

When using "I" messages, such as "I don't understand that, can you explain it?" "I'm hurt by this, and I need some understanding," you defuse a situation before it starts. In doing this, you come alongside the person and actually walk together rather than going head-on. This results in far more harmony than conflict.

Try this, if you go to someone and say, "I'm struggling to understand why **you** didn't do this with the money," versus "**you** did this with the money; it's **your** fault. **You** took it." There will be two totally different results.

#### 4. Look for common ground.

See if there's any place where you do agree. The more concrete you have under your feet, the better. Then look for areas where you differ and find

book, "The Seven Habits of Highly Effective People." One of the habits is to seek first to understand and then be understood. In other words, listen with empathy.

Try to understand the other person's point of view before you barge in with your opinions. Once you believe you've heard them, then they will listen as this creates a lot more harmony.

In the next chapter we are going to

*...seek first to understand then  
be understood.*

some common ground. Look for places where you can say "Yes that was my fault. Yes I did make that mistake. I agree. You agree." When you can find areas to agree on it builds more trust and understanding.

#### 5. Seek first to understand.

The final point is from Stephen Covey's

explore another five points in the area of resolving conflicts.

## chapter ten

# 5 MORE TIPS FOR RESOLVING CONFLICT



In the last chapter we looked at five tips for resolving conflict and in this chapter we're going to look at the next five.

### 6. Be prepared to compromise in a conflict.

Remember we were talking about interpersonal conflict. Be prepared to compromise in a conflict without violating your values. In other words, if you're asked to violate a value, for

example, honesty, and you tell me that I have to be dishonest, I'd just have to step away and say I'm sorry we can't resolve this conflict. I won't compromise by being dishonest. But if the issue does not violate your values, then be prepared to compromise.

Most relationships work on give and take. It doesn't work with one person standing on their opinion no matter what

and then the other person doing the same.

This does not give way to good marriages or business partnerships. It's the give and take that people appreciate; we deposit into each other's emotional bank accounts, so that the other party will say, "that's great I'll give and take too."

### 7. If you are wrong, learn to apologize.

This is a great cleanser in relationships. If you want to clean relationships out, do yourself a favor, apologize. Now don't apologize for things you didn't do because that's manipulation, but apologize for those things that you did wrong. Say, "I apologize. Yes I was late." or "Yes the financial information that you got was incorrect, and I will take responsibility for it."

Often humility breeds humility. In other words, if I show humility, then the other person will show humility. Offer an apology and they'll say, "Well I'm sorry too and I'm sorry I got so irritated so please forgive me."

Suddenly the relationship gets a little cleansed. There's a closeness that develops once an apology is offered which is what you're looking for to build in a relationship. If you start with an apology you may end with a healed friendship. An apology is always a great cleanser.

### 8. Look for ways to rebuild a relationship when trust is broken.

Often when I'm doing seminars I ask people how long it takes to break trust in a relationship. On one occasion someone clicked their fingers and said, "like that." One phrase. One piece of information you learn about an individual and trust can be broken. Then I asked the question, "How long does it take to rebuild trust?" Many would say a long, long time. One lady said something remarkable which I hadn't considered. She said, "Maybe never!" I thought, how true that is. Once trust is broken it may never be restored. That's how fragile it is.

You must do everything in your power once the conflict has ended, to rebuild the trust. Do positive things. Make deposits in that person's emotional bank account.

### 9. Do what you say you will do once this conflict is being worked on.

If you say "I promise I will be punctual from now on or I will manage the financial data better," make sure you do it. Everyone is watching you! If you don't do it, they'll say, "Oh typical." Let

me tell you, it becomes like a scrambled egg: you can't undo it. Be 100 percent committed to fixing it, not just by your intention, but your actions.

Leaders measure themselves by what they intend, but others measure leaders by how they behave. Our intentions aren't good enough. Our actions are what is measured.

### 10. Take stock personally.

Ask yourself what you need to be doing differently since the conflict occurred. In other words, what happened as a result of it? What did it teach you? Where do you need to make sure that you will not do this again? Write it down. Journal it.

Every problem in the world is a relationship problem! These ten skills will go along way to ensuring harmony and trust in your everyday life.



# RESOLVING CONFLICT WORKSHEET

List the areas where you are currently experiencing conflict, in the second column list the actions, using the ten points, that you can take to overcome the conflict. I have filled in one example

Area of Conflict	Remedy
<i>Spoke disrespectfully to my work colleague</i>	<i>Apologise genuinely and sincerely and ask them to forgive me (Point 7)</i>

Area of Conflict	Remedy



## chapter eleven

# OVERCOMING YOUR GIANTS

I was sitting in a coffee shop, and saw a sign on the wall which said, "You can tell the measure of a person by the size of the obstacle that stops them."

The size of the obstacle that stops me in life is my measure. For example, if I get to a point where I become fearful or insecure and can't handle the pressure, then I've just been introduced to my ceiling. That's my final measure or limitation. As I gave it more thought, I realized that it was a formidable concept. Looking back at some of the things that have stopped me in my tracks, I recognized that they weren't as daunting as I had thought. If that's the measure of my limitation then I have some serious growth challenges.

I was once again sitting in a coffee shop having a cup of coffee with a friend when he pulled out a little packet of sugar and handed it to me. He



grabbed the ketchup bottle and placed it on the table. "Murray," he said to me, "Here's the deal. This little packet of sugar is you, little you." Then he pointed to the taller bottle of ketchup, and said, "And that is the giant in your life, the thing that's stopping you, your biggest obstacle. Do you know what the reason is for this 'ketchup' in your life?"

"Well here's the deal." he said, "This bottle of ketchup is a giant and your aim is to become bigger than it. You will only overcome this when you are bigger than it. When you are bigger than the giant in your life. That's your new measure."

This was a profound thought and it took me about a week to reflect on the analogy and its application in my life. I sat down and I did some exercises, writing down the names of the giants that I was facing. There were two giants I was trying to work on. These were two major giants I had not yet conquered



and I needed to dissect them piece by piece. This is what I did.

### 1. I named the giant and wrote down how I felt about it and why it was in my life.

It could be a health issue or a financial challenge. For example, if you don't have enough money to keep your business going. That's your giant. How do you feel about it? You may feel miserable or even overwhelmed. Whatever your emotions are, write them down.

### 2. I needed to upgrade in order to overcome the giant.

I thought to myself, there's an upgrade I need to make. So I wrote this down. In the case of getting more sales I'd have to get more business by doing more marketing, stop being insecure, grow up and get a thicker skin or whatever it might be. I put that all down on my little list and prepared for what I needed to do to overcome this giant. I realized that until I action these points, I will never overcome. I looked back over my life where I've overcome giants, and that's exactly how I did it: one step at a time. How do you climb to the top of the highest mountain in the world?

You do it one step at a time. How do you kill a giant? One blow at a time.

So the first lesson I've learned from this is to face the giants that I'm challenged by and describe them on paper. Write down how I feel about them and then list where I need to do a personal or organisational upgrade to get to that next level.

The second thing I realized is that I can do this in any part of my life. I can do it to my health and fitness if I wanted to lose weight or get fit to run a race. How

So with that, my friend put the little sugar packet on top of the ketchup and said, "this is the new you. Your next giant must be bigger than the sugar packet on top of the ketchup bottle. From this point forward you need to overcome an obstacle that is even bigger."

***...write down the names of the giants you need to overcome.***

do I make sure that my wealth creation, will be happy and well by the time I retire? This is a giant that many people haven't been able to overcome. We need to learn how to implement this.

Finally, I went through the different areas of my life and realized that as I write down those giants, my daily task is to overcome them. But here's the deal, once they are overcome, I can actually become as big as the bottle of ketchup.

**I learned that courage was not the absence of fear, but the triumph over it. The brave man is not he who does not feel afraid, but he who conquers that fear.**

**- Nelson Mandela -**

# FROM COMPLEXITY TO SIMPLICITY



Ever wondered how simple things can become so complex? In personal and business situations complexity finds a way to weave its web. I have often found myself procrastinating and dithering when complexity abounds. The question is, how does one find simplicity in a busy day?

When my Mom passed away, one of the simplest things I had to do was to cancel her cell phone contract. How difficult could that have been? I discovered that her nurse had been using her phone and her monthly \$15 account had racked up over \$900 in three months. When I phoned to cancel the phone and ask for records to verify misuse I was told that a death certificate was needed – it only arrived 6 weeks later.

We finally received permission only to find that the nurse had stolen the phone and had been using it until it was blocked. She demanded payment for her services whilst owing us \$900 and denied any misuse – records later

showed that misuse was rife. This was all happening in the context of coping with my Mom dying from cancer.

An entrepreneur runs a simple and successful business but soon demand challenges supply and the next level of growth is born. A good news growth curve turns into a complex maze. Back office pressures increase, system deficiencies are exposed, staff competence underwhelms the stressed owner and medication is prescribed. Front office demand increases and the now haggard entrepreneur either has to assume the position of marketing and sales and/or buy in the skills of such a person whilst cash flow is under major pressure.

Each of these stories has a simple beginning only to become more complex as time progresses. It can happen in any area of our lives: family, business, finances, relationships and more.

We live in a complex world and we have to accept that complexity will be

with us as long as we have breath. They say that the only two things that are certain are death and taxes...and, of course, complexity.

When simplicity reigns the world becomes more peaceful and things flow easily. The question is how to shift from complexity to simplicity.

### What does complexity look like?

**Messes:** things that have been allowed to accumulate without being finalised. This can be mental or physical. Commitments that are past their due date, files and lists on a desk that have been the victim of procrastination and busyness.

**Noise:** things that have not been closed or open-ended commitments that are all crying out for closure. Multi-tasking gone wrong! Saying, "Yes" when you should have said "No". This is reactionary behaviour

### How do we shift from the noise and confusion to simplicity?

Get a clear picture of what the simplicity should look like and keep this in the front of your mind as you move ahead. Decide there and then what action to

take. Apply the Four Ds. Do it, diarise it, delegate it or dump it. Take control before it multiplies into a horde of giants. Act in a deliberate and focused manner, even if it's just one step at a time.



### Stick to your plan even in the face of adversity.

A manager had too many staff interrupting him throughout the day and the complexity caused him to run behind on deadlines and to take work home after hours.

Applying the four principles above he pictured himself working uninterrupted and only allowing people to come into his office when he said so. Only on a

few occasions could this be violated. He decided to take action and called a staff meeting to communicate his plan. He also diarised 30 minute 'breaks' in the day to allow for interruptions

The plan was acted upon the next day and staff who usually popped in to offload their tasks and worries would try to catch his eye only to be waved off to do what they were being paid to do.

He knew that 21 days of unbroken behaviour starts a habit. After 30 days there was a 70% improvement.

### The sweet taste of simplicity is like:

- Agreeing to obligations only when a commitment can be made
- Quiet confidence
- Proactivity
- Plans of action that just work

Complexity waits around every corner and by applying these principles you will become more proactive and organised. Make simplicity a habit and it will reward you handsomely.



## *chapter thirteen*

# TIME-WASTERS



How can we deal with time wasters? Someone once said when speaking on time management: "If you can't plan your day, you can't plan anything." Quite harsh, but quite true.

When we waste time, we mess up the whole day. We've mentioned before that the phrase "time management" is in fact a misnomer. You can't manage time. Time is there, and it's fixed, and it ticks away forever and ever. The thing that we can manage, however, is ourselves in the dimension of time. So time management is really self-management in the dimension of time. This is what we are going to look at in terms of wasting this precious commodity because we don't manage ourselves properly.

Sometimes there are things on the outside that come into our world that make it very difficult to manage. Here are seven time wasters. We'll look at three of the big ones in detail later.

1. **Misplaced items: spending time looking for things that are lost.**

2. **Unanticipated interruptions.**

3. **Waiting for other people.**

4. **Failure to delegate.**

5. **Lack of preparation.**

6. **Poor organization.**

7. **Procrastination.**

If just three of these time-wasters land on your desk, you can end up having a terrible day. You have to be very careful of these little enemy jets that fly in, drop their bombs and then fly away.

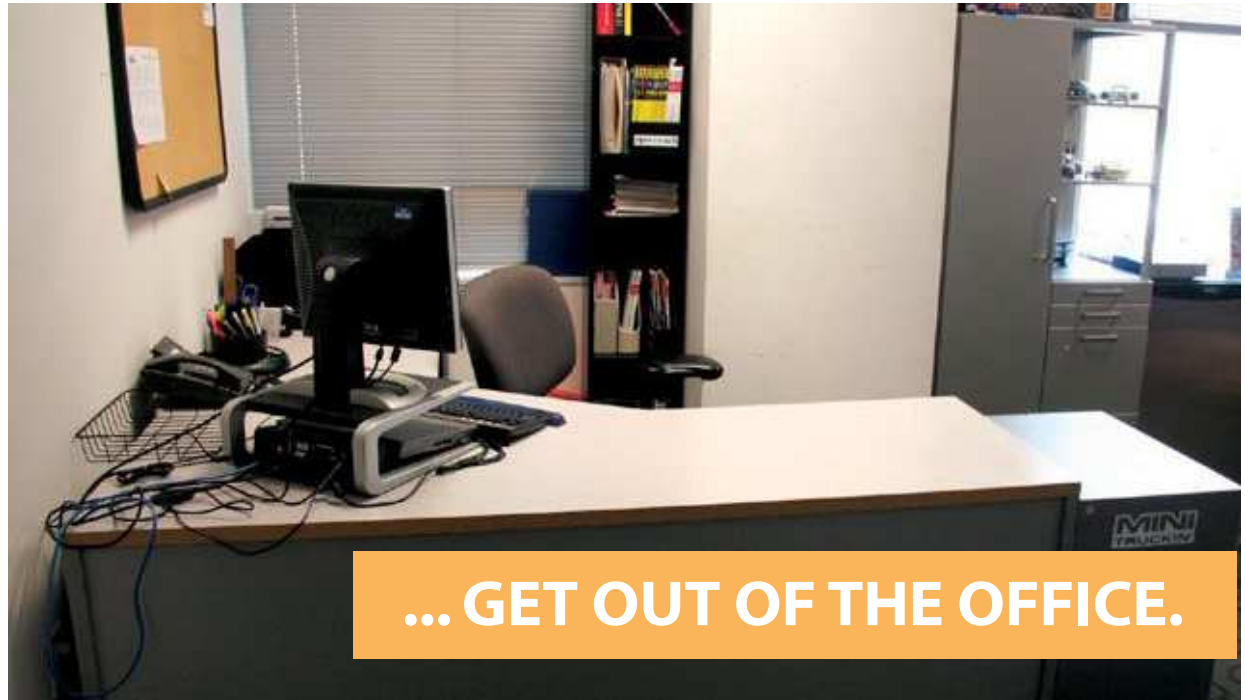
1. **Unanticipated interruptions.**

On average you are interrupted, either you interrupt yourself or you are interrupted by others, every seven minutes. It takes about two minutes or more to handle the interruption, depending on what it is, and then up to two to three minutes to recover from the interruption. Only then will you get your focus back onto what you were doing in the first place.

Let's take a look at how to deal with this:

Firstly, get out of the office.

Many of my clients work away from their offices. I'll sit at a hotel or restaurant or find a quiet place on top of a mountain with my phone switched off when necessary.



**... GET OUT OF THE OFFICE.**

If you're able to do it, and if you're entrepreneurial, get out of the office where the interruptions are taking place. If your desk is near everybody else's and they have free access to you, especially in an open-plan office, you're going to have a nightmare of a day.

Secondly, let people know when you are and are not available.

I had a client who decided to put a sign on his door to say whether he was available. Maybe, that's not very friendly and he should have an open-door policy. I personally don't believe

in this, if you want to have an interrupted day, have an open-door policy. Communicate to people saying to them, "I am busy, and can't be interrupted."

Another client said that from 7:30 to 9:00 he was in his office doing work, and from 9:00 to 9:30 would give time for anybody to come and interrupt him. Then later on in the afternoon from 3:00 to 3:30 he had another interruption time. He had an hour in a day for people to interrupt him, so they knew when they should and when they shouldn't. Be firm with your boundaries and make sure that when you say that you're going to do something, then do it. People will learn the rhythm and get into the routine.

## 2. Waiting for others people

Often we have a problem where waiting for others gets us frustrated. I decided that I would bring things to do on my iPad so that when I wait for others, I would do work. Although, I have to be honest, I'm quite happy when people come late because I catch up on deadlines. I don't let waiting for others bother me. Sometimes, I am open enough to be a little confrontational and say, "Look, it

doesn't work for me. Please could you be on time in the future?"

## 3. Procrastination, which is the thief of time.

The best way to get over procrastination is simply this: Do what Nike says, and "Just do it." Decide that when a piece of work has to be done, just do it. The longer you wait for a task to be done the bigger it becomes in your

**There is nothing so useless as doing efficiently that which should not be done at all."**

**– Peter F. Drucker –**

# ... I PERSONALLY DO NOT BELIEVE IN AN OPEN DOOR POLICY

mind. Eventually we become intimidated by even a small task because we have left it for so long. Be proactive and decide to do difficult tasks immediately. You will find that it was not as hard as you thought it would be and it did not become an ogre in your mind.

These are three of the big time-wasters of the seven. My advice is don't let them disrupt your day ever again.





## chapter fourteen

# CHANGE - UNFREEZE FREEZE REFREEZE



The only thing that's fixed in the world is change.

Changes happen faster and faster and many people are looking for information on how to handle change, what change is and the obstacles to change. Let's look at a model that has really helped me. It's not my model; it

belongs to a gentleman, Kurt Lewin, who was a psychologist that came over to America from eastern Europe. He came up with a wonderful explanation for change.

He talks about unfreeze, move, and refreeze. If you Google Kurt Lewin or just type in "unfreeze, freeze, or refreeze" ,

you'll pick up a lot of information on this, and it's brilliant. People have been using it at universities and all over the world, so let's look at these three phases.

### 1. The first one is what we call unfreeze.

First of all we want to create the right conditions for change to occur. For example, you think of telling your family that you're going to be emigrating to another country. Unfreezing means that the life as they currently know it, needs to change. They need to unfreeze their current world and prepare to exchange it for another which can be threatening and uncomfortable requiring careful management. You will need to sit down and discuss what will change and carefully process the related emotions.

So unfreeze is quite difficult as it's necessary to view the alternatives and the way in which things are going to change. It is essential that you announce this to the people involved.

## 2. The second then is the transition or the move phase.

Everything is now falling down out of suspension. You have to move into a new suspended state and you are going to place all the pieces together in the 'new look'. In other words, if you're going to take the family and move them overseas, they're going from the security of living here to living there. You need to talk about what this transition looks like. People are very aware that they live in the world of their habits and now they need to change them. You will have to create a set of new habits as you're dealing with people's inner resistance to change which is an emotional state to work with. The end goal is to get people happy enough so that when you create the new state, you can refreeze it and make it permanent.

## 3. The third state is what we call the refreeze.

The end goal here is to establish a new place of stability and a place of comfort where everyone says, "Hmmm we were very comfortable, but we've moved and transitioned wisely, we've been able to vent our emotions and deal with everything. We can accept

this and be happy about moving to the new destination."

So we move from unfreeze to move to refreeze. This can be about your child going from finishing high school to going to university. It can be, as we said, changing where you live or changing your job.

## ... THE END GOAL IS TO ESTABLISH A NEW PLACE OF STABILITY...

These three words have really helped me and they are applicable to any area of life.

**"The world as we have created it is a process of our thinking. It cannot be changed without changing our thinking."  
- Albert Einstein -**

## chapter fifteen

# JOURNEYS - FROM FEAR TO FAITH



I believe that in life we journey from A to B. Let me give A a name. It might sound a bit strange, but A we'll call a 'deathstyle', and B we'll call a 'lifestyle'. I'm sure we're not used to using the word "deathstyle." Sounds like something from Star Wars, but let's just

go with this phrase. A deathstyle is something we do that actually causes a death inside of us. In other words, it's a set of behaviors that we have that are not productive. In fact, they're actually messy and quite harmful to us.

An example of a death-style we can have is to continually be fearful, to live in self-pity or to believe that nobody likes us. People do have inferiority complexes that actually dominate their lives and eventually lead to the death of relationships. They can't

hold down great jobs or build healthy relationships.

A lifestyle is different. This is something that gives you Life. Life with a capital 'L'. It's energizing! Having a great self image is a great lifestyle. To have no

fear but faith and believe that the best will possibly happen to you. To have contentment and peace inside your heart is also a great lifestyle.

We have to identify the death-styles and the lifestyles in our lives.

By way of introduction, we're going to be looking at moving from fear to faith. I don't have to speak a lot about having fear because we all know that there's plenty of it around. There's the fear of not having enough finance, the fear of failure and the fear of the unknown. We can go down a long list of fears, but let's not focus on that. Let's focus on faith.

This lifestyle, which is the opposite of the journey of fear, is to make sure that when you wake up on a Monday morning, you have something that you can reach out and put your hand on and say "I truly believe that this is good, and good things will happen to me." So, for example, when I wake up in the morning, I believe that there's an abundance of business out there for me and that I can get enough clients. Fear



tells me there's not enough. Faith says there's enough oxygen in the world, there are enough leaves on the trees and there are enough buckets of water in the ocean. Life on this planet is hugely abundant and so are opportunities. We need to maximize that by having faith and someone to believe in.

We need to believe that God is with us and that He wants the very, very best for us. When we give our lives to Him, He takes us on an amazing journey into the place of the unknown. So in a way, when we put our hand in God's hand, when we walk into the future, we might not know what the future holds but we know who's holding the future.

When we look at Him, He winks down at us and says "I know you can't see very far, but I can see to the very end of the journey. Put your hand in My hand, walk with Me, and let's believe together that I will look after you."

Now when I wake up in the morning, that's the position of faith I take. So I believe there are abundant

opportunities. I believe that God is looking after me.

The third thing I believe in faith is that I have value to add to the world. I believe that when I go out people will



want what I have to offer. I have to believe this or just crawl into a little hole.

So part of moving from faith to fear is to believe that you have a valuable contribution to make. If you're doubting that contribution and saying "I don't know if I've got much" go and ask a

few friends. Sit down with some people who can speak into your life and say, "what do you think my contribution is?"

What I've done with some clients who are doubting this is to challenge them to ask 10 friends to write them a letter and jot down what they think their talents and their passions are; where they'll be in the next two or five years and what is great about them. I've had people sit down with tears in their eyes reading about how great they are without ever seeing it themselves. They just forgot to have faith in the fact that God had given them passions and talents that could really make a difference in their futures.

Your passion and talent tell you where your genius lives and I've never met a person without passion and talent. We need to move from fear to faith on a daily basis and live there.

## chapter sixteen

# JOURNEYS - FROM NOISE TO FOCUS

In the last chapter we looked at the journey from the deathstyle of fear to the lifestyle of faith.

We don't want to live in spaces that are so difficult and destructive for us that they cause death in relationships, death in our own sense of belonging on the earth and who we are. We want a lifestyle of celebration and joy.

So the second one we're going to focus on is moving from the deathstyle of noise to the lifestyle of focus. Let me explain those two words. Noise is good, depending on what kind of noise it is, but I'm focusing on negative noise. I meet a lot of people where complexity gets into their heads and eventually they can't even focus on what's going on around them. I'm sure you've seen that when you come home from work and have a lot of noise going on in your head. Your children or your family are around you,

but you're not present with them. In your head you're having several other conversations because you're trying to sort out all the noise of the day. You're



sitting at the diningroom table, but you might as well not be.

Success also brings noise. We get new contracts, new business comes in with this demanding more of our time. Eventually the thing that was working just isn't working anymore. Welcome to noise.

How do we transform the deathstyle of noise to the lifestyle of focus? I love simplicity and minimalism. In fact, if you come to my house, you will see that my wife is more of a minimalist than I am. I like things to work and work exceptionally well, without clutter. So the lifestyle of focus is to make sure that you are looking at the two or three things that you should be doing right now.

Look at a few areas of your life. Work; what are the two or three things that you are really paid to do? At home: What are the three things you need to do. Health: list the three you should be doing to look after your health, not 23. And so, in order to focus, start with 'threes!'

Let's use the last example of my health. I have to have a better diet, I have to exercise and I need to get a good eight hours sleep a night. If I do those three things, I feel healthy, look good and I'm happy.

I start focusing on them, set a few goals around them and then purpose to do them. I love paddling and enjoy running. Yesterday I was in the ocean for a 12 km paddle. I got out of the water, was exhausted and flopped into bed. I got my sleep, exercised and felt really great! My health and fitness is in focus and there is no noise.

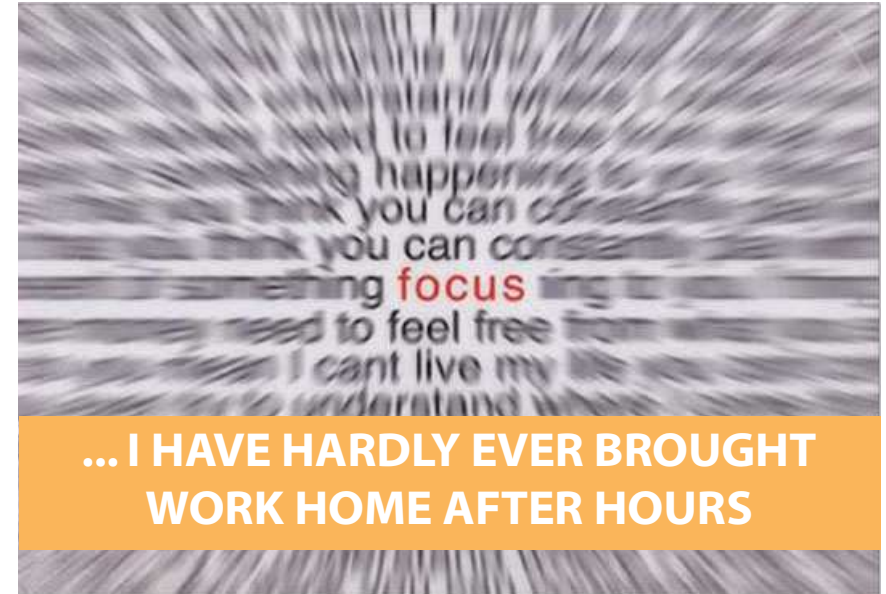
Where are you out of focus? Where is the noise? Sit down with a piece of paper and write, "where am I out of focus?"

The next question I need to ask myself is, "where do I need to be focusing?" Write these down and cluster them in threes. You may find that there are more than three and you are welcome to jot down more but for this exercise let's start with three.

I've seen that once I have done this I actually wake up in the morning without feeling like a tsunami is about to break over my head. At the end of the day I

can come home and be the father and husband my family wants me to be. If you ask my wife she'll tell you that of the more than 25 years we've been married, I've hardly ever brought work home after hours. When I arrive home, I sit in the garage for a minute and I say to myself, "Murray, inside that house is a wonderful family. You need to be superhusband, superdad, super-everything so when you open the front door and walk in, leave everything in the car and focus on your family making them feel great."

Remember that tomorrow is another day and that your focus is on the present and what is really important to you right now.





# JOURNEYS - FROM WEAKNESS TO GENIUS



The third part in our series on “Journeys” is the journey from weakness to genius. Remember in the first one I spoke about going from fear to faith, the second one was going from noise to focus and now the third one now is moving from weakness to genius.

I’m a firm believer that everybody on this earth has genius within them. As they join their genius to that of others

they synergize to the point of genius where one plus one equals 10.

You also know that when people are working out of their weaknesses, they drag their feet, because they don’t want to be at the office; they’re lazy and cause a really negative vibe. We want to shift from that deathstyle of weakness to the lifestyle of genius. Let’s look at how we can do this.

I believe the best way to discover your genius is not from the outside but rather on the inside. What I mean by this is that your genius lies within your passion, what you love, love doing, and in your talent, what you’re really, really good at. If you could put those together and work about 75 to 80 percent of your time within your passion plus your talent, you will reach the realm of genius. Research shows that if you work in the area of your genius for

10,000 hours, which takes approximately 10 years, then you will actually become the genius that other people will want to speak to and say, “Hey, how did you do this?” You become the authority in the area of your expertise.

So, your passion plus your talent is what you’ve got to work with. You need to list all the things that are not your passion or your talent and get rid of them. One exercise that I use is to take a page and divide it into three equal columns. At the top of the first column on the right-hand side write 0%. Then the next column write 20% and then the following column write 80%. At the very top of the page write the word “Passion.” (refer to the worksheet at the end of chapter one)

In the 0% column write where you have no passion or talent in your work What do I hate doing? I would personally write down detailed admin as my number one. I’ll procrastinate and groan about it. I won’t be passionate

about it whatsoever. So that's one for my 0% column.

In the 20% column are things that you do because you can do them, but it doesn't really blow your hair back, but nonetheless, you have some skill here.

Then in the third column which is where you need to spend most of your time, in this exercise, is your 80%. This is what blows back your hair 80 percent of the time. What do you love, love doing?

It is said that there are two ways you will know whether you are working within your genius.



### **1. You are continually rejuvenated by the activities that you are doing.**

You don't look at your watch and say, "Oh my goodness I've got another 20 minutes to sit here before closing time. Let me just hang in." No. You look at your watch when you're working in your genius and say "Wow! Look at how the time has flown. I'd better get home. I'm

late." So you're continually rejuvenated by these activities.

I can go a whole day working with entrepreneurs and at the end of the day, I might be tired, but I'm looking for

the next person to work with because I love it so much.

### **2. You deliver a near perfect result.**

You will be able to deliver a near-perfect result every time you show up in your genius. One of my strengths that I love having and I thank God for it every day, is the ability to think strategically.

So when someone has a strategic issue and they ask for my help, I don't have to sit down and go through some notes first to figure out how to be 'strategic'. They start telling me what's happening and instantly I feel this talent bubbling up telling me how to fix the situation. I know how to sort this out. We both will walk out of the meeting with smiles on our faces. I've had to grow my strategic talent by reading and practicing, but it really is in a zone that I love, love working in.

That's how we move from the lifestyle of weakness into the lifestyle of genius.





I once had the privilege of travelling with my son to the USA. For part of the trip we decided to visit New York City, which I'm sure is the desire of many people travelling to that part of the States. On one of the days we tried to see as many attractions as we possibly could in order for my son to tick them off on his list. One of those attractions was Central Park. If you're flying over New York City or looking on Google Maps you'll see that in the midst of this concrete jungle, is one piece of green creation. Therein lies peace and rest and solitude for many who work or live in the surrounding offices and apartments, of course, it's Central Park.

I'm calling this chapter "Finding Your Central Park" because I once spoke to a client, and he said, "Murray, my world is just so noisy. I feel like I'm living in this concrete jungle and distressed by everything from physical traffic to mental traffic. I just feel like I can't catch up with myself." So I said to him: "Why don't you do yourself a favor and just like in New York City, take time



every day to go to your Central Park?" He looked at me with quite a puzzled look as if to say, "Well, how am I gonna get there?"

I was speaking about the fact that in our minds and physical space we must take time out to rest, rejuvenate and restore. We don't have to necessarily go somewhere physically, although it helps very much. Find your Central Park in the midst of business and stress: if we allow ourselves to be overcome by all the noise of life, everything begins to close in on us. We get this claustrophobic feeling and we become unproductive. I find that my relationships get messy because I'm just wanting to protect myself. Let's look at a couple of things:

### 1. Become more aware of when you're uncomfortable.

Don't wait until you've gone so far down the road that the discomfort is now wanting medication. So early on, let the red lights flash and say to you, "take some time out."

### 2. Look for places to hang out.

My late Mom once said to me, "Murray, do you know where I live?" I was sitting

in her apartment, so I knew where she lived. But she was saying something else and pointed to her head, and said, "Murray, I live here. I live in my mind." I knew what she was saying because she was my mom and I knew her well. She was able to find ways to escape from the noise of the world by just going into her own mind and reconnecting with spaces in her head.

time out to think positive thoughts and dream about your desired future.

### Physical spaces.

I don't know where you work or where you need to take time out, but I see clients in beautiful spaces around our

## ... DON'T WAIT TILL YOU NEED MEDICATION BEFORE YOU FIND YOUR CENTRAL PARK

So which are the places we can go to?

### Mental spaces.

When was the last time you reconnected with your dreams? When did you think about that wonderful holiday that you were planning for your family or that dream of what you're going to do when you're retired. You need to go into those creative spaces and just breathe out and breathe back in again. You will be surprised by just how much you will be rejuvenated when you take

city. Sometimes, I'll take a five-minute walk in between clients to admire the sights and sounds around me. Why not go for a walk on the weekend in the woods, down to the beach or take some time for sport and exercise. There are so many of these things that are available that rejuvenate us. The truth of the matter is that we have to be in touch with ourselves enough to know that we need to go to these places.

I've found my Central Park. In today's busy world, where's yours?

# FIND YOUR CENTRAL PARK WORKSHEET

List three to five areas in your life which are out of balance or control. List the Central Parks you can go to to rejuvenate and find rest for your soul. Be creative!

Area that is out of control	What is the Central Park to rejuvenate you

Area that is out of control	What is the Central Park to rejuvenate you

## chapter nineteen

# DANCING ON YOUR CHIPS

What, may you ask, is “dancing on your chips?” This comes from a great story about a lady who had a really difficult day.

She woke up in the morning, the dog was sick and had to go to the vet. Her child didn't want to go to school and was causing trouble at home and the car wouldn't start . I'm sure that we've all had one of those days. Anyway, she arrived home in the evening and started downloading all the troubles of the day onto her husband. At this point, she pulled out a large packet of crisps but couldn't open it. As she pulled harder, the bag tore down the seams on both sides and the entire contents fell all over the kitchen floor. She took one look at it and burst into tears.

Her husband looked at her and then at the crisps and had no idea what to do. So in a moment of grand inspiration, he put on his dancing shoes, as it were, and leapt into the air and started to do a merry dance all over the crisps. She

took one look at him, burst out laughing and the two of them flattened those crisps into tiny little flakes.



The moral of the story is that sometimes, when you've had a really bad day, week, month—some people have had a very bad life—don't forget to dance on your crisps. I don't know what you're going through right now, but maybe there are pressures at work, layoffs or perhaps cash flow issues at home and

maybe the kids are rebelling. I don't know what it is, but don't have a sense of humor failure.

I think we need to get back to the place where we know we're going to make it through to the other side. This is just a little season that we've got to get through.

So a couple of things about dancing on your chips.

### 1. Recognize that it happens to all of us.

Whether you are rich or poor, famous or obscure, it really doesn't matter. I've worked with all categories of people and there's always a 'dancing on your chips' day in anybody's life. So, you are not alone in what you're going through right now. This year has happened to people in the last thousand years and will happen in the next thousand years. Just because it's happening to you, it doesn't mean you won't make it. You will be okay.

### 2. Think about how you got through it in the past.



Go back in your mind and ask, “When I’ve had a really bad time how did I get through it? What did I do?” Sometimes you just had a good cry or a good shout at something and if you’re very physical, vented your frustration on the court. You did something to alleviate the stress and the pain.

So think about the mechanisms you used in the past and try to use them again in the future. Think of fun and humorous ways to diffuse these kinds of days. Go to a movie or hang out with friends.



Obviously I’m not telling you to go and beat anybody up or do anything dangerous, but just find ways to defuse the situation.

**3. Identify one thing you can do right now to make it better.**

Perhaps you just need to go out for supper with your spouse and talk it through.

I know that when I have days like that, I lie in the bath and do a good crossword puzzle and chill out.

Another thing I’ve found is that 95 percent of our fears will never, ever come true. Most of the things that make us anxious or worried will never happen.

How many parents have sat up until 2 a.m. waiting for the kids to come home, convinced that they’ve had an accident, and

then your child stumbles in at 2 a.m. and looks at you with bleary eyes just as red as yours and says, “What are you doing here? Go to bed.” Why, because they’re okay.

I also believe that of the 5 percent of fears that do come true, 3 percent of those are not serious.

So, it’s time for us to forget about the bad day and dance upon our chips.



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## *chapter twenty* **CONCLUSION**

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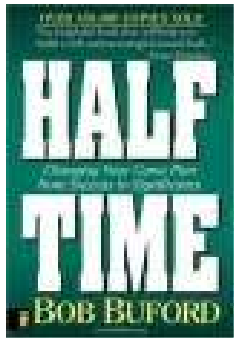
I believe that every time we create more simplicity and order in our lives, we become more content and confident. Someone once said that the definition of happiness is the realization of a worthy goal. You have now read through and hopefully applied the 22 lessons in this ebook, to your life so, you should be feeling content, confident and happy right now. Emotions that most people only hope to experience one sunny day.

To make these lessons sustainable, they need to become habits which are formed through repetition and lots of practice. I love replacing old and harmful habits with empowering new ones and all of these 22 lessons occupy a very special place in my life and have set me free to see life through different lenses. Please continue on your journey until you have been thoroughly ruined for the ordinary and live an extraordinary life starting today!



# chapter twenty one

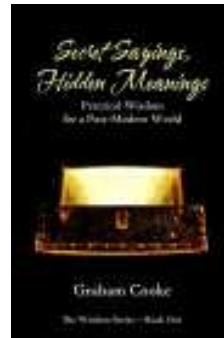
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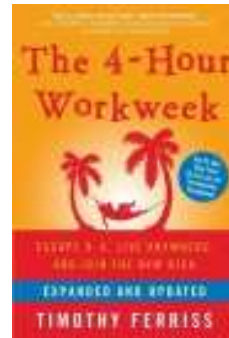
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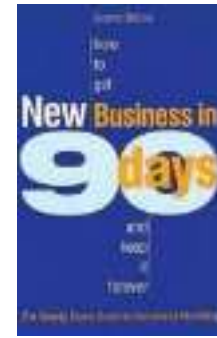
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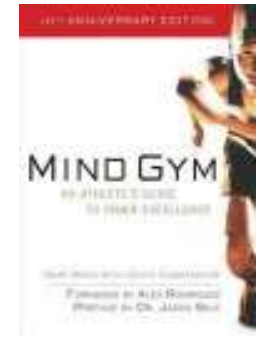
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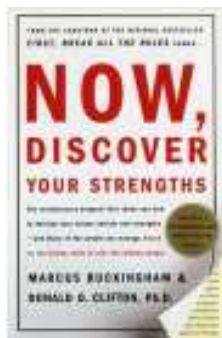
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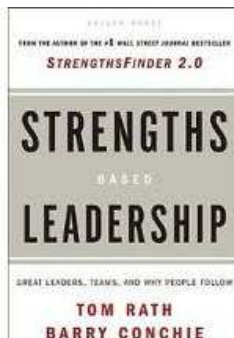
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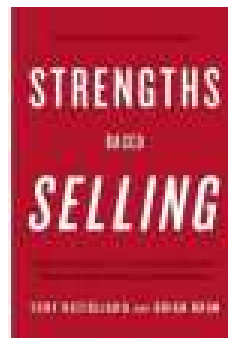
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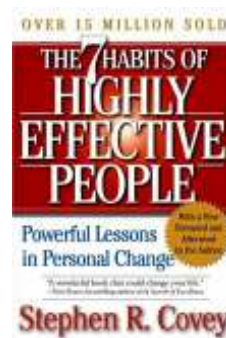
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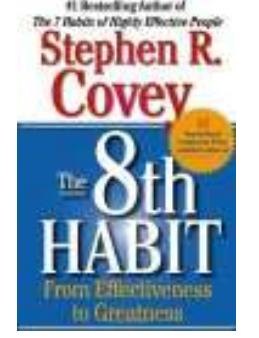
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## chapter twenty two

# PROFILE OF MURRAY KILGOUR



Murray Kilgour lives in Fish Hoek a suburb of Cape Town, South Africa with his wife Ingrid and their two teenage children. When he is not spending time with his

family or coaching you'll find him in the ocean paddling on his surfski.

Murray co-founded Transform Consulting International in 1996 with business partner, John Radford a professor of Organisational Psychology at University of Cape Town.

The company initially focussed on organisational consulting and leadership development. John Radford moved to Vancouver, Canada to build the business in North America.

Murray now specialises in working with leaders and entrepreneurs in all fields of business, challenging them to break through to their next level of success and significance.

After working with an international NGO for eighteen years, five of which as national director, Murray spent six years in organisational consulting, working with small to large corporates around Southern Africa including local and national government.

In 2002 he began to focus on leaders in business, primarily entrepreneurs, believing that leaders are the most significant change agents in organisations. He has developed powerful models and materials that give leaders the confidence to lead at the next level of their lives and business working with 100s of leaders around the world.

With the explosion of digital media Murray has now developed internet-based training and added several online products to his offering allowing him to reach a global audience.

