



Top 21 Ways to Boost Your *Personal Power!*

Personal power comes from two sources: your internal resources (mind, heart and gut) and your external actions. Each of these tips and exercises will hone and train your resources in order to strengthen your personal power, with immediate positive results.

Increase your effectiveness. Position yourself for success. Discover new opportunities. Get started today!

1. **Arrive early** to all of your appointments, ready to go, coffee in hand, papers organized. Make this a habit.
2. **Expect success.** Make a mental list of the 3 most important things you want to achieve or receive before entering any meeting or conversation.
3. **Go to godaddy.com** or another domain name service, and buy a URL that represents something you would like to do someday. Just owning the domain lets you know that the possibility is there for you when you are ready.
4. **Resolve a regret.** Make a phone call, write a letter (you don't have to actually send it!), have a face-to-face chat, or simply decide to stop drowning in a lingering remorse or disappointment from an unfulfilling experience in your past.
5. **Commit.** Make all your necessary appointments for the coming 6 - 12 months and place them in your calendar – doctors, conferences, family commitments, etc.
6. **Thank someone** for something they did for you some time ago and you did not acknowledge at the time.
7. **Grow.** Write a list of attributes of your ideal job, house, relationship, whatever you yearn for. Underline the features you already possess, and circle those you are willing to pursue, develop or get information about within the next 30 days.
8. **Organize** a personal space – your desk, your files, a closet, your car, or a room in your home.
9. **Create a Matrix of Opportunity.** Prepare a grid on a piece of paper. Write a list of your skills down the left column. Write a list of your interests across the top. Place an X in the boxes where your skill and interest overlap sufficiently that you could create something around the combination - a job, a product, an organization, a volunteer effort, etc. Download a free matrix from www.launchcoach.com.
10. **Break a habit.** In your mind, attach a surprising or comical image to a habit you want to break, for example, if you bite your nails, picture them covered with spiny cactus. If you get angry too easily, imagine being sat on by an elephant, totally deflating your blustery attitude. The next time you begin the bad habit, recall the image and stop yourself.
11. **Take three actions.** Write down three things that, if you did them this week, would truly make an immediate difference to you. Schedule them into your calendar and do them. Do this again next week.
12. **Quit something** that is not fulfilling to you.
13. **Percolate a Dream.** Take at least 15 uninterrupted minutes to immerse your imagination into something you want to happen or aspire to do. Create a vivid picture of your dream in your head, and keep layering on rich, lush details. Sink so deeply into your vision that you *experience* it, as if it was already real. Connect to your dream often, enriching it further.
14. **Perform a quick, free branding study** on yourself. Ask three people from different areas of your life, "What are the three most valuable ways I contribute, add value, or make a difference to you?" Now find a common thread in what they told you, and develop a private tagline for yourself. For example, "From my family to my office, I provide insight and support" or "My creativity stimulates others."
15. **Write a generous check** to a charity you care about.
16. **Do the One Thing.** Imagine yourself three years from now, living the life you desire: doing rewarding work that you love, fit and healthy, engaged in loving and supportive relationships, joyful and without stress. When that image is solidly in your mind, ask yourself this question: "What is the *one thing* that I did today that created the opportunity for me to live that life in my future?" Are you willing to do that *one thing*?
17. **Beat Procrastination.** Write down everything you hate about whatever you procrastinate about. Be specific, notice the physical sensations, hear the voices of others, capture everything that impacts you. Now write down everything you enjoy about the time *after* the thing is done. Again, be very complete and specific. Here is the key: Whenever you think about the task again, attach the list of pleasures to it, instead of the list of agonies. If you do this effectively, you will find yourself actively seeking to complete the task to get the rewards, instead of putting it off.
18. **Perform a random act of kindness.** Taking unplanned action to help someone else can reconnect you with your generosity, your integrity, your faith, and your humanity. These are powerful attributes!
19. **Free yourself.** Write a list of all the things you are willing to agree that you will never be or never have and are willing to give up wishing for. Keep the list going for at least a week. At the end of the week, tear it into tiny pieces and literally let these things go.
20. **Volunteer.** Spend an entire day, not just an hour or two, being in service to others. Volunteer at a school or non-profit organization, work outdoors for a land preservation organization, read out loud at a nursing home, etc. Notice how your perspective changes when you get your mind off of yourself and onto helping others.
21. **Do something courageous** and out of your comfort zone.

Linda Spevacek MBA, America's "Launch Coach," is a professional coach for people who want to go farther and faster, while still feeling fulfilled. Visit www.launchcoach.com for more tips and resources.

©2009 The Launch Companies Ltd.

This document may be freely shared, without alteration and in its entirety.