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# *Everyday Success* **EZine Collection** **Volume One**

By Amy C. Zastrow

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# *Everyday Success EZine Collection*

## Volume One

By Amy C. Zastrow

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## About the Author

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Amy frequently speaks to businesses and organizations to help create breakthroughs in business and life. Here are some of the amazing organizations Amy has been honored to speak for: Accenture at Best Buy, American Society of Bariatric Physicians, Ameriprise Financial, Inc., Edward Jones, E-Women Network, Keller Williams, Minnesota Coaches Association, Staywell Health Management, St. Croix Regional Medical Center, and Women in Insurance and Financial Services.

Amy has also appeared on the Minneapolis KARE 11 Sunrise TV Show, interviewed on various radio shows and her writings have appeared in various publications and blogs.

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## How to Use This Collection

- **Review materials alone or with others\*:**
  - **Use with an Accountability Partner.** Share your personal insight and action steps you are going to take — especially the challenge.
  - **Use as a team.** Keep the team focused on the positive actions and increase personal responsibility. Review materials in weekly staff meetings. Share results from previous week and action steps for current week.
- **Review materials systematically or randomly:**
  - Systematically go through each topic starting at the first topic.
  - Look at the table of contents and seek a topic that pops out at you. (Perhaps a topic you are currently struggling with or are interested in)
- **Take it to the next level:**
  - **Make it Stick.** Create Post-it note reminders of key quotes, questions, quick tips or challenges that really spoke to you. (Purpose: trigger new actions.)
  - **Journal.** Journal your insights, action steps, and results (including what you learned about yourself or others).
  - **Go deeper.** Research topics further and apply what you learn!
  - **Ask for feedback.** Tell others what you are working on and ask them to give you constructive feedback to help you.

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# ACTION

## QUOTES for the Week:

Do or do not. There is no try. ~Yoda

## QUESTION for the Week:

What are you GOING to do... today? This week?

## QUICK Tips for the Week:

- Pay attention to your language and remove “I’ll try” from your vocabulary. Replace it with “I will” or “I won’t.”
- Each day identify the top 3 things you WILL get done and schedule them in your day – then do them!
- Tackle harder tasks when you have the most energy and focus (for most people this is first thing in the morning).
- Identify and eliminate distractions from your work area. If necessary, move to another location to work on key projects.

## CHALLENGE for the Week:

Take the next 10 minutes to plan your week.

1. Identify what are the top things you must get done & schedule time to complete these.
2. DO IT! No matter what obstacles you encounter... make it happen anyway!
3. To feel even better next Monday – schedule time to complete anything that is incomplete that is bugging you.

# AGE

## QUOTES for the Week:

- You are never too old to set another goal or to dream a new dream. ~ Les Brown
- You are only as old as you feel. ~Unknown

## QUESTION for the Week:

How old do you feel?

## QUICK Tips for the Week:

- **Celebrate** your relationships, life, successes, *and* failures.
- **Maximize** your time, your talents, skills and knowledge.
- **Be grateful** for every wrinkle, experience, and obstacle.
- **Explore** your options, your neighborhood and/or the world.
- **Love** your relationships, your mind, body and soul.
- **Embrace** your age – knowing the BEST is yet to come!

## CHALLENGE for the Week:

1. Take out a piece of paper. At the top, write the 100 things I will do before I die.
2. Number your paper from 1-100 and start writing the:
  - Places you want to go
  - Things you want to try
  - People you want to meet
  - Milestones you want to achieve
  - Things you want to learn & master
  - Habits you want to acquire (or drop)
4. Identify which things you will do **THIS** year and schedule them! Now is the time!
5. Pull this list out annually on your birthday or a date you choose to... add to it, check things off and/or schedule things for the next year.



# BALANCE

## QUOTE for the Week:

Balance is not better time management, but better boundary management.

Balance means making choices and *enjoying* those choices. ~Betsy Jacobson

## QUESTIONS for the Week:

What are the boundaries on your time and how well do you protect them?

What is stopping you from enjoying your choices?

## QUICK TIP for the Week:

I once heard A. Roger Merrill (co-author of *First Things First* and Stephen Covey's brother-in-law) speak on balance. He explained that true balance isn't a fulcrum scale – but it is like that of a figure skater – it is constantly shifting and moving with intention and purpose. So as you move through your day and week – be aware of your balance. Where are you moving gracefully with intention and purpose? Where and when are you falling down?

## CHALLENGE for the Week:

1. **Establish a balanced schedule (boundaries) for *this* week.** This means scheduling not only time to work, time to do the things you enjoy, time for family, and time to take care of yourself (Physically, emotionally, socially, mentally and spiritually)! *For those of you who consider yourselves borderline workaholics, do two things:*
  - a. *Schedule fun activities at the end of each day and;*
  - b. *Do NOT take work home – yep, even over the weekend!*
2. **Make (and keep) a commitment to yourself to keep your schedule.**
3. **Be fully present in each moment** -- don't rush. Breathe and enjoy what you are doing.

# CELEBRATION

## QUOTES for the Week:

- ❑ Celebrate the happiness that friends are always giving, make every day a holiday and celebrate just living! ~ Amanda Bradley
- ❑ And if not now, when? ~Talmud
- ❑ It doesn't matter what's on the table, it matters who is at the table. ~Unknown

## QUESTION for the Week:

What do you celebrate?

## QUICK TIPS for the Week:

- **See every day a special day worth celebrating:**
  - \* Use your good china once a week.
  - \* Don't delay - wear your "Sunday best" tomorrow.
  - \* Buy yourself flowers.
- **Take the time to show others you care:**
  - \* Call someone you haven't talked to in a while
  - \* Send a card to someone you care about to let them know you appreciate them.
  - \* Buy flowers or a gift for someone – just because.
- **Don't wait for the perfect time or place to celebrate:**
  - \* Make room for what's important -- schedule time today!
  - \* There is no better time than the present – it is the only guarantee you have.
  - \* People don't care if your house is perfect.
- **Slow down and enjoy the present moment:**
  - \* Notice the early signs of spring.
  - \* Savor each bite of food.
  - \* Focus on others – not what you think you "should" be doing.

## CHALLENGE for the Week:

Schedule a special gathering with the people that you care about most in the world. This could be at your home, office a park, restaurant, etc. Just make it happen. Then make it extra-special by finding ways to show them what they mean to you.

# CHANGE

## **QUOTE for the Week:**

You have the power to change. ~Les Brown

## **QUESTION for the Week:**

What is one positive change that would make the biggest impact in your life (and/or the lives of others)?

## **QUICK TIPS for the Week:**

- To find your deepest reason for wanting change, ask yourself “Why” five times.
- If the change feels overwhelming, break it down into baby steps.
- Say to yourself “I CAN do this.”
- Celebrate your intermediate and ultimate success.

## **CHALLENGE for the Week:**

1. Identify a change you want to make.
2. Create a plan for success including how you can overcome potential pitfalls & obstacles.
3. Implement the plan!
4. Celebrate your success.

# CHOICE

## QUOTE for the Week:

I discovered I always have choices and sometimes it's only a choice of attitude.

~ Judith M. Knowlton

## QUESTION for the Week:

What are you choosing today?

## QUICK TIPS for the Week:

Be conscious of the choices you are making... and not making.

- **Choose your attitudes.** Move beyond your current circumstances.
- **Choose to forgive.** Give the gift of freedom to yourself and others.
- **Choose self confidence.** Remember you are unique and special.
- **Choose simplicity.** Make it easy & fun.
- **Choose courage.** Face your fears and do it anyway.
- **Choose to succeed.** Visual success, make a plan then make it happen.

## CHALLENGES for the Week:

At the top of a piece of paper write "TODAY I CHOOSE" then complete the phrase with all that you are choosing *today!*

For example:      Today I choose... productivity

                         Today I choose... joy.

                         Today I choose... peace.

# COURAGE

## QUOTE for the Week:

Courage, contrary to popular belief, is not the absence of fear. Courage is the wisdom to act in spite of fear. ~John-Roger and Peter McWilliams

## QUESTION for the Week:

What would you do if you weren't afraid?

## QUICK TIPS for the Week:

- Think of F.E.A.R. as False Expectations Appearing Real.
- Identify the fear(s) that are holding you back from what you *really* want.
- Examine your mind talk – is the fear justified?
- Ask yourself – what is the WORST thing that can happen (by the way it is impossible to literally die of embarrassment!)
- Ask yourself – what is the BEST thing that can happen?
- Identify all your options, choose the best option and just do it!

## CHALLENGE for the Week:

Identify one fear you have that is holding you back. Every day, take one action everyday to face that fear. Sooner or later that fear will start to lose its power.

# DECISIONS

## QUOTE for the Week:

“It is not always what we know or analyzed *before* we make a decision that makes it a great decision. It is what we do *after* we make the decision to implement and execute it that makes it a good decision.” ~ William Pollard

## QUESTION for the Week:

What decisions do you avoid or put off making?

## QUICK TIPS for the Week:

- When you have a decision to make – either make a decision right away or give yourself a decision deadline! (If necessary, tell someone your decision deadline and ask them to hold you to it.)
- Identify the information you need to make the decision
- Identify the top *three* critical areas for this decision (*For example you are considering taking on another project/client – you may ask: Do I have the **time**? Would I be able to complete the job to my level of **quality**? Does it fit my **financial** requirements?*).
- On or before the deadline – make the decision. Do not delay!
- Do whatever it takes to make the decision right.

## CHALLENGE for the Week:

For THREE decisions you make regularly -- establish **three decision criteria/questions for each**.

Examples of regular decisions people make:

- Whether to buy something or not
- Whether or not to attend an event/program/training
- What projects to take
- Where or what to eat
- What marketing methods/strategies to use
- How to spend your time
- How to spend your money (i.e., should I buy this?)
- Where to go on vacation

# DISCIPLINE

## **QUOTE for the Week:**

If you're running a 26-mile marathon, remember that every mile is run one step at a time.

If you are writing a book, do it one page at a time.

If you're trying to master a new language, try it one word at a time.

There are 365 days in the average year.

Divide any project by 365 and you'll find that no job is all that intimidating.

All it takes is discipline--daily discipline, not annual discipline.

~Charles Swindoll

## **QUESTION for the Week:**

Where do you need more discipline?

## **QUICK TIPS for the Week:**

- Identify the benefits of being more disciplined in the short-term *and* the long-term.
- Visualize yourself being more disciplined and get in touch with the positive feelings it will evoke.
- Determine which approach is best for you– baby steps or “all or nothing” or something in-between.
- Create external accountability with a friend, boss, colleague, coach, etc.
- When faced with a moment of weakness tell yourself, “I can do this!” Then celebrate when you do!

## **CHALLENGE for the Week:**

Be disciplined in one area or task everyday.

# EXPECTATIONS

## QUOTE for the Week:

Whatever we expect with confidence becomes our own self-fulfilling prophecy. ~Brian Tracy

## QUESTIONS for the Week:

What are you expecting... for yourself in life? Work? Love? Relationships?

For each area, are your expectations predominantly positive or negative?

## QUICK TIPS for the Week:

If you don't communicate your expectations or don't communicate them clearly – how do you expect the other person to meet or exceed your expectations? It's kind of like making the other person playing darts in the dark, don't you think?

- The best time to communicate expectations is at the beginning of a relationship, situation, project, etc.
- Communicate your expectations clearly, succinctly, and as frequently as needed to redirect behavior.
- Give specific feedback & recognition to let the other person know when they are meeting your expectations or at least on the right track.

## CHALLENGE for the Week:

1. Identify someone who isn't meeting your expectations.
2. Ask yourself:
  - Are my expectations reasonable? If not, lower them.
  - Is this really a big deal? If not, drop it. If it is – you have two options: 1) Make a specific request. 2) Do nothing and continue to be frustrated.
  - Have I stated my expectations? If not, communicate them.
  - Have I communicated them well enough so they can understand my expectations? If not, communicate them in a way they can understand.



# FAITH

## QUOTES for the Week:

- The only limit to our realization of tomorrow will be our doubts of today. Let us move forward with strong and active faith. ~ Franklin D. Roosevelt
- Faith is not belief without proof, but trust without reservation. ~ Elton Trueblood

## QUESTIONS for the Week:

Where have you let doubt taint your faith?

Where do you need trust without reservation?

## QUICK TIPS for the Week:

- Tap into the power of your deepest desires.
- Use your imagination to create a clear vision of your desired outcome.
- Visualize yourself overcoming obstacles and challenges.
- Have faith in your ability to learn, grow and conquer!
- Trust that the best is yet to come.

## CHALLENGE for the Week:

This week's challenge comes from Martin Luther King Jr: "Take the first step in faith. You don't have to see the whole staircase, just take the first step."

# FOCUS

## **QUOTE for the Week:**

Nothing can add more power to your life than concentrating all your energies on a limited set of targets. ~Nido Qubein

## **QUESTIONS for the Week:**

How many targets are you focused on right now?

Are you really focused if you have more than one?

## **QUICK TIPS for the Week:**

- Eliminate distractions from your work area (or change where you work, even if temporarily).
- Turn off your email and only open a maximum of 3 times a day!
- Ask yourself, “How does this task relate to my key goals?”
- Focus on your most important tasks when you are most productive (for most people that is first thing in the morning).

## **CHALLENGE for the Week:**

1. Identify your top three priorities.
2. Identify the top three tasks under each priority.
3. Make appointments with yourself to work on your priorities.
4. Make a full commitment and accomplish these priorities no matter what.

# FREEDOM

## QUOTES for the Week:

None who have always been free can understand the terrible fascinating power of the hope of freedom to those who are not free. ~ Pearl S. Buck

## QUESTIONS for the Week:

How well do you understand and appreciate the magnitude of your freedom?

If someone from another country were given your freedom, what would they do with it?

## QUICK TIPS for the Week:

- Recognize that in all circumstances you have a choice – even if you don't like the consequences.
- Don't take freedom for granted – exercise the rights freedom provides you.
- Make the most of what you have right now.
- Count your blessings regularly.

## CHALLENGE for the Week:

Imagine what it's like to be apart from your loved ones for extended periods of time, not knowing *when or if* your loved one was coming home... Reach out and show your appreciation for the sacrifices others (including the families) have made to maintain our freedoms.

# GIVING

## QUOTE for the Week:

Blessed are those who can give without remembering and take without forgetting.

~ Melvin Schleeds

## QUESTIONS for the Week:

How blessed are you?

## QUICK TIPS for the Week:

Help someone else by giving...

- Your time
- Your service
- Your money
- Your best work
- Your full attention
- Your forgiveness
- A helping hand
- A smile
- An empathetic ear
- A meaningful compliment
- A thoughtful gift or gesture
- The things you don't use/need. (Did you know the 80/20 rule applies here too? We use only 20 percent of our possessions. What 80% could you live without and who can you give them too?)

## CHALLENGES for the Week:

Make it an *extraordinary* week: Give more, be more and do more for others.

# GOALS

## QUOTES for the Week:

- A goal is created three times: *First* as a mental picture. *Second*, when written down to add clarity and dimension. And *third*, when you take action towards its achievement. ~Gary Ryan Blair
- Goals are dreams with deadlines. ~Diana Scharf Hunt

## QUESTIONS for the Week:

- What are your Short term goals (0-12 months)?
- Mid-term goals (1-3 years)?
- Long-term goals (3+ years)?

## QUICK TIPS for the Week:

- Write your goals down and create a success plan for each. Include specific deadlines.
- Create and post a visual reminder of your goals and review daily. (Could be as simple as a post-it note or a more elaborate vision board).
- Celebrate your milestones *and* efforts along the way.
- If you struggle to accomplish your goals then try one or more of the following:
  - Create a positive consequence to add incentive to achieve your goals.
  - Create a negative consequence if you don't achieve your goal (such as doing someone else's job for a day, cleaning the garage, etc.). Then tell someone who will hold you to it.
  - Make a bet with someone else to achieve your goal (make it challenging but not impossible).
  - Get a coach, mentor, colleague or buddy to hold you accountable (much like having a workout buddy).
  - Change/alter your goal to one that does motivate you.

## CHALLENGE for the Week:

Identify what you will do this week to move forward on a key goal! Tell someone else about your goal and ask them to hold you accountable. Want to really have some more fun? Make a bet with someone with a similar goal – a positive consequence if you both reach your goals and/or a negative consequence if you don't.

# GRATITUDE

## **QUOTE for the Week:**

Be thankful for what you have; you'll end up having more.

If you concentrate on what you don't have, you will never, ever have enough.

~ Oprah Winfrey

## **QUESTION for the Week:**

What are you grateful for?

## **QUICK TIPS for the Week:**

- Pay attention to the small stuff – the things we often take for granted.
- Review your expectations to determine whether reasonable or not.
- Express your gratitude.
- Look the other person in the eye when saying “thank you.”

## **CHALLENGE for the Week:**

1. Write down the things you are grateful for everyday.
2. Choose one person you will thank for making a difference in your business or life.

# HAPPINESS

## **QUOTE for the Week:**

People are about as happy as they make up their minds to be.” Abraham Lincoln

## **QUESTION for the Week:**

Have you made up your mind?

## **QUICK TIPS for the Week:**

- Look for the good in every situation and person you encounter.
- Be happy with what you have.
- Show your gratitude and appreciation toward others.
- Do something to make someone else feel good.
- Surround yourself with genuinely happy people. Avoid toxic people.
- Stop comparing yourself to others.
- Stop worrying & complaining.

## **CHALLENGE for the Week:**

Pay attention to the words you speak and hear each day – are they predominately positive or negative? How does your language (and that of others) affect the way you continue to think and feel?

# HEALTH

## QUOTE for the Week:

He who has health, has hope.

And he who has hope, has everything. ~ Arabian Proverb

## QUESTION for the Week:

What is *one little thing* you can do *consistently* that will make a BIG impact on your health?

## QUICK TIPS for the Week:

1. Park your car at the back of parking lots.
2. Take a 15 minute walk during lunch every day.
3. Take the stairs whenever you can.
4. Stretch for 5 minutes when you get out of bed.
5. Go to sleep 15 minutes earlier.
6. Eat one more serving of fruits & vegetables each day.
7. Drink one more glass of water each day.
8. Each year, schedule at least one FULL week of vacation where you do not call in, check email, etc.

## CHALLENGE for the Week:

1. Schedule a day off – and do something for your mental and/or physical health!
2. Pick one small thing you can do – and WILL do – everyday to improve your health & well being. Make it easy so it becomes habit... then expand a little at a time.



## HELP – Asking for It

### QUOTE for the week:

The smartest thing I ever said was ‘help me!’ ~Anonymous

### QUESTION for the Week:

What help do you need to move you forward on your key goals?

### QUICK TIPS for the Week:

- Asking for help is a sign of strength, not weakness.
- People want to feel needed and appreciated. When you ask others for help it shows that you value them and what they have to offer.
- When asking for help make a *specific* request so people know *how* to help you.

### CHALLENGE for the Week:

This week’s challenge is simple but maybe not easy: Ask for someone’s help on a key goal. (Make a specific request.)

# HEROES

## **QUOTE for the Week:**

What the world needs now, more than ever before, are every day heroes who are ready, willing and able to make a difference. ~ Greg Hickman

## **QUESTION for the Week:**

Who are your heroes?

## **QUICK TIPS for the Week:**

- Realize that heroism does not mean perfection.
- Recognize and appreciate the every day heroes around you.
- Stand up for yourself and those who cannot help themselves with courage and conviction.
- Make a difference in the life others using your unique gifts and talents.

## **CHALLENGE for the Week:**

When faced with a challenge this week ask yourself, “What would my hero do?” Then do it.

# HOPE

## QUOTES for the Week:

- Where there is hope in the future, there is power in the present. ~ Zig Ziglar
- Hopelessness starts in the mind but sticks in the heart. ~Amy Zastrow

## QUESTIONS for the Week:

When do you feel most hopeful? When do you feel most hopeless?

## QUICK TIPS for the Week:

- **Clarify:** Identify what is really important to you and what you really want.
- **Capture:** Write down everything you are grateful for! Do this at least once daily.
- **Contribute:** Give someone else hope. Help someone. Volunteer your time. Donate things you don't need.
- **Dis-Connect:** Put yourself on a complete media-fast including TV, internet, radio, newspaper, etc.
- **Create:** Identify 100 ways you can achieve your goals. (Yes, winning the lottery is one way...)
- **Communicate:** Ask for what you want. Tell people what you are grateful for.
- **Connect:** Get out and have some fun with your friends. Do something you enjoy. Laugh.
- **Concentrate:** Focus on what you can do right now, then do it.

## CHALLENGE for the Week:

1. On a piece of paper draw a line down the center of the page making two columns.
  - In the left column, write ALL of the things you DON'T want (all of your negative thoughts, fears, etc.). For example: "I don't want to lose my job. I don't want to fight."
  - In the right column, write all the things you DO want. For example: "I want a raise. I want to feel and look great."
2. Rip off the left column (the negative stuff). Rip it up and throw it away.
3. Anytime another negative thought pops up, take out your paper and:
  - Read your list of what you do want.
  - Visualize yourself enjoying all the things you want.
  - Identify one thing you can do today to move in that direction.

# KINDNESS

## QUOTE for the Week:

Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around. ~Leo Buscaglia

## QUESTION for the Week:

Who needs your kindness today?

## QUICK TIPS for the Week:

- Focus on the little things -- they do matter.
- Be aware of...
  - Your thoughts, words, actions, and preconceptions
  - Others and their needs/wants
  - Your impact on others

## CHALLENGE for the Week:

Every day do a random act of kindness for at least one person. Find ways to...

- Bring them joy
- Do something they can't do for themselves
- Embrace them
- Express appreciation
- Fill an unexpressed need
- Make them smile
- See them for who they are and what they can do
- Show that you care
- Show compassion and love
- Take the time to really listen
- Touch their hearts & souls

# LAW OF ATTRACTION

## QUOTE for the Week:

The game of life is the game of boomerangs. Our thoughts, deeds, and words return to us sooner or later, with astounding accuracy. ~Florence Scovel Shinn

## QUESTION for the Week

What are your predominant thoughts? Are they positive or negative?

## QUICK TIPS for the Week:

Studies have shown we only use about 10% of our brain. Isn't it time to use more of your brain to get what you really want?

- Pay attention to your thoughts and words. Eliminate negative phrases such as: I'm **always** late. I'll **never** get a job. I'll **try** to get it done. **I'm bad** at math. Instead, replace it with positive phrases... **I can, I will, I am, I choose...**
- Stop worrying. Stop complaining.
- Read, listen and watch things that inspire, rejuvenate and/or give you hope or peace.
- Hang around people who inspire, support and believe in you and what you can do. Avoid "toxic people."
- Focus on all the things you are grateful for by creating your own gratitude journal.
- Everyday, claim what you are choosing... gratitude, forgiveness, love, productivity, joy, success, etc.

## CHALLENGE for the Week:

- 1) Think about your key goals for the day and week.
- 2) Before you start each day, Write down and complete these phrases:
  - I am...
  - I can...
  - I will...
  - I choose...
- 3) At the end of each day – write down what you accomplished and what you learned.

# LIFE

## QUOTE for the Week:

And in the end, it's not the years in your life that count. It's the life in your years. ~Abraham Lincoln

## QUESTION for the Week:

What regrets would you have today if you (or someone you love) were to die today?

## QUICK TIPS for the Week:

- Take time to look people in the eyes.
- Ask others “what can I do for you?” Then really listen to what they say with your ears *and* your heart.
- Notice what others want and need from you – then do it with love.
- Give thanks, appreciation and compliments freely and frequently.
- MAKE time for loved ones... Think you “don’t have time?” then look over your “to do” list – and ask yourself, “which of these things matter more to me than those I love?”

## CHALLENGES for the Week:

1. Seek out someone who needs your help but can’t or won’t ask for it.
2. Call someone and tell them you love them -- *especially* if it has been a while OR you’ve never said it.

# LIFE PRIORITIES

## QUOTE for the Week:

Action expresses priorities. ~Mahatma Gandhi

## QUESTIONS for the Week:

What are your top five priorities in *life*? How well do your actions reflect them?

## QUICK TIPS for the Week:

- Block time in your schedule to take action on your most important *life* priorities.
- Take time to be with the people you care about the most.
- Put yourself (and your health) as a priority. If you don't, no one else will either.
- Live in the now. Stop living for "someday."

## CHALLENGE for the Week:

1. Identify your top three priorities for your *life*.
2. Brainstorm possible actions that would reflect each priority.
3. Schedule time to do one or more of these things this week.

# LOVE

## QUOTE for the Week:

It is not how much you do, but how much **love** you put into the *doing* that matters. ~Mother Teresa

## QUESTIONS for the Week:

How much love are you putting into the things that you are doing?

## QUICK TIPS for the Week:

- If you don't love what you are doing, focus on *who* or *what* you are doing it for.
- Show your love in your facial expressions, your words and your actions.
- Love others enough to acknowledge and appreciate what matters most to them.
- Love yourself enough to take great care of yourself – physically, mentally, emotionally, spiritually and financially.

## CHALLENGE for the Week:

Do everything with a loving heart and soul. (Yep, even the things you dislike!)



# MEASUREMENT

## QUOTES for the Week:

- We almost always get what we measure. ~ Unknown
- If you can't measure it, you can't manage it. ~Kaplan & Norton

## QUESTION for the Week:

What are the key success measures for your job or business?

## QUICK TIPS for the Week:

- Make sure all your measurements align with your purpose, vision and goal(s).
- Figure out what *really* matters and find a way to measure it. (If it doesn't matter, don't measure it!)
- Keep it simple! Simplify and automate measurements, whenever possible.
- Review & assess data collected regularly. Make improvements as necessary.
- Remember, making changes in one area will affect others – so take a balanced approach (i.e., balanced scorecard).

## CHALLENGE for the Week:

Review all the data you are collecting and ask yourself:

- What is the purpose? How is the data being used? (If you don't know – find out!)
- Is it necessary? If not, stop collecting it.
- Is it effective? If not, change it.
- Is it accurate? If not, change it.
- Is it efficient? If not, change how you collect it.

# MEMORABLE MOMENTS

## **QUOTE for the Week:**

We don't remember days, we remember moments. ~ Cesare Pavese

## **QUESTION for the Week:**

What are the most memorable and meaningful moments from your life?

## **QUICK TIPS for the Week:**

- Slow down and be fully in the moment. Avoid the busyness trap.
- Breathe. (No really, do it now: Breathe in. Hold 1, 2, 3. Breathe out. Repeat 3 times.)
- Integrate play into everyday tasks. Make the mundane more fun.
- Remember: Little things do matter!

## **CHALLENGES for the Week:**

1. Do something that brings you pure joy and ask someone else to join you!
2. Write down your memorable moments and share them with loved ones.

# MONEY

## QUOTE for the Week:

The main reason people struggle financially is because they have spent years in school but learned nothing about money. The result is that people learn to work for money... but never learn to have money work for them. ~Robert Kiyosaki

## QUESTIONS for the Week:

Growing up what messages did you receive about money? How does that affect how you view money today?

## QUICK TIPS for the Week:

- Remember, small things add up. If you:
  - Spend \$5 a weekday for coffee – annual cost about \$1,300. (If you do this for 20 years... \$26,000.)
  - Spend \$10 on lunch 5 days a week - annual cost about \$2,600 in one year.
- When making purchases, ask yourself:
  - Do I love it?
  - Do I need it?
  - Is this the best use of my money?
- When you get a raise, give your savings or retirement plan an increase too!
- If you don't know where your money is going create a simple budget and tracking system.
- If you are uncomfortable with your current financial situation, learn and get the help you need. (Read a book; Take a workshop; Join an investment club; Ask for one-on-one assistance, etc.)

## CHALLENGE for the Week:

1. Identify your financial goal for the next 12 months.
2. Then create a specific action plan to achieve it.

# MOTIVATION

## **QUOTE for the Week:**

The whole idea of motivation is a trap. Forget motivation. Just do it.

Exercise, lose weight, test your blood sugar, or whatever.

Do it without motivation. And then, guess what?

After you start doing the thing, that's when the motivation comes and makes it easy for you to keep on doing it.

~John Maxwell

## **QUESTION for the Week:**

What have you put off because you have been waiting for motivation?

## **QUICK TIPS for the Week:**

- Quit making “it” so hard!
- Make “it” a priority.
- Schedule time to do “it” or work on it at the beginning of every day.
- Break “it” down into small parts and just start doing it!
- If necessary, create external consequences (positive or negative) for add motivation.

## **CHALLENGE for the Week:**

Get started on one thing that you have put off for way too long – TODAY!

# OPTIMISM

## QUOTE for the Week:

Pessimism never won any battle. ~ Dwight D. Eisenhower

## QUESTIONS for the Week:

What battle are you trying to win? How is your optimism (or pessimism) affecting the battle?

## QUICK TIPS for the Week:

- What ever we focus on becomes bigger, therefore, focus on what you CAN do, not what you CAN'T.
- Identify your greatest strengths and apply them to “impossible” situations.
- Pay attention to your language. Thoughts and words create self-fulfilling prophecies.
- Avoid toxic people and surround yourself with optimistic people.
- Finally, remember the words from the book The Little Engine That Could – “I think I can. I think I can...”

## CHALLENGE for the Week:

1. Identify one of your goals that may seem impossible today.
2. Brainstorm 100 ways it COULD be possible.
3. Then take one BIG action toward making the impossible a reality.
4. Continue to do step #3 every day until you have completed your goal.

# PEACE

## QUOTE for the Week:

What can you do to promote world peace? Go home and love your family. ~Mother Theresa

## QUESTIONS for the Week:

How well do you promote world peace in your life? With those you love most? In times of stress? In rush hour traffic?

## QUICK TIPS for the Week:

- Define, acknowledge and live your values on a daily basis.
- Accept others for who they are. Know they are doing the best they can right now with what they have.
- When you get angry, take time to think about why you are so angry.\*
- In relationships, review and acknowledge the other person's point of view – even if you don't agree.

## CHALLENGE for the Week:

1. Identify one situation (or relationship) in your life where you need more peace.
2. Identify your values that are important in this situation.\*
3. Ask yourself – what do I need to restore peace?
4. Have courage and take action.

\*Often when we don't feel at peace (or angry), either we are not acting on our values or someone else is trampling on one or more of our values.

# PERSERVERANCE

## **QUOTE for the Week:**

We can do anything we want to do if we stick to it long enough. ~Helen Keller

## **QUESTION for the Week:**

What do you want to do... and how will you stick to it when it gets tough?

## **QUICK TIPS for the Week:**

- Ask others for both positive and constructive feedback.
- Ask others for what you need to succeed.
- Give yourself permission to succeed.
- Give yourself a kick in the butt when you need it.
- Stop waiting for the right moment.
- Stop waiting for motivation... often the motivation follows action!
- Surround yourself with people who believe in you.
- Surround yourself with positive messages.

## **CHALLENGE for the Week:**

1. At the top of a piece of paper - write down your biggest goal (or challenge) right now.
2. Draw a line down the center of the paper.
3. In the left column write down 30 strengths (skills, knowledge, talent, personal attributes) that you possess that can help you succeed with this goal or challenge.
4. In the right column, write down 30 things you can do to achieve your goal (or overcome your challenge).
5. Circle the 1-3 things you will do.
6. Do it!

# PERSPECTIVE

## **QUOTE for the Week:**

What we see depends mainly on what we look for. ~John Lubbock

## **QUESTION for the Week:**

What are you looking for this year?

## **QUICK TIPS for the Week:**

- **Look for the best in people...** know they are doing the best they can right now.
- **Look for the best in situations...** there are blessings all around you.
- **Look for the best in yourself...** you are a unique and special gift.
- **Look for the best gift of all...** the true source of peace, love, joy and hope.

## **CHALLENGE for the Week:**

Look for the best in everything and everyone.



# PLAN

## QUOTES for the Week:

A good plan today is better than a perfect plan tomorrow. ~George S. Patton

## QUESTIONS for the Week:

What is your plan for success? Is it written down?

## QUICK Tips for the Week:

- Write down your plan.
- The more complicated the goal, the more detailed your plan should be.
- Keep your plan simple and break down actions into meaningful tasks.
- Schedule time to complete each task or group of tasks.
- Plan to celebrate the journey and your successes big and small along the way.
- Make planning part of your day, week, month and year!

## CHALLENGE for the Week:

In the “Goal” section, you were challenged to write down three short-term goals, two mid-term goals and one long-term goal. Now, make a written plan for each.

# PLANNING

## QUOTE for the Week:

It takes as much energy to wish as it does to plan. ~ Eleanor Roosevelt

## QUESTION for the Week:

What wishes do you need to transform into written plans?

## QUICK TIPS for the Week:

- Take time to plan each year, month, week and day.
- Schedule time at the beginning OR at the end of each day to plan the next day.
- Write down your top 3 major goals/projects for this year.
- Write a success plan for each goal/project and be sure to:
  - Build in flexibility.
  - Identify key milestones.
  - Include target dates.
  - Make tasks as specific as possible (Hint: Start with a verb).
  - Identify what obstacles you may encounter and how you will overcome them..
  - Celebrate success and learnings (some call them failures) along the way!
- When implementing your plans, avoid the superman/superwoman complex – just ask for help!

## CHALLENGE for the Week:

Stop wishing. Prepare a success plan for this week and implement it!

# PLATINUM RULE

## QUOTE for the Week:

*Golden Rule:* Treat others as **you** would like to be treated.

*Platinum Rule:* Treat others as **they** would like to be treated

## QUESTIONS for the Week:

How does the most important person in your life want to be treated?

How does your favorite client/customer want to be treated?

## QUICK TIPS for the Week:

- Notice what is important to others. What makes their face light up? What are their pet peeves?
- According to Dr. Gary Chapman, in his Book The Five Love Languages there are 5 different love languages. The challenge is that our primary love language maybe different than our family & friends. The Five Love Languages are:
  - Words of Affirmation
  - Quality Time
  - Receiving Gifts
  - Acts of Service
  - Physical Touch.
- To be treated like you want to be treated - ASK for what you want. Say, "I have a request."

## CHALLENGE for the Week:

Ask a loved one these two questions and *really listen* to their response:

1. What have I done to make you feel loved in the last 7 days?
2. What else can I do to make you feel really loved in the next week?

# PLAY

## QUOTE for the Week:

We don't stop playing because we grow old;

We grow old because we stop playing.

~George Bernard Shaw

## QUESTION for the Week:

How can you integrate play *more* into your everyday life?

## QUICK TIPS for the Week:

- Give yourself permission to play and be playful!
- Find ways to be playfully productive – work and play don't have to be mutually exclusive!
- Approach situations & tasks with a playful spirit and attitude!
- Initiate play and invite others to join you!
- Notice the impact play has on your experience AND your outcome!

## CHALLENGE for the Week:

1. "Take on" a playful attitude for a specific task. Notice the impact it has on both your experience and your results!
2. Do one SIMPLE thing this week that you enjoyed as a child – something that *still* brings a smile to your face when you think about it (skip in the parking lot, play hide and go seek, chew bubble gum, tell a joke, blow bubbles, fly a kite, go biking, lie in the grass, hoola hoop, etc.!)

# POSSESSIONS

## **QUOTE for the Week:**

A man's real possession is his memory. In nothing else is he rich, in nothing else is he poor. ~ Alexander Smith (Scottish Poet 1830-1867)

## **QUESTION for the Week:**

What is your most cherished memory?

## **QUICK TIPS for the Week:**

Remember that:

- Possessions can be lost in an instant... not your memories.
- People can steal your possessions... not your memories.
- We are always creating memories... and the most memorable are the simple joys of life.

## **CHALLENGE for the Week:**

1. Identify your three most cherished possessions and why you cherish them.
2. Ask someone to do it too. Then have a discussion about it!
3. Most likely these involve some sort of memory or story – write these stories down for yourself or someone else.

# PROCRASTINATION

## QUOTE for the Week:

Putting off an easy thing makes it hard. Putting off a hard thing makes it impossible.

~ George Claude Lorimer

## QUESTION for the Week:

What do you put off and why?

## QUICK TIPS for the Week:

- To reduce *fear/anxiety/overwhelm* - break projects into smaller, more manageable tasks
- To become more *efficient* - group similar tasks for completion
- To become more *effective* - block time in your calendar to work on your KEY goals/tasks

## CHALLENGE for the Week:

1. Write down all the things that you have left undone
2. Block off 3 hours this week to get as much done as you can from that list!

# SELF TALK

## QUOTES for the Week:

It's not what others say about you that matters, it's what you say about yourself that really matters.  
~Unknown

## QUESTION for the Week:

What do you say to yourself about yourself?

## QUICK Tips for the Week:

- When things aren't going your way, examine your self-talk. Most likely you tell yourself statements as if they are true (such as "I will **never** get a job") Write all these statements down and then ask yourself for each – Is this statement true, false, or I don't know." You will be surprised how few truths you actually tell yourself. Then once you know the "truth", ask yourself "now, what do I choose to do?" (Source: "More to Life" Training by Kairos Foundation)
- When someone gives you a compliment say "thank you" and let the compliment sink in.
- Become your own best friend and say supportive things to yourself – the kind of things your best friend says.

## CHALLENGE for the Week:

Pay attention to your self-talk this week. Write down all your positive self talk. If you notice more negative self-talk, replace them with positive affirmations. Notice how your self-talk affects your actions and your results.

# SIMPLICITY

## **QUOTE for the Week:**

Simplicity is making the journey of this life with just enough baggage. ~ Anonymous

## **QUESTION for the Week:**

What can you do without?

## **QUICK TIPS for the Week:**

- Know what is *really* important to you and make decisions based on that.
- Say “no” to things you normally say “yes” to out of obligation.
- Eliminate clutter.
- Reduce junk mail.
- Sell or give away what you don’t want.
- Buy only the things you love and need.

## **CHALLENGE for the Week:**

Choose one area of your life to simplify and write down ten actions to achieve simplicity. Then choose what you will do and do it! (If you have problems coming up with solutions -- ask others for tips on how they simplify their life, routines and/or spaces.)



# STRATEGY

## QUOTE for the Week:

It isn't sufficient just to want -- you've got to ask yourself *what you are going to do* to get the things you want. ~ Richard D. Rosen

## QUESTION for the Week:

What is your success strategy to achieve your goals this year?

## QUICK TIPS for the Week:

Whether working alone or in a team:

1. Identify your vision of “success” for your project/goal.
2. Identify a strategy to get there that will get you there faster with less struggle by:
  - Maximizing your strengths
  - Minimizing your weaknesses
  - Capitalizing on opportunities
  - Avoiding potential threats
3. Simplify and systematize the strategy.
4. Implement the strategy.

## CHALLENGE for the Week:

Create a strategy for success for your biggest goal this month. The easiest thing to do is identify how you can use 1-2 of your greatest strengths to achieve your goals.

# STRENGTHS

## **QUOTE for the Week:**

Always remember, there is more strength in you than you ever realized or even imagined. Certainly nothing can keep you down if you are determined to get on top of things and stay there.  
~Norman Vincent Peale

## **QUESTIONS for the Week:**

Which of your strengths (your knowledge, skills, talents, characteristics) that if you consistently applied to your key goals would make a big difference? Will you do it?

## **QUICK TIPS for the Week:**

- Use your strengths to achieve your goals faster with less stress and struggle.
- Spend time enhancing & mastering your strengths.
- Work on your weaknesses enough so they don't hinder your performance. A weakness will never become a strength.
- Work with people with complimentary strengths and be sure to acknowledge and appreciate them!

## **CHALLENGE for the Week:**

Look at your goals for the week and identify how you will apply your greatest strengths to achieve them. Then note the impact this has on your focus, energy and time!

# SUCCESS

## QUOTE for the Week:

Success and happiness are not matters of chance but choice. ~ Zig Ziglar

## QUESTIONS for the Week:

Where do you need to choose success in your life? Your business or career?

## QUICK TIPS for the Week:

- **SEE IT** – Be clear about your vision of success before beginning any task. When working with others, ensure everyone has a shared vision of success.
- **BELIEVE IT:** Confidence comes from believing. Positive belief is much more powerful than a positive attitude – although both are worth acquiring!
- **DO IT:** Have courage to take action and do what needs to be done to succeed. Remember - FEAR is just False Expectations Appearing Real.
- **MASTER IT:** Consistency is essential for sustainable success so take the time to establish self-mastery (over your thoughts, habits, and skills), systems and structures that work for you!

## CHALLENGE for the Week:

1. Take out a piece of paper and at the top write “Success is...” then write your definition of success.
2. Ask three people to have lunch with you today.
3. Then at lunch, ask each person how they define success.

### ***BONUS CHALLENGE:***

1. Identify one area of your life you want to be more successful.
2. Identify three people you see as VERY successful in this area.
3. Ask them to lunch. (Remember – just DO IT!)
4. Then at lunch, ask each person how they define success.

# SYSTEMS

## **QUOTE for the Week:**

If you need to do something more than once, then create a system. ~ Unknown

## **QUESTION for the Week:**

What systems could you implement that would help you work smarter, not harder?

## **QUICK TIPS for the Week:**

- Identify the tasks you do repeatedly
- Identify the key components or steps for each process.
- Create a system/structure that works best for you and those that will use it (checklists, cheat sheets, FAQs, flow charts, form letters, forms, manuals, outlines, procedures, reference sheets, scripts, templates, etc.)
- Streamline it to make it as easy and user friendly as possible.
- Use it and refine it as needed.

## **CHALLENGE for the Week:**

Create a system in your personal or professional life that will save you time, money or frustration.

# TIME

## QUOTE for the Week:

You will never *find* time for anything. If you want time you must make it. ~ Charles Buxton

## QUESTION for the Week:

What do you want to *make time* for this week?

## QUICK TIPS for the Week:

- As you plan your week, SCHEDULE time for what is really important to you. Then keep these appointments.
- Focus on one thing at a time. Stop multi-tasking it dilutes your focus.
- Fully experience each moment by engaging all your senses.

## CHALLENGE for the Week:

Make time for the important things and let the unimportant things go.

# VISION

## **QUOTE for the Week:**

Vision without action is a daydream. Action without vision is a nightmare.

~Japanese Proverb

## **QUESTION for the Week:**

What would make this your BEST year ever?

## **QUICK TIPS for the Week:**

- Before you do anything – visualize what success will look & feel like.
- Make each visualization so clear that you actually experience the positive emotions.
- When working with others make sure you established a shared vision of success.

## **CHALLENGE for the Week:**

- Before you start each day – visualize success.
- Before you start a project – visualize success.
- Before you go to a meeting – visualize success.
- Before you make a presentation – visualize success.
- Before you interview for a job/promotion – visualize success.
- Before you ask for a raise – visualize success.

# WORK

## **QUOTE for the Week:**

Work is either fun or drudgery. It depends on your attitude. I like fun. ~Colleen C. Barrett

## **QUESTION for the Week:**

What can you do differently to make your work more interesting or fun?

## **QUICK TIPS for the Week:**

- Play beat the clock to beat your best time completing the task.
- Ask yourself, how would a 5 year old approach this task?
- Invite someone else to join you.
- Turn on your favorite music.

## **CHALLENGE for the Week:**

1. Identify one task at home or work you hate or dislike
2. Identify 20 ways to make it more interesting or fun.
3. Implement one of those ideas.
4. Notice your reaction to the “work” and how you feel.

# WORRY

## **QUOTE for the Week:**

Worry often gives a small thing a big shadow. ~ Swedish proverb

## **QUESTION for the Week:**

What do you worry about?

## **QUICK TIPS for the Week:**

Ask yourself these questions:

- What is the worst thing that can happen? What is the probability this will happen?
- What is my worrying costing me?
- What do I need to accept?
- What do I need to let go of?
- What is it stopping me from doing or being?
- What is something more productive I can do with my time, energy and focus?

## **CHALLENGE for the Week:**

1. Identify one thing that you worry about on a regular basis.
2. Write down your answers to the questions above
3. LET IT GO!



# Want More?

I hope you not only enjoyed reading this but you have begun to think and do things differently—and therefore, have started to create breakthrough results!

## Want more? Check out the other three volumes of *Everyday Success*!

- **Volume Two** includes favorites such as: *Anger, Beliefs, Comfort Zone, Control, Delegation, Dreams, Forgiveness, Habits, Laughter, Networking, Organization, Problem-solving, Productivity, Self-Confidence, Self-Esteem, and Stress.*
- **Volume Three** includes favorites such as: *Abundance, Clutter, Conflict, Creativity, Failure, Fear, Feedback (Giving It), Feedback (Receiving It), Fun, Integrity, Leadership, Obstacles, Patience, Perfectionism, Thoughts, and Time Management.*
- **Volume Four** includes favorites such as: *Boundaries, Customer Service, Determination, Excuses, Family, Holding Back, Holding On, Marketing, Meetings, Miracles, Overwhelm, Sales, Self-Care, Self-Doubt, Trust, and Values.*
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Here's to greater success (& fulfillment) everyday!

*Amy*

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# Feeling Stuck? Need a Breakthrough?

Let Amy help you! Her services and product offerings are designed to quickly get you unstuck, move into action and create breakthrough results!

**Here are a few of the ways Amy can help you:**

- 1) **One-on-One Kick Butt Coaching:** Choose from a single 60 minute Kick Butt coaching session, Breakthrough Planning Day, or on-going coaching.
- 2) **Group Programs, Workshops & Events:**
  - Play BIGGER Bootcamp— Learn how to breakthrough the thoughts and habits that keep you playing small!
  - Virtual Workshops (See website for upcoming workshops)
- 3) **Public Speaking:** Hire Amy to speak at your upcoming meeting, retreat, or event (live or virtual)! See website for more information.
- 4) **Free Stuff:** Check out the website for lots of free stuff including a free teleclass called *“Quit Making It So Hard: It’s Time To Master Your Marketing.”*
- 5) **Get Connected:** Get connected and stay in the loop so you don’t miss out on specials, upcoming events and opportunities to hear Amy speak live.
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