



**SMALL
CHANGES
BIG
IMPACT**



Limitless Growth Strategies
Building Dreams. Growing Giants.

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Introduction

Our lives are mostly the result of our habits. Making small, intentional changes in your thoughts, words, and actions will dramatically change the quality of your life. Are you frustrated with your existence, and intimidated by the changes you might have to make?

There are many quick and easy things anyone can do to achieve a more fulfilling and successful life.

SMALL CHANGES BRING BIG RESULTS AND ADVANTAGES:

Small changes are much less intimidating to implement. If you've ever thought about drastically changing your diet or making a huge adjustment or commitment to your life, you know how challenging it can be. It is difficult to overcome the enormous mental hurdles that accompany your decision. For example, many of us are dehydrated, without even realizing it. How difficult is it to drink a glass of water each morning? That's the kind of change anyone can easily adopt.

Small changes are less likely to trigger the brain's defense mechanisms. Our brains are hardwired to resist change. It's a primal survival mechanism that has kept us alive since the dawn of time. Meditating for one minute won't stir up any anxiety, whereas a two-hour session probably will.

It's easy to keep getting better. If you are out of shape but commit to doing two push-ups a day this week, you likely will be able to do three a day next week, and four per day the week after. But if you kill yourself by somehow doing 30 push-ups every day this week, chances are you won't do any next week.

We're all want to make progress in our lives. Starting with small, achievable goals will bring success, and progress will be realized and enjoyed each week. Small changes require little time. It can be challenging to find an extra hour each day, but anyone can find five minutes here and there.

The less a new action disrupts your current routine, the more likely you are to keep at it. Small changes are effective, fun, and easy to do. It's unnecessary to take drastic steps to move your life in a positive direction.



HERE ARE SOME TIPS TO INCREASE YOUR LIKELIHOOD OF SUCCESS:

- **Be patient.** *Small actions can result in enormous changes, but it can take time to reap the rewards.* One extra push-up per day doesn't seem to achieve much, but it does! It makes it easier to do two extra push-ups in the future, and that builds to more, and then gain more. Once you're doing ten or more push-ups regularly and consistently, you'll likely start seeing results.

Luckily, it's much easier to be patient when you're doing so little. Frustration and despair tend to set in more when you push too hard.

- **Start small.** *You'll know you're starting at the right level when you can complete the action without any mental resistance.* Add a little each week until you're performing at an effective level.
- **Only add a few actions at a time.** It is tempting to add twenty new things to your life, but that presents the same disadvantages as adding a more substantial action. You'll likely feel overwhelmed, disheartened and give up before you see any results.
- **Consistency is the key.** Eating perfectly for a day will do nothing for your waistline. But eating nutritiously and sensibly for months will have a considerable effect.
- **Strive for progress, rather than perfection.** *Extraordinary results can come from ordinary actions.* The key is regular advancement. You'll enhance your results as you make small, positive changes. Perfection is unnecessary!

Adding quick and easy actions to your life can generate incredible results. You'll progress easily, with the expenditure of a minimal amount of time and effort. Patience is essential, but you can do it!

“Your life doesn't get better by chance, it gets better by change.”

~ Jim Rohn



Health and Wellbeing

**Please note that you should always follow medical advice. Always check with your doctor or healthcare provider before embarking on any new diet, exercise, or similar program.*

Starting with the topic of health is no accident. *Every other aspect of your life becomes more challenging if your health isn't good.*

INCREASE YOUR HEALTH BY IMPLEMENTING THESE QUICK AND EASY HABITS:

STAY HYDRATED

- **Drink more water.** We all have to consume fluids each day. *Replacing whatever you're currently drinking, with water, is both healthier and less expensive.* Start your day with a glass of water - most of us wake up dehydrated. Water is essential in nearly every process in the body. All the other stuff that we add to water to give it flavor makes it less healthy.

KEEP MOVING

- **Do some kind of physical movement every day.** If you haven't done much exercise in the past, start with five or ten minutes every day and very slowly increase the time and intensity. You can go for a walk, dig in your garden, or even put on your favorite music and dance. Get your heart and lungs pumping, and have some fun!
- **Move around for a few minutes every hour.** Excessive time spent sitting every day has been linked to an increased risk of death from a variety of causes. Work-efficiency studies show most workers accomplish more if they take a short break every 60 minutes. Get up, get moving, or do some stretches. You'll get more done, and your energy level and overall health will improve.
- **Make TV watching work for you.** Did you know the average 60-minute television program has over fifteen minutes of commercials? If you watch two hours of TV every day, that's over thirty minutes you could spend exercising, without missing a single second of your favorite shows. Keep a pair of dumbbells by the TV and use them during the commercials. You don't have to limit yourself to using the dumbbells. Do some squats, or lunges, or run in place, or do some push-ups. Ideally, you should



already be limiting your TV time – there are more productive and fulfilling things you can do – but if you’re going to watch television anyway, you might as well add in a little exercise.

PRACTICE GOOD DENTAL HYGIENE

- **Floss your teeth.** Flossing is an essential habit that not all of us do, yet it only takes a minute or two. Flossing helps preserve your teeth and gums and improves your overall health. It’s especially vital to the health of your cardiovascular system.
- **Brush your teeth at least twice a day.** There is no need to say much more on this – the benefits of a clean mouth are listed above and will also make you more confident in social settings. Remember it takes a full two minutes of brushing to get the full benefit.

EAT WITH YOUR HEALTH IN MIND

- **Increase your vegetable and fruit intake.** Most of us fail to eat enough vegetables and fruit. Start each meal with vegetables or a piece of fruit to help control your food intake. Try to ensure that half to two-thirds of your plate is filled with vegetables. And replace desserts with fruit.
- **Replace one fattening food with something healthier.** It’s easy to get bogged down with a super-strict diet. But simple changes can have profound effects. Replace one food with something lower in calories. Swap the potato chips for something healthy, like a small handful of nuts or a piece of fruit.

The United States has one of the highest obesity rates in the world, and this is becoming a global issue. We struggle to stay fit and keep our waistlines in check. Being at a healthy weight and being physically active will have significant impacts on your health.

Keep these tips in mind to enhance your health and wellbeing. You can dramatically increase your fitness levels and change your physique with regular, small actions. Don’t be unrealistic, have patience, and you’ll see results.

“Change the way you look at things and the things you look at change.”

~ Wayne W. Dyer



Career

Getting ahead in your career is often about doing the small things consistently. For some of us, a better job is a way to increase our income. Others want the additional challenge that a higher-level position provides. Small actions are a great way to change your employment situation.

DEVELOP THESE HABITS AND ADVANCE YOUR CAREER:

BE ON TIME

- **Show up to work on time, and be prompt attending appointments and meetings.** A lack of punctuality is often seen as a sign of disrespect. It also gives the appearance that you lack control over yourself and your time. Worst of all, others may assume you don't care.
- **Be three to five minutes early for meetings.** Showing up too early can make it appear that you have too much time on your hands. It's also a waste of your time.
- **Develop a great morning routine.** Many of us have morning routines that get us to work on time, but only if everything runs perfectly. Accordingly, your schedule ends up ruined if you run into a little traffic, or need to stop for gas. *Create a routine that doesn't rely on perfection or good luck. Build in a cushion of time to allow for the unexpected.*

BE POLITE AND RESPECTFUL

Treat everyone with respect. It can be challenging to treat everyone well, especially if you feel they don't deserve it. *The habit of treating others with kindness and respect is always a good practice and it will help your career.*

REVIEW AND UPDATE YOUR RESUME REGULARLY

Even if you are not planning to change jobs, keeping your resume up to date is a great way to make sure you are documenting your accomplishments. This also allows you to evaluate your progress and get back on track if necessary.



APPEARANCES MATTER

Each work environment has a dress code, even if it is not documented. It's pretty easy to pick out the hierarchy in most office environments by what people wear. Employees at a given level tend to dress similarly. You should make sure that you are always dressed appropriately, and always well-groomed and well presented. Many promotions are the result of an individual looking the part. Whether we like it or not, appearances do matter!

Focus on taking the small actions that have the biggest effect. Working all hours of the day and night is seldom the answer.

“You aren't going find anybody that's going to be successful without a sacrifice and without perseverance.” ~ Lou Holtz



Finances

**Please remember to consult with a finance professional before making decisions that can impact your or your family's financial situation.*

For too many of us, it's common to run out of money before the end of the month. Many of us are often late when it comes to paying our bills, which means we incur unnecessary "late charges" every month. Just as is the case with improving your health and fitness, it takes time and consistency to see real, positive, changes in your financial situation.

TRY THESE QUICK AND EASY ACTIONS TO IMPROVE YOUR FINANCES:

- **Set up a day to pay your bills every week.** Choose any day you like, but sit down and pay your bills religiously. If you're still mailing your payments, rather than using online payment methods, make sure you send them early enough to arrive on time. Late payments negatively impact your bank account with late fees and can impact your credit score.
- **Keep track of your expenses.** Physically noting how much you've spent will reduce unexpected surprises at the end of the month. You'll also be more aware of any questionable spending habits. Compare your numbers to your monthly budget. Are you on track? What needs to be done to meet your monthly spending goals?
- **Is there an expense you can eliminate?** Do you have an expensive coffee each morning on the way to work? Could you pack your lunch rather than eating out? Imagine how you could use that "coffee money" or "lunch money" to get you closer to your financial goals.
- **Set up automatic payroll deductions for savings and retirement.** If you wait until the end of the month to tuck away the money that's left, there will rarely be anything to allocate to savings. Save your money before you even have access to it. You'll find a way to make the month work with whatever money is leftover. ***Start small, with whatever amount is comfortable for you – even if it's only \$5.*** Then, attempt to save a little more over time.



Getting your finances under control makes everything else easier. *It's difficult to enjoy life when you're struggling to pay your bills, or worried about the future.* When your finances are stable, many other things become possible.

*“We are what we repeatedly do. Excellence, then, is not an act but a habit.” ~
Will Durant*



Relationships

Relationships are another vital component of life. It's great to have someone to share life's ups and downs. But a failed relationship can cause significant distress, both emotionally and financially.

Give your relationships the attention they deserve. Luckily, many typical relationship woes can be minimized or eliminated with a few simple tasks.

TRY THESE QUICK AND EASY ACTIONS, AND SEE YOUR RELATIONSHIPS THRIVE:

DO ONE NICE, UNEXPECTED, THING FOR SOMEONE YOU CARE ABOUT EACH DAY.

- It might be brushing the snow off their car, or giving them a thoughtful compliment. This tip can apply to your neighbors and work colleagues, too.
- It can be challenging to come up with ideas on the fly. *Take the time to make a list of things you can do for those who are significant in your life.*
- **Send a quick text each day to the important people in your life.** The logical target for this tip is your significant other, but you can include anyone you like. Text your children, siblings, parents, and close friends. This is a great way to let someone know you care and are thinking of them – and it only takes a few seconds! Try to change it up and avoid sending the same text each day.
- **Compliment others.** Most of us get pretty excited when someone pays us a compliment. It's a quick and simple way to make someone's day and enhance your relationship with them. You'll be pleasantly surprised to find yourself on the receiving end of more compliments, too. You get what you give!
- **Have a short, nightly, chat.** For five minutes every night, turn off everything and just talk. The topic can be anything: work, your relationship, the kids, or chit-chat about life in general. Making time to talk to each other helps head off potential obstacles, as they are dealt with before they become bigger issues.



- **Be willing to apologize.** If you're at odds with your spouse, or significant other, you're probably wrong half of the time. If you simply apologize, you'll be taking the correct course of action 50% of the time, but improving the situation 99% of the time. Many of us are too proud to apologize; even when we know we're at fault. *Apologies make quick work of many disagreements.*

Relationships need daily attention and nurturing. What other quick and easy actions could you incorporate into your life? This is one area of life that many professionals neglect. Don't make the same mistake!

“Every journey begins with the first step of articulating the intention, then becoming the intention.”

~ Bryant McGill



Spirituality

**Everyone has a different view of spirituality. Some of us may follow and practice a specific religion, some of us may not have any religious affiliation but may still consider ourselves to be spiritual, and some of us may have no spiritual beliefs or practices. If this section is not of interest or importance to you, please ignore it and use the rest of the book to bring changes and improvements to your life. We are not promoting any religious affiliation or belief but are providing information to improve the spiritual component of your life.*

If you are looking to grow the spiritual aspect of your life, then this section will provide some guidance.

DEVELOP THESE EASY HABITS TO ENJOY MORE MEANING IN YOUR LIFE:

- **Pray.** If praying resonates with you, make a habit of praying each day. You can have a set prayer time, perhaps immediately upon waking in the morning, or when going to bed at night, or both. You can also take advantage of free moments during the day. Incorporating prayer into your daily life can serve as a reminder to be thankful, and also help you avoid worrying about the smaller annoyances of life.
- **Meditate.** If this is new to you, begin slowly with just a few minutes at a time and build on that. There are many meditation apps that you can download to your phone to make your meditation practice easier. As with all the things we have discussed, develop a schedule that fits into your life.
- **Practice mindfulness.** When performing any task, try to focus 100% on whatever it is you're doing at that moment. Avoid thinking about the past or future. Give all your attention to the task at hand. This requires no additional time in your day. You'll feel better, be more productive, and learn how challenging it is to control your mind. Many of our thoughts and feelings are habitual. ***Mindfulness can help us to focus and see the ordinary or mundane things in our lives through fresh eyes.*** Start small with simple tasks, like brushing your teeth or washing the dishes. Can you stay focused on these simple tasks for even 30 seconds? It's more challenging than you think!



Here are some additional tips to help you grow your spirituality:

1. **Read from a spiritual or religious book that inspires you.** A quick five-minute reading session in the morning, or in the evening can increase feelings of well-being and inspire you.
2. **Keep a list of uplifting quotes with you.** Jot down quotes you love in a small notebook or save them on your cell phone. When you need some inspiration, reach for your list and feel inspired!
3. **Start your day by making a list of everything that fills you with gratitude.** It is easy to focus on the negative aspects of life. *Reminding yourself of all the wonderful people and things in your life can change your focus, and increase your level of happiness and contentment.*

Add to your spiritual life with these quick and easy actions, and you'll develop a new perspective that will positively impact on all other aspects of your life.

“Everything worthwhile is uphill” ~ John C. Maxwell

