

Special Report

*The Power of Daily Action
How to Create more Wealth,
Health, and Happiness by
tapping into the Power of
Daily Action*



Coach Rachelle Disbennett-Lee, PhD

About Rachelle Disbennett Lee, PhD

Coach Rachelle Disbennett Lee, PhD, is an international coach and motivational speaker. After spending 17 years in corporate America Coach Lee was invited to leave (laid off) in 1995. In 1996 she read an article about coaching in Newsweek Magazine, a week after reading the article she met a coach in her local area, hired the coach who thus coached her to become a coach and the rest as they say is history.

Coach Lee is a graduate of Coach University. After graduating from Coach U in 1997 Coach Lee lead teleclasses for new coaches until 2001. Coach Lee also holds a Doctorate Degree from Walden University in Applied Management and Decision Sciences.

Coach Lee is an advocate of daily action and the power that it wields. Her award-winning newsletter, 365 Days of Coaching, has been published every day since 1998. Coach Lee is currently traveling the world giving her popular talk and workshops on The Force of Habit – How to Become Wealthier, Healthier and Happier through the Power of Daily Action.

Coach Lee is obsessed with reading magazines and anything else that contains concise information and is a quick read. A self-proclaimed self-help junkie Coach Lee is also a dyed in the wool optimist and the believer of the basic good in people. When not doing something coachy she is spending time with her husband Adrian (also her business partner) and their two fur children Surrobbie and Buddy.

Greetings:

Congratulations for downloading this special report on how to tap into the power of daily action. Just by the fact that you're reading this right now, I know that you are heads above most other people who say they want to make changes but are not taking the necessary actions. You are willing to do things differently, and smarter. You are looking for real strategies that will ensure your success.

This report is going to show you proven strategies used by successful people to increase your wealth, improve your health and create meaningful fulfilling relationships.

The concepts revealed in this report are not so much secrets as they are proven strategies, principles, that, when put to use, will guarantee success.

Why Should You Listen to Me?

Before we get started, let me tell you where I'm coming from and what led me to write this report.

In 1995, I was laid off from my corporate job, was overweight, stressed and depressed. I knew I had to make changes in my life, not to mention find a job, but I wasn't sure how. It was overwhelming to think about all the changes I needed to make in my life. I realized I had no choice but to start small, step-by-step, day by day.

Change does not happen overnight. Change is an accumulation of steps taken every day. I started setting small goals and taking daily action towards my goals.

I began by setting three small action steps for myself each day, three small steps in the right direction. Examples of actions steps I would take were writing in my journal, reading something motivational and scheduling time to attend a seminar or take a class. My life did not change overnight, but it did change over time.

I now enjoy the benefits of owning my own business. I am healthy, happy and live with minimum stress in my life. I continue to use the power of daily action to create the life I want.

Give yourself permission to take the time you need and take the daily steps necessary to create your life to be just the way you want it to be. I know you can do it. I believe in you.

Create a great day



How to Guarantee Success in all Areas of Your Life by Tapping Into the Power of Daily Action

Principle One

1. Daily Action is the Key

Principle 2

2. If you can't do a lot do a little

Principle 3

3. Begin Today

Principle 4

4. Use obsessive focus

Pulling it all together

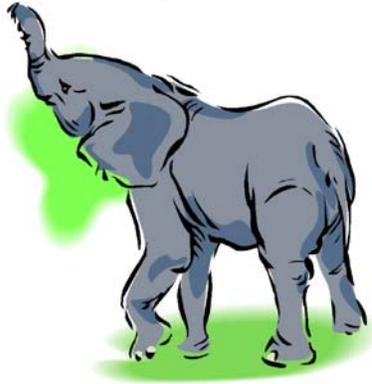
How to Guarantee Success in all Areas of Your Life by Tapping Into the Power of Daily Action

Principle One

1. Daily Action is the key

"Action has power, magic and boldness."

➔ **How to get started**



The old joke, "How do you eat an elephant? One bite at a time" is a great example of how to achieve success.

Nothing happens over night. Success is in small consistent daily actions. When I work with clients on creating goals, I have them break down their goals into

what they can do this month, this week and today. We create a strategic plan that enables the client to understand what has to happen each day to achieve the goal. Some clients are surprised that they can do something every day towards the goal, but actually it is the only way. When you examine how you have achieved, you will notice that the success came from the little steps you took daily that added up and made the big difference.

➔ **Break it down and make it manageable**

It can be overwhelming when you look at all that needs to be done to accomplish your goal. What is important to remember is that goals are simply a combination of many small sub-goals or small actions that need to be taken. Any goal can be broken down into

baby steps that can be taken one at a time. Consistently taking these steps is what will support you in accomplishing your goal.

➔ **Daily Action is the secret to success**

If you are not achieving what you want, the first place to look is at your daily actions.

What are the small steps that are being taken every day towards the goal? You may be surprised to notice that your daily action is missing or not consistent enough to produce the result you desire. Consistent daily action, no matter how small, is the key to achieving the success you seek.

➔ **But how do you know what to do?**

Deciding your daily action might be somewhat confusing at first. The easiest way to create a daily action plan is to list all the steps it will take to accomplish the goal. Write down all the steps and then arrange them in the order that they need to occur. For example, if you want to write a research paper you would first have to choose a topic, next do research, next gather the books and articles you need, and so on. Once you know what you need to do and in what order, you can begin to create your plan. Once the plan is created and you have daily actions outlined, you can begin to systematically work the plan. Having a daily action plan is like having a map to success. As long as you follow the plan you will achieve the goal.

Daily Action + Plan = Achievement

Yes daily is a lot. Trust me! No one knows that better than I. (I have been writing 365 Days of Coaching every day since 1998.) But, what is the alternative? If you do not want to take the time every day to create what you want, what are you really saying? Perhaps it

is not important, you want something else, or you are happy with the way things are and do not want to change. Be honest with yourself about where your level of commitment is to what you say you want. It is okay not to take daily action. However know that the results you are looking for may take much longer to create.

Daily Action + Focus + Commitment = Results

➔ Make Daily Action a habit

You already have daily actions in your life that you wouldn't consider not doing. What was one of the first things you did this morning? You brushed your teeth, right? You didn't say to yourself, "Well I brushed my teeth yesterday I think I will skip today." You simply did it. You want to make success a daily habit and you do that by doing consistent daily actions that move you one step closer to your goal each day.

What daily action(s) do you need to incorporate into your life to create what you say you want?

Principle 2

2. If you can't do a lot do a little

“Success is the sum of small efforts repeated day in and day out.” Robert Collier

➔ **No Action is too small**

Each day take action towards your goal. It is the only way I know of to accomplish what you want. Think of it like compound interest in a checking account. After a while it begins to build and build and take on a momentum of its own. Such is with the daily actions that you take. They begin to build on one another and create a momentum that will move you forward and support you in achieving what you want.

When you look at your life, you will notice that it is all the little things that you have done that add up to create the life you have. Each small step that you have taken comprises the journey. No one gets to where they are going overnight or in one big step. It is a process of small actions that add up to create success.

➔ **One step at a time**

A friend of mine walked across Australia. Why she did it is another story, but I asked her how she did it. Her answer: “One step at a time.” That was over one million of them as a matter of fact. Any goal, no matter how large, can be broken into one step at a time. By chunking down the goal into smaller sections, it will not seem as overwhelming.

Movement creates more movement. Take one step and you will take another.

Focus on what is in front of you

I know I can get overwhelmed when I am looking at achieving a large project. When I was working on my doctorate, I focused only on the work I needed to accomplish that day. I didn't focus on the entire program or how many more classes I had to take. I simply did the work that was in front of me. I broke a huge goal down into small manageable pieces.

“When working on a big goal, focus on what is in front of you and take the next step!”

Don't let a big goal overwhelm you or even scare you enough not to want to take it on. Every goal, no matter how large, can be broken down into small manageable pieces that can be worked each day. What will support you in achieving your goal(s) are the small daily action steps you take. Each daily action will get you closer to your goal

What small steps can you take daily to reach your goals?

Principle 3

3. Begin Today

Today = A good time to start

If you are waiting for the right time to start, you are in luck. The right time is now. There are so many little steps you can begin taking today that there is simply no excuse not to do something. Get off your "but" (but I can't because...) and do something, do anything because today is the best time to get started.

➔ The First Step

It is more difficult to get into action than stay in action

The sooner you start the sooner you will achieve your goal. The challenge is that starting can be the most difficult part of any success. Taking that first step can seem daunting.

The good news is that once you take the first step it gets easier. You will begin to build momentum and the process will begin to take on a life of its own. But, to get this to happen, you must start.

Big dreams and goals take time, years, and sometimes a lifetime. But, they will never happen if you don't start. Taking the first step is the biggest because that is the step that gets you moving. Once you start toward your goals and dreams, the universe will conspire to help you achieve that which you desire. Don't wait until someday. Today is the day to begin.

Stir the Ethers

What you do is not as important as simply doing something. I often tell my clients that what they need to do is stir the ethers, which means just get something going. Anything that will get you into action will move you forward. Once you get started, you will begin to create momentum and the steps will become easier.

When you decide what you want the Universe will conspire with you to help you achieve success.

➔ Tomorrow is here

It is said that tomorrow never comes, but that isn't true. Tomorrow is here today, and everyday. Each day is the tomorrow you were waiting for. The future is here today and you have but one opportunity to live it. Each day provides the opportunity to take action towards what you want to have tomorrow, the next day and forever.

The best time to begin creating your future is today.

➔ You must take action today to be successful tomorrow

Do something, anything that will move you closer to your goal. Each day, you can do one thing that will get you closer to what you want. **Action is the secret to success.** You can have the greatest idea, be the most creative, ingenious person, and the most talented gifted individual alive, but if you don't take action, nothing will happen. Nothing happens without taking the steps to create what you want. Every huge success starts with one small step.



➔ **Create a daily plan**

Create a daily action plan. Each day, list one to five things you can do that will support you in moving one step closer to your goal. You only have to do a few things a day. They don't have to be anything big. The action can be as simple or as complicated as you want.

It doesn't matter what it is. **It matters a great deal that you do it.**

Newton's Law of Motion: A body at rest tends to stay at rest and a body in motion tends to stay in motion

Daily Plan Outline:

My Goal: _____

The steps I will take towards my goal today are:

1. _____
2. _____
3. _____
4. _____
5. _____

How will I reward myself for accomplishing my daily steps?

Principle 4

4. Use obsessive focus

“Your goal must be consuming, obsessive, pulsating and burning” Napoleon Hill

The key to obtaining what you want is to stay focused. It is so easy to get off the path when you let your focus wander. There is a lot out there that requires your attention, but if you want to achieve your goals you must keep the focus on what is most important to you. If you maintain your focus on what is most important, you will never lose sight of the goal.

➔ **The Secret Weapon of Success – Obsessive Focus**

The Law of Concentration – Whatever you dwell upon grows

Although obsessiveness often gets a bad rap, there are times when obsessiveness pays off. When you are starting something new, it is often the obsessive focus that will get you moving and keep you going. When you are obsessive about something, you don't give up easily and you stick with it longer.

The key to success is focus. Obsessive focus is the ability to focus on what you want until you obtain it. When you become obsessive about what you want, and you focus all your energy on that, you will create a powerful force that will push you forward.

Extreme change calls for extreme measures. When you want something major to happen that will revolutionize your life you need to utilize obsessive focus. When I started my business, I used this concept for the first five years. I did nothing but focus on building my business and making it a success. Other coaches, many of them no longer in the

business, often told me that I should relax and not work so hard. However, that hard work and obsessive focus helped me to achieve amazing results. Because of the obsessive focus I placed on my business in the beginning, I now have a strong foundation from which to work.

Obsessive focus is the secret weapon that you need to call upon only on certain occasions. You will use obsessive focus only for a while because, frankly, the energy that it takes can't be sustained indefinitely. But, it can last long enough to get you what you want. If you are looking to create major change in your life, then you need to be obsessive and focus all your energy on that change. Be single-minded and make it happen.

You might be thinking that obsessive focus sounds, well, obsessive. Yes, obsessive focus is obsessive. And if you want to create big change, there are times you will need to be obsessive, single-minded and totally focused. You won't have to do it forever, but you will have to do it for a time. How long? Well, until you reach your goal.

How can you use obsessive focus to achieve your goals?

Pulling it all together.

- ➔ Make daily action a habit. You must habitually do what will get you what you want. Make success a habit by taking action on your goals every day.
- ➔ Break the goal down into bite size pieces.
- ➔ Create an action plan of the steps you will take to achieve your goals and follow the plan.
- ➔ Don't worry about doing a lot, each day do a little and your actions will add up to big success.
- ➔ Don't delay. Anything worth having is worth working on today.
- ➔ Use obsessive focus to stay on target to your goals.



Daily Action Power Process Worksheet

Every system works if you work the system. A major part of the system for obtaining your goals is daily action. The daily action you do provides momentum and will keep you moving towards your goal. You cannot fail if you keep taking the next step towards your goal.

If you fail to plan, you plan to fail. Creating a daily action plan will support you on staying on track and focused on your goal.

Make a copy of this sheet, 365 copies to be exact. That will give you a copy for each day of the year. You will use one sheet a day, and yes it is best to do at least one thing toward your goals on Saturday and Sunday. This will keep the momentum going.

Goal:

Actions I will take today to move me closer to my goal:

1. _____

2. _____

3. _____

4. _____

5. _____

Some days you will take all five steps, some days you will just take one step. Don't think just taking one step isn't enough. If you took one action towards your goal everyday for a year at the end of the year you would have taken 365 steps towards success.

The End...But it doesn't have to be!

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<http://www.365daysofcoaching.com/product1.htm>



What others say about 365 Days of Coaching



"If you want to tap into your right life and the juicy power of your dreams-you'll want to think and act differently. Rachelle offers an abundance of simple, bite-size prompts and strategies to help you do just that."

Tama J. Kieves

Bestselling author of "This Time I Dance!" Trusting the Journey of Creating the Work You Love/How One Harvard Lawyer Left It All to Have It All!

<http://www.awakeningartistry.com>

Coach Lee Is Part of My Success Team

I absolutely LOVE Coach Lee's daily newsletter. It helps me to set the tone of success each and every day. Coach Lee is part of my "success team" because of her daily insights and tips, I continue to create more and more success in my life. Thanks Rachelle!

**Diana Long, M.S.
Professional Speaker & Coach
<http://www.DianaLong.com>**



Paying for a subscription is a no Brainer!



I've been a subscriber to Rachelle's daily coaching e-zine for a little less than a year, and have been amazed at how "on target" her daily quips are for each day. She writes about everything from careers to personal relationships, and they almost always seem like what I needed to think about that day. For example, last November, I had surgery on my hand. The recovery was long and painful, and I seemed unable to keep myself from complaining about it to anyone who'd listen. Then came a coaching tidbit from Rachelle that essentially said, "Don't say anything about how you feel unless it's to say that you feel good." I took that to heart and quit complaining, and lo and behold, my hand started to feel better. Seems like I could have thought of that myself, but I hadn't. Paying for a subscription is a no brainer.

Where else could you get daily tips from your own life coach for such a small amount of money?

**Cynthia Wilcox
Gallery Quilt Artist
<http://www.fabricfanaticsantics.blogspot.com>**

Bonus

Why Everyday?

I have been asked why I publish 365 Days of Coaching every day. Well, other than the name, the concept came to me as I was thinking of the kind of support I needed to accomplish what I wanted to do. I started 365 Days of Coaching so I could write a book. I knew that it would take consistent and persistent progress to make that happen. Creating a daily action was what it took for me to accomplish my goal.

Experience has taught me that, if we want to accomplish something, we must focus on it. Creating daily structure creates the focus necessary for attaining our goals. Even if all we do is visualize or pray on what we want daily, we are still consistently doing something. It is that something that creates our dreams into reality.

Life happens everyday. It does not happen monthly or bi-weekly. Daily action creates what we want. If we would decide to lose weight we would not just eat right and exercise once a month, twice a month or once a week. To accomplish the goal of healthier living, we must do something every day. All goals are like that. The focus and action must be done daily in order to create the momentum and energy it takes to make what we want happen.

I have been told that every day is overwhelming and way too much. I agree, but I didn't set up the structure of life. Life happens every day and can be overwhelming and way too much. That is again why it is so important for us to focus and take daily action so that we have some say in what happens. If we simply let life go by, it will. Whether we take action or not doesn't matter to life. Life skips along. If we want to create what we say we want, then we must be willing to do something every day.

It is the daily action that will create the result that you seek. You can't just do something once a month, twice a month or even weekly and expect great results. Daily Action is the only thing that is going to move you forward and support you in obtaining what you want.

Dear Friend,

Congratulations for taking the time to make a difference in your life. I wish you the best on your journey.

Hey don't just go away, I would love to hear how "How to Guarantee Success in all Areas of Your Life by Tapping Into the Power of Daily Action" helped you! Email me at Rachelle@coachlee.com or call me at 1-888-428-1700.

Make it a great day,

Rachelle Sibennitt-Lee



Coach Lee is a human potential expert who guides readers and clients in reaching their full potential. Her daily newsletter is read by thousands of people in over 20 countries. Coach Lee has been coaching since 1996, has published her newsletter since 1998, had her first book, *365 Days of Coaching: Because Life Happens Every Day*, published in 2003 and earned her Doctorate degree in 2004. She lives in lovely Colorado with her husband and business partner, Adrian, and their two fur children, Surrobbie and Buddy.

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