

THE 2ND BIENNIAL FORUM OF CENTRAL REGION GOVERNMENT AUDITORS

Presents:



HOW TO BUILD A BETTER YOU

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A MAJOR PART OF GAINING A COMPETITIVE EDGE BEGINS WITH
EDUCATION

PERSONAL DEVELOPMENT

One of the biggest challenges that we have each day is _____.

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A

T

HOW TO HAVE YOUR BEST YEAR EVER!!!

THE THREE KEY QUESTIONS

1) _____

2) _____

3) _____

HOW TO BUILD A BETTER PERSON

_____ Do You Set Goals?

_____ Do You Write Down Goals?

GOALS ARE A _____, NOT AN OPTION.

THE 9 BENEFITS OF GOAL-SETTING

- 1) To help you become better _____.
- 2) To help you save _____.
- 3) To increase your _____.
- 4) To provide a standard for _____.
- 5) To increase your _____.
- 6) To focus your creativity and _____.
- 7) To improve communications with _____.
- 8) To increase your enthusiasm for _____.
- 9) Goals are the _____ of greatness.

WHY DO SO MANY PEOPLE NOT TAKE THE TIME TO WRITE THEIR GOALS DOWN?

- 1) Fear of _____.
- 2) Fear of _____.

TAKING OWNERSHIP OF LEADERSHIP

“Leaders know the _____, and they _____ the way, and they _____ the way.”

You can be good or even great without leadership skills. But you will never be the _____.

THE LAWS OF PERSONAL LEADERSHIP

- 1) When put in charge _____.
- 2) It never gets better than the _____.
- 3) If you can't change the people, you must _____ the people.

What is the number one problem in personal leadership? _____

We think that we, as personal leaders, must motivate by _____.

The most important trait of a great leader is to motivate by _____ / _____.

FIVE CHARACTERISTICS OF PERSONAL BELIEF

- 1) Belief begins with _____.
- 2) Belief that your _____.
- 3) Belief is _____.
- 4) Belief is _____ and _____.
- 5) Belief is _____.

FOUR QUESTIONS THAT WILL DETERMINE YOUR LEVEL OF BELIEF

- 1) Is your belief based on _____?
- 2) How does your belief react to _____?
- 3) What effect does your belief have on your _____?
- 4) Does your belief _____ your choices?

TIME CONTROL

Your life, your _____ and your results are determined by the way you _____ your time.

Plan your time strategically to give you the highest _____.

Take the _____ view.

Now _____20 years.

TWO TYPES OF PAIN

1) _____

2) _____

Keep your life in _____.

It's _____ of time at home.

It's _____ of time at work.

THE FOUR KEY STEPS TO TIME MANAGEMENT

1) _____

2) _____

3) _____

4) _____

THE NUMBERS GAME

1	61			42	74	14		
		13						
41		81		70		22		
	9		45		18	46		
17		21			86			
	89			49	34	2	30	
37		5		69		38	50	
		85	29	78				
25		65		6	90	10		
	33							
53		57		82				
				54	26	58		
	73			77	66		62	
	15		79	39		76		
31		71		32			16	
		3			8	40		
47		83		55	80		24	
7			27		52		56	
			67	72		4		
51	75		11		12	28		
19		43			36		88	
	87		23				20	
					44		48	
35		59		63	68	60	64	84

YOU KNOW WHAT TO DO NEXT

1	61			42	74	14			
		13							
41		81		70		22			
	9		45		18	46			
17		21			86				
	89			49	34	2	30		
37		5		69		38	50		
		85	29		78				
25		65			6	90	10		
	33								
53		57			82				
					54	26	58		
	73			77		66	62		
	15		79	39			76		
31		71		32			16		
		3			8	40			
47		83		55	80		24		
7			27						
				52			56		
			67		72		4		
51	75		11						
				12		28			
19		43					88		
				36					
	87		23				20		
				44			48		
35									
	59		63		68		60	64	84

MEMORY SKILLS

Memory is not _____ it is a _____.

Memory can become your most bankable _____.

The skill people are most likely to remember about _____.

Key is to learn newly applied _____ memory techniques used by some of America's most successful men and women.

It is called the F _____ I _____ G _____

- Test:
- | | | | |
|-----|-----|-----|-----|
| 1) | 2) | 3) | 4) |
| 5) | 6) | 7) | 8) |
| 9) | 10) | 11) | 12) |
| 13) | 14) | 15) | |

Life's Good!