

**ON - THE - JOB TRAINING RECORD  
CONTINUATION SHEET**

Date of Training: \_\_\_\_\_

Lesson Category: Motivation and Self-Confidence

Lesson Title: How do You Constantly Stay Motivated and Perform at Your Peak Level? (Page 1 of 2 Pages)

**Student Materials/Activities:**

1. Students were instructed to listen to the audio "How do You Constantly Stay Motivated and Perform at Your Peak Level?"
2. Students were instructed to complete the Sales Success Worksheet.

**Learning Objectives:**

1. To identify and discuss the secret to staying constantly motivated and performing at peak level.
2. To identify and discuss the three main components of being goal directed.
3. To identify and discuss the four skill sets associated with being goal directed.
4. To identify and discuss 12 ways to develop your goal-directedness skills.
5. To identify and discuss six ways to become better organized.
6. To identify and discuss the four universal laws you must master to stay self-motivated.
7. To have the participants identify and discuss some of their short, intermediate and long-term goals.

**Lesson Outline:**

1. To identify and discuss the secret to staying constantly motivated and performing at peak level – The ability to stay on target regardless of circumstances.
2. Identify and discuss the three main components of being goal directed.
  - a. Establishing goals.
  - b. Sticking to a strategy to achieving those goals.
  - c. Measuring feedback in terms of progress for achieving those goals.
3. Identify and discuss the four skill sets associated with being goal directed.
  - a. Establishing realistic, reasonable, and obtainable goals.
  - b. Identifying steps and milestones required for the achievement of your recruiting goals.
  - c. Staying on target to complete goals, regardless of obstacles or circumstances.
  - d. Ensuring that efforts being expended toward those goals are all done in the most effective, maximum utilization of the time.
4. Identify and discuss 12 ways to develop your goal-directedness skills.
  - a. If something is worth doing, it's worth doing to the best of your ability.
  - b. Avoid the escapist mentality – Don't hide your head in the sand.
  - c. Be a "practical dreamer" – Martial your energy toward goals that really do matter.
  - d. Define your priorities carefully and re-evaluate them on a regular basis. Be proactive about new tasks without being told to do so.
  - e. Make your job more rewarding by re-defining your roles and the tasks you devote your energy to.
  - f. Break your goals into long, intermediate and short-term goals.
  - g. Participate fully in the workplace – Interact with everyone who interacts with you in a positive way.
  - h. Believe with the deepest conviction that you can "do it."
  - i. Always look for new challenges.
  - j. Distinguish between what is urgent and what is important.
  - k. Don't stop until you achieve your objectives and then set new ones.
  - l. If you need to make a dramatic change, create a specific action plan, but be realistic about the results you want to achieve.
5. Identify and discuss six ways to become better organized.
  - a. Use a planning guide – electronic or manual.
  - b. Use computer software programs for keeping track of your leads and applicants.
  - c. Maintain a whiteboard in your office to remind you of your priorities and important tasks.
  - d. List your duties and pending appointments and put them in your planner.
  - e. Every morning set aside 15 minutes to review your daily schedule.
  - f. Review your accomplishments at the end of the week and plan for next week.

LAST NAME - FIRST NAME - MIDDLE INITIAL

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Lesson Title: How do You Constantly Stay Motivated and Perform at Your Peak Level? (Page 2 Continued from previous page)

6. Identify and discuss the four universal laws you must master to stay self-motivated.
  - a. Law of Attraction – “We get back what we give off.” Ask yourself what kind of messages you’re sending to other people.
  - b. Law of Prosperity – Look at the world around you and decide what it “can be” not what it “can’t be.” It’s prosperity versus poverty.
  - c. Principle of Replacement – You must replace your negative thoughts with positive thoughts.
  - d. Law of Reciprocity – If I do something for your or to you, you will do something for me or to me in return. Therefore, do good things to get back good things.
  
7. Using the Sales Success Worksheet and the discussion questions on page two of the Manager’s Meeting Guide, conduct a guided discussion where the participants discuss some of their short, intermediate and long-term goals.

LAST NAME - FIRST NAME - MIDDLE INITIAL