



Bryan & Bryan Associates

3521 - 105th Place South East *** Everett, WA 98208
425 - 337 - 1838 *** Fax 425 - 338 - 4509
e-mail: bandb@bryanandbryanassoc.com

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TAKES A . . .

PASSION,

PLAN,

COMMITMENT,

AND A

COMMITMENT
TO YOUR
COMMITMENT



AUTHOR
MARTHAN.BRYAN
BRYAN&BRYANASSOCIATES

ABOUT THE AUTHOR

Martha Bryan is owner and chief executive officer of **Bryan & Bryan Associates** -- a consulting firm specializing in excellence, total quality management strategies and implementation in organizations.



With an education background, she has taught at both the high school and college levels and has held administrative positions in both public and private sector organizations. She left the position of personnel administrator with a large government organization to start her own consulting firm.

Martha has become a sought after speaker throughout the United States and Canada in the areas of **total quality management, customer excellence, leadership, organization and personal excellence.**

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CONTACT US AT:

3521 - 105TH PLACE SOUTH EAST * EVERETT, WA 98208**
425 - 337 - 1838 * FAX 425 - 338 - 4509**
e-mail: bandb@bryanandbryanassoc.com

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Over50	\$ 1.50 each

TAKE THIS JOB

&

LOVE IT!

MARTHA N. BRYAN
AUTHOR

**"To Change Your Life:
Start Immediately --
Do it Flamboyantly --
No Exceptions --
No Excuses."**

~ William James ~



EXCELLENCE CAN BE OBTAINED IF YOU

- Care more than others think is wise.
- Risk more than others think is safe.
- Dream more than others think is practical.
- Expect more than others think is possible.



"The potential for peak performance lies in each of us."

~ Charles Garfield

CHARACTERISTICS OF PEOPLE . . . WHO HATE THEIR JOBS

- Unclear purpose and goals
- Lack of commitment to goals
- Unable to see the big picture
- Doing only what is required
- Negative thinking -- blame -- fault finding
- Uses excuses for not moving ahead
- Fear of failure
- "Auto pilot" existence
- Listlessness (no energy)
- Thinking success is "not for me"



EXCELLENCE IS

exceeding the goal, giving better service than is required, delivering our best effort to whatever we are doing.

EXCELLENCE IS

the quality success - minded people seek in everything they do.
~ David Swartz, Author *The Magic of Thinking Success*

SUGGESTED TAPES



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Unshakable Character. Jim Rohn, 1996. Nightingale Conant. Chicago, Illinois.

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Unlimited Power. Anthony Robbins, 1990. Nightingale Conant. Chicago, Illinois.

How to be a No Limit Person. Dr. Wayne Dyer, 1988. Nightingale Conant. Chicago, Illinois.

Goals, How to Set Them / How to Reach Them. Zig Ziglar, 1986. Nightingale Conant. Illinois. ✓

The Psychology of Winning. Denis Waitley, 1986. Nightingale Conant. Chicago, Illinois. 3

Master Strategies for Higher Achievement. Brian Tracy, 1995. Nightingale Conant. Chicago, Illinois.

The 7 Habits of Highly Effective People. Dr. Steven Covey, 1989. Nightingale Conant. Chicago, Illinois.

Becoming a Difference Maker. Jeff Conley, 1992, Zig Ziglar Corporation. Texas.

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Self Esteem & Peak Performance. Jack Canfield, 1988. Career Track, Boulder, Colorado.

✓ The Best of the Best!

SUGGESTED READINGS

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What Makes the Great Great. Dr. Dennis P. Kimbro, 1997. Ph.D., Doubleday. New York.

The Magic of Thinking Big. Dr. David J. Swartz, Ph.D. 1965. Prentice Hall, Inc. New York. ✓

The Official Guide to Success. Tom Hopkins. 1982. Tom Hopkins, International. Arizona.

See You At the Top. Zig Ziglar. 1977. Pelican Publishing Corporation. Louisiana.

Your Own Worst Enemy. Andrew Dubrin. 1992. Amacom, Inc. New York.

Timing is Everything. Denis Waitley. 1992. Thomas Nelson, Inc. Texas.

Getting Unstuck. Dr. Sidney B. Simon. 1988. Warner Books, Inc. New York.

How High Can You Bounce?. Roger Crawford. 1998. Bantam Books. New York.

Rudy's Rules for Success. Rudy Ruettiger & Mike Celizic. 1997. Doddridge Press. Texas. ✓

Simple Steps to Impossible Dreams. Steven K. Scott. 1998. Simon & Schuster. New York.



✓ The Best of the Best!

CHARACTERISTICS OF PEOPLE . . . WHO LOVE THEIR JOBS

*"They can because they think they can."
~ Virgil*

- Clarity & commitment to mission and goals
 - The ability to begin with the end in mind
 - Commitment to mastery of a talent or skill
 - Commitment to lifelong growth & development
- A strong sense of personal awareness and accountability
 - The ability to empower self and others
 - The ability to create & manage change
 - The ability to learn from mistakes, self-correct and move on
- The development of both healthy independence and interdependence in relationships with others
 - The ability to communicate for understanding
 - The ability to work for win-win outcomes when working with others
 - The ability to take risks and experiment
- The expectation of positive results -- a "can do" attitude
 - The feeling of personal fulfillment or self-actualization



*"The most important thing in life is to live your life for something more important than your life."
~ William James*

IDENTIFYING BLOCKERS TO ENJOYING OUR WORK

- ✓ Lacking goals
- ✓ Setting unachievable goals
- ✓ Lacking commitment
- ✓ Weak communication skills
- ✓ Lacking personal power
- ✓ Lacking education or knowledge
- ✓ Having no definition of success
- ✓ Getting side tracked
- ✓ Focusing on weaknesses rather than strengths
- ✓ Not taking risk
- ✓ Not taking credit for successes
- ✓ Letting mistakes defeat them



"People are always blaming their circumstances. The people who get on in this world are the people who get up and look for the circumstances they want. If they don't find them, they make them."

~ George Bernard Shaw

AM I THE BLOCK?

YES NO

- _____ Am I refusing to do anything distasteful?
- _____ Am I hanging around the quicksand crowd?
- _____ Am I putting off?
- _____ Am I waiting around for things to get better?
- _____ Am I whining & complaining?
- _____ Am I talking too much?
- _____ Am I making snap or slow decisions?
- _____ Am I refusing to let others do their job?
- _____ Am I taking on too much?
- _____ Am I giving in to mood swings?
- _____ Am I coping with change?
- _____ Am I making realistic time estimates?
- _____ Am I excited about my life?



CREATING EXCELLENCE FOR YOUR ORGANIZATION!

"It is a wretched taste to be gratified with mediocrity when the excellence lies before us."

- Identify what is "great performance?"
- Get commitment by all to the values, mission and goals
- Commit to providing services that have distinctive value
- Let go of "sacred cows" and old ways
- Think long term -- act short term
- Have an uncompromising belief that people are the most valuable resource
- Include the team in the planning process
- Be open to ideas and information from all team members
- Provide an atmosphere of trust & freedom
- Be fair and impartial to all team members
- Have controls based on loyalty & support
- Be willing to confront and resolve issues
- Reward the people who live the organization's values and helps achieve the mission
- Have an obsession with continual learning
- Celebrate successes!!!!!!!



"At the end of every day of every year, two things remain unshakable -- our constancy of purpose and our continuous discontent with the immediate present."

~ Roberto C. Goizueta, Former Chair & CEO, Coca-Cola

MOVING YOUR ORGANIZATION TO EXCELLENCE!

"To those who yearn to truly commit to pervasive quality in the coming age of volatile change, I challenge you



- ✓ To dream big and put timetables into that dream!
 - ✓ To become all you can be and do all you can do!
 - ✓ To shun rigidity by keeping an open but tough mind!
 - ✓ To expect the best from yourself and others!
 - ✓ To find something to admire in every person!
 - ✓ To set big goals and stretch to meet them!
 - ✓ To fill your battery with faith, hope, and gratitude!
 - ✓ To build (not destroy) with everything you think, say and do!
 - ✓ To live with a sense of wonder... a state of grace!
 - ✓ To confront life openly and vulnerably with courage, faith, commitment, and confidence!
 - ✓ To replace and displace 'loser attitudes' by writing down 200 victories in your life since you were born!
 - ✓ To create & build a personal 'strengths note book'
 - ✓ To be an inspiring 'go-giver'!"
- ~ Joe Batten, Author Total Quality Culture

"I am looking for people with an infinite capacity for not knowing what can't be done."
~ Henry Ford

ARE WE "OUR OWN WORST ENEMY?"

"The average person goes to their grave with their music still in their soul."

~ Ralph Waldo Emerson

- ❖ Why do we get stuck just doing our job?
- ❖ Why do we sleepwalk through life?
- ❖ Why do we not pay attention to the "wake - up" calls?
- ❖ Are we chasing our dreams or just putting in our time?
- ❖ Are we chasing our dreams or working on other people's goals?
- ❖ How can we put more joy and excitement into our life?



"Habits begin as harmless thoughts, like flimsy cobwebs, but become unbreakable cables to shackle or strengthen our lives."

"The story of the human race is the story of men and women selling themselves short."

~ Abraham Maslow

MISSION

THIS PAGE IS DEDICATED TO THOSE WHO WANT TO GET MORE "LIFE" OUT OF LIFE!

All of us want to live longer and enjoy our life more, but in our search for healthier living we have overlooked the most important element. Each year we spend more and more money on diets and diet pills, exercise programs, wellness books and videos, vacations and health club memberships; but the number one element for a healthy happy life is to "enjoy our work."

A survey asking people to select the top ten business people America has produced in the past 200 years concluded that the average age of death for achievers like Ford, Bell, Edison and Churchill was 87. These people were all in professions which are considered to be highly stressful, but each found tremendous joy in their work.

The research shows that there is an astonishing source of energy that seems available to those who enjoy their work. When a person is making a success of something, it is not work . . . it is a way of life.

John Gardner in his book *Self - Renewal* said, "The last day you will ever work is the day before you fall in love with whatever you are doing for a living."










(Continued)

CHARACTERISTICS OF POOR PERFORMING ORGANIZATIONS

- * No vision or plan of action
 - * Spending time on trivia
 - * Excusitis
- * No teamwork -- working at cross purposes
 - * Lack of respect, honesty
 - * Problem conscious
- * Power struggles
 - * Tunnel vision
 - * "Auto pilot" existence

"Individuals, not organizations, create excellence. All organization excellence starts with one or more individuals having a vision and perseverance to make things better for themselves and their organization."

PEAK PERFORMING ORGANIZATIONS

-  Missions that matter
-  Big thinkers
-  High ethics
-  Masters of change
-  Sensitive to others
-  Risk takers
-  Decision makers
-  Releases potential
-  Uses power wisely



"A peak performing organization is continually expanding its capacity to create its future."

ULTIMATE SCORE CARD . . . THE BOTTOM LINE



- You either did or you didn't
- You are either winning or losing
- You are either moving closer or further from what you want
- You are either going for more or for less
- You are either living or dying
- You either do it or don't

"Is what I'm doing right now working for me or against me? What's positive, powerful, and moves me in the direction of what I want."

~ Marshall Svlyer, Author *Passion, Profit, Power*

CREATING THE JOB FOR YOU!

"There must be another way to go through life besides being pulled kicking and screaming." ~ Hugh Pratar

- Take 100 % responsibility for you.
- Remember - the "someday Isle" is now!
- Dream big dreams.
- Develop a mission / purpose.
 - Warm up to your job or find a new one.
 - Become "self-employed" and give up the 40 hour week.
 - Become a learning machine.
 - Focus on strengths.
- Master the art of communication.
- Lose yourself to serving others.
- Surround yourself with winners.
- Visualize yourself accomplishing your goals and plans
 - Form partnerships with those who can help you reach your goals.
 - Use no alibis.
 - Avoid comfort zone ruts.
 - Become a risk taker.
- Constantly ask yourself, "What am I trying to accomplish?"
- Evaluate to find the critical path.
- Have a passion for excellence.
- Celebrate accomplishments.
 - Never! Never! Never give up!



"It is a funny thing about life. If you refuse to accept anything but the best, you very often get it."

~ W. Somerset Maugham

Do you enjoy what you do for a living? Here are some questions to help you decide:

- Why do you get up in the morning?
- Why do you do the work you do?
- Do you work at peak performance levels or do you "just get by?"
- If you could have any job in the world, what job would that be?
- If you knew you could not fail, what would you do with your life?
- In reflecting back on all the jobs you have had throughout your life, which job brought you the most joy and satisfaction?
- In reflecting on the job you now have, what part of your job do you especially enjoy?
- If you knew you had only one year to live, what would you do differently?
- Are you living your life by design or by default?



Finding the answers and taking action on them, could be the best thing you ever do for your health and your life.

■ Author, Martha N. Bryan
Bryan & Bryan Associates
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Everett WA 98208

425 - 337 - 1838 *** Fax 425 - 338 - 4509

QUESTIONS TO HELP EXPAND YOUR THINKING

"There is a thousand excuses for every failure but never a good reason."

~ Mark Twain

WHAT DO YOU REALLY WANT WITH YOUR LIFE?



- * How would you describe success?
- * How much money is enough?
- * What would you do if there was no such thing as money?
- * How old would you be if you did not know how old you were?
- * Where would you live if you had no awareness of where you had lived up until now?
- * Who would you choose to live with if you could live with anyone else in the world?
- * How much sleep do you think you would need if you did not have a clock or a knowledge of time?
- * If you had to live your life over, what one thing would you do differently?

What kind of world would this world be if everybody in it was just like you?

What kind of family would you have if everybody in it was just like you?

What kind of organization would this organization be if everybody in it was just like you?

"Here is Edward Bear; coming down stairs now; bump, bump, bump, on the back of his head, behind Christopher Robin. It is, as far as he knows, the only way of coming down stairs, but sometimes he feels there really is another way, if only he could stop bumping for a moment and think of it."

~ Winnie the Pooh

BENEFITS OF GOALS

- ✓ Know, be, do, and have more.
- ✓ Use your mind and talents fully.
- ✓ Have more purpose and direction in life.
- ✓ Make better decisions.
- ✓ Be more organized and effective.
- ✓ Do more for yourself and others.
- ✓ Have greater confidence and self worth.
- ✓ Feel more fulfilled.
- ✓ Be more enthusiastic and motivated
- ✓ Accomplish uncommon projects.



~ Zig Ziglar - GOALS

"If you don't invest very much, then defeat doesn't hurt very much and winning is not very exciting."

~ Dick Vermeil, NFL Coach

STEPS TO PERSONAL DEVELOPMENT

- Study the unsuccessfuls and don't do what they do.
- Study the successfuls and model their behavior.
 - Work on improving yourself every day.
 - Remain open, interested and teachable.
- Listen to audio and video educational tapes.
- Make reading professional books and materials a part of every day life.
 - Attend training in your field of interest.
 - Work harder on yourself than you do on your job.

LOVING YOUR WORK . . . MEANS HAVING A PASSION AND A PLAN

*"The mass of men lead lives of quiet desperation."
~ Henry David Thoreau*

GOAL SETTING STEPS

- Identify the goal.

- List the benefits.

- List the losses.

- List the obstacles to overcome.

- List the people who can help.

- Develop a plan of action.

- Set a date for accomplishment.

*"Nothing is more powerful than
a human soul on fire."*



PUSHING YOUR THINKING

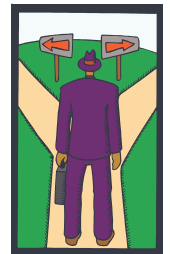
- THREE WAYS TO MAKE A LIVING?
- THREE PLACES TO LIVE?
- THREE WAYS YOU COULD FIND LOVE?

*"All of the significant battles are waged within the self."
~ Sheldon Kopp*

QUESTIONS TO HELP YOU PLAN FOR A PREFERRED FUTURE

*"I used to say 'I sure hope things will change.' Then I learned that the only way things are going to change for me is when I change. If you don't like where you are, change it! You're not a tree."
~ Jim Rohn*

- If I had a great deal of money, I would . . .
- One thing I'd really like to experience in my life would be . . .
- I would like to be the kind of person that everybody describes as. . .
- A place I would like to visit someday is . . .
 - My life would be better if . . .
 - I wish I knew how to . . .
- If I could just get up my nerve, I'd like to . . .
- If I just had the time, I would . . .
- If I could start over, I would . . .
- I wish I could, but don't think I can do . . .



"Goals. There is no telling what you can do when you get inspired by them. There's no telling what you can do when you believe in them. There's no telling what will happen when you act upon them."

FINDING YOUR PASSION REQUIRES ANSWERING SOME TOUGH QUESTIONS

"We must become the change we seek in the world."
~ Gandhi

- ▶ I feel at peace when I am . . .
- ▶ I feel happy when I am . . .
- ▶ I feel energized when I am . . .
- ▶ I feel like a driver when I am . . .
- ▶ I feel like I am chasing my dream when I am . . .
- ▶ Time flies when I am . . .
- ▶ My heart leaps when I am . . .



MOVING TO EXCELLENCE WILL MEAN TAKING A PERSONAL INVENTORY

"Self-esteem is the cornerstone of success. It's that deep down feeling in your soul of your own worth. Individuals who enjoy their work develop strong beliefs of self-worth and self-confidence."

~ Dr. Robert Anthony, Author
Doing What You Love, Love What You Are Doing

ANSWER THE FOLLOWING QUESTIONS WITH BRUTAL HONESTY

- X I have accomplished the following things in my career:
- X I feel _____ about my career.
- X I feel _____ about myself.
- X The things I like **best** about my current job are:
- X The things I like **least** about my current job are:
- X If I had it to do all over again, I would _____



-
- X What would my boss list as my strengths?
 - X What would I list as my strengths?
 - X What are my five biggest weaknesses?
 - X What steps could I take to eliminate or minimize my weaknesses?
 - X What is my passion / mission?
 - X Where would I like to be in five years? (position, income level, etc.?)
 - X What is the price I have to pay to reach my five year goals?
 - X Am I willing to pay the price?
 - X What kind of person will I have to become to live my passion?

"Far better it is to dare mighty things, to win glorious triumphs, even though checkered by failure, than to rank with those poor spirits who neither enjoy much nor suffer much because they live in the gray twilight that knows neither victory nor defeat."

~ President Theodore Roosevelt