



The Six Steps

The SOAR Without Limits process consists of six simple but effective steps. In some situations, you may need only some of the steps. You may already be familiar with some of the techniques included in the steps. What will be different is the way we put these techniques together in a process that will help you remember and use the techniques when you face a situation that needs them. It's like learning the keys of a piano (techniques) and then using those keys to compose (process) a meaningful melody. A summary of each step follows.

Desired Outcomes

If we know what we want and can envision the desired results, we take a major step toward capturing that illusive concept called happiness. Our desired outcomes may be as expansive as fulfilling our dreams or as narrow as getting through our daily task list. Naturally, there are many intermediate goals to pursue within those expansive boundaries. When we focus our attention on the significant issues and events in our life, we become more productive and happier. The ability to recognize when we have control over issues and events that influence our lives shapes the choices we make daily. These choices prescribe the pathways we pave for ourselves and help figure out whether we travel smoothly or continually face obstacles along the way. You will explore some of those dreams, goals, and tasks you have and set up criteria for achieving them.

Be Proactive

The ability to consciously decide between reactive and proactive behavior sets us apart from the rest of the animal kingdom. Managing our attitudes and reactions to issues and events helps us move toward our goals deliberately and comfortably. The skill with which we can move away from reactive behaviors to proactive behaviors governs the degree to which we can exercise control over our reactions and begin to develop new habits that will help us manage our lives more effectively. You will learn techniques you can use to change habits and instill a proactive approach to life.

Communicate Effectively

Communication is a primary need in our society. The ability to communicate effectively is an elusive target. Just when we think we master our ability to communicate, we find there are still opportunities for improvement. All we need to do is reflect on the verbal interactions we experience each day to realize we could do a better job of communicating with one another. Whether we are the sender or receiver, each of us slants our communication to satisfy our own purpose. How often are you misunderstood by others? We will share some principles of communication you can use to become a more effective communicator. Understanding the communication styles of others and ourselves is crucial to selling our ideas to others. We will need to sell our ideas to others if we hope to realize goals and dreams. You will discover how to use your verbal and non-verbal skills to communicate effectively with the people who can make your journey a little easier.

Share Information

Sharing ideas helps us solidify our desired goals and dreams. Sharing ideas lets us plan our approach for overcoming our perceived and real obstacles. We can move toward getting our desired results faster and more effectively. Our journey is more enjoyable when we have the aid and support of others who are willing to share in our dreams, goals, and tasks. They can inspire us to stay the course when we falter. Our journey becomes easier when people assure us along our way. Help can come from sources we may least expect. It is amazing how people will share your dreams and goals once they understand the outcomes you seek. You will learn how to tap into these resources and find how you can use them to overcome obstacles and achieve your preferred results.

Manage Time

Time is paradoxical. It is both concrete and pliable at the same time. Each of us has a finite period to make our journey, but how we use that time is flexible. Managing our time needs us to focus on significant activities and remove time wasters in our life. We need to use our limited time to do the things that are important to us and stop doing those activities that do not help us grow and develop. You will explore proven time management systems that will let you use the fixed time you have in a flexible and productive way.

Take Action

Many a step is lost between first thought and later actions. Achieving our dreams and goals requires that we act on all the excellent work we do in the first five steps. Putting together a simple but effective plan helps ensure that we stay the course and achieve the results in a positive and constructive way. You will explore skills that remove thoughts of procrastination and replace them with "can do" actions.

If you follow this six-step program you can complete difficult tasks and see your dreams become a reality.

“SOAR Without Limits” is available on [Amazon](#).