



Income Skills





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NOTE: You can use the online version of this workbook (better for mobile devices and for the translation option) by going to www.tipsforsuccess.org/income-skills-online-workbook



1. Introduction

How would it be if you increased your income month after month, year after year? What would you do with the extra money?

Would you buy a new device? Get a better place to live? Buy a beautiful car?

Would you pay off your debts? Travel? Invest in your skills? Help your family or friends? Start a new business? Or go on a permanent vacation?

As you can imagine, earning more money than you need has many, many benefits. It also requires 14 income skills which you can master by following the steps in this workbook.

Let get started!

How to Use this Workbook

1. Read and fully understand each article.
2. Follow the instructions for learning each skill.
3. Use the recommendations to put each skill into use in the real world.
4. Persist until you get the results of that skill. If you do not get the results, go back to the article and see what you can do to master the skill.
5. Enjoy your financial success.

Good luck!

2. Open Your Mind to Success

Right now, you have one of these three beliefs.

1. You believe you already know everything there is to know about income. If this is true, you are already wealthy and probably do not need this workbook.
2. You believe you know a lot, but are always looking for new ideas. Even though your income is rising, you are constantly looking for faster, better and easier ways to increase your income. You will love this workbook.
3. You believe you have plenty of room for improvement. You need to make more money as soon as possible. Because you know that you have a lot to learn, you will love this workbook.

Read

“Open Your Mind to Success”

www.tipsforsuccess.org/open-your-mind-to-success

Exercise

On a blank page, list everything you do NOT know about making money. Examples:

1. What is your best route to wealth
2. How to get a raise or promotion
3. How to start a new business
4. How to get people to buy your service or product
5. What can you do that pays you the most money per year
6. How you can use your popularity to increase your income
7. How you can use your contacts and other resources to increase your income
8. What type of work motivates you and increases your income

As you learn how to increase your income, check off these items as you learn the answers.

Action Steps

If you have a habit of thinking or pretending you know all about anything, use the “Five Tips to Rise Above the Know-it-All Belief” at the end of the article.

Do all the steps in this workbook with the belief that you have lots of room for learning and improving your income skills.

3. How to Learn Anything

Imagine how much money you could earn if you had just a few of these ten skills.

1. How to start a successful business
2. How to create powerful apps or websites
3. How to sell anything to anyone
4. How to successfully promote a service, product or company
5. How to fix anything from financial errors to bad plumbing to computer problems
6. How to raise and educate your children to be successful people
7. How to get people to perform at their best
8. How to manage any size or type of business
9. How to be a successful investor in stocks, real estate or new businesses
10. How to follow all laws regarding taxes, business regulations, protecting your money and more

Read

"How to Learn Anything."

www.tipsforsuccess.org/how-to-learn-anything

Key Words

Look up these 11 key words. Even if you know the definitions, take a few minutes to use your dictionary and ensure you know the correct definitions.

- ☐ Word
- ☐ Dictionary
- ☐ Definition
- ☐ Clear (as in "clear a word")
- ☐ Misunderstood
- ☐ Skill
- ☐ Master
- ☐ Income
- ☐ Money
- ☐ Exchange
- ☐ Wealth

Now read "How to Learn Anything" again. Take your time and be patient. Make sure you understand every sentence. If a sentence does not make sense, look up the words in the sentence until it makes sense to you.

Action Steps

1. Make a list of all the subjects and skills you wish to master.
2. Pick one of the subjects.
3. Make a list of words you may not understand in that subject. Try doing a Google search to find lists, such as "plumbing words" or "marketing terms."
4. Find out what each of these words mean. Use a dictionary or Google search until you understand the words.

5. Continue looking up the words, in that subject, until you feel much better about the subject. In some cases, you will feel a sense of relief or even joy because of your increased understanding of the subject.

4. Imagine Being Wealthy

You can turn your imagination into a powerful skill to increase your income, reach a goal and succeed in any area of your life. Just follow these steps.

Key Words

- ☐ Imagination
- ☐ Imagine
- ☐ Classified
- ☐ Forecast
- ☐ Vision
- ☐ Envision

Read

"Imagine Being Wealthy"

www.tipsforsuccess.org/imagine-being-wealthy

Exercises

1. Improve your opinion about your current income.

If you accept and appreciate the income you currently have, you reduce your stress and improve your mood. Then, you are in better shape to improve your income.

A. What about your current income bothers you? Examples:

"I'll never be able to move out of my mom's house with this pay."

"My waiter pay has not increased for over a year."

"My income is so low I'll never have enough to start a new business."

B. Change these negative views into positive views. Examples:

"Unlike my big brother, at least I make enough to pay some of mom's bills every month."

"If I add in my waiter tips, my income has actually increased this year."

"If I live on 95% of my income, and save the rest for my new business, I'll actually be making some slow, but steady progress."

C. What else about your income is positive? Examples:

"Even though I'm not making very much right now, I'm being paid to learn how to do this job really well."

"My pay covers my bills so I can spend my free time working on something better."

"I currently have the potential to triple my income this year!"

2. Imagine your future income success.

Create mental images of what it will be like. Ask yourself questions like these.

"As soon as my income increases, I'm going to ____."

"If my income increases every month over the next year, I will have ____."

"The most exciting thing about increasing my income is that I can ____."

"Thanks to my increased income, I'll finally be able to ____."

"When I have all the money I need, I'll use my time for other things, like ____."

"The best part of earning more income will be ____."

3. Do you have memories that block you? If so, use your imagination to remove the power of those memories.

For example, it's hard for you to start a new restaurant as you once spent your life savings to start one. You worked very hard to make the restaurant succeed for a full year, but it failed and you were broke. Now you think, "I want nothing to do with running restaurants."

If you rarely think about income failures or losses from the past, skip this step.

However, if memories pop up and bother you in the present, they can hurt your income success. Use your imagination to get rid of them.

A. Pick a bad memory that still bothers you.

B. Use your imagination to change that memory.

For example, you know the restaurant you tried to start was a big failure, but the memory is not helping you. So you have a daydream about that restaurant being a big success. You see all the happy customers, the wonderful staff and more money than you expected. You keep imagining your success until the memory is no longer a problem.

C. Repeat these two steps with any other memories that get in your way.

For more examples of how to use your imagination, read "The Power of Your Imagination."

Action Steps

1. Look at your future income success at least once each day.

Enjoy quick daydreams especially when you need a little lift.

2. If you feel stressed, frustrated or unhappy with your current income, use your imagination to change your negative opinions into positive opinions.

3. If a memory pops up to discourage you, use your imagination to change that memory.

5. The Best Way to Make Money

Millions of people have wasted billions of hours trying to make money in seven stupid ways. Make sure your path to wealth will be the correct path.

Key Words

- ☐ Lie
- ☐ Cheat
- ☐ Steal
- ☐ Beg
- ☐ Threaten
- ☐ Hurt
- ☐ Demand
- ☐ Earn

Read

“The Best Way to Make Money”

www.tipsforsuccess.org/best-way-to-make-money/

Exercises

In this exercise, think of examples of all eight methods of making money. Think of your answers or write them down.

Think of an example of someone who ...

1. ... lies to get money.
What happens?
2. ... cheats to get money.
What happens?
3. ... steals money.
What happens as a result?
4. ... begs for money.
What happens?
5. ... makes threats to get money.
What happens as a result?
6. ... hurts someone to get money.
What happens as a result?
7. ... demands money.
What happens?
8. ... earns their money.
What happens as a result?

6. Five Ways to Increase Your Income

You can earn all the money you need in one or more of five methods. Once you learn these five ways, you can simply pick the methods that will help you the most.

Key Words

- ☐ Basic
- ☐ Natural
- ☐ Economic
- ☐ Economic Law
- ☐ Standard
- ☐ Standard of Living

Read

“Five Ways to Increase Your Income”

www.tipsforsuccess.org/five-ways-to-increase-your-income

Exercise

Answer these 30 questions, in writing, to help you see all the actions you can take to earn more money.

Produce More VFPs

1. What can you do to generate more VFPs?
2. If you worked harder, could you increase your VFP production?
3. If you worked faster, could you increase your VFP production?
4. If you worked more efficiently, and wasted less time, could you increase your VFP production?
5. If you learned more or did more research, could you increase your VFP production?
6. Is there a way you could use high-tech solutions to increase your VFP production?
7. Is there a way other people could help you increase your VFP production?
8. How could you get others to produce your VFP for you?
9. If twice as many people wanted your VFP, could you keep up? What if five times more people wanted your VFP?
10. How important is it for you to produce more VFPs? How much do you want this to happen?

Make Your VFPs More Valuable

1. What can you do to increase the value of your VFPs?
2. If you worked harder, could you increase the value of your VFPs?
3. If you worked faster, would you hurt the value of your VFPs?
4. If you worked more efficiently, and wasted less time, could you make your VFPs more valuable?
5. If you learned more or did more research, could you increase the value of your VFPs?
6. Is there a way you could use high-tech solutions to make your VFPs more valuable?
7. Is there a way other people could help you increase the value of your VFPs?
8. How could you get others to make your VFP more valuable for you?
9. If people were willing to pay more for your VFP, could you increase the VFP's value?
10. How important is it for you to make your VFPs more valuable? How much do you want this to happen?

Sell More VFPs

1. What can you do to sell more of your VFPs?
2. What would you have to learn about promotion and sales to increase sales of your VFPs?
3. If you worked harder, could you sell more VFPs?
4. If you worked faster, would you sell more VFPs?
5. If you had more courage, would you sell more VFPs?
6. If you worked more efficiently, and wasted less time, could you sell more VFPs?
7. Is there a way you could use high-tech solutions to sell more VFPs?
8. How could you get others sell your VFPs for you?
9. If your VFPs had a bigger or better reputation, could you sell more VFPs?
10. How important is it for you to sell more VFPs?

Action Steps

Based on your answers, write a plan of how you will you increase your income with your current VFP.

Which one can you start doing today?

Do it!

7. Seven Steps to Create New Income Sources

Are you bored or unhappy with your current VFPs?

Have you done all you can to earn money with your current job or work?

Do you want to simply add a second or third source of income?

Most wealthy people earn their money in two or more ways. Billionaires have dozens of ways. If they lose one of their income sources for any reason, they keep making plenty of money with their other sources. They also love creating new ways of making money, which is a skill you need to master.

Key Words

- ☐ Generate
- ☐ Source
- ☐ Resource
- ☐ Passion
- ☐ Motivation
- ☐ Assets
- ☐ Net worth
- ☐ Knowledge
- ☐ Talent
- ☐ Experience
- ☐ Apprenticeship
- ☐ Skill
- ☐ Credit
- ☐ Contact
- ☐ Partner
- ☐ Candidate
- ☐ Finalist

Read

“Seven Steps to Create New Income Sources.”

www.tipsforsuccess.org/seven-steps-to-create-new-income-sources

Exercise: How You Will Get Rich

Like all billionaires, you need more than one source of income. Ten of the most common sources are listed below. Which of these might make you wealthy? Use your imagination and see how each of them might work for you.

1. Start a business and make it successful, like a profitable store, online service, healthcare practice, etc.
2. Buy and rent property, like rental houses, apartment buildings, etc., or fix up the property and sell it, at a profit.
3. Successfully invest money in the stock market or other types of investments.
4. Become one of the best in your field, such as one of the best executives, authors, home builders, salespersons, musicians, athletes, lawyers, surgeons, and so on.
5. Work in a well-paid industry like healthcare, management consulting, high-end computer programming, science, engineering, financial management, etc.
6. Buy an established business and make it more successful.

7. Invent a product that the world needs, such as a new source of energy, a product that an industry needs, such as a new software program for building construction, or a product that people love, such as a new type of phone.
8. Discover or innovate a new type of business that becomes very popular, such as Amazon.
9. Expand a successful business in size, branch offices, partnerships and franchises.
10. Privately invest in new businesses with money and advice so they succeed.

This is a great exercise to help you think about your possibilities. Now, let's get down to reality with these seven action steps.

Action Step #1: List All Your Resources

To create your new income sources, start by listing your resources. Use these questions to help you create a complete list of them all. You probably have more than you realize!

1. **Passion**
 - a. What are your passions?
 - b. What motivates you?
 - c. What do you love?
 - d. What about your life makes you come alive?
 - e. What cause do you believe in?
 - f. What change would you most love to create in the world?
 - g. What would you give your life for?
2. **Knowledge**
 - a. What have you learned? Make a list.
 - b. What did you love learning in school?
 - c. What do you know more about than most people?
 - d. What do you know that most people do not know?
 - e. Any special knowledge you have?
3. **Skills**

Examples: people skills, teaching, problem-solving, public speaking, mechanical skills, listening skills, artistic skills, tech skills, work skills and so on.

 - a. What do you know how to do?
 - b. What are you great at?
 - c. What are your talents?
 - d. What skills do you have that are natural to you?
 - e. What do you do well even when you are not trying?
 - f. What have you learned to do at past jobs or apprenticeships?
 - g. What can you do better than most people?
 - h. What benefits can you provide to the world that most people cannot? For example, you are happy to do dirty gross work or intricate detailed work.
 - i. Which skills helped you make the most income in the least amount of time?
 - j. Of all the money you have ever earned in your life, which skills did you use?
4. **Assets**
 - a. How much money do you have?
 - b. How much money do you have left over each month?
 - c. If you stopped spending money on everything except living costs, how much extra money could you set aside?
 - d. How much money could you borrow?
 - e. Make a list of all your possessions. How much are these assets worth?

- f. What non-physical assets do you own, such as a partnership in a business or money people owe to you.
- g. What is your net worth? If you add up all of your money, investments, physical assets, non-physical assets and so on, what is the grand total?

5. **Time**

- a. How many hours per week do you work to make money?
- b. How many more hours per week can you free up to make more money?
- c. If you had a potential income source that got you excited, how much time could you work on this?

6. **Locations**

- a. What kind of rooms or spaces can you use?
- b. Does your community or city allow/support new income sources?

7. **Contacts**

Who do you know? Write down their names. Make a big list. Now ask yourself these questions. Of these people . . .

- a. Who might want to help you?
- b. Who is more successful than you?
- c. Who is smarter than you?
- d. Who has more money than you?
- e. Who might be willing to loan money to you?
- f. Who might help you find new valuable contacts?
- g. Who has valuable talents?
- h. Who might be willing to be a partner with you?
- i. Who are the top money-makers on your list?
- j. Who can show you how to produce what they produce? Can you help them so they can then help you?

8. **Valuable Final Products (VFPs)**

- a. Make a list of all the things you have built, created or provided in exchange for money, in the past.
- b. List all the services and physical products you are able to build or create in present time.
- c. Which of these are the most valuable?
- d. Which of these are the enjoyable for you to provide or create?

Action Step #2: Use Your Imagination

Based on your assets, make a list of income source candidates. Imagine how your current resources can be used or combined to form new income sources for you. Daydream about it.

Use these questions to help you spark ideas.

- 1. How can you use your passion for ____ to make money?
- 2. How can you use your knowledge about ____ to make money?
- 3. How can you use your skill for ____ to make money?
- 4. How can you use your ____ (asset)____ to make money?
- 5. How can you use your available time to create a new source of income?
- 6. How can you use your spaces or location to create income?
- 7. How can you use ____ (contact)____ to help you create new sources of income?
- 8. Which VFPs can you create?

9. What problems are you now facing? If you solve this problem, can you sell or produce the solution for others?
10. What problems have you had, but then you solved? Who else might have those problems?
11. What are the biggest problems people face? Which of these problems can you help them solve?
12. What can you do to bring greater value, advantage, benefit or results to someone else's life?
13. What do people say, when you ask them what they really need or want?
14. Who do you know who is more successful than me? What ideas might they have?

If you cannot think of a good way to make money with your existing resources, skip to Step 7.

Action Step #3: Select the Best Candidate

Review each candidate and pick 1-3 finalists. To do this, consider these questions:

1. Which of these new income source candidates have worked for you in the past?
2. Which of these income sources are you currently using?
3. Which of these candidates are currently working for someone else?
4. Which of these candidates produce the most valuable products or services possible?
5. Which of the candidate income sources do you believe will bring in the most money for you?
6. Which candidates are proven to work in the real world?
7. Which of these candidates motivate and excite you?
8. Which of these candidates can you start to test immediately?

Action Step #4: Identify the VFP

Write down a simple explanation of the VFP for these finalists. Use your knowledge from "Name Your Product."

You can now explain these income sources and VFPs to others.

Action Step #5: Verify the Value of the Finalist

These questions can help ensure this income source is worth testing.

1. Who will agree that your VFP is valuable?
2. What problems will this VFP solve for others?
3. Will others reach for it or even better, demand it?
4. How can you ask dozens or thousands of people if they need or want the VFP?
5. Can you conduct a survey?
6. Can you find research results that already exist?
7. Who else sells something similar to this VFP? Can you get their statistics, successes and ideas?
8. Is this idea too unrealistic to most people? If so, will they try it anyway?
9. Can you create a sample for people to see?
10. Is everyone you talk to actually excited about the idea?
11. Will a large number of people pay for the VFP, in advance?
12. Can you run a test before investing in it?

Action Step #6: Test the Idea in the Real World

Now go test your top finalist. Make sure you can produce the VFP and that people will pay you for it.

You can test your new income source in many ways. For example, you just start promoting and selling your VFP, with little or no cost, and see what happens.

You can tell everyone you know about the VFP. Go online and discuss it with potential customers. Offer the VFP, or small versions of the VFP, for free.

Learn how Kickstarter.com, Indiegogo.com or Fundanything.com works and give them a try, if appropriate. As you learn how these services work you can create your own test, as well.

Success Stories

Learn how other people started their own businesses online, like these:

<https://www.inc.com/magazine/202109/eric-hagerman/curlmix-kim-tim-lewis-natural-hair-shark-tank-deal-crowdfund-inc-5000-2021.html>

<https://foundr.com/articles/building-a-business/how-to-start-a-startup>

<https://arkenea.com/blog/how-successful-startups-started/>

Success

Once you know your new VFP income source works in the real world (not just theory), invest time and money into this income source. Work hard to make it happen. Spend as much time on this as possible, starting NOW.

Congratulations!

Action Step #7: Get More Resources

If you cannot work out a workable income source with the resources you currently have, you need more resources. If you have no money, no problem! Most of these resources you need will only cost you time and work.

Once you have more ingredients you will find new income sources. Opportunities will pop up!

What additional resources can you get?

A. More knowledge: What do you want to learn? What would fit with your passions?

B. More skills: What can you learn to do?

C. More Experience: Who can you work for? Where can you get experience? Who might let you be their apprentice, intern or assistant?

D. More contacts: Friends of friends, introduce yourself to successful people, chat with all strangers and make friends with everyone possible.

E. More physical assets: cash, loans, partners, workspaces, raw material, time.

As you gather more resources, repeat Action Steps #1-6.

8. Do You REALLY Want to Increase Your Income?

The greater your desire for something, the greater your chances that you will get it. However, just wanting money is not enough. You need to WANT YOUR VFPs. Your income comes AFTER you produce your VFPs.

Key Words

- ☐ Want
- ☐ Desire
- ☐ Passion

Read

“Do You REALLY Want to Increase Your Income”

www.tipsforsuccess.org/do-you-really-want-to-increase-your-income

Action Steps

1. Pick an objective or VFP you need to reach or produce. For example, “I need to create a beautiful website that motivates visitors to schedule appointments.”
2. Evaluate your current WANT level for this on a scale of 1 to 10 (with 10 meaning you are so excited and passionate about your VFP that you can’t sleep). For example, “I want it, but it’s not vital to me, so I give it a 6.”
3. Decide to increase your level to 9 or 10. Decide to REALLY WANT IT.

For example, you may not want your VFP or objective very much if all you can say “Sure, I’d like a successful career” or “I want 10 very happy customers” or “Yeah, I guess I want to add another source of income.”

However, your odds of success are much greater if you can say things like this.

“GETTING ____ (VFP)____ IS SO IMPORTANT TO ME THAT I’LL DO WHATEVER I MUST DO TO MAKE THIS HAPPEN. I WILL WORK 10-12 HOURS PER DAY. I WILL LEARN WHATEVER I NEED TO KNOW. I WILL GET AS MUCH HELP AS I CAN, FROM EVERY SOURCE POSSIBLE. I WILL EAT, SLEEP AND BREATHE MY GOAL. I WILL NOT SOCIALIZE, WATCH TV OR GO ONLINE EXCEPT TO LEARN WAYS TO GET MY VFP. I WILL USE ALL MY STRENGTH, TIME, KNOWLEDGE, FAITH, CONFIDENCE AND RESOURCES TO MAKE THIS GO RIGHT. I WILL NEVER EVER GIVE UP UNTIL I AM SUCCESSFUL.”

4. To increase your desire for your VFP, sit with your eyes closed and decide to boost your want level for it. Tell yourself things like,

- ☐ “I REALLY WANT this ____.”
- ☐ “It will give me so many benefits like ____.”
- ☐ “I will do whatever it takes, no matter the price, to get this ____!”
- ☐ “I will work on this instead of going to parties, wasting time online, shopping, chatting, watching TV or going out for fun. If it does not support my progress, I won’t do it.”
- ☐ “NOTHING is more important to me than ____.”

- ☐ "I will work every possible waking hour to _____."
- ☐ "Even if it nearly kills me, I'm going to get _____!"

5. As soon as you REALLY want your VFP or objective, DO IT. If you want it with all of your heart, you will get it.

6. If you cannot increase your "want" level for your VFP, something is wrong. Consider these solutions.

- ☐ Change any bad habits that might reduce your level of want. For example, drinking or taking drugs.
- ☐ Make bad personal relationships into supportive personal relationships.
- ☐ Change your behavior to be as ethical as possible.
- ☐ Handle all difficult people in your life, especially anyone who wants you to fail.
- ☐ Take control of yourself. Force yourself to do what you need to do when you need to do it.
- ☐ Stop watching or reading the news. It ruins your mood. You do NOT need to know the news.
- ☐ Avoid social media until you are rich.
- ☐ Do not play ego games. You do not need to be important or "right" in order to produce your VFPs.
- ☐ Be kind to yourself.
- ☐ Change your game from something you hate to something you love.
- ☐ Remove distractions.

Whatever the problem might be, fix it! And then go through these steps again until you REALLY WANT your VFP.

9. How to BE a Success

In addition to DOING the right things to increase your income, you also need to BE the right thing. Your identity can help your income or hurt it. Fortunately, you can take complete control over your identity.

Key Words

- ☐ Ability
- ☐ Have
- ☐ Do
- ☐ Be
- ☐ Identity

Read

“How to BE a Success”

www.tipsforsuccess.org/your-first-step-to-success

Action Steps

1. Write down something you want to HAVE at the bottom of a blank page.
2. In the middle of the page, write down the actions you must DO to get it.
3. At the top of the page, work out the identity that you must BE. List the characteristics, attitudes, appearance, qualities and features of this identity. You may already have some of them and only need to add or replace a few.
4. Give your identity a name. Examples:
 - A powerful executive who turns any company into a big success
 - A professional athlete who wins all competitions
 - A fantastic schoolteacher who is loved by all children
 - A brilliant marketing professional who can get new customers for any business
 - A wealthy singer who writes and records amazing award-winning songs
5. Now give this identity a try. BE this person immediately. Assume the characteristics. Look in a mirror. Take a walk while BEING this person. Smile and nod at a few people and you will see them assume you are being this correct identity. You are BEING who you need to BE.
6. Once you correctly and completely assume the identity of who you need to BE, you will want to DO the steps you wrote on the paper. You will be motivated to start!

Who should you BE today?

10. Produce BIG AMAZING RESULTS with Small Simple Steps

You can create or produce anything you want. All you need to do is specifically define your end result, such as your Valuable Final Product, and break it down into its small parts. These are called “subproducts.”

If you master this skill, you get your VFP every time.

Read

“Produce BIG AMAZING RESULTS with Small Simple Steps”

www.tipsforsuccess.org/produce-anything

Action Steps

1. At the top of a blank page, write the name of your VFP.
2. Next, write down the identify you need to BE, such as “Be a professional artist.” Put this under the VFP as your first subproduct.
3. What type of person do you need to pay you for the product? Such as “An art lover.” Write this just below the first one as your second subproduct.
4. What are the major steps you need to take to produce the VFP? List them with space between them for the smaller steps.
5. What is the last thing you need to do or produce before you have the VFP? Put this near the bottom.
6. What are the smaller steps you need to take between each major step? Add them between the major steps.
7. What is the correct order or sequence for doing these steps? Use a different color to mark them 1, 2, 3, 4, etc.
8. Get a new blank page and write the name of your VFP at the top.
9. Write all the subproducts in the correct order so they add up to the VFP.
10. When the list is finished, give it a try. You should get the VFP. If you do not, add in the missing subproducts you forgot to include.

11. How to Become Richer than Everyone (Who is Like You)

Right now, your VFPs are probably being produced by many people just like you. They are either more successful at it than you or less successful than you. If you master and use this income skill, you will earn more than everyone else in your same job or profession.

Key Words

- ☐ Exchange
- ☐ Howling
- ☐ Rip-off
- ☐ Fair
- ☐ Abundance

Read

“How to Become Richer than Everyone (Who is Like You)”

www.tipsforsuccess.org/how-to-become-richer-than-everyone-who-is-like-you

Exercises

1. Make a list of everyone who gives you money. For example, your boss, your customers, your clients, your family, your patrons and your supporters.
2. Next to each name, write how could you give them more than they expect. How could you give them the fourth condition of exchange?
3. What would happen if you did this?
4. How can you do this? How can you do a better job than everyone like you? How can you use the fourth condition of exchange?
5. How can you work faster, more efficiently and with higher quality?
6. What extra benefits can you provide that no one else provides? What might happen if you provide these benefits?
7. How can you put a little more into your relationships than necessary? What would you give to these people?
8. Who do you know, on a personal level, that is more successful than you? Make a list of these people.
9. Which of the four conditions of exchange do each of these people use? Write this next to each name.
10. What do you exchange with each of these people?
11. How could you exchange in abundance with each one?

For additional tips, read “How to Accumulate Power” www.tipsforsuccess.org/accumulate-power

Action Steps

1. From the exercises above, list all of the actions you can take immediately. Start using the fourth condition of exchange, as much as possible.
2. Which actions can you take over the next few weeks? Make sure you do these.
3. Which actions can you take over the next months and years? Do these!

12. Four Ways to Promote Your VFPs

In most cases, you need to make people know about your VFPs. Your ability to promote your VFP is a skill you may need to master before you become wealthy. This step in this workbook starts you in the right direction, but to fully master the promotion skills you need, you may need much more study.

Thanks to the internet, you can access the knowledge you need about marketing your VFP. And thanks to the study skill you learned in #3 of this workbook, "How to Learn Anything," you can understand it.

Key Words

- ☐ Promote
- ☐ Promotion
- ☐ Public Relations
- ☐ Marketing
- ☐ Advertising

Read

"Four Ways to Promote Your VFP (Three Are Free)"

www.tipsforsuccess.org/four-ways-to-promote

Exercises

1. Use your imagination to see a large number of potential new customers, clients or supporters contacting you.
2. Of these four ways, which might work best for you?
3. If you will be using the first two methods, practice the steps with a partner or coach.
4. Find out the promotion methods that others SUCCESSFULLY use to promote VFPs similar to your VFP.
5. Learn how to use those same methods.

Action Steps

1. Define or "name" your ideal new customer, client or supporter. Examples:
 - a. A house builder wants, "A potential new customer who has a building location, a good idea of what they want and the money available to cover all costs."
 - b. A wedding musician wants, "Wedding planners and engaged couples who are looking for wedding music."
 - c. A YouTube video producer wants, "Curious viewers who love our content so much that they subscribe to our YouTube video channels."
 - d. A boss wants, "Employees do above-average work for above-average pay."
 - e. An employee wants, "Bosses who see and want my Condition Four work VFPs."
 - f. A physical therapist wants, "Physicians, who know about my above-average therapy services, who then refer new patients to me on a regular basis."
 - g. A politician wants, "Voters who agree with my opinions and then vote for me."
 - h. A car dealer wants, "Potential car buyers who call and walk onto my car lot."
2. Follow the steps in "Produce BIG AMAZING RESULTS with small easy steps" and create a subproducts list for promotion. Your ideal customer, client or supporter is your promotion VFP.
3. Create a plan to get each of these subproducts.
4. Do it!

13. The Four-Step System for Selling Anything

Selling your VFP to potential customers, clients or supporters is much easier than most people realize. Master and use this system to sell anything to anyone using any method you like: face-to-face meetings, through email, in voice or video calls, with online chat apps, etc.

Key Words

- ☐ Sell
- ☐ Sales
- ☐ Prospect
- ☐ Close
- ☐ Dissemination
- ☐ Contact
- ☐ Attacks
- ☐ Antagonism
- ☐ Challenge
- ☐ Hostility
- ☐ Handle
- ☐ Salvage
- ☐ Ruin
- ☐ Understanding

Read

“The Four-Step System for Selling Anything”
www.tipsforsuccess.org/four-step-system-for-selling

Exercises

1. Imagine getting every prospect excited to buy your VFP.
2. Imagine using each step of the Dissemination Drill. Take your time and imagine doing all the steps.
3. Assume the identity of a salesperson, as covered in “How to BE a Success.” Practice BEING a salesperson whenever you are working on this skill and when selling.
4. Practice the four steps with a partner or coach. If you cannot find a partner or coach, contact us.
5. Practice handling prospects who say, “I’m not interested” by going back and repeating the 2nd, 3rd or 4th step that is not completely done yet.
6. Practice handling prospects with all other types of barriers to the sale. You can solve each barrier by going back and doing a better job with one of the Dissemination Drill steps.

Action Steps

1. Start using the Dissemination Drill! Use it with everyone who contacts you from your promotion.
2. Arrange to use the Dissemination Drill in face-to-face meetings, with email, text, online chats, in video calls or however you can.
3. List all of your prospects.
4. Decide which steps you need to do for each prospect.
5. Add a note to each prospect's name on what you need to do next.
6. Get these steps done!
7. Repeat with old prospects or possible prospects.

8. Each time you try to sell your VFP, but fail, figure out which of the four steps were not done and repeat the exercises above.
9. Get more practice with your coach to ensure you do not miss those steps in the future.
10. Make a plan to get those steps done on the prospects who did not sign up.
11. Constantly improve your ability to sell until you master this skill.

14. The Unstoppable Power of Orderly Progress

The final skill in this workbook gives you a simple method for increasing your personal power no matter what obstacles you face.

Words

- ☐ Orderly
- ☐ Progress
- ☐ Power

Read

“The Unstoppable Power of Orderly Progress”

www.tipsforsuccess.org/orderly-progress/

Exercises

1. Ask yourself the Five Questions at the start of the article.
2. Use your imagination to answer this question: How could orderly progress handle any of these five conditions for you?
3. Rate yourself on a scale of 1-5, for each of the Seven Attitudes in the article.
4. How could you improve your weakest attitudes?

Action Plan

What will you do each day to make orderly progress with your income? Below are the ideas from the article:

1. Constantly increase your knowledge. Every day, learn one thing.
2. Practice a small part of one skill again and again until perfect.
3. Spend five minutes each day replacing a bad habit.
4. Start each day expecting a bit more from yourself than you accomplished the day before.
5. Invest a little more each month into your savings.
6. Work a few minutes longer each day.
7. Face your fears with a little less hesitation and a little more courage.
8. Push yourself to do a better job, no matter what you are doing, at every opportunity.
9. Sharpen your focus on your immediate action steps.
10. Persist, persist, persist.

15. Create Your Income Action Plan and START

Create a plan to increase your income with these steps.

1. Write an income goal at the top of a blank page. For example, "Increase Income to \$10,000 per month."
2. Close your eyes and imagine reaching this goal. Do this every day.
3. Under your income goal, add the Action Steps you want to do from these parts of the workbook
 - a. The Best Way to Make Money
 - b. Five Ways to Increase Your Income
 - c. Seven Steps to Create New Income Sources
 - d. Do You REALLY Want to Increase Your Income?
 - e. How to BE a Success
 - f. Produce Big Amazing Results with Small, Simple Steps
 - g. How to Become Richer than Everyone (Who is Like You)
 - h. Four Ways to Promote Your VFP
 - i. The Four-Step System for Selling Anything
4. Add any other steps you will need to do to reach your goal.
5. Organize the steps into an orderly series or sequence of steps so they fit together.
6. Each morning, take AT LEAST ONE of these steps on your plan.
7. Use "The Unstoppable Power of Orderly Progress" to keep moving forward, one step at a time, toward your goal.

Summary

1. You now have the main skills you need to increase your income. Review and improve these skills every month. Once you master these skills, you will earn more money than ever before.
2. Please let us know how your path to wealth goes for you, good or bad, by sending us a note at www.tipsforsuccess.org/contact
3. If you try to use these skills but do not increase your income, ask for free *TipsForSuccess* coaching by email at www.tipsforsuccess.org/contact

16. Ten Additional Skills to Help You Succeed

Even though you know the skills for increasing your income, you still have room for improvement. For example, you know how to create an awesome VFP, but need to improve your focus and your ability to deal with people.

Master these ten skills to keep increasing your income and to reach your goals. *TipsForSuccess* articles and workbooks are available to help you with the first six skills at www.tipsforsuccess.org/list-of-success-articles-by-topic and www.tipsforsuccess.org/workbooks.

1. Focus skills
2. Mood control skills
3. Problem solving skills
4. Money management skills
5. Management and leadership skills
6. Job performance skills
7. Promotion skills
8. Sales skills
9. Computer skills
10. Skills you need to produce your VFP, such as how to build a brick wall, create an app or make a movie.

