

RESPECT THE ART MEDIA PRESENTS



**WELCOME  
TO THE  
PROCESS**

BECOMING THE ORIGINATOR OF YOUR OWN LIFE

**MATTHEW GARCIA**

FOREWORD BY JEFFERY DAVIS II

EBOOK EDITION

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**TO THE**  
**PROCESS**

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# RESPONSE TO WELCOME TO THE PROCESS

This is nothing like I have ever read before! It spoke to me personally, by giving me hope. Matthew Garcia's *Process* will guide you through, only if you're willing to be brave and embrace it. *Welcome To The Process* gives readers the insight to realize the reality of their own light; illuminating what they already possess. It's insightful, spiritual, and full of wisdom and love. I highly recommend this book to anyone who is searching for their truth.

**Reginald Pullens, M.Ed.**

*Alternative Education Professional*

Matthew Garcia's ability to articulate his personal journey into a format that compels a reader to dive deep into the waters of self-discovery is a remarkable gift. *Welcome To The Process* lays a foundation for you and I to connect with our true identity as Originators of our own lives. The journey through *The Process* is made possible by the most powerful force that the book conveys; a choice. "*The Process* has the potential to transform you and the mentality you need in order to overcome or change your current circumstances." If you are ready to embark on a journey of personal growth and betterment, than wait no further. *Welcome To The Process*.

**DJ Williams**

*Athletic Development and Education Specialist*

*Welcome To The Process* does a wonderful job guiding the reader through a journey of self-evaluation and steps necessary to become an Originator. What I enjoyed most about the book is instead of telling me what to think, it focused on teaching me how to think; How to use my own brain to accomplish my own goals in my own way. I am confident that this book can be very beneficial to people of all ages from all walks of life.

**Brandon Kinard**

*Men's College Basketball Coach/ Youth Mentor*

Post your response to *Welcome To The Process* with #WTTPro



# **WELCOME TO THE PROCESS**

**BECOMING THE ORIGINATOR  
OF YOUR OWN LIFE**

**EVERY GOAL HAS A PROCESS**

**MATTHEW GARCIA**

**FOREWORD BY JEFFERY DAVIS II**

**RESPECT THE ART MEDIA  
ONTARIO, CA.**

**Welcome To The Process**  
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# DEDICATION

*I dedicate this book to my nieces and nephews. I know you are all young, developing, and growing.*

*When the time comes for you to fully seek your greatness, I want you to know through this book, I am with you, in your corner, and I believe in you.*



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# FOREWORD

The word process is an interesting word - a word that embodies the idea of either gathering or going through. It is an idea which encompasses the everyday struggles and victories in which we identify as people.

Many individuals have end goals (me included), but many struggle with how to start. In all honesty, I have endured moments in which I struggled to balance my emotions in which to walk through the various depths and valleys of the journey. Moments in which my starting point did not have a starting point. However, as I allow myself to grow, I am starting to see the beauty in the struggle, the joy in the frustration, the overall complete exchange.

If where I have been is the exact place where you are now, don't worry. First, know there is hope. Second, know you are holding a resource that will take you through steps that will help you attain a positive focus through your journey.

I don't say this because I am writing the foreword, nor do I say this because I read the book. But I vouch for this because I have watched the author of this book walk through various processes, from bringing multiple individuals from all walks of life together to share their stories and from trying to find personal fitting techniques to still help others.

Matthew presents a very honest and practical conversation in this book in

which is here to challenge and to uplift. Matthew has made himself available for individuals to see the possibilities in which one can become better.

I encourage you the reader, to not only read this for the sake of reading. If you do so that is great. But I would encourage you as the reader to use this book as a mirror for your goal and dreams.

May this book be your trampoline, not to only start, but to endure and finish your process.

Jeffery Davis II

Artist/ Musician/ Producer

# INTRODUCTION

Before I took this venture on and decided to write this book, the concept of being original was a concept I needed to face myself. I was very fearful of not being authentic or original in my content and that my efforts may be portrayed as trying to be like someone else. This fear fueled my self-doubt. I thought, “Who am I to become a writer?” and “What original ideas do I have to offer anyone?” These questions however, fed my drive; leading me on a path of self-discovery by facing these fears.

I would like to share the insight I have gained through this venture with you through this book. I think a great place to start is with a pivotal turning point in my story. In order to do so, I will have to introduce you to someone that was very influential to me during this process. For this introduction, we must travel to China.

Let me tell you a story about a man named Pablos. He is originally from Greece. We became very great friends and a long distance brotherhood was formed after training together. We trained together side by side studying traditional Chinese Kung Fu in Chengdu, China. We not only trained together three times a day but we ate together three times a day, worked out together three times a day, slept in the

same room, ventured out into the city together, and confided in each other. Naturally, you get to know someone pretty well in this type of situation. He was not one who shared all of my beliefs but we had a tremendous amount of respect for one another.

One day, Pablos and I were having one of our great talks before lights out and I shared with him concerns I had about wanting to pursue a path of helping people and doing so through a career of authorship, writing and public speaking. I mentioned to him several of my fears as they related to this venture. One fear I shared was acknowledging that I had never been a strong writer. I did not pride myself in being a great writer but I did realize the power of being an author. A bigger fear I shared with him that fueled my self-doubt in being an author, was this notion of being an original in who I am and what I have to say. I shared with him how I feared being a cliché, a cheap fake, or appearing to be someone else.

He then expressed to me what he had learned about me through his observations during our time together. He shared that although some of our beliefs may be different, he has been able to witness that I can communicate very well with the God I serve. He said he knew I could hear from my God. Pablos told me that if I continue to communicate with my God and allow Him to guide me, there is no way I would ever have to worry about being a duplicate of anyone.

I am a man of faith, but don't worry, I am not here to force any agenda on anyone. Some people, both that share my faith and those that do not, sometimes have a hard time believing I am a man of faith. We all carry unique qualities, distinct characteristics, and varying perspectives. These personal perspectives can at times shape opinions of others without truly knowing the heart of a person, but merely forming a judgment based on a limited amount of information. Some people may criticize me for not being a "true believer," while others may criticize me for introducing the small amount of spiritual or faith elements in this book to begin with. At the end of the day it doesn't really matter to me. People are entitled to their opinions, but it doesn't make any of them correct. I do value however, when people share their observations about life in order to help others grow. These types of

interactions can help people develop and become better people. This is where I believe those who want to do better and be better find common ground. This can be achieved through mutual respect for one another regardless of beliefs, such as I believe to be the case between me and my brother Pablos.

Through this book, I believe we have an opportunity to do just that. My hope is that you may see that my true motive for writing this book is to help and serve others. If you keep an open mind and give me the benefit of the doubt that this is why this book exists, I truly believe what this book has to offer has the potential to change lives, including yours.

I would like to thank you for taking the time to read this book and  
I am excited for your journey that awaits.



# CHAPTER 1: ORIGINATOR

You are an original. But what does it mean to be an Originator? An Originator is a creator, an inventor, or an author. An Originator is someone that initiates and creates something. Chances are you picked up this book or started listening to this audio because you wanted to see what it really takes to become an Originator. There is an art to becoming an Originator, especially the one of your own life. Being an Originator of your own life is the ability to author your own original story. Originators are seeking to find what it is they have to offer the world and then executing that offering to the best of their ability. This requires much work, much of which is not easy and often painful. You have to be open to welcoming a process that allows you to seek deeper truths about yourself in order to make the best decisions possible for your own life. Once you have the skill set to thoroughly examine a current set of circumstances, you have to exercise your ability to critically think for yourself what is best for you and the goal or objective you may be attempting to achieve. The Originator though has one additional desire in them and that is to do all this with the level of originality.

Well, the good news is you are already an original, which serves as our foundation. Let me prove it to you. If someone thinks of an idea or does something

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great that inspires you to attempt to try and do the same thing, your efforts will never produce an exact replica. Even if one spends their entire life becoming the world's greatest counterfeit artist, they will never be able to duplicate something identical. Why? A duplication of something even done extremely well could be considered a masterpiece in its own right; however, could never occupy the same combination of resources, materials, space, or time that it took to create the original.

For example, if the objective is to replicate a painting, the materials can be of the same quality and brand, the canvas can be the same measurements, and the paint strokes can be rehearsed. But when both paintings are complete, they occupy two different spaces. They both took a different amount of unique time and resources to complete. One had to be created first, taking a unique blend of resources, space, and time in order to be the model for the duplicate. In turn, the duplicate has a unique blend of materials, space, and time as well that was needed in order to be created. Even if you burn the first one, the duplicate will never be able to occupy the same space and time the original one did.

What we do with the abilities we possess as originals can be very exciting. People with the same talents may perform the same act, but it will be done differently. People with the same IQ will have different interests that will allow them to produce different products or services. People with the same idea will never execute it identically. This concept is exemplified by posing an idea to a group of people, such as a writing prompt and instructing them to produce something from that idea. You might see some similarities in the writings that are produced, but the end products will never be exactly the same.

Now that you know what an Originator is, indulge me for a brief moment of transparency so that I may share with you why I am here and why I have put this whole thing together. I know my calling is to help people. But how can I help others if I cannot help myself first? I used to think I was being selfish by investing so much time in myself but this is the true definition of selfless. I can't give what I don't have, and I can't be strong in areas for others that I am inexperienced or weak in myself. This is why in a plane crash you breathe the oxygen first before helping others. You

can't help anyone if you can't breathe yourself.

For example, I couldn't help my brother understand finances better until I did for myself first. I couldn't help friends care more about their health until I did for myself first. I couldn't help people to outline their goals and teach them about disciplining themselves to complete them until I did for myself first. What allowed me to develop my own process was the decision to work on myself first. This process has been used to help many people since its development, and hopefully will be able to help many more people in the years to come. Once I learned to breathe on my own, find my fighting mentality and peace of mind, I knew I had to pass on what I learned to those willing to listen. My desire is to share this knowledge with those who are faithful and want to reach their full potential. I want to focus on those of you who want to help yourselves, because quite honestly, you are the only ones who will ever see results. You are the resilient and faithful people. I choose the faithful few over the masses always.

My next reason for putting this book together came in the realization that this process I am about to share with you, has been sought out time and time again. I have coached and provided counsel to many people who all ask me to share my perspective on how I might address situations they face. People placed value in my unique opinion not because of my answers, but because of the process I took to arrive at my answer or conclusion. I would never directly say, "This is the best way to handle this," but merely provided them with my thought process. I would very carefully ask them questions to help them critically think for themselves. I would make a strong effort to illustrate the potential outcomes, based on the decisions they could make and identify how they might handle the repercussions and results. This process of asking intentional questions while helping an individual to critically process their situation is what I will be sharing with you today. I share with great confidence in knowing this exact practice has helped many people and can be customized for every individual. My goal is for you to walk through this book and achieve your desired results, if you are truly looking to help yourself.

The other driving factor for writing this book is due to the feedback from

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people who have been engaged with my online content. My online content over the past several years has focused on assisting others with their self-development, both personally and professionally. I decided to take this one step further by conducting a survey with this audience, focusing in on defining what information they desired and needed for their development. After analyzing the data, results demonstrated that many need help with goal setting and time management. Yes this book does address those subjects, but it also addresses the decision making process people utilize to set goals (if they set goals) and why they choose to manage their time the way that they do.

This book will challenge you to not only think, but to think critically for yourself and doing so while having your best interest at heart. This book aims to inspire the motivated, wake up the sleeping, and heal and energize the wounded. How? First, by digging in deep to identify the cause of potential problems; then addressing those actual problems, versus simply trying to treat their symptoms. Secondly, this book will help you understand the power in being exactly who you are, the author and Originator of your own life.

Where you are about to go, will require a level of honesty with yourself that might be new. In an effort to set the bar high, I expect from you only what I expect of myself. I am an Originator to my life and I would like to share with you *The Process* of how you may become one for yours.

# CHAPTER 2:

## DOWN BUT NOT OUT

Most people know this term as a boxing reference. In the middle of a fight, a strike might have connected and knocked a fighter down. But if the fighter still has the will to keep fighting, this is what keeps the fighter from being out. They are down but not out.

Today I want to talk to those of you who don't want to quit. Those of you who take a hit and say to yourself, "... but I'm not done." If this is not you yet, it can be. I believe there is much to gain from spending time with this book for those looking to achieve great things for their lives; however, if you are expecting a feel good message to cheer you up for the moment and not really help you actually progress, you have the wrong guy. There are plenty of other speakers, books, and videos out there in the world that you can use for that, have at it! This, however, is for those of you who are ready to progress and keep fighting.

In order to have a real chance at winning, the fighter must know what he or she is fighting for before they ever enter the ring. There is no way that a fighter can predict how the fight will play out shot for shot. There are some variables that can be planned for and expected, but the fighter doesn't know how hard they will get hit

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until they show up. So what can the fighter do in this scenario to prepare? Can they train their body and mind to prepare for the upcoming battles? Can they work on their strengths and weaknesses to develop their skills and abilities? Can they conduct extensive research to educate themselves about their upcoming opponent? Absolutely! You know what else? The same is true for planning and preparing for life.

The same concept used in the boxing example is true for ideas, vision, and goals that you want to achieve in your life. You have to know why you are stepping in the ring and what it is you are fighting for. You have to know what is at stake. You have to be willing to put in the work by planning and preparing for your upcoming fights. This is the fighter's mentality you will need when it comes to addressing your life. The understanding of this process is what allows you to create a winning mentality to match the heart of a true fighter.

What I want to make sure is that you know the difference between a fighter's mentality and a control freak's mentality. Often times these can be misidentified because both like to plan and prepare. As mentioned before, in a fight, you cannot predict shot for shot how the fight will go. If a trained professional fighter is unable to do this, why would you think you can do this for your life? Control freaks do this all the time. They try and take control of a situation, and freak when it does not go according to plan, hence the term control freak. This is crazy! This is a controlling mentality. The fighter's mentality: however, adjusts, bobs, weaves, ducks, blocks and strikes back. A fighter's mentality is one that expects to take a hit, and not always avoid it. A fighter's mentality is one that has a great inventory of their abilities and looks for the best possible opening of when to strike with the most precise blow that is right for that opportune time. A fighter's mentality is one that takes control only of what they are capable of and seeks out the optimal outcome for their circumstance. Control freaks, will never be able to do that. Moving forward, whether you identify as a control freak or not, we will be working on developing a fighter's mentality to match your fighter's heart.

Let's start in this reality: Life is difficult but not impossible. Every fighter

gets hit, some knocked down but you have a choice to either pick yourself up or not. Right now you might have been hit a few too many times or already on the verge of a breakdown.

**Check It:** *Breakdowns are for everybody; breakthroughs are for those who choose not to quit.*

In my years of experience working with people from business owners, producers, musicians, writers, administrators, parents, pastors, start-up entrepreneurs, and countless others, there is one thing I see in common. Many cannot progress past a certain point if they do not address certain issues within their own personal lives. Not facing these issues head on often results in a person quitting and not fulfilling what they set out to do. Yes, there are many practical techniques and exercises that are available for goal setting and time management, and we will dive into that, but that all means jack if a person doesn't address themselves internally first.

**Check it:** *When you're right within, you have the right to win!*

Today we're going to take some time and examine the highly effective, but not so sexy stuff. I'm striving to help you dig in and get results, and this does not always feel good. This is for those of you who want to solve problems, not cover or hide from them. How will this be achieved? By addressing topics such as self-evaluation, personal responsibility, self-inventory, organization, accountability with others, idea development, prioritization, decision making, commitment and other necessary areas to develop a fighter's mentality. All of this is focused on aligning your heart and will to fulfill your current goal.

So for those of you who are currently in the ring and your face is on the mat, this is where you make that first choice to either get up and keep fighting, or lay down and let life be the victor. Are you still with me? Good, because we are just getting started.



# CHAPTER 3: WELCOME TO THE PROCESS

Welcome to *The Process*. In order to help you gain a better perspective of your level of personal investment, there will be questions asked throughout this book to help you. Before we get started, I would highly recommend you grab a journal and take notes along the way. Whether you choose a physical journal or an app, please remember to keep all of your notes in the same place to stay organized. Just select whatever works best for you. This book was not written as a journal, specifically because the goal is for you to be able to reread this book and continue to apply the principles as you strive for new ventures. However, I have included space for you to answer these questions in the back of this book in *The Process Chronicles*. Please feel free to make copies of these pages or print them from your eBook. Again, the key is to have all your notes in one cohesive space to remain organized. When you see the following logo with a letters “TPC” and a silhouette of a pen, this is your writing identifier and the content in the grey boxes will also be found in *The Process Chronicles*.



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In your current life state, you must identify what is at stake in order for you to determine if you will complete *The Process*. There are only two simple questions I want you to ask yourself before you get started:



### AT STAKE

1. *What will happen to my current circumstance and my future if I do not change anything I am doing right now?*

2. *What will happen to my current circumstance and my future if I do change what I am doing and try something new or different?*

Now that you have been able to somewhat identify the two potential realities ahead of you, what I want you to focus on is this:

**Check it:** *The Process has the potential to transform you and the mentality you need in order to overcome or change your current circumstances.*

In order for you to become the person you desire to be or to achieve the goal or idea you have, what you must realize is that your current circumstances and *The Process* must be partners. Your current circumstance and *The Process* need each other to help you reach your desired destination. This is not a magic formula that when completed will make everything all better. Stuff like that does not exist. *The Process* can be applied in many diverse avenues and even multiple times when dealing with the same issue, each time used providing you with new insight. With these tools you will definitely be in a better place than when you started, but it may take a few rounds of going through *The Process* to get to where you are envisioning. Any skill, craft, or learned trade takes time and repetition to master.

**Check It:** *Only practice and repetition can lead you to your destination, there is no shortcut.*

I want to take a few moments to help set some expectations for this journey. Once you begin looking at the goals or ideas you are striving for, you must know that what you want is truly at the end of the tunnel. It's okay not to know every detail of what the journey will bring. Do you want to know a big secret? Nobody really does. What you can expect however, is that if you are working through *The Process* correctly, the journey will not always be easy and there will be times you want to quit. This temptation to quit cannot carry more value than your desired outcome. You must decide before you start if you are willing to put up with all the potential unknown obstacles you might face in order to achieve what you are after. Reaching your goals is truly rooted in the act of a choice, even though you may not want to hear this. The choice to continue on your journey is then backed by discipline that will help you attain your goal. Essentially the desired outcome must carry more personal value to you than the work endured on the journey to get there.

For those who believe they have a clear objective, this book will test your objective to see if it proves true and will help fine tune it. And for those who are having trouble even knowing what that end goal is, fear not. At this stage of the game it is okay to have a very vague general direction in mind of where you would like to go. There will be a series of exercises to help you flush out ideas and details that will help to isolate a clear objective. For now it can be as simple as "I want to live healthier," "I want to understand money better," or "I want to know more about a specific subject." Whether you are one that knows what your objective is or not, what both people should have in common is a strong desire and passion to achieve something that will positively impact their current circumstances for the better.



# CHAPTER 4: OBSERVATION

## YOU ARE HERE

First things first, you need to evaluate your current situation or life circumstance. You need to gather all of the information that affects your present situation, not yet focusing on what you want it to be. Before anyone says, “But I don’t accept my current circumstance, I’m believing for better to manifest in my life!,” note two things:

1. Good for you
2. Calm down

I am not knocking your positive thinking, energy, faith, or positive vibes, but work still needs to be done in order to get you to your desired destination. For example, your intentions may be the map, but the boat and the paddle represent the actual work it will take to get where it is you would like to go. Remember, even Moses had to walk 40 years in the desert to lead people to the Promised Land. Work was required. For those having trouble accepting this, I have one question for you, “How can you travel a path from one point to another if you never identify where those

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points are?” This is why you need to identify your current situation and circumstance. In order to do this, there are several things to consider.

### PERSONAL RESPONSIBILITY

I used to call this next part the “*Mirror Check - Self Evaluation*” portion. I know, exciting right? I decided to call it what it is, another extremely alluring term -- “*Personal Responsibility*.” Granted, many factors have contributed to your current circumstance, but you need to start identifying areas where you can take personal responsibility and begin to be honest with yourself. We do not need you lying to yourself about any of the information you are about to dive into. If you cannot build a solid foundation within yourself first, there will be no solid ground for you to build upon.

Many people are scared to take an honest look at themselves. Why? Well there can be many reasons, but one I commonly see is the fact that people intentionally avoid this because they would rather sidestep personal responsibility. When you fail to take ownership or responsibility of what is in front of you, you fail in an opportunity to empower yourself. Not taking personal responsibility actually does more harm than good because this can keep you from excelling into what could be, and essentially “*what will be*.” Here and now you need to clearly identify “*what is*” and “*what will be*”.

**What Is:** *Current reality, current situation, current circumstances.*

**What Will Be:** *This is also reality, situation, and circumstances, but it is not current.*

What you need to realize and accept before you move on is this concept: “What will be” is just as real as “what is,” one of them is simply future dated. For example, consider a typical week where you begin work on Monday and will get paid on Friday for the work accomplished. Let’s say hypothetically, today is your Monday

and you are just starting your work week. Monday would be considered “*what is*” because it is your current reality. Friday would be considered your “*what will be*” because it will become a reality once you determine how you will accomplish the work for the week and successfully get yourself to Friday. But if you can’t identify where you are now, your Monday, how will you know what to do, where to start or which way to go in order to reach Friday?



### WHAT IS/ WHAT WILL BE

*Spend some time identifying one specific area you are trying to change and write down a few sentences about “what is.” Next spend some time writing briefly what you picture your “what will be” to look like. This is not your magic wish list with every detail you can imagine, three sentences maximum is sufficient for “what is” and “what will be,” no exceptions. If you have more than three sentences, you are proving you are not ready for The Process because you already cannot follow directions. Think notes, snapshots, tweets, etc. Be short and be precise.*

### WORTH

So what is another leading reason why so many people do not want to take an honest look at their current circumstances? What stops people from seeing their “*what is*” clearly? Oftentimes people, whether they admit it or not, associate their current situation and circumstances with self-worth. Some people directly correlate their current reality and perception of their self-worth. This type of thinking is toxic. This mindset can be toxic because there is not always a cause and effect relationship between the two. There can be cause and effect relationship components, however anyone who has lived long enough knows there is a lot of grey area in life.

Let’s look at a practical illustration. A young man in his early twenties is having trouble finding work. In his current circumstance there may be things that are out of his control. For example, the area where he lives may have been his parents’ decision based on their work relocation that occurred years prior. His travel

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arrangements and ability to afford reliable transportation are other factors to be considered in his effort to find work. Let's say he is looking for a job to save up for a car because no one was able to help him purchase his first car. If he had always been a full time student, possibly an athlete, then he might not have had time for a job, so his lack of experience becomes another factor. Maybe his lack of availability due to school schedule conflicts can also influence his current situation. Being rejected several times for interviews can definitely take a toll on him mentally. He could potentially be down, but not out if he correctly identifies the fact that these circumstances have no direct correlation to the value he holds as a person. These factors can only determine his value if he allows them to. What he actually has is a set of circumstances he can use to strengthen *The Process* to help get him to the desired destination of employment. He has an important choice to make. He can either a.) allow these circumstances to be an excuse, or b.) he can take personal responsibility for "what is," dissociating his direct value or worth from the current circumstances and start evaluating what new things can be done and what can be done differently to get to "what will be." When you get to a similar position and realize something needs to change, focus your mindset here:

**Check It:** *I am not my circumstances. My worth is not determined by my circumstances.*

What you need to realize is that everyone, can use their circumstances to help strengthen who they are as a person. You are strong enough to survive and achieve great things beyond your current circumstance, but you can only do so when you realize you represent more than "what is." You may be in your "what is" right now, but this does not mean you are your "what is." None of this is easy, and oftentimes you may be in an unfair situation. At the risk of sounding insensitive, so what! Just because things are not fair, that doesn't change anything! Whether fair or not, it is where you are currently and that is a fact. You know who does have the power to make a change? You do! The silver lining fortunately is that you can change

what you do next. You being willing to make changes, not just complaining about a situation not being fair will be the only way to actually progress.

**Check It:** *“What is,” will exist until you do something about it.*

If you settle for “what is,” then you do not get new or different results. It sounds simple, but I cannot tell you how many times I have explained this to people who only truly understood it in light of their situation. When you settle, things will remain the same with the potential that things may only get worse. It comes down to a decision you make to want better and commit to better. I will touch on making choices and decisions a little later on in this book but for now I want you to see this one choice alone will create the space to welcome better into your life. If you settle and still complain, you will run out of pity from those around you very quickly. One way to tell if you have ran out of pity is if the people around you stopped helping you because they’ve seen you talking and not working for what you claimed you wanted to change. Speaking of complaining, I would like to take a moment and distinguish the role of complaining in *The Process*.

## **VENTING VS. COMPLAINING**

Throughout the course of this book, I will help you to identify some unconventional tools I want you to take and keep in your toolbox so to speak. I will explain this in greater detail a little later on, but for now I want you to know, venting and complaining are going to be considered your first tools you will identify in this book. Now, let’s begin to dissect this concept of venting vs. complaining.

I have a very harsh perspective on complaining. Venting and complaining are not the same thing in my book. I define venting as an opportunity to express frustration, not harp on it and dwell on the situation. I believe complaining is simply that, dwelling on a situation beyond what is necessary. Venting is something you do to express frustration about something that happens, often times something that happens unexpectedly. This if done appropriately, can be very healthy. It is a way to

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address an issue head on instead of bottling it in and imploding later or having a physical outburst. Complaining on the other hand is the result of taking venting too far.

You make a choice and often times there are both good and bad byproducts of a choice. There are both intended results and unintended repercussions. Both results and repercussions are welcomed the moment you make any type of choice, whether you spend time thinking about them ahead of time or not. When the unexpected happens, this is when it is okay to vent. Complaining on the other hand, is often used as an attention grabber for a multitude of reasons. I often see people complaining being used in order to have people feel sorry for them. Sometimes the motives behind complaining may be to elicit a certain reaction, gain sympathy, or is a way one can achieve a desired attention that can be gained from empathy. In my opinion, some people complain because they are seeking validation through reassurance from people that will continually agree with them. I also believe some people simply like to talk a lot and this is one way they are able to dominate a conversation.

If you do any of these forms of complaining, you demonstrate a lack of seriousness about actually moving your life forward in a positive and productive way. If you are truly on a path of progression toward your desired destination, you don't get to complain. Not to mention the time and energy you waste when you complain could have been better spent had you channeled it doing something more productive.

Here is an example from my own personal life. I had a job once where my living circumstances would be to either couch surf for 6 months, for those who would have me, or live out of my car in order to make this job work. I chose this because I believed this job was a potential means to an end, meaning there were no guarantees, but I believed the opportunity was worth the risk. It was a path I chose to take in order to help me get to my desired destination. I made the choice, so guess who doesn't get to piss and moan about not having the best sleep, a wrinkled shirt occasionally, no place to store groceries, etc. I may vent to those who ask and care

about my living situation, but I do not get to complain to them about how hard I have it. Through my choice I accepted these repercussions. I made this choice because I believed this would one day welcome improved conditions for my life. This is called sacrifice, self-accountability, and personal responsibility. Here are a few questions to chew on:



### VENTING VS. COMPLAINING

1. *Do I vent or complain?*
2. *Am I venting too much?*
3. *Can I tell when I have crossed the line from venting to complaining?*
4. *What other ways can I channel my energy when dealing with frustration?*

And remember, people notice when you complain excessively whether you think so or not. The one who has the most to gain from the honesty of these questions is you.

### MISFORTUNE

I would be remorse if I did not touch on this subject, even if briefly. Sometimes life deals you a bad hand and very bad things may happen to you that truly are out of your control. These circumstances can be something you are born into or possibly as a result of others' behavior, and for that I am sorry. I do not want to be insensitive to the fact that self-accountability and personal responsibility can only go as far as your own decisions.

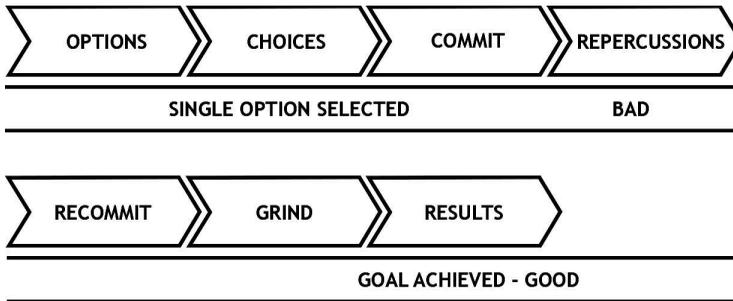
*The Process*, however, can still be applied no matter the situation. The choice is still yours depending on where you want to go next. That is the exciting part! Yet you still need to face the “*what is*” in order to get to the “*what will be*.” You still need to see that your value is not defined by your circumstances or by the opinion of others. You get to choose not to give that power away to anyone. You can still have better in your life and do better if you desire it bad enough.

## CHOICES

Like most things, it all boils down to making a choice. For some people making a choice is very difficult. Through our time together, you will be taking a look into what can influence your choices and what will help you make the best decisions based on getting you to your “*what will be.*”

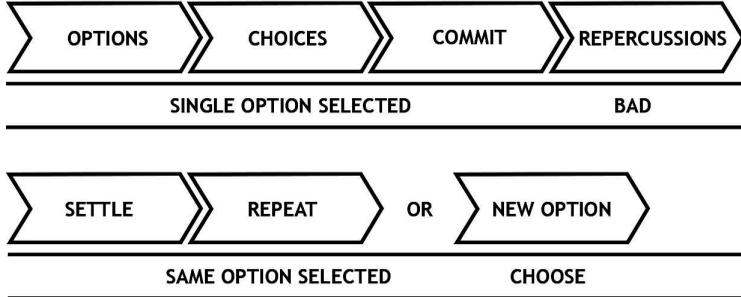
For now, you just have to see that there is power in making a choice and choosing a path. Once the decision is made to purposefully make a choice, that decision immediately sets you on a journey. Let’s make this painfully simple.

Option 1:



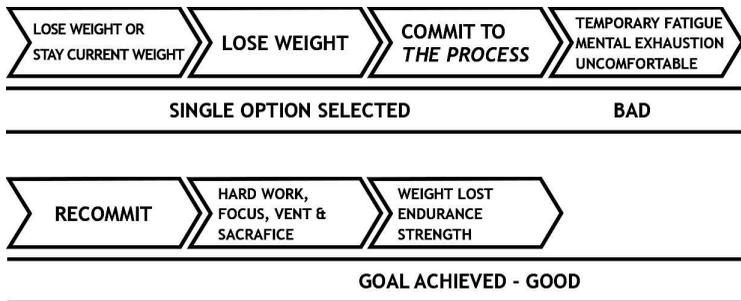
When you have to make a choice, you at least have two options. Once a single option is selected, you have committed to seeking a direction. As mentioned before, with every choice there are results and repercussions. I have found quite often, you are usually going to hit a repercussion first before you achieve your results. You will then have to recommit in order to continue to follow through with your initial choice. You will have to grind it out until you reach your desired results.

Option 2:



Option 2 looks similar, but let me break this one down too. Again you start off with options and a single one is selected. You commit to your choice and hit a repercussion. Where this option is different, is after someone hits a repercussion or a series of them, they settle for “what is” and stop striving to achieve their desired results. If they choose to continue this same path instead of putting in the work and grinding it out, they will not see the change they might hope to. This unfortunately is the case for many people. Usually they do have another opportunity to select a new choice, but if they do or not is up to them. Let’s play this out with a practical example such as needing to lose weight.

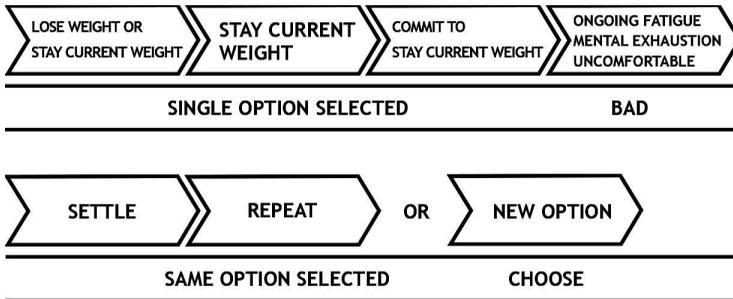
Option 1:



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We start off with two options: Lose Weight or Stay The Current Weight. In this example, the choice is made to lose weight. First there is a commitment to *The Process*. Then there are repercussions that will make this person want to quit. Temporary fatigue, mental and physical exhaustion, being uncomfortable, and an ongoing lifestyle adjustment are some of the repercussions faced. The next phase is whether or not there will be a re-commitment or if this person will quit. The choice is made to recommit and the hard work continues. Efforts of focus, discipline, and sacrifice along with eating right and working out are all apart of the grind. Eventually the results are in and the weight is lost, this person has better endurance, is stronger and much more healthy. Now, let's see what happens if a different option is selected.

Option 2:



In this example, this person chooses to remain the current weight by doing nothing. Do not be fooled, doing nothing is a choice. They commit to doing nothing, not working out and eating the way they have been that caused them to put on the weight to begin with. They too will face repercussions. They will continue to face ongoing fatigue, mental and physical exhaustion, and being uncomfortable. Funny, these repercussions sound familiar but the difference is there are no potential positive benefits. They choose again to do nothing, change nothing and settle for “what is.” When they have a health scare or become fed up with their current state,

they will have to face a reality of making a choice again to either remain and do nothing or select a new option to change.

If you have not realized it yet, there is great irony in this example. No matter what option was chosen, this person would walk through *The Process* regardless. In the example shown, Option 1 reflects a person who made the choice to change their life. In Option 2, the individual chose not to make any changes. This person chose not to do anything different or new, essentially choosing the repercussions that come along with doing nothing. What I want you to see through this example is regardless of your choice, repercussions will occur and there will always be something that will make you want to quit. At that point, you will have an option to recommit to your decision or quit. You need to ask what results are worth fighting for? You can choose the one with potentially positive life changing outcomes or the one that will keep you in the same ongoing battles. If you want to see real change, it is time for something new and something different. It is time to fight! The best part is that the choice is yours and always has been. For anyone reading this that might be wondering, yes this person was me. For the longest time, I was Option 2. Now fifty pounds lighter, Option 1 was definitely the better choice for me.



### OPTIONS & CHOICES

*Take a brief moment and reflect on your current circumstances. Jot down 2-4 options or choices you have identified in dealing with your current circumstance, idea, vision, or goal. You do not have to make any choices right now, but I do want you to see the options that may be available, no matter how far fetched they may appear to be now.*

## ACCOUNTABILITY

Accountability is a very important part of *The Process* that is often overlooked. We need to put together your accountability team. This team is a group of people who truly want to see you do well in life and that you have personally

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studied and are willing to invite into your space. I understand it's not always easy or comfortable to allow others into your personal space, but it is essential to your success. Let me take a brief moment to explain what I mean by studying people.

Have you ever noticed what happens when you are around a group of your friends, and someone introduces a new phrase? Soon, everyone starts to use that same phrase. This is a small example of the influence that those closest to you can have on you. I believe the same is true for the influence of character. Not only will you take on the habits of those around you, but you will start to reflect their character and sometimes even their decision making processes. When you begin to study people, what you really want to observe is their overall character. You want to look at the complete caliber of what type of person they are. People who you believe are smart, intelligent, well balanced and make good choices will have some form of proof in their life. These are things you need to start observing in others. These are the types of people you ideally want to start investing your time with. These types of people might be able to provide the counsel you need to help you reach your goal. The other thing you will want to focus on when studying others is looking specifically into the area you are trying to develop or improve in. I wouldn't ask an obese person for advice on how to lose weight, and I wouldn't ask a broke person how to manage my finances. How to find these types of people can be difficult. I will address this in more detail shortly.

Now that you are aware of the type of people that could potentially help you stay accountable, let's briefly discuss two main issues that choosing accountability may bring. The first one lies within challenging yourself to open up to others with the level of sincerity and transparency that is necessary. In simple terms, you are going to have to address your ability to become vulnerable. The second issue comes with understanding how to identify potential individuals to be part of your accountability team.

Let's talk briefly about your willingness to be vulnerable. I am not saying you need to share all of your business with everyone. Actually I would advise against that in most cases. What I am saying though is that you will face a time where having

accountability and support will help you to overcome some very tough times. These are the people that will be willing to listen to you vent when you hit a repercussion from one of the choices you made. These are the people that will stop you before your venting turns into complaining. These are the people you may be able to share parts of the journey with, both good and bad. These are the people that can help you to remain focused on the big picture if you become sidetracked or start getting lost in the details. These are the people that you will lean on when the time comes to recommit but you feel like quitting. These are not “what if” scenarios either, but “when.” When these episodes start to happen, those who have prepared and have an accountability team do not have to face these issues alone. If you are not willing to be open and allow people to be there for you, that is a choice. With this choice, you are not allowed to use the excuse of “It’s me against the world,” or brag about how no one wanted to help you, especially if you never provided anyone with an opportunity to be there for you. Some people may have never thought about an accountability team, but if you’re heading down the road of a new goal, a new process, then the time is now for you to make a choice if you are going to allow people in and build your accountability team or not. Again, the choice is yours.

Assuming you have decided to allow people to support you, addressing the second issue would be how to find people to be part of your accountability team. Let’s focus on a series of questions that might help you identify potential people.



## IDENTIFYING POTENTIAL SUPPORT

1. *Who do you believe has your best interest at heart?*
2. *Who checks in on you on a regular basis?*
3. *Who gets excited when you tell them you are working on something new?*
4. *Who gets jealous when you tell them you are working on something new?*
5. *Who will not be threatened by your success?*
6. *Who will see your success as their own?*

7. *Who would be the first person you would tell good news to and why?*
8. *Who would be the last person you would tell good news to and why?*
9. *Who is someone you believe understands sacrifice and commitment?*
10. *Who is someone you would like to be more like in certain aspects?*

Once you spend some time with these questions and journal them out, you will begin to see a short list of people start to assemble. If you need to count them using more than two hands, you have too many. Let me be clear, these may not always be people you ask for help to achieve your actual goal or are business affiliates you work with or collaborate with. Rather, these are people you can turn to in order to help balance you out when the water starts getting a bit intense or you have a victory you would like to share. Most importantly these are people that care about you and will encourage you, not drain you. So once you have a list of potential supporters, how do you get these people to be a part of your accountability team?

*Ask.*

Take these people out to lunch or coffee and make sure you pay. If you do not have money, invite them over and cook for them. When you set the meeting up, let them know what you really think about them and why that is your perception of them. Explain to them the value they carry in your life and be honest. If you cannot say this face to face, write it down in a letter and either read it to them or have them read it in your meeting. Share the idea, vision, or goal you are pursuing and tell them you want to ask for their support. I assure you, you will be very surprised and blessed by how these people will respond.

Oftentimes people who may want to support you have great intentions but may not know how to support you. Let's take a look at what others' support may look like in a practical sense. One method I have found effective is asking them to check in on you periodically. Generally once or twice a month is a good baseline and seems to be a best practice in my experiences. Choose the best communication method for you, whether you schedule a face to face meeting, video chat, or phone call. I have also known of e-mail pen-pals that have been beneficial as well. The writing has proven to be very therapeutic for some and allows an opportunity to reflect on the progress made over the journey together. Start with setting one or two meetings up a month on a regular basis and adjust as you see fit.

It never ceases to amaze me how many people will fail in life because they are too prideful to ask for help or allow others to support them. If you do not want this to be you, get your team together. Even one person can make a huge difference in your life. It's not supposed to be comfortable because accountability does not work without vulnerability. None of *The Process* is really comfortable, but I think you might be able to see that by now.

The accountability team is also important because you cannot share your idea, vision, or goal with everyone. When you know who you will allow in, it keeps you from not allowing in people that have no business knowing all of yours. You must be selective in who you share specific information with. Why? Because opinions are like eyeballs, everyone has them but everyone does not see the same thing. Many people will not see what you see and sometimes they won't agree with your goals. People who are not invested in you will only make comments based on what is relevant to their current state of mind, how they think or feel and will not keep the bigger picture in perspective. Some who are jealous may give you faulty advice out of spite simply because they do not want to see you succeed.

Another reason being selective of this team is important is because in my experiences, I often see that when too many people know about an idea, vision, or goal, the original idea, vision, or goal becomes so convoluted with the opinions of others, it becomes lost. Nothing is worse than a person with drive working hard at

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something, but because they listened to everyone else's directions, they drive the wrong way. Whether bad or irrelevant advice is intentional or not, the better you protect an idea from people who shouldn't be involved, the clearer you will see the original concept. This allows for clean room, clean space and clean energy to continue to develop the initial concept. This is why I spend a good portion of the book teaching you how you can seek out a good support team.

**Check It:** *When you make an effort to be mindful in who you choose to be around and who you allow to support you, the better chance you have of achieving the outcome you desire.*

If you have not done so yet, I encourage you to start working on your list before you continue reading. Once you have a list, set a date in your calendar for when you will contact them. Some day and one day are not listed in any month. Set a date!

### **OBSERVATION BONUS: RHETORICAL DEVICES**

Being that we are dealing with observations of our own life, I want to take a brief moment and talk about the information we allow to be relevant in our lives. We all receive information, motivation, insight and perspective from all types of sources. I want you to become aware of rhetorical devices and the motive in which they are used, whether by listening to a dynamic speaker or reading a highly praised book. Often times the speakers or authors use a variety of tactics to engage you in the content or message quickly. They know the need to get their audience bought in as soon as possible in order to lead their audience to their intended final thesis or objective.

For example, a quote or series of rhetorical questions is often used. These questions are often general to ensure you will connect with at least one question. Then slowly, the author will begin to ease in and narrow down the subject matter until they get to their main thesis. Another example to catch your attention is to

communicate a story. Typically it is their triumphant victory that did not start off well but ended in success. Sometimes a story is used that isn't even their personal story, but an affiliate's or a narration they've crafted themselves. The goal is to tug on your emotional heartstrings.

Rhetoric is considered an art of persuasion. Aristotle used several concepts to help explain the functions of rhetoric. These concepts can be identified in speech and writing. You might have heard of logos, ethos, pathos, telos, or kairos. Logos is when one introduces logic or reasoning for their argument; ethos is used to build credibility; pathos deals with connecting and appealing to your emotions; telos examines the attitude or purpose of the information; and kairos is used to draw support based on a specific setting, time, or place.<sup>1</sup>

The only reason why I make mention of any of these is because they are not bad within themselves. They are tools for communication. I want you to be aware of them; however, because once you are alert to these items, you can start to seek out the motive behind why these rhetorical concepts are being utilized. You can start to seek out and identify the motive behind the speaker and author and examine why they feel a need to present their content to an audience such as yourself.

I want you to go back and examine the places where you are gaining your knowledge, wisdom, education, insight, etc., and even examine your daily conversations. Once you start to identify which rhetorical devices are being used, you can start to instinctively gather the reasons why they are being used. Once the motive is exposed, you will have a better idea if the information being delivered is worth in-taking into your personal life. When you become really good in this practice of identifying these devices, you can also learn to sometimes identify them in day to day conversations as well.

Putting myself through this examination, my hope is that people see the literature I create is for the empowerment of others. At its core, I want my writing to be known for it's transparency, honesty, and true desire to see people do well in life and never settle.

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1. "Aristotle's Rhetorical Situation." *Purdue OWL: The Rhetorical Situation*. Ed. Ethan Sproat. Perdue.edu, 27 Apr. 2012.



# CHAPTER 5: EVALUATION & INVENTORY

During the Observation chapter, you looked at the roles of personal responsibility, your view of worth and separating that value from the association you may have with your current circumstances, the difference between venting and complaining in light of the choices you make, what misfortune might bring and how we can bounce back, the power in your choices, accountability with others, and also learning about rhetorical devices and using that as a filter in the areas you gain knowledge, wisdom, education and insight. With the information gained from your observations, you were able to drop a pin on the map of where you currently were at the time you read Chapter 4.

Now that you have taken an honest look at yourself and have made some great observations, you can begin to evaluate the details of your circumstance and take inventory of the available tools that can help you reach your desired destination a.k.a. your “what will be.” The evaluation of this information is also where you will be able to assess what your observations have revealed and organize them into a personalized inventory. This portion of *The Process* is focused on both evaluation and inventory, as these are better when conducted simultaneously.

The main difference between Chapter 4 & 5 is that in Chapter 5 you not only

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will go one layer deeper but you will also begin to evaluate what you already possess as you learn to keep an inventory of some rather unconventional tools. You might not have even realized some of the tools you have available. This organization will be key to your success. Nothing is more frustrating to me to know I have a tool that I need and cannot find it when I need it because it was misplaced. Knowing I do not have a tool that I need is an entirely different problem, but I am made aware of this problem when I possess an adequate inventory of my toolbox. We will begin with taking a look at evaluating your next couple of tools: Strengths and Weaknesses.

### **STRENGTHS & WEAKNESSES**

I first introduced this concept of unconventional tools and a toolbox in the Venting vs. Complaining section of this book. Right now I will take a brief moment to further define this concept so that you may continue to add these tools to your toolbox. When building or constructing something, one of the first things you need to assess is what tools are available and what tools you might need to obtain. In order to do that, you need to identify what tools you currently have, even if they may not appear to be tools initially. I will show you that you possess two sets of tools; ones you did not know you had, and ones you would have never considered tools to begin with.

Conventional tools are ones we can easily identify and understand their given purpose, but there is another set of tools that are considered unconventional but nonetheless, just as beneficial. An example of one of these unconventional tools is one we have already identified: Venting vs. Complaining. The reason this is considered an unconventional tool is because when you can see the difference of venting vs. complaining, you see the use of this tool allows you to save time and energy and channel that time and energy in a productive manner, rather than wasting it uselessly. Identifying the difference has allowed you to gain resources such as time, energy and productivity that you can use to build your idea, vision, or goal. This is a huge asset to your toolbox and can potentially determine the difference in your success or failure. When you can identify what tools you have, you also can

identify what tools you do not have or what tools you need to learn better ways to handle.

In this section, you will be able to add many tools into your toolbox very rapidly and also identify which tools might be missing or you need to learn how to operate better. For this you must begin by examining your strengths and weaknesses. The tools that are immediately available and that you know how to use are considered your strengths. The tools you notice are missing or tools you need training on how to properly use can be considered your weaknesses.

Identified weakness does not give anyone an excuse to not do something because they discover they are not great at something. It's actually quite the opposite. Identifying these shortcomings are where you need to obtain help and will probably be the area where more work is done to prevent your shortcomings from undoing everything your strengths have accomplished. Just like the idea of venting vs. complaining, being able to identify this notion alone, allows you to gain time and energy you can productively invest in your idea, vision, or goal rather than wasting it. Many people know what they know and are comfortable with that.

**Check It:** *I believe when you know what you do not know, it puts you in a better position to accomplish any task.*

A driven person will be able to identify what they do not know and seek out what is necessary to address this shortcoming. A prideful person might identify this but will do nothing about it. Very often I can tell how serious someone is about their goal by evaluating this one facet alone. In my personal opinion, those who are willing to put in the work in the areas they have shortcomings, will oftentimes be highly more successful than those who do not.

The visual reference of a trapeze artist can make this concept easy to understand. Your strengths can be represented by the skill level of the trapeze artist. Your weaknesses can be represented by the security net that these artists have below them. You can spend all of your time developing your skill and believing you may

never need a net because you will become the best. This is no longer confidence, but arrogance. A mistake will happen eventually. You can improve on your weaknesses by spending time to ensure the security net is in position and there when you need it.

I have outlined a few questions to help you evaluate yourself in a variety of ways. The main function of these questions is designed for the purpose of evaluation and keeping a personal inventory of strengths and weaknesses in the form of tools in your toolbox. These questions are also designed to help identify what tools you might not have and may need to obtain. These questions are not scored and there is no right answer, so please do not fill them out like a job application. The more honest you are with yourself, the more you will be able to benefit from them.



## STRENGTHS & WEAKNESSES

### 1. Learning Style

- 1.1. *In your experiences, describe in your words the best way you have been able to learn the most effectively.*
- 1.2. *Are you a fast learner or do you need more time to grasp new information?*
- 1.3. *What is your preferred learning style (verbal, audible, kinesthetic)?*
- 1.4. *Do you have any learning disabilities that affect your learning style?*

### 2. Communication

- 2.1. *Do you try and understand the true intent of what people are saying?*
- 2.2. *Do you make the effort to listen when people speak or do you often just wait to share your next point?*
- 2.3. *Do you focus more on the principle of the*

*conversation or the emotion?*

- 2.4. *Are you more comfortable speaking in one-on-one or group settings?*
- 2.5. *Do you spend time to form your own opinions or are you quick to agree with an opinion that sounds good at the time?*
- 2.6. *Do you ask questions to gain understanding if you don't grasp information, or do you assume you can/will figure it out yourself?*
- 2.7. *Would you rather text, email, call, or schedule a face to face meeting with people?*

### 3. *Organization*

- 3.1. *Are you well organized?*
- 3.2. *If yes, what systems do you use to stay organized?*
- 3.3. *If no, why not?*
- 3.4. *Where could you increase your levels of organization?*

### 4. *Emotions*

- 4.1. *Are you an emotional person?*
- 4.2. *Do you easily display your emotions?*

### 5. *Patience*

- 5.1. *On a scale from 1 to 10, 10 being an ideal level of patience, where would you rank yourself?*
- 5.2. *How patient are you with yourself?*
- 5.3. *How patient are you with others?*
- 5.4. *How patient are you with receiving new information?*
- 5.5. *How patient are you with difficult tasks?*

6. *Anger*

- 6.1. *How do you handle conflict, generally?*
- 6.2. *If you don't agree with something or something is bothering you, do you get upset quickly?*
- 6.3. *What do you do to relieve your stress when you become angry?*

7. *Pressure*

- 7.1. *Are you calm under pressure?*
- 7.2. *Do you work well under pressure?*
- 7.3. *Do you prefer high intensity or laid back atmospheres, and why?*

8. *Misc.*

- 8.1. *Would you rather lead or follow?*
- 8.2. *Are you more passive or assertive?*
- 8.3. *Would you rather start something from nothing or manage something you see potential in?*
- 8.4. *Are you more comfortable dealing with several issues at once or taking care of one thing at a time?*

Those of you who took the time to journal the answers to these questions will have an advantage as we move forward. The goal of this section is to help you identify how you operate in regards to these values, in order to maximize your potential. If you truly want an advantage and do not want to short change your experience with this book, journal the answers to the questions and be honest in your responses. At times, different phases in your life have the potential to provide different answers. The key is to answer them in regards to how they affect you in your current circumstances.

An example of how evaluation and inventory worked for me is when I was

in college. In school studying the material to get the grade was not my only goal. Oftentimes I would study myself, how I functioned, and how the teacher functioned. I would observe how he or she taught, their style of communication, grading style, and expectations. After observing them and assessing the dynamics of their traits, I would tailor my skill sets to align with the teacher's methods in order to maximize my efforts. If my teachers were strict about spelling on my history papers, I would make an effort to have these papers closely reviewed because I know spelling and grammar were not my strong suits. Sometimes second and third rounds of editing would have to come into play. If my teacher was focused more on the big picture rather than small details, or I saw that their passion influenced their grading, I made sure to demonstrate these objectives in my work. In this example, my success was determined significantly by how well I could evaluate my current situation. The better I grasped the situation, the better I utilized my strengths and weaknesses as tools, to use for my advantage. I could only do this after I had made observations about myself and situation, evaluate my strengths and weaknesses, and kept an active inventory of myself. Taking an inventory of my teachers and myself, along with studying the content of course, allowed me to focus and access how to be most effective in these specific scenarios. Not only that, but I was able to manage my time and my emotions better with this inventory set in place.

These tactics can apply to everyone. The better personal inventory you keep, the more you can exercise how to use your strengths and weaknesses to help you along the way. Taking an inventory is the first step in learning how to identify the scenarios in which your strengths and weaknesses can be utilized. The more you work with others with these concepts in mind, the more productive your relationships may become as well. None of this can be quickly learned and you can only become better at identifying these situations with repetition and practice.

When I was training traditional Chinese Kung Fu in China, my Shifu (Master) would often tell us, "There is no way to get good fast." There are no shortcuts when you want to master something. Practice and repetition are the only paths to mastering anything. If you want to be strong or accurate in a specific move

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or exercise, you have to endure the pain that comes along with the repetition to get better. One example that illustrates this point well is when we would practice a short distance strike against a small canvas bag filled with rice. It hung on the wall and you would have to slightly squat in a horse stance directly in front of it. This meant that your feet were shoulder width apart and your knees were marginally bent. First you learned the proper techniques of aim, speed, coordination, and breathing. Then you would attempt several rounds of rhythmic strikes that would conclude with hundreds of strikes per hand before you were done with this one round of exercises. The same principles apply for you right now. Practice and repetition is the only way you will be able to use both your strengths and weaknesses to your advantage.

So now you have your toolbox, you know what tools are inside, what tools you're handy with (strengths), and you also know what tools are missing or ones you need more training with (weaknesses), what's next? Here we'll go another layer deeper by examining your features, in the form of values and traits as tools, as they relate to your circumstance. When you want to learn about how a product works and the features it possesses, you read the manual. Sometimes we look to the manufacturer because they know the product best. If you are the product so to speak, who manufactured you? There are two areas that you can address to help you find this answer: Practical & Spiritual.

### PRACTICAL

Depending on your beliefs, this can be a two step process. The first step is to take a deeper look in the practical manners considering your family and environment you grew up in. Everyone can do this one, no one is excluded. The main objective is to evaluate your upbringing to help identify the origin of your personal values, traits, and habits.

**Check It:** *You cannot assume the world thinks like you do. You have failed in your communication when you project your values, convictions, and standards on others without an effort to understand that person's values and convictions.*

Understanding yourself better will not only help you, but it will also help you to understand others more. At the very least it will provide an increase in patience when dealing with others. The better you know yourself, the better you can serve those around you. Here are a few questions to journal that will help you identify your own features in the forms of values and traits you might have been influenced by over the years:



### FEATURES - VALUES & TRAITS

1. *What do you remember being important to your family growing up and why do you think that was?*
2. *Are the same things important to you now? Why or why not?*
3. *Who would you consider the most influential person in your childhood and why?*
4. *Who would you consider the most influential person in your life now and why?*
5. *What social-economical factors influenced your upbringing? How did having or not having money influence how you and your family made decisions?*
6. *How does having or not having money affect how you make decisions now?*
7. *What religion did you grow up in? What are the foundational values of that religion that you and your family practiced?*
8. *What religion do you associate with now if any and why?*
9. *How did your parents' pursuit of the American Dream influence how they made their decisions?*
10. *Are you pursuing the American Dream? If yes, how has it changed and how has it remained the same in your lifetime?*

11. *Are there any major health issues that run in your family? Were there any health issues with anyone that impacted the whole family? If so how?*
12. *What is the current state of your health now? What impact does that have on your lifestyle?*
13. *What were your diet and health habits like growing up? Why do you think they were that way?*
14. *How did growing up with your ethnicity influence your upbringing? Things to possibly consider are traditions, customs, and perspectives that are unique to your culture.*
15. *How does your ethnicity influence your life today?*
16. *Who was your childhood friend? Why do you think you were so close to that person?*
17. *Who would you consider your best friend now and why?*
18. *How would you describe the culture of your neighborhood you grew up in?*
19. *How would you describe the culture of where you live now?*
20. *Were there any experiences that dramatically influenced you growing up? What do you think changed from before that experience and after?*
21. *If you could change one thing about your childhood, what would that be and why?*
22. *Who did you admire growing up and why?*
23. *What parts of your life have you tried to model after others? Why?*
24. *Is there a decision you regret that you still think about today? What was it and why do you still think about it?*

*25.5 words to describe what is most important to you currently are:*

These questions were designed to kick start an in depth self-reflection process. And yes, if you have not guessed it by now I am serious about you journaling through *The Process*. I am not looking for you to write the next world's best-selling novel; however, investing this time with yourself with these particular questions have the potential to lead you to greater realizations about your own life. These questions can help you understand what may influence your values, traits, and ultimately your decision making process that you have developed over time. After you answer these questions, you should have better insight into yourself at your present state and begin to see how you got to where you are now. You might have your own questions that were sparked from these questions and that is perfectly fine. Rest assured, the answers to these questions do not determine your final outcome. Keep in mind all of these efforts are to focus on your "what is" so you can learn how to utilize yourself in order to reach your "what will be." If these questions take more time than the others to answer, I understand and encourage you to invest that time.

## **SPIRITUAL**

The second step is looking through the lens of spiritual development. In the Practical Section of this book I did ask some religious questions about your upbringing. This area can become a lot more complex if and when you want to dive in further. Whether you are an atheist, agnostic, Buddhist, Christian, Muslim, Hindu or identify with any other specific religion or denomination, these questions will all have a different context and bring a perspective that will vary from my own experiences. My goal with this portion of the book is to share my experiences with humility and transparency for others to learn from, and try to do so respectfully.

I grew up Catholic and later became a Christian. I am not here to push any beliefs on you. But I will say that because I have the belief that God created me, I do turn to prayer in order to learn about myself. I consider God to be my manufacturer

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so to speak. For example, Apple has IT support when you need assistance with a product, and this is what prayer serves for me. The bottom line for me is that when I come before the One I credit to being my maker, I simply ask Him to show me how I was created and ask how I can be used to glorify Him. The prayer really is that simple. What usually is revealed to me is opportunity in the form of choices. Please know, the choices I end up making are hardly easy, but I rely on my faith to get me through the difficulty of these choices. It is through my shortcomings, hardships, and rejection that I grow closer to my God, because I know I need Him to sustain me and get me through. I believe without these trials, the book you are reading or listening to would not have been created.

If you are interested in learning more about my personal faith and what I believe, please visit my website [www.IAmMatthewGarcia.com](http://www.IAmMatthewGarcia.com). You will find a variety of blog posts where I speak openly about my faith and the influences it has in my life. Click the Blog tab and you can search my posts by category.

### RECAP

Before we dive into the next portion of this book, I want us to take a look at what has been accomplished in our time together and how this is going to benefit you moving forward. I have provided a chart to help you see clearly all that you have accomplished. Please make sure to have your journal notes or your writings from *The Process Chronicles* with you for this section.

1. STAKES:	STAKES: NO CHANGE	STAKES: CHANGE		
2. OBSERVATIONS:	WHAT IS	WHAT WILL BE	CHOICES	
3. TOOLS:	SUPPORT (OTHERS)	STRENGTH & WEAKNESS	VALUES & TRAITS	VENTING VS. COMPLAINING

In the first row we see you have been able to see what is at stake for your personal situation, circumstance and/or goal. In the second row, you have spent time observing “what is” and “what will be” and the choices you have within your current set of circumstances. In the last row we see the work you have done in conducting your evaluation and organizing a personal inventory about yourself so that moving forward, you know exactly what tools are in your toolbox. These tools include the intricacies of putting together a support team, identifying yours strengths and weaknesses and how to use both of them adequately, identifying your personal values and traits from growing up till now, and one of, I believe to be, the most underrated tools, the power of knowing when to vent and when to stop complaining.

Maneuvering through all these difficult aspects is crucial to your success for three key reasons. The first is that you now have a better understanding of who you are and where you currently stand. Once you have this inventory and know what tools are in your toolbox, you know what there is to use and can reach for it when you need it. The second reason is when you do not know what tools you have or do not have an accurate inventory of your toolbox, you subject yourself to potentially not being able to bounce back if life does blindside you and you find yourself face down on the mat. The better your observations, evaluations and inventory are, the better chance you will have at keeping an unexpected small flame from turning into something that burns down everything you have built thus far. The third and last key reason I believe all the work you did is important is because many people will not slow down enough in life to learn about themselves. They often spend time trying to survive and never take the time to put a plan of action together for what they truly would like to do with their lives. They settle for “what is” and sometimes never even try and achieve for them, “what could be.”

Where you are about to transition is the portion of the book that will take what you have done and propel it into an action plan you can get to work on. You will take what is at stake, make a choice of what you want to do to change your circumstance, outline a goal and create the *Application List* you need to accomplish for what it is you are after. I will be here to help guide you and support you, but this

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is when you must do the heavy lifting. I am no one to tell you how to live your life and have you try to conform to a system I have created. That is not the objective. My objective is to make sure you see real change in what you are setting out to change and do. There will be plenty of room for customization and space for you to operate. This is where we start to see a lot of the work you have put in during our time together, pay off.

# CHAPTER 6: VISUAL IDEA MAP

So often, many people I meet with or I have coached seem to want quick fixes. When they try and apply shortcuts they do not see lasting results. Many times people address the symptoms of issues but ignore the underlying issues. I know you have been through quite a lot so far in this book, and we have touched on several uncomfortable areas. But all of this has been necessary in order to have a greater impact on the next step. Everything up until this point has been designed to prepare you for when you start to see results. You will have the character to sustain you to remain at your desired destination upon arrival.

After all of the emotional content I just had you digest, please know that it was to work through the mud in order to have clarity and simplicity as we move to the next step. Now that you have gained a more in-depth perspective about your current circumstances, yourself, and others, we will once more focus again on your childhood.

What if I told you that everything you needed to become organized was taught to you in the third grade? I'm serious. You only need a marker, butcher paper, and an empty table. The key to this next part is to flush out all the vision and ideas that are stored in you that you may not even realize you have been carrying. Believe me, there will be more than you think. Now, go get these supplies. Yes, now. You want to see results then move. Yes, even if that means you have to stop reading and

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go to the store. For those who are thinking to yourself that you can just use a scratch pad or a single sheet of printer paper, stop it! You did not come this far to short change your experience now. I'll be here waiting when you get back. Again here is your shopping list:

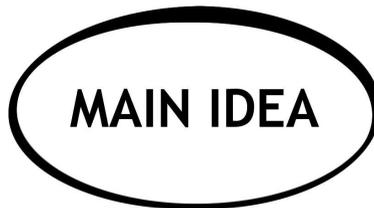
- ✓ **A marker** - *One marker is fine, no more than three.*
- ✓ **Roll of butcher paper or postal wrapping paper** - *This roll of paper can usually be found at the dollar store or a postal office. They are usually the size of wrapping paper.*
- ✓ **Clear a table or desk off completely** - *Yes, an ENTIRE table.*

Welcome back! Now, the first thing I want you to do is lay out the paper on the empty table. The reason for specifically an empty table and blank paper is to eliminate distractions. You are teaching yourself how to focus on simply what is in front of you and nothing else. If you use a desk with other items on it or a smaller piece of paper, you will miss out on the opportunity to channel all your energy into one task. This should feel uncomfortable, especially if you're a self-proclaimed king or queen of multi-tasking. If you want to obtain new and different results, you must give your undivided attention to this task.

### STEP 1:

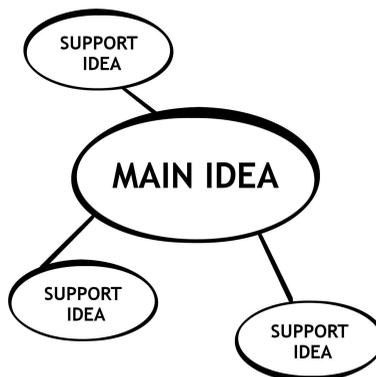
Take the marker and draw a circle in the middle of the paper. Now in the circle write the key idea, vision, or goal you would like to focus on. Examples of your key goal or idea might be to lose weight, get out of debt, or go back to college. Please keep in mind, these were three real life examples I have undergone myself and a part of how this book was developed. Make sure to reference your notes for this first step. Your idea, vision, or goal may be derived from your "what will be" or might be developed from something you have been able to recognize that in fact you do need to change.

Some of you might have already known this whole time what you want to accomplish and that is great too. Either way, the important thing here is that a decision must be made about the first and main thing you truly want to focus on. You already know what is at stake if you do not make a choice, so make a choice and get after it.



### STEP 2:

Next write down ideas you think might help you reach this main goal just around the outside of the circle. It does not matter how far fetched some of them might be or if you know how to achieve what you write down. Focus on what you think you would need without any limitations. Write these ideas down on the outside of the initial circle you first drew and connect them with lines leading back to the main goal or idea. This will be the second layer. Once you have the secondary layers, circle those individual words and phrases.



**STEP 3:**

From here you can add more ideas and thoughts into layer two or go further into developing layer two by adding a third layer and so on and so forth. In this step you will begin to see small practical steps outlined and many times these will become mini courses of action you can take. It is okay if you need more than three layers; however, the point is to be on the lookout for when the conversion of ideas moves to mini action steps from your drawing. You should be able to step back and identify the point when the ideas transform into practical steps.

Here is a visual example:



The Visual Idea Map aims to flush out your thoughts and provide a space for you to brainstorm with clarity and focus. In future steps you will organize these ideas and if needed become more specific. Sometimes the hardest part about this practice is knowing when it is finished. You are finished when you have a good amount of the map filled out and cannot think of any more general thoughts or ideas to include. Now, take a step back and look at what you have created. Look what has been stored up inside of you this entire time. Take a moment and appreciate all that you have accomplished up to this point.

### **A STEP FURTHER: COLLABORATIVE BRAINSTORMING**

This may not apply to everyone reading this book, but there are definitely people that can benefit from going a step beyond. At some point in time during the Visual Idea Map step, you might want to consider collaborative brainstorming. Depending on the nature of what you are looking to organize or accomplish, another person's trusted perspective might allow for great insight. The key word is *trusted*. Make sure you know this person well and feel comfortable sharing some of your idea, vision, or goal and heart with this person. Be cautious of who you choose, but if you think this might benefit you, I say go for it. Another reason to consider this step is if you are working on a group goal.

### **MY LAST PLEA: TO THE READERS, NOT THE DOERS**

If you are listening to this book but plan to look over the eBook version and walk through *The Process* later because you are either in your car, at the gym, or are doing something active, this next section is not addressed to you. For those of you who have not taking the time to journal anything, and yes I know some of you have made it this far without completing one single step of *The Process*, you are now at a complete disadvantage. You have two options now. 1) Keep reading even though you only possess head knowledge and not applied knowledge, and deal with the repercussions later. 2) Start the book over and actually follow through with *The*

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*Process*. Remember how I said everything comes down to a choice? This is now where you find yourself, needing to make a choice. Please refer to page 20 and review the diagrams on choices. It doesn't bother me at all what you choose because I have nothing to gain at this point. My only invested interest is mirrored by your level of commitment. You do still have a lot you could gain from *The Process*. I cannot help you any further unless you actually walk through this book, follow the steps outlined, and truly see what the content has to offer. The choice is yours, but you already know that.

The reason why I am such an advocate for application is because I know there are many people who have ideas, vision, or goals. I know out of those people, there are a lot less people that will act on those desires. Out of those who act, even less will remain dedicated enough to succeed. If I wanted to write the book to sell to the visionaries and dreamers, no application would be in this book. If I wanted to sell to the people who might act on their desires, a general cookie cutter program would have been developed. But, because I am looking to engage with the people looking to make real change and impact, my whole approach is very different. I start with internal drive, extract the "why's" out of people and allow for them to set a path for themselves that will provide them with the best fighting chance they have at succeeding.

**Check It:** *No success can be achieved if you are not subject to application.*

*Application is what shuts your mouth and opens your hand, enabling you to get to work.*

It's what separates the sayers from the doers. The doers are those who excel at application and continue to follow through. These are the people that have the potential to change the world through the choices they make. These are the people I hope are reading this book right now. Application is the bridge to get you from where you are to where you would like to be. All true Originators are doers.

## REFLECTION

In a previous section, we took a moment to recap the pieces we had identified and developed and reflected on how they cohabited within your version of *The Process*. Now, what I would like to do before moving forward, is allow you an opportunity to conduct a personal reflection session. If you followed everything step by step you have already done the following:

- ✓ *Agreed to undergo a personal and vulnerable process*
- ✓ *Eliminated excuses to grow as a fighter*
- ✓ *Evaluated yourself and your current situation*
- ✓ *Evaluated your desired destination*
- ✓ *Disassociated your current circumstances from your self-worth*
- ✓ *Identified your accountability small group to help you stay focused*
- ✓ *Gained an understanding of the difference between healthy venting and complaining*
- ✓ *Eliminated misfortune as an excuse*
- ✓ *Flushed out your ideas, concepts, and visions on paper -- deriving at your objective clearly*

So if you are wondering why I have been waiting so long to identify or make mention of objectives, the answer is rather simple. Some people will tell you identifying the objective is the first thing you need to do. I think in some cases, this is true; however, this is not the path you have chosen with *The Process*. *The Process* allowed you to identify the pieces that you needed to clearly define the objective. I wanted to reach beyond the surface with you and your journey so that you could make sure your foundation was strong. You now know why you are building and what is at stake. You now know the tools you have to build with including your strengths, weaknesses, traits and values. You now know what you are building because you examined the options and decided to make some choices for your life. You now know with great certainty what main idea you need to focus on. And now,

you are currently unpacking how all of this will be built. By this point, as a byproduct of undergoing all of this personal development, you have been able to identify the objective you are working on and are about to start constructing the steps needed to achieve your desired idea, vision, or goal. The next step is where you will learn to set priorities organically.



### REFLECTION ON ACCOMPLISHMENTS

*First, take a moment and write down a few thoughts about how you personally feel after accomplishing all of these things. If you feel one or two areas need a more honest look journal about that too. More than ever, this reflection piece and your level of honesty will keep you focusing and heading toward the right direction. There is no right or wrong but simply an opportunity to document the moment of what you have just accomplished. I need you to create a fixed memory of this time right now, and writing a few sentences is the perfect way to do that.*

# CHAPTER 7: RESOURCES

After you create the Visual Idea Map with as much detail as your heart desires, you can now begin organizing your map into lists. You need to think in terms of converting these ideas into three lists: *Resources*, *Potential Resources*, and *Unattained Resources*. I will further define these list terms in just a moment but I first want to identify why this step is so valuable. I truly believe organization can make or break a project, idea, vision, or goal. I say this because many people do not properly, or are unable to properly identify all of the components and ideas needed to reach the intended goal. This is why converting the map into functional lists is necessary and extremely important. These three lists will include the majority of your ideas, if not all of them, and allows you to view the potential and possibilities of accomplishing your idea, vision, or goal.

Resources can include your personal skill sets, tools, people, money, time, books, workshops, or content such as this that you are reading or listening to now. Often I see people with great ideas and vision, but it never makes it onto paper. The individuals get stressed out about not having time to write it down so they carry it in

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their head. This causes them to sometimes forget important aspects of the plan and they become frustrated. Sometimes the stress of carrying something for too long stresses them out enough that they do not want to pursue the goal any more. And this is what truly breaks my heart. Sadly, they defeated themselves before they even started. If you have been following my instructions in this book, this already is NOT you. You have already escaped this trap and surpassed many.

**RESOURCES: POSSESS, POTENTIAL & UNATTAINED**

Ok, so now that you have the Visual Idea Map completed, you need to focus again and get these ideas organized. The better you organize, the better chance you have at achieving your goal and converting the “what is” to “what will be.” As you create your lists you will add the items from your Visual Idea Map. You also may find yourself adding additional resources you come up with as you make your lists. This is perfectly okay. The majority of the items should come from the Visual Idea Map, but sometimes a few suggestions are identified afterwards. As mentioned before, there are three lists you need to generate when creating your resource lists. Here are the three columns you need to organize your three lists in: *Resources*, *Potential Resources*, and *Unattained Resources*. *Resources* are items on your map that you currently possess. *Potential Resources* are items you are somewhat knowledgeable of or have partial accessibility to. And lastly, *Unattained Resources* are items that you do not have or do not know anything about.

RESOURCES	POTENTIAL RESOURCES	UNATTAINED RESOURCES
WHAT YOU CURRENTLY POSSESS	SOMEWHAT KNOWLEDGEABLE OF, PARTIALLY ACCESSIBLE	DO NOT HAVE OR DO NOT KNOW

I will use the following examples from my personal life to further demonstrate how these lists can be used: Losing Weight, Getting Out of Debt and Going Back to School.

Goal 1: Lose weight

RESOURCES	POTENTIAL RESOURCES	UNATTAINED RESOURCES
WHAT YOU CURRENTLY POSSESS	SOMEWHAT KNOWLEDGEABLE OF, PARTIALLY ACCESSIBLE	DO NOT HAVE OR DO NOT KNOW
<ol style="list-style-type: none"> <li>1. Cooking Skills</li> <li>2. Steady income for groceries</li> <li>3. Tupperware for meal prep</li> </ol>	<ol style="list-style-type: none"> <li>1. Basic stretching and aerobics knowledge, but need to refresh</li> <li>2. Identified gyms nearby</li> </ol>	<ol style="list-style-type: none"> <li>1. Gym membership information</li> <li>2. Nutrition program</li> <li>3. Exercise plan based on goals</li> </ol>

Goal 2: Get Out of Debt

RESOURCES	POTENTIAL RESOURCES	UNATTAINED RESOURCES
WHAT YOU CURRENTLY POSSESS	SOMEWHAT KNOWLEDGEABLE OF, PARTIALLY ACCESSIBLE	DO NOT HAVE OR DO NOT KNOW
<ol style="list-style-type: none"> <li>1. Steady income</li> <li>2. Bills minimized</li> </ol>	<ol style="list-style-type: none"> <li>1. Financial classes or workshop information</li> <li>2. Proper budgeting system</li> </ol>	<ol style="list-style-type: none"> <li>1. Financial Adviser</li> <li>2. Meeting with banker to discuss options</li> </ol>

Goal 3: Go Back To College

RESOURCES	POTENTIAL RESOURCES	UNATTAINED RESOURCES
WHAT YOU CURRENTLY POSSESS	SOMEWHAT KNOWLEDGEABLE OF, PARTIALLY ACCESSIBLE	DO NOT HAVE OR DO NOT KNOW
<ol style="list-style-type: none"> <li>1. Drive</li> <li>2. Major identified</li> <li>3. Time</li> </ol>	<ol style="list-style-type: none"> <li>1. Information on potential schools</li> <li>2. Community College identified nearby</li> <li>3. Information on the transfer process</li> </ol>	<ol style="list-style-type: none"> <li>1. Information on what school can provide</li> <li>2. Financial aid paperwork assistance</li> </ol>

I hope with these three real life examples you can see how to create the lists, how to use them, and how they can help you to become organized. Now, with your map out,

take some time and organize the ideas of what you have written down on your Visual Idea Map and begin to categorize them under the three titles of *Resources*, *Potential Resources* and *Unattained Resources*. Do not be consumed with trying to place this in a cohesive order. The idea for dividing the map into these three lists is to get all of your ideas subcategorized. Think of your map as your dirty laundry and you're separating your darks, your lights and your delicates. Just worry about creating the three piles first.

## APPLICATION LIST

I now would like to introduce you to the concept of one last list; the *Application List*. Exciting right? Ok, maybe not. But you are making progress and what is exciting are the results you already are achieving. We have spent enough time together for you to know how big I am on application itself and making sure there is action to always backup the intent. Think of this *Application List* as an extension of that concept. This is the list that is going to help you organize your steps to accomplish what you have drawn out on the map and listed out in your resource lists. You will now take your resource lists and prioritize them organically into your *Application List*. Yes, I wrote organically.

When I say organically, what I am alluding to is there is a natural rhythm to things when creating an *Application List*. You pour the cereal before the milk, you put your socks on before your shoes and you start the car before you put it into drive. You have done these things long enough to know there is a rhythm to this order; it is organic in how these things must be done. Simply put, it just makes sense. Your *Application List* has the same potential as well. What I want you to see is that the resource lists are leveraged as springboards to help you organize your *Application List*.

Let's take a look at your *Resource List* first. This one is pretty straight forward and you already can easily identify these are resources you already have access too or are in your current wheelhouse. Where I would like you to start is with your *Potential Resource* list. This is an incomplete list that needs additional steps in

order to convert these items into your *Resource List*.

I will use Going Back To School for an example. If one item on your *Potential Resource* list is gathering information about schools, how do you convert this to a resource? You need to obtain the necessary information needed in order to make an informed decision on whether or not you are going to apply to this school. How do you do this? By selecting a school. Fear not, you are not deciding which school to apply to, yet; you are merely making a choice on one to research. Once you create your *Application List*, you can start to write down all of the applications you will need to conduct in order to obtain the information needed to make an informed decision on whether or not you will apply to that school.

Here is an example of what that to do list might include:

### **APPLICATION LIST**

- Select three schools in my area to research
- Select three schools outside of my state to research
- Visit school websites
- Schedule meetings with counselors and tour the campus'
- Research potential majors and departments
- Make a list of questions that are important for me when I visit
- Set a date to call the schools to schedule appointments
- Plan around my work schedule or determine a day to take off
- Budget application fees
- Rank schools in order of priority based on where I view myself attending
- File applications by the deadline, if I am considering attending

If the school is one you are interested in, you have now converted the idea of gathering information about a school to an actual resource of one school you will

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apply to. If you decided you do not like that school enough to apply to it, you have still converted that school into your resource list because you know it is a resource that is there, but you will not need to use in order for you to obtain your objective of going back to school. No time is wasted because you have now educated yourself about a potential scenario that will help you to make the best decision moving forward.

Some might be asking, “How did you know how to come up with those items?” Well much like the Visual Idea Map, when you eliminate many distractions and spend time focused in on one step or choice at a time, you make space for more clarity in your train of thought and even within your creativity. Rather than being overwhelmed by the big picture or becoming distracted by trying to multitask, you are able to focus your mind, time and energy developing key ideas around the main idea you are currently fixated on. In this case it was one school that needed to be researched in order to make an informed decision on whether or not you should apply there.

If others are asking “How do you know where to start?” You need to seek out the organic rhythm I mentioned earlier. When you are looking at your *Potential Resource* list, you simply need to ask yourself, “What can I do first? What needs to happen next?” If you get to one that you cannot do right away, you need to ask yourself, “What do I need to do in order to work on this list item?” Your creativity will kick into gear and you will start to build steps for your *Application List*. You will start to see an order develop and you will identify that certain things need to happen first before you can start on others. You will then begin to see, something might be better served if addressed first. Some steps may not need to go first but can benefit you later if you are able to do them ahead of other steps. Do not focus all your time in creating the perfect set order. Life will happen and when you thought you could do line item 5 first, turns out 7 might need to be first in light of new information you discovered in attempting to knock out line item 5. Have a game plan, make the list as organically as you can but never forget to be fluid and find the rhythm. Yes, the rhythm may change, but this does not change your desire to keep working on the list.

For those who worry about completing this list, I will give you fair warning: your list may grow in light of new information and that is okay. Do not be afraid of an evolving list, this is a great sign of progression. Once your application line items have been accomplished and have been converted to *Resources*, begin to work on your *Unattained List* just the same. You should have more resources at your disposal to begin working on the *Unattained Resource* list if you were not able to before.

## TIME

Time is a resource. Some know this, but others may have never considered it. Earlier, I made mention of multiple ways to not only save time but how to productively spend time. These ways include: the time you save when you take a look at which path you choose to invest in and which one has the potential better outcome, the time you save not complaining but venting when needed, investing time in developing your weaknesses so they do not unravel all that you have accomplished, investing your time taking an inventory of the tools you have available to use so you can obtain and use them when you need, and finally investing the time learning about yourself and how you function through your traits and values. By taking the time to pursue these investments, you will eliminate wasting time trying to fix potential problems that you are essentially equipped now to avoid. These are all beneficial byproducts you gain when considering time by undergoing *The Process*, and now I will spend a little more of our time to extract greater insight on how time can best be served as a resource for you.

**Check It:** *We all have 24 hours in a day.*

My 24 hours are the same as your 24 hours. How you spend it will determine your level of success. Another reality is that you have to sacrifice some things if you want to gain others. You cannot gain more time than 24 hours in a day. If you want to commit to doing things well, you need to provide yourself with the proper amount of time you will need to execute the given task, not try and squeeze it in-between

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everything else you already have going on.

**Check It:** *Expect to sacrifice. Don't try and avoid it!*

Hearing this, the multi-tasker is probably pulling their hair out by now, especially if you have agreed with most of what you have read. I know, I WAS YOU! One of the most common things I have seen is when people have so much vision they try to do it all at once. They do not understand the role that time plays in completing the vision. They do not understand time as a resource. They don't think it's okay to focus in on one idea and develop that one idea so well, that they are able to acquire the resources necessary to push the vision further.

Kobe Inc. would be nothing without a jump shot. This is just a guess, but Kobe Inc. was probably not the initial vision of what Kobe Bryant, the former five time NBA champion, thought he would be doing with his life. Becoming arguably one of the best basketball players ever, one set thing, provided new opportunities. Kobe Inc. is an example of a new opportunity that was born from focusing in on his initial goal. Former heavy weight champion of the world, the late great Muhammad Ali might not have such an epic legacy as the people's champ, humanitarian, and one of the most influential civil rights activists if he did not focus on the work needed inside the ring first. Ali dedicated himself to achieving greatness as a boxer first. Once he was able to capture the attention of the people through this platform, he was then able to pivot their attention, redirecting it towards the social issues he was passionate about. Focus on the foundation of setting one platform, and then you can diversify. Spend time on what you know you need to be good at and then the vision can expand.

**Check It:** *Until you are ready to sacrifice some things, time will never be on your side.*

No program or time management system will ever help you until you realize you are

only one person. You must be willing to accept a new type of balance that will help you to excel and be great as that one person, versus failing while trying to be multiple people. To help you determine how you can align time to your advantage and have it work for you, below are some questions to journal. These may lead to some uncomfortable truths, but you cannot do anything about your circumstance unless you actually change something about it.



### TIME AS A RESOURCE

1. *If you only did one thing today for this goal or vision, what would it be? This is a question you should not only answer now, but ask yourself daily.*
2. *How much time would you need to accomplish it?*
3. *What value do you obtain from your extra-curricular activities?*
4. *What activity can you temporarily let go of in order to free up more time?*
5. *Are you overcommitting to too many things? This is not to be considered in a matter of being able to complete the task, but more so focused on how well you can complete the task and if you have an adequate amount of time for rest.*
6. *What is an ongoing activity you would not miss if you stopped doing it today?*
  - 6.1. *Why do you continue to do this or these ongoing activities?*
7. *Do you put other's needs before your own?*
  - 7.1. *Why?*
  - 7.2. *Do these individuals still require this much of your attention?*

*8. Are you helping others because they truly need the help or because you enjoy being needed?*

After you have answered these questions, you need to remember something: you not only know how to make a choice, you know the power that derives from making a choice. The longer you procrastinate in making a choice, you not only have the potential to hurt yourself, but you also hurt those involved who will possibly be affected by your choice. If you know you need to make a tough call and let some stuff go, or start seeking new opportunities and you do not make these choices, you have chosen to settle. I'll tell you this, when you read these questions and your stomach sank or you took a pause before you exhaled, chances are changes need to be made in that area. If you want to claim more time to focus on your idea, vision or goal, you have to make the decisions that will give you more time.

Once you know how to make a choice and commit to it, managing your time with effective habits will not be so difficult. For example, I am in need of organizing a system where I can share confidential files amongst my team in order to develop my current project. I do research and based off of the time permitted, I make a choice to use an app called XYZ. For what I can foresee at the present moment, app XYZ looks like it will be the most promising and beneficial for my current project. Once I make the choice to use this app, I have made a decision to commit. I will accept the good with the bad, the repercussions and results associated with this decision. After the project is complete, I will assess the productivity of the project and how well this app truly did work. As I transition to the next project, I will know if I need to use the app again in the future or try something different.

Here are how my habits have the potential to affect my time. If the app proved to provide challenges along the way, the reality is that I have already committed to using it. I can spend time pissing, moaning, and wasting my time. Or I can use that time to best accommodate the situation and keep moving forward. The latter option allows me to value time as a resource and use it more effectively to

achieve the end goal. The decision of how I would spend time was mine the moment I decided to use this app. I committed to this. My personal responsibility in the choice and the acknowledgment of it, along with the awareness of potential repercussions, will save me from wasting time on needless complaining and keep me on a productive path. How you value time will determine how you utilize it. How you value your choices and how well you can commit to your choices, will also determine how you utilize your time.

Understanding time as a resource can sometimes be tricky. There is a balance you need in order to use your time effectively. Look for opportunities to gain more time and maximize it as a resource. However never use shortcuts that will degrade the integrity of achieving the main goal. Do not cut corners in order to save time if you are cheapening the product or service. And be aware if you are not productively using the time you have gained.

**Check It:** *Take time when you need it, but never allow time to be taken from you and your progress.*

Invest your time when needed and with specific people you determine, but cut out the things wasting your time and the people who are draining it. A simple rule of thumb is that if no justifiable value is being exchanged either within the activity being conducted or with the person you are investing time with, then the reality is that you are not effectively utilizing your time as a resource. Ask yourself why you have chosen to invest your time in that task or person. Then ask yourself if value is being exchanged. You then will need to make a choice about what will continue to receive your time, and what you will sacrifice for your time.

Funny, there are those words again of choice, repercussion, personal responsibility.... weird. It's almost as if they are all related somehow. It's almost as if... you get the point.



# CHAPTER 8: CONCLUSION

Before we conclude and wrap things up, I wanted to make sure you had a few things upon completion of this book:

1. Knowing there is someone that believes in you
2. Empowerment in identifying yourself as an Originator
3. Recognition of power in making choices and critically thinking for yourself
4. Practical application and tools for your continued success

## **1. I BELIEVE**

If I have not made one thing clear before this point, let me take a moment and make something crystal clear right now. This is a labor of love because I believe in you. *The Process* was crafted from the truths I have personally realized, endured, and experienced first-hand and once I realized this is what attracted people to my being, I knew I had to do something about it. Not too many people are slowing down long enough to examine themselves in the way you did by undergoing *The Process*. Many people are caught in a circle of trying to get from one day to the next. But when is enough actually enough? The reality is that many so called leaders, gurus, wise

men, etc. will treat the symptoms and will not focus on the heart of the matter. I refuse to be one of those leaders. I decided to do something different about it, and the development of this book is just that. I would have never written this book if I did not believe in it and believe in its ability to help you. The fact that you have made it thus far, gives me even more reason to believe in you personally.

## 2. YOU ARE AN ORIGINATOR

When I set forth to write this book, there were several reasons: I wanted to help people and I believed this book would be a great opportunity to do so. Also, I learned that *The Process* has been sought after, and I surveyed the people who had been following my blog and my career and asked them directly what their needs were. After analyzing the data, the main topics stemmed from trouble achieving goals and time management. This is not only information I provide for those I sit down with, but *The Process* is something I personally walk through myself every time I make a decision, every time I am attempting to improve upon something, or am building something brand new. This is what allows me to be the Originator of my life. Not only through my examples but through your commitment in walking through this book, I wanted you to realize the power within being the Originator you have already been designed to be.

## 3. CHOICES & CRITICAL THINKING

This book was always designed to treat you like a person with maturity and provide an opportunity for you to make real life choices and exercise your critical thinking skills. By doing this, *The Process* empowers you to make changes you desire to influence your circumstances. I wanted you to be able to make decisions for your life that truly mean something, not just try and follow a program hoping you will discover magical answers by the end of the book. The goal was never to give you an A-B-C or 1-2-3 system. I believe you are smarter than that. In order to achieve this, I wrote this book in a way that every reader could have flexibility when needed to customize this content as needed while still undergoing *The Process*.

Most of the other books I have read, although very informative and motivational, have been structured around a program, not people. While I am thankful for the practical aspects some of these books offer, I often finish these books feeling like I failed if I did not commit to the exact regimen they prescribed. As a result, these books became hard for me to read at times. Mainly because I was willing to undergo change and work hard to achieve greatness, but all of the instructions did not always apply to my current circumstance. There was hardly any room for variables. It left me feeling like I was not measuring up to the unspoken standard that was set before me. With my heart set on wanting to truly help people reach their potential, I knew the world did not need another book like this.

#### **4. FUTURE SUCCESS**

I know I have asked a lot from you. I hope by now, you can see why. I asked you to be vulnerable and you did that. I asked you to challenge yourself and push beyond your comfort zone and you did that. I asked you to dig deep, to explore the causes of problems rather than only examining the symptoms, and you did that. I asked you to seek the value in the original that you already were and become empowered by developing into an Originator, and you did that. You might have started this book exhausted, tired but still hungry for true change. You might have been struck one too many times by life, causing you to slam your face directly into the mat. Your face might have been lying in a small pool of your own spit or blood, but I asked you to make a choice to either get up and fight again or remain down. By continuing to read this book, you chose to get up and keep fighting. You knew that you had more in you. You were down, but you decided you were far from out.

When the moment came that you decided you were going to get back up, you were empowered to come back stronger than ever before. For those of you who have walked through this book and have items on the list of what you need to do, congratulations, you have made it to the next round. Not only that, you have what you need to not only fight back, but to win!

**Check It:** *Anyone can fight but it takes discipline to become a fighter; it takes a fighter to become an over-comer, and an over-comer is the only one qualified to become a true champion.*

Being an over-comer is what all your future success will be built on. *The Process* not only provides you with the tools you'll need to overcome adversity, your circumstances and/or limitations, but it will also give you the groundwork for all future success. At any point in time, when you see there is something blocking you in your path, remember the work you achieved in welcoming a process that not only got you through but set you up for success.

## THE WRAP-UP

Picking up from the previous chapter, at this point you should either have the start of or an extensive *Application List* of things you are already working on. You have identified the true motives of why you are doing what you are doing and now are on the journey of figuring out how to get it all done. Once you have your list and are headed in the direction of accomplishing the things on your list, new information will always present itself that will open up new opportunities that you will again have to decipher through. The key is staying hungry, staying motivated, not losing your momentum, but most importantly staying focused on the main objective. This is truly what *The Process* is all about. You get out what you put in.

Your time is now. It's your time to get after your main idea with the most clarity of vision you might have ever had. For some, this *Application List* will enable you to reach your goal you set out for. Others might need to continue to develop their *Application List* in light of new information that has been discovered. Either one is okay when you realize both sets of people are on your way to defining their own success and achieving it. Moving forward, if you continue to take accountability for what you can and make a choice to never settle, you can walk with pride in knowing this one thing:

**Check It:** *I will no longer be a hindrance to my own success.*

I am not one for excuses, I am for results. Yes, I do take into considerations the surrounding circumstances and variables, but by God, I will never walk away knowing I did not do absolutely everything I could to achieve what I set out to do. At the top of this book I told you I would hold you to the same standard I held myself to and this is why I can wholeheartedly say for those who have undergone *The Process*, we now share this common ground.

I hope this has been a beneficial encounter for you in your life. If you did find this information helpful, please share your experience with your accountability and support team as well as your loved ones. Thank you for spending time with me and transitioning into the future. I look forward to hearing all about your success achieved from undergoing *The Process* and becoming the Originator of your own life.

Talk soon & God bless,

*MG*

*19094747664*

*MG@IAmMatthewGarcia.com*

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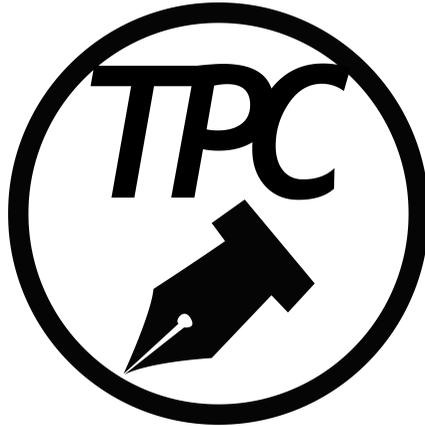
*If you know someone that you believe might benefit from this book  
please have them send me a text with #WTTPro and I will be more than  
happy to directly send them more information.*

When the time comes and you find yourself looking toward the next mountain that you are contemplating scaling, make sure this is the first book you reach for.

THE JOURNAL COMPONENT TO WELCOME TO THE PROCESS

BY: MATTHEW GARCIA

[WWW.IAMMATHEWGARCIA.COM](http://WWW.IAMMATHEWGARCIA.COM)



# THE PROCESS CHRONICLES

Let's get to work



### WHAT IS/ WHAT WILL BE

Spend some time identifying one specific area you are trying to change and write down a few sentences about “what is.” Next spend some time writing briefly what you picture your “*what will be*” to look like. This is not your magic wish list with every detail you can imagine, three sentences maximum is sufficient for “*what is*” and “*what will be*,” no exceptions. If you have more than three sentences, you are proving you are not ready for *The Process* because you already cannot follow directions. Think notes, snapshots, tweets, etc. Be short and be precise.

### WHAT IS

### WHAT WILL BE

## VENTING VS. COMPLAINING

1. Do I vent or complain?
2. Am I venting too much?
3. Can I tell when I have crossed the line from venting to complaining?
4. What other ways can I channel my energy when dealing with frustration?

## OPTIONS & CHOICES

Take a brief moment and reflect on your current circumstances. Jot down 2-4 options or choices you have based on what you have identified in dealing with your current circumstance, idea, vision, or goal. You do not have to make any choices right now, but I do want you to see the options that may be available, no matter how far fetched they may appear to be now.

**OPTION 1:**

**OPTION 2:**

**OPTION 3:**

**OPTION 4:**

### IDENTIFYING POTENTIAL SUPPORT

1. *Who do you believe has your best interest at heart?*
2. *Who checks in on you on a regular basis?*
3. *Who gets excited when you tell them you are working on something new?*
4. *Who gets jealous when you tell them you are working on something new?*
5. *Who will not be threatened by your success?*



## STRENGTHS & WEAKNESSES

### 1. Learning Style

1.1. In your experiences, describe in your words the best way you have been able to learn the most effectively.

1.2. Are you a fast learner or do you need more time to grasp new information?

1.3. What is your preferred learning style (verbal, audible, kinesthetic)?

1.4. Do you have any learning disabilities that affect your learning style?

2. Communication

2.1. Do you try and understand the true intent of what people are saying?

2.2. Do you make the effort to listen when people speak or do you often just wait to share your next point?

2.3. Do you focus more on the principle of the conversation or the emotion?

2.4. Are you more comfortable speaking in one-on-one or group settings?

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2.5. Do you spend time to form your own opinions or are you quick to agree with an opinion that sounds good at the time?

2.6. Do you ask questions to gain understanding if you don't grasp information, or do you assume you can/will figure it out yourself?

2.7. Would you rather text, email, call, or schedule a face to face meeting with people?

### 3. Organization

3.1. Are you well organized?

3.2. If yes, what systems do you use to stay organized?

3.3. If no, why not?

3.4. Where could you increase your levels of organization?

4. 4. Emotions

4.1. Are you an emotional person?

4.2. Do you easily display your emotions?

5. Patience

5.1. On a scale from 1 to 10, 10 being an ideal level of patience, where would you rank yourself?

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5.2. How patient are you with yourself?

5.3. How patient are you with others?

5.4. How patient are you with receiving new information?

5.5. How patient are you with difficult tasks?

6. Anger

6.1. How do you handle conflict, generally?

6.2. If you don't agree with something or something is bothering you, do you get upset quickly?

6.3. What do you do to relieve your stress when you become angry?

7. Pressure

7.1. Are you calm under pressure?

7.2. Do you work well under pressure?

7.3. Do you prefer high intensity or laid back atmospheres and why?

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### 8. 8. Misc.

8.1. Would you rather lead or follow?

8.2. Are you more passive or assertive?

8.3. Would you rather start something from nothing or manage something you see potential in?

8.4. Are you more comfortable dealing with several issues at once or taking care of one thing at a time?

**FEATURES - VALUES & TRAITS**

1. What do you remember being important to your family growing up and why do you think that was?
2. Are the same things important to you now? Why or why not?
3. Who would you consider the most influential person in your childhood and why?
4. Who would you consider the most influential person in your life now and why?











## REFLECTION ON ACCOMPLISHMENTS

Take a moment and write down a few thoughts about how you personally feel after accomplishing all that you have so far. If you feel one or two areas need a more honest look journal about that too. More than ever, this reflection piece and your level of honesty will keep you focusing and heading toward the right direction. Again, there is no right or wrong but simply an opportunity to document the moment of what you have just accomplished. I need you to create a fixed memory of this time right now, and writing a few sentences is the perfect way to do that.

### TIME AS A RESOURCE

1. If you only did one thing today for this goal or vision, what would it be?  
This is a question you should not only answer now, but ask yourself daily.
2. How much time would you need to accomplish it?
3. What value do you obtain from your extra-curricular activities?
4. What activity can you temporarily let go of in order to free up more time?

5. Are you overcommitting to too many things? This is not to be considered in a matter of being able to complete the task, but more so focused on how well you can complete the task and if you have an adequate amount of time for rest.

6. What is an ongoing activity you would not miss if you stopped doing it today?

6.1. Why do you continue to do this or these ongoing activities?

7. Do you put other's needs before your own? If so who?

7.1. Why?

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7.2. Do these individuals still require this much of your attention?

8. Are you helping others because they truly need the help or because you enjoy being needed?



## SCRATCH PAD / NOTES

## SCRATCH PAD / NOTES



# ACKNOWLEDGMENT

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**To My Family:** Thank you for the continued support. I realize not much of this would be made possible without your continued love and patience. Any of my success is yours, truly.

**To The Production team:** All who had a helping hand in crafting this book, thank you for your help, professionalism, input, ideas and dedication. The lives this book will impact will only be made possible because of the hard work and integrity you have interwoven in your involvement with this project.

**To Michelle and Jason:** Thank you for your continued support and all the various ways you have been able and willing to help me in these endeavors. From believing in me, checking in on me, and lending your own skills and resources, I am extremely grateful beyond words.

**To Adrian:** Your belief in me as a person has truly impacted my life. Bringing me on your team allowed for me to obtain the resources needed for this book. I appreciate your willingness to give me a shot and I am truly thankful to have crossed paths with you.

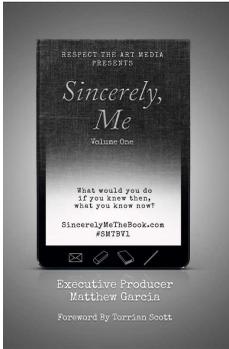
**To Pablos:** Both of us met on a journey seeking to improve our lives and those lives around us. Thank you for your conversations, observations and kind heart. Truly your influence has changed my life for the better and for that I am thankful.

**To God my father, Christ Jesus my savior and the Holy Spirit:** Thank you for never giving up on me. To you, I praise you and pass along all the credit and glory for any good that may come from this.



# ADDITIONAL PUBLICATIONS

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## SINCERELY, ME VOL. 1 EXECUTIVE PRODUCER MATTHEW GARCIA

What would you do if you knew then, what you know now? Sincerely, Me is a collection of real people writing letters to younger versions of themselves, forewarning and preparing their younger selves of what is to come. This book is designed to help the generations to come to learn from the lives that have already lived various experiences to give them the advantage in life.

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## I AM MATTHEW GARCIA

Business Owner, Executive Producer, and Author, Matthew opens up and shares life through his personal website and blog. Matthew is committed to developing products, content, and services that will help people become the best versions of themselves. Visit this site and discover more books, blogs, videos, audio, and much more to continue to grow and further your personal development.

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