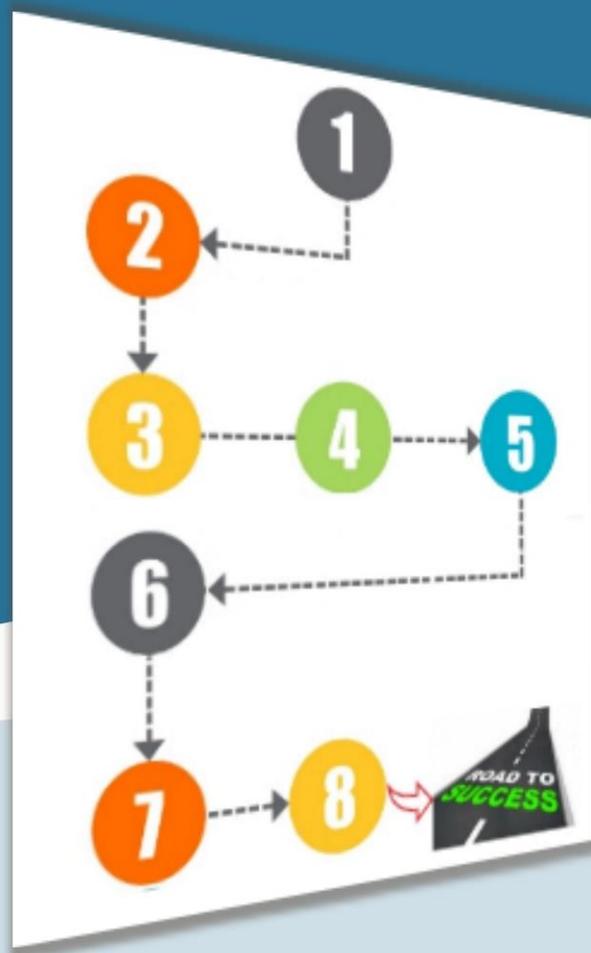


Your Success Roadmap



The 8 Steps I Have Used To
Help Ordinary People Achieve
Extraordinary Results

By Tim Scholten

Why most people don't achieve the results they desire?

Most hard-working people should be able to achieve their goals and realize their dreams. They have the knowledge, skills and abilities required to succeed.

Do you feel like your hard work just hasn't paid off?

At Visible Progress, I have helped hundreds of individuals, businesses, and non-profits overcome the obstacles impeding their individual and team success. These are the eight steps that I have used repeatedly to help them break hidden success barriers and achieve Extraordinary results.

Take these 8 steps, and you'll be able to reach goals that have been beyond your grasp, waste less time, and finally get the results and recognition you deserve.

Sincerely,

Tim Scholten

President, Visible Progress

Success Roadmap: Step 1 Vision Statement

1



Vision Statement

Describe your desired future in as much detail as possible

2

3

4

5

**Your Roadmap To Success
Must Start With A Clear,
Compelling Vision Statement**

6

7

8



The purpose of your success roadmap is to create a clear picture in your mind of what success looks like, and a clear path for achieving your goals.

Without a clear vision and roadmap, you'll continue to work hard the rest of your life and feel like you're going nowhere.

AVOID THE LAW OF DISTRACTION

At Visible Progress, we teach you how to overcome the law of distraction. The law of distraction happens when you give your valuable time and resources to things that will never help you realize your goals and dreams. Most people waste 40% or more of their time on work that doesn't contribute to their success.

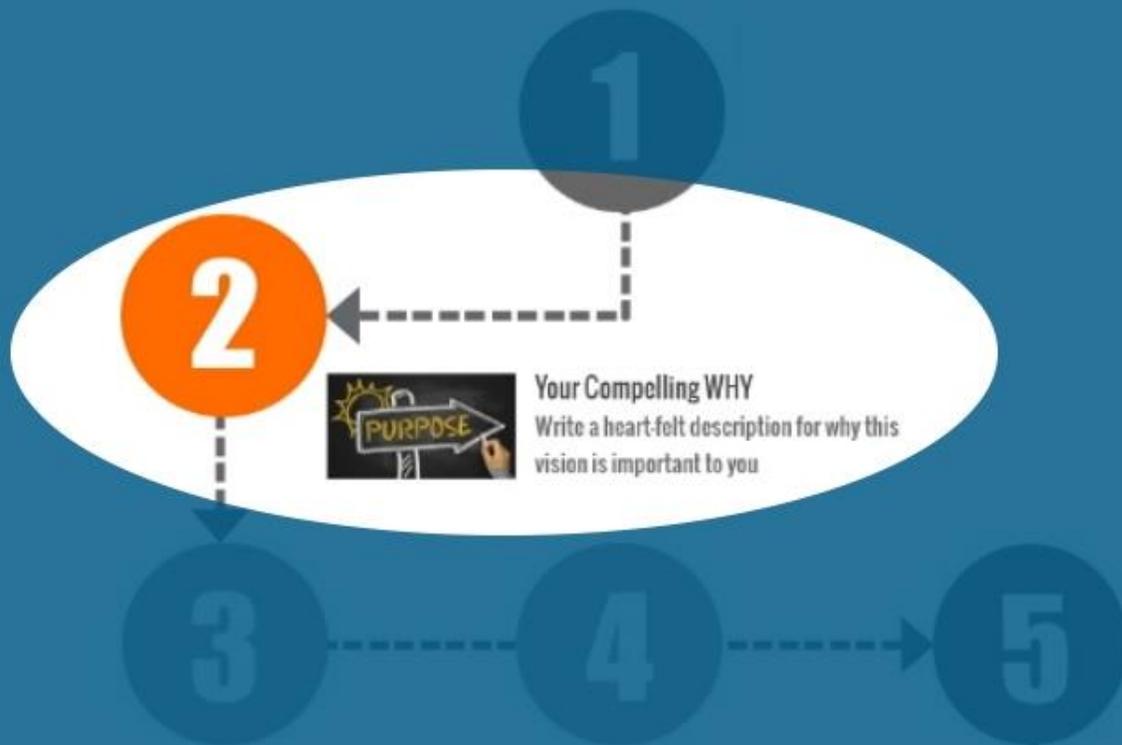
One of the best ways of overcoming the law of distraction is to have a clear vision statement. A vision statement will help keep you focused on what matters to you the most and give you a framework for discovering things are wasting your precious time. A vision statement is like a picture of what your life or business will look like in the future. This is what will give your life or business it's shape and direction.

Example Vision Statement:

- Gloria Horsley – To help people find hope after loss.
- Steve Jobs - To make a contribution to the world by making tools for the mind that advance humankind.
- Visible Progress – To help organizations and individuals make daily, measurable progress toward their goals.
- Habitat for Humanity – A world where everyone has a decent place to live.
- Thirst Relief – Changing the world through clean water
- Tesla - To accelerate the world's transition to sustainable energy.

Vision statements are designed to help you stay focused on the work that matters. Without one, it is too easy to get distracted. I recently worked with a client that never had a vision statement. He knew he constantly found himself wandering from one type of work to another. He enjoyed doing many things but was always just getting by. Once we developed a clear vision statement, he had a FOCUS. He now knew that if the opportunities in front of him didn't align with his vision statement, he needed to say "NO". Once he started saying "NO" he could focus on his vision. Guess what? Things started happening for him because he was consistently paying attention to only the work that mattered. Without a vision statement, he was just wandering around. Once he had one, he had a purpose and a FOCUS.

Success Roadmap: Step 2 Your Compelling "Why"



**Your Roadmap To Success
Must Include Your
Compelling "WHY"**



YOUR COMPELLING WHY

I had another client that worked in sales for a Fortune 100 company. He had a shot at leading a group at the headquarters, to build their strategic direction. This would mean a relocation for his family. They would be across the country from his family and support network. He kept finding reasons to not enjoy the work and not fully apply himself as he did before. Once he drafted his compelling why, his focus changed. His compelling why was his family, a wife and two young children. They were the joy and inspiration of his life. He knew that moving them to this location would be tough on them even though it would be good for his career. In the end, he wasn't willing to sacrifice their satisfaction for his career pursuits. Knowing this up front would have kept him from becoming distracted. Once he wrote down his why, he got focused on where the best place for his family would be and found a dream position with his firm there. He once again is a SUPER STAR in his organization.

Write a heartfelt description for why this vision is important to you. Detail matters. Your compelling why is what connects your vision to your heart! This is what provides both motivation and inspiration to stay focused and stay the course.

Success Roadmap: Step 3 Goals / Strategy



**Your Roadmap To Success
Must Include Both
Goals & Strategies**

GOALS

Goals are where you start to provide definition to your vision. Goals help you determine measurable outcomes.

Goals are the WHAT. I want to write a book, or I want to earn my master's degree. It is what you have your sights set on. It may be that you want to double your income, or get out of debt. Your goals may include personal or business things that you would like to achieve. They may include accomplishments such as losing weight or getting in better physical condition. They are your goals.

I had another client that started a business. He built a good team, but then ran into some business challenges during the downturn in the economy. He never really set goals for his business before. Three years later he was in the same place, the same size, just making ends meet. Once we met and set some realistic and achievable goals, he was re-inspired. He started to speak to his team in possibilities. They got inspired and bought into the goals and their past troubles were quickly in the rear-view mirror.

Put your past issues and challenges in the rear-view mirror. List your goals:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

STRATEGIES

Strategies are HOW you plan to achieve your goals. Strategies are your roadmap for achieving your goals. Without a roadmap or plan, it is very unlikely that you will achieve your goals.

Another business client was great at setting goals each year. His team even agreed to the goals. The problem was that they never defined in detail how they could achieve their goals. The roadmap details W³, or WHO is going to do WHAT, and by WHEN. Without this kind of detail, you are just crossing your fingers that luck will lead you to your goals. That almost never happens. This client was also stuck in very mediocre performance. His team wasn't inspired and never really got excited about trying anything new. In the end, achieving their goals was no one's responsibility, and no one was held accountable, therefore, very little got done. Once we laid out a clear roadmap that showed how achievable their goals were, every person's contribution was measured and accounted for. That year they beat their goals for the first time. People got excited. They actually received a bonus. Strategy is what will motivate your team to take action. It is where they see how their work matters and how they can contribute to the organizations success.

When you write your strategy down, you are ready to lead and inspire others to become their best. Each goal needs one or more strategies. Write out your strategies here:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

Success Roadmap: Step 4 Weekly Action Plan



**Your Roadmap To Success
Must Include A
Weekly Action Plan**



ACTION PLAN

The differences between average people and those that reach Extraordinary Goals is that the successful take action every week. Every week they figure out what steps they can take to move one step closer to their goals. Begin every Monday with a plan so that distractions don't creep in. Stay focused on your priorities. Don't let others hijack your most productive times. Make your plan for the week and then check email or voicemail. Not the other way around. Otherwise other people's priorities quickly consume your day. Filter the business of your workday through your priority work plan. This will ensure that you keep your eyes on your priorities. It is important to recognize that plans change. You need to be flexible and able to deal with emergencies, but then get back to your priority work.

Another person I worked with was part of my pilot group of Focus5 users. They used Focus5 to plan their priorities each week. At one point, I needed to turn the system off for a couple of weeks while we updated our database. This user became really frustrated. They felt they lost control of their productivity. He told me that his productivity decreased by over 30% without his weekly plan. He felt much less organized and focused.

A plan to take action each week on the work that matters will help you stay focused on priorities and you will get more done.

List out your priorities for this week:

1. _____

2. _____

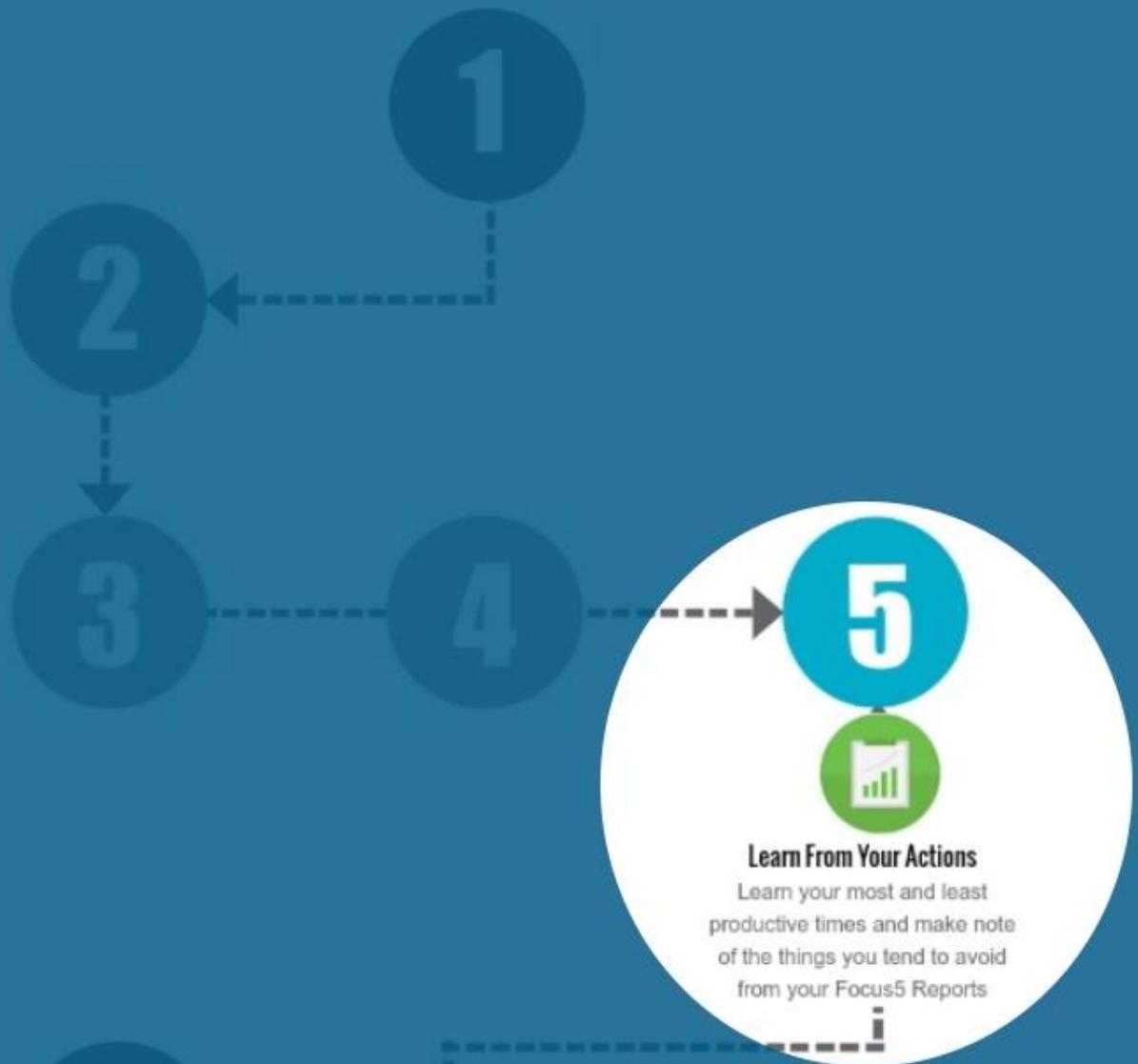
3. _____

4. _____

5. _____

To make this process even easier, get a free trial of Focus5 at www.focus5.io. Check it out for FREE!

Success Roadmap: Step 5 Learn From Your Actions



**Your Roadmap To Success
Must Include Tools To
Measure Your Past Actions
So You Can Adjust**

LEARN FROM YOUR ACTIONS

Learn when you are most and least productive. Note the types of tasks that you tend to put off or avoid all together. Do these first. You can study your past accomplishments and completion of tasks when you use the Focus5 App. It tracks what you have completed and when. The App will show you what days you tend to complete more through graphs. You can compare periods of time to see when it appears you aren't achieving all that you should. Study your calendar on those days. What is keeping you from focusing on the work that matters. Maybe you are in too many meetings those days and can't accomplish any real work. Maybe your schedule leaves only small segments of time with no real blocks of time to accomplish tasks that require concentration. Become a student of your own behaviors. Learn from what you do well and make changes necessary to get more focused and productive.

One person I coached didn't ever really stop to evaluate why one week was successful and another one not. They were constantly frustrated with their slow progress. Once they hired me, we began evaluating their behavior patterns using the Focus5 App. We discovered that they held their weekly sales meeting in person on Tuesdays. Every Tuesday the team drove to headquarters to discuss strategies for keeping their teams motivated and selling. Tuesdays were days when these sales

leaders got almost nothing done. We identified that the drive in, and back, the meeting, lunch, etc. consumed much of their day. All they really had time for on Tuesdays was returning voicemails and emails. Their entire day was shot. Once we turned this meeting into a virtual meeting, each sales leader got 6 to 7 hours of their Tuesday back. The time saved was equivalent to hiring an additional person. The simple step of evaluating your own actions can reveal lost time or unproductive behaviors. Unproductive behaviors creep in so slowly that they often go unnoticed. Take a few minutes and evaluate your work patterns and behaviors.

Things I should CONTINUE to do:

Things I should STOP doing:

Things I should CHANGE:

Success Roadmap: Step 6 Accountability

Your Roadmap To Success Must Include Accountability



ACCOUNTABILITY

Find someone to share your plans with each week. This can be a boss or mentor that will encourage you and provide constructive feedback when you have a less than successful week. When you choose to be accountable to someone, you are 3 times more likely to achieve what you set out to do. That's right, 3 times! Having a plan is a great step, but telling someone else who will ask you about it is an even greater step towards success. Make sure that the person you choose has your best interest and success in mind. Make sure they are willing to ask you the difficult questions, like "What got in the way of your success this week?" "What kept you from your priority work?" "Were the things you focused on the most important things?" "What is your game plan to get back on track, making progress towards your goals next week?" Talk at the beginning of each week by reviewing your results for the previous week. How did you do? What got in the way? What made your week a success? What do you need to STOP doing? What do you need to START doing? What distractions do you need to avoid? What new habits do you need to establish?

Another client I worked with was having a difficult time in achieving her goals. She worked very hard but there was never enough time in her day to get all her work done. She was stressed out, felt defeated, and felt like she could get fired at any

time.

I asked her to start using Focus5 so we could track her actions and hold her accountable daily for working on her priority work. She needed to begin each week with a plan for the priorities that she needed to accomplish. She tried, but kept falling back into the habit of getting to the office and checking voicemail and email. Before she knew it, she was sucked into everyone else's priorities. They were asking for or demanding her to do something for them. Her own work wasn't getting done. We then urged her to start setting priorities on Friday, before she went home for the week. A measure of her week's success was if she completed her plan for the next week and shared it with her boss.

That was the start of change. She had a plan. Then, if she didn't get started on her priorities right away on Monday, we could look at Focus5 and see that she had fallen back into her old habits and encourage her to get focused on the most important work. After about two months of holding her accountable, she started to see a change. She focused on her work first. Her work was getting done. Her stress was gone, and the boss was very pleased with the real progress she was making. The simple change of being accountable to a weekly action plan totally changed the direction of her career. She went from someone who was considered a low performer to a superstar in just a few months. Accountability will change your FOCUS.

Write down the names of prospective accountability partners here:

Ask them to work with you on holding you accountable to your weekly plan in the order listed until you find one person that is up for the task of being your accountability partner.

Success Roadmap: Step 7 Coaching

Your Roadmap To Success
Must Include A
Success Coach
So You Can Reach
Maximum Potential



Coaching
Use a coach to progress
even faster by focusing on
what matters most

COACHING

Do you need to hire a coach? Do you want to become a professional? People that want to reach the top of their game seek help from others that can help them achieve their goals. Parents often hire tutors for their kids if they are struggling in math. Almost every sport has a coach that coordinates, leads, and instructs the team so that they improve faster. You may need a coach to help you achieve your goals in the shortest time possible. There are plenty of studies that show a positive Return on Investment, ROI for hiring a coach. A coach can help you avoid common mistakes, point out flaws in your approach, or in your implementation. They can give you pointers on the best techniques. More importantly they can keep you focused on the work that matters. Research from a recent study completed by Deskttime shows that the average employee spends between 2 and 3 hours per day in non-productive activities. Activities that negatively impact their contentment and happiness at work. That is a full 1/3 of their day wasted every day. Imagine putting most of that wasted time into your priority work? You would be an absolute superstar and yet not work a single hour more. It is merely a matter of focus. A coach can help you harness that lost and non-productive time to your benefit.

Consider hiring a coach to help you achieve your goals.

Calculate Your Coaching Return on Investment

A - Cost of a Coach	B - Benefit of Achieving Goals Sooner	C - Return on Investment
Enter A Dollars	Enter B Dollars	$B/A=C$

Success Roadmap: Step 8 Feedback

Your Roadmap To Success
Must Include Frequent
Reliable Feedback



FEEDBACK

Ask for feedback from bosses or peers or from your mentor. Ask customers for feedback when appropriate. Remember that your goal is to get to the top of your game no matter what your goals are. By being open to receiving constructive feedback from others you are demonstrating a humility that will help you earn credit with others. Their feedback may help you move through your plans faster and smoother than without feedback. With their help, you may avoid critical mistakes and build relationships that help you through difficult times and transitions.

Remember that all feedback is not constructive. You still need to filter feedback. If you get feedback from someone that is inconsistent with what you have heard, analyze what is different in this circumstance. It still may be very good feedback, but occasionally, it's not. Your job is to filter out what isn't helpful and learn from the rest. Make asking for feedback a regular part of your priorities with the goal of becoming the best version of you possible.

In what areas do you need feedback?

Who should you solicit feedback from?

How should you request feedback?

In person, by email, by phone, by survey, by confidential survey?

The road to success has many turns, obstacles, potholes, and intersections. Some of them can be deadly. It is important to leverage the people and tools necessary to navigate your road. We at Visible Progress are committed to helping you with the tools necessary for your journey. Tools to build your personal roadmap. Tools to help you build your personal action plan. Tools to help you stay focused and accountable. Here are several ways that we can help you get started in addition to your roadmap workbook.

- **The Focus5 Advantage Book** provides step-by-step instructions for your journey to success.
- **The Focus5 App** is designed to help you plan your week, stay focused and accountable. The features are designed to help you utilize all 8 steps and more.
- **Work personally with me** one-on-one to fast-track your personal success. There are several coaching options to fit your budget.

Break through your hidden barriers starting today!



www.timscholten.com

You have amazing and untapped potential. Start unleashing your personal power towards achieving your goals with the tools we provide. Become one of the ordinary people that achieve extraordinary results. When you have a plan, and stay committed to achieving the steps on your roadmap with a weekly action plan, you will be amazed at how quickly you begin to make Visible Progress. Get started on your journey to becoming Extraordinary today. It's your move!

Get Tim Scholten's Success Coaching



Choose a Package



Create Your Success Roadmap



Use the Proven Focus5 Tools & Methods



Achieve Your Best Success

REGISTER TODAY

TESTIMONIALS

“I made such great progress coaching with Tim that my team and manager noticed the difference. He helped me improve the way I communicated with my team and peers to take my performance and my entire teams performance to the next level. I am forever grateful!”



**Jutta Reinold, Branch Manager
Delaware County Bank**

“Tim helped my team and I increase the sale of properties from just a few each year to selling over 200 properties at increased margins over the next 2 years. It saved our bank millions of dollars in annual maintenance of these properties. Thank for your help in getting our team focused on the right objectives and help us make the most of our problem loans. It made a real bottom line difference for our bank!”



**Mike Pultz, Vice President
Benchmark Bank**

“I hired Tim to help me start my mortgage origination business. I went from zero sales experience to the top performer in my company in less than 1 year. My sales have continued to increase from there. I couldn’t have done it without him. Hiring Tim as a coach was the best investment I could have made in my business.”



**Kevin Kelling, MLO
Choice One Bank**

COACHING OPTIONS

If you are ready to break out from those invisible barriers to your success that have been holding you back for years, it's time to add coaching to your plan. This is the simplest and fastest way to start getting what you want out of life! Here are two easy options to get started:

1. Start with a **FREE Consultation**. This is to make sure you feel we are the right fit for each other. Let's get to know each other and get moving! I am so sure of your potential I am willing to invest my time for FREE! If you are ready to experience your real potential, register for your **FREE Consultation** here: <http://visible-progress.com/free-consultation/>
2. Check out our paid coaching packages at <http://timscholten.com/coaching/> Don't stay STUCK like most people. They are simply missing out on the best of what life offers simply because they are trying to go it alone. Going it alone is the hardest possible method. Why struggle with the issues that your coach has already learned? With the right guide, you can break through those old barriers and soar to new heights. Together we can overcome old habits and blind spots that have kept you from your real potential. Let's get started today. It's your move! Choose a coaching plan that suits you. You won't regret it.



Your Roadmap to Extraordinary

how

You CAN achieve your dreams

