



30 Techniques to Transform your Life: A 4 Module E-Course

Why you should do this course.

I have put together an E-course with the same type of material that a 2-day workshop or 10 session coaching programme on “Transforming your life” would contain. This course teaches you 30 techniques to have greater success, happiness and inner peace in your life. In addition to presenting and explaining each technique, there are exercises for you to do to apply the technique in your life. At the end there is an outline of a plan for you to create for yourself for the next year. All of this material is yours to keep and use over and over again. A [certificate is available on completion of the course](#).

When you do this course you will learn to:

- *Overcome setbacks*
- *Stop being a victim*
- *Attract the circumstances you want*
- *Manage your emotions*
- *Be proactive and take responsibility for your life*
- *Understand some of the ways you self-sabotage yourself*
- *Live more in the present (the now)*
- *Change negative feelings into more positive ones*
- *Take charge of your life*
- *Be empowered*
- *Stop letting fear run your life*
- *Use techniques from peak performance psychology*
- *..... and more*

Almost all the methods can be grouped into the following categories:

- How to achieve your goals
- How to overcome your fears
- How to calm yourself in the storm
- How to change negative emotions to positive ones and just generally how to manage your emotions
- Use techniques such as visualisation, power questions, positive thinking
- How to deal with all manner of disturbing/upsetting people and situations
- How to remain focused
- How to be empowered and create the life you want
- How to attract the circumstances and people you want into your life

You can start the program at any time as it is already developed and has been completed by numerous people. You do it in your own time at your own pace. To do this course you only need access to email.

- The work you can do in your [own time anytime during the week](#), and should take between 2 - 3 hours to complete each one of the four modules.

Module 1: In module 1 we look at: How to stop being a victim; take charge of your life; control what you can and let go of what you cannot control; how to feel good; manifesting what you want in life; and turning challenges into opportunities.

Module 2: In module 2 we look at: Fear; understanding consequences of actions; preparation for achieving what you want; managing your thoughts; solving any problem; getting the outcome you want; and letting go of a past that no longer serves you.

Module 3: In module 3 we look at: How to be successful through service; learning to accept what is; gratitude and attitude; getting the inner right so the outer comes right; purposeful living; and honouring yourself.

Module 4: In module 4 we look at: Dealing with overwhelm; acting and not reacting; managing feelings; physical, mental and spiritual fitness; visualisation; and knowing yourself.

Contact: penny.holburn@live.co.za for more information or to book for the course. You can start the course at any time.

Below are 10 pages of extracts from the course to give you an idea as to whether you would like the course or not.

Extracts from the Course

Transform your life

Transform your life

30 Lessons for Success, Happiness and Inner Peace

Was last year not that great a year for you? Or perhaps you might be thinking a better way of putting it was that it sucked big time! Maybe it was not such a bad year and lots of things went well for you. Maybe it was just the worst year ever and sucked in every way. Perhaps you feel like you are just surviving and not thriving. Make this the year you learn how to take charge of your life and thrive. Thriving is what this course is all about. It pulls together information from a huge variety of sources, most of my 3 decades of working experience, and 5 decades of life experience, to give you some of the most important methods that people use to live a life in which they truly thrive.

Understand that you are not a helpless person. It can be easy to fall into a sense of helplessness and into victim mode. But you are not totally at the mercy of what happens to you. As a human being you have creative power. The happiest and most successful people realise this and take advantage of their creative power to build the lives they want. You do have the ability to create your life. Not everything is within your control, but a lot of things definitely are. So don't lie down and give up when in fact taking action is the best thing for you.

In this course you will learn some of the most important lessons successful and happy people know and use to make their lives fantastic. There is no reason why you cannot also be happy and successful living the life you want.

Lesson 1 - Take responsibility

In life there are three ways to respond to what happens to you.

1. Lay Blame
2. Justify
3. Take Responsibility

When we lay blame we complain and moan about what others have done. We absolve ourselves of what we may or may not have done, and hold someone else responsible for the horrible things we have experienced. If we don't get invited to a party we really want to attend we blame our friend for being a mean person and a bad friend for not inviting us. If we fail a test we blame the teacher for being a poor teacher. If we don't get the job we want we blame the interviewer for being biased and stupid. Our relationship breaks up and we blame everything on our ex. All the horrible things that happen to us are a result of other people. This is laying blame, and the problem with laying blame is we make ourselves victims. We make out we are passive, helpless people with no say in the matter. And the problem with making ourselves victims is we don't look at what we could have done to improve the situation and get what we would have liked. If I stop blaming the teachers for being poor teachers, then I have to think about what I could have done to study harder and pass. I have to take some responsibility and that means I give some power back to myself to bring about the results I want in my life.

Think of some situations in your life where you have blamed people for what has happened to you?

Then think of where you could have done some things differently to get a different outcome. Think of what you could have done differently/better and write them down below.

The second way we can behave is to justify. We justify why we have or have not done something. For example: My parents were poor and could not afford university so I can never get a university education. That is justifying. Many people have put themselves through university part time while working. Through justifying we find an excuse why we can or cannot do something. Once again we are making ourselves victims. Other examples of justifying: I had a bad childhood and can never be happy. I have had so many bad relationships I will never be happy in a relationship. I have been so ill all my life I will never get well.

Think of some situations in your life where you have justified taking or not taking particular actions.

Think of how you could have taken more responsibility in these situations.

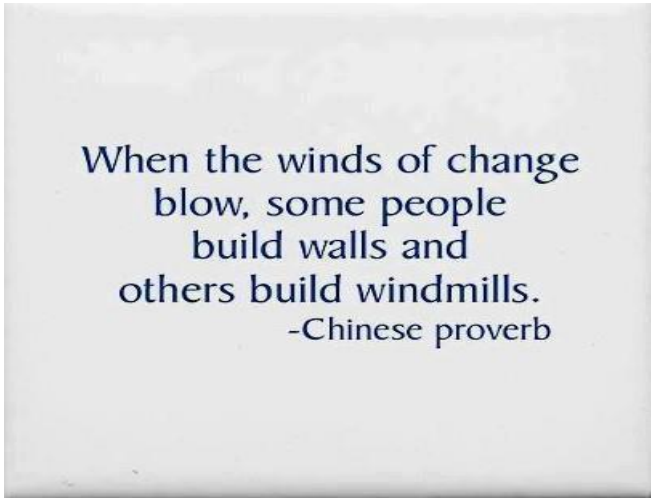
Taking responsibility means we look at our part in what has happened and think and reflect on how we could do things differently. Taking responsibility does not mean taking responsibility for bad things others have done. That is not helpful. All that is going to do is make you feel stuck. If someone has fired you unlawfully then taking responsibility means taking legal action to deal with the unfair dismissal. Or letting it go. It does not mean blaming yourself for what happened. If you had an abusive spouse taking responsibility does not mean blaming yourself for his/her actions. Taking responsibility means understanding what signals you missed, learning what to work on in yourself, learning to listen to your intuition, and understanding how you could do things differently to avoid the same thing happening again.

Write down some examples of where you have taken responsibility in your life

Write down current situations you face where you could take more responsibility

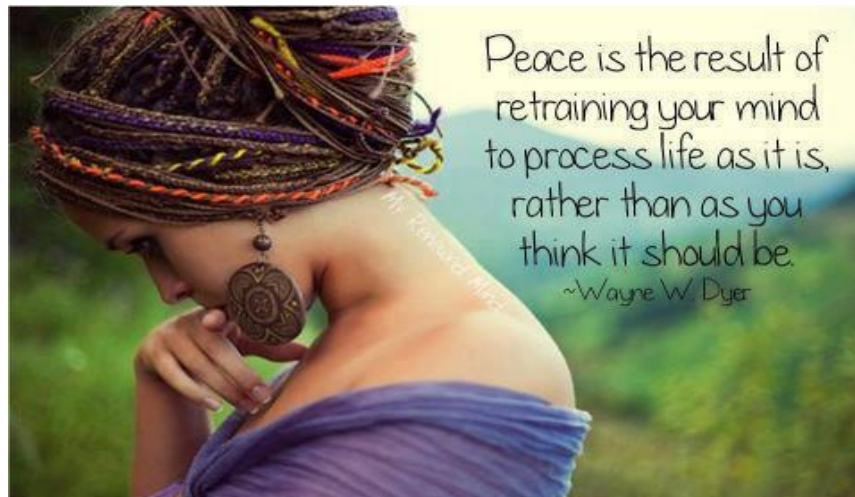
Consider how responsible you are in each of the following areas:

- Your health
- Your emotions
- Your choice of partners
- Your choice of friends
- Your financial well being
- Your work
- Your relationships
- Your way of treating people in general
- Your intellectual development
- Your character
- Your happiness



When the winds of change
blow, some people
build walls and
others build windmills.
-Chinese proverb

of happiness and ultimately success. Sometimes you have to take action, and sometimes you just have to let it go. Some things you can control and some you cannot. Learn the difference. When you are not in control learn to surrender. When you can take some action then take it. Even if your knees are shaking, take that action because it will serve to move you forward.



Situations we cannot control are often linked to the behaviour of others towards us. We cannot control the behaviour of others (although in some cases we can influence it). If people are cruel, they will be cruel. If your company is in serious financial straits and it is a huge corporate, the chances are you are not going to be able to control this unless you are on the board or in some other senior position. If a drunk driver slams into your car and causes extensive damage, you cannot control this. You cannot undo the damage. It is what it is. To fight what is, is not helpful. You just get yourself more worked up and upset. You increase your levels of stress and ultimately make yourself ill. You need to deal with what is. Accept what is out of your control. And then do whatever you can to make the most of the situation. Living successfully means knowing what you cannot control and letting it go, and knowing what you can control and dealing with it.

Write down some situations in which you have not been in control and you have just had to accept what happened (these can be things that happened to you as a child as well as an adult).

Write down some instances where you have been able to control situations, and write down what you did to take charge of the situation.



Lesson 3 - What you manifest depends on how you feel

How you feel is very important. Extremely important. How well your life goes depends on having good feelings. When you feel good, you manifest good things in your life. Things go well. When you feel bad – down, depressed, miserable – things go wrong. We attract according to how we feel.

Have you ever wondered why some people just seem to have so many things go their way? Have you ever wondered why things work out for some people? Have you ever wondered why some people just seem to have it all? They feel good. And so they manifest good in their lives.

And then look at people who don't have things go their way. When you are down and miserable, you seem to attract more in your life to be down and miserable about.

This principle is even found in many spiritual readings and scriptures. We are told to be joyful, loving, and happy – because when we are, we attract more to be joyful, loving and happy about. No matter what is going on in your life be in a happy, joyful, and loving state. You will attract more of it. You will attract good things into your life.

Now I know this is hard. And at times it can be very hard. But if you can learn to focus on being happy, joyful, hopeful, peaceful and blessed you can turn things around in your life. One way of doing this is to remind yourself of when things were going well. Focus on what is going well in your life rather than what is going wrong. Look at things to be grateful for. This is why being grateful each day makes a difference. It gets your focus off being miserable to being thankful and happy and joyful.

What is going on in your life depends on how you feel. You need to manage how you feel. Be in a state of love, peace, joy and abundance. Whatever you want to have in your life – love, happiness, joy, peace - feel as if you already have it. Positive powerful emotions attract more positive powerful emotions and experiences.

When you feel needy you just create more to feel needy about. When you focus on lack, you attract more lack into your life. You have already experienced this in your life. When you have a great job, you get lots of offers. When you are needy and desperate, you don't get any. When you have a wonderful partner, lots of other potential partners are interested in you. When you are desperate for a partner, no one is interested. Feel as if you already have everything you want. Feel good. Feel joyful. Feel loved. Feel safe. Feel at peace. And sometimes, as they say, you have to fake it to make it.

Write down some ways in which you can feel good about yourself every day. (For instance, first thing in the morning I am going to focus on what is going right in my life. Or, I am going to think about all the people I love and who love me before going to sleep at night.)

Some people use what are called “power questions” to get themselves into the right frame of mind in the morning. They ask themselves power questions such as: “Who loves me?” “Who do I love?” “What is great about my life?” “How can I make today a great day?” “What can I do today to feel happy?” “How can I show others love today?” “What am I grateful for?” etc.

Write down some power questions you could ask yourself each morning.
