

# **EFFICIENCY**

In this seminar on EFFICIENCY we will suggest 39 steps that will help you manage your time.  
Overview of Each Secret To The Making of a King: You Can Rise Above Your Circumstances  
**Efficiency**

- 1 Get Your Values Straight**
- 2 Develop Character, Not Ego**
- 3 Overcoming Fear**
- 4 Assess Your Situation**
- 5 Be Willing To Ask For and Receive Help**

## **Efficiency**

- 6. Be Willing To Take a Risk**
- 7. Declare Yourself: Make Yourself Known**
- 8. Develop a Sense of Self-Worth**
- 9. Dare To Believe the Unbelievable**
- 10. Utilize the Power of Imagination**
- 11. Look for Signs of Success, Not Failure**
- 12. Let the Past Be the Past**

## **Efficiency**

- 13 Exhaust Every Possibility**
- 14 See No Situation as Hopeless**
- 15 Find a Need and Fill It**
- 16 Meet the Needs of Others**
- 17 See Yourself as You Will Be**
- 18 Don't Refuse To Start Up Just  
Because You Don't Yet Measure Up**

## **Efficiency**

- 19 Don't Quit Because You Are Not Measuring Up**
- 20 Ride Above the Waters of the Commonplace**
- 21 Make Sure Those You "Flock" With  
Have the Right "Feathers"**
- 22 Ignore Detractors, Losers, and Critics**
- 23 Broaden Your World Through Knowledge and Experience**

### **Efficiency**

- 24 Understand Responsibilities as Well as Privileges**
- 25 Stand on Your Own Feet Whenever Possible**
- 26 Clear Out Debris and Excess Baggage**
- 27 Respect Time and Learn Timing**
- 28 View Problems as Opportunities and Springboards**
- 29 Move From Animal Reactions to Human Thinking**
- 30 Develop a Sense of Trust**

### **Efficiency**

- 31 Self-Confidence Is Not Self-Dependence**
- 32 You Must Conquer or Be Conquered**
- 33 Right Attitudes + Right Facts= Success**
- 34 Adopt the Boy Scout Motto: Be Prepared**
- 35 Handle Things in the Right Way**
- 36 Execute the Program**
- 37 Do What You Know To Do**

### **Efficiency**

- 38 Expect Results in Proportion to Effort**
- 39 Preparation, Expectation, and Work Makes a "King"**

**Number 1: Get Your Values Straight**