Inspiration and instruction from some of the greatest thinkers of all time reveal the secrets to having a lifetime of personal and professional success.

Many of the teachings presented in this book have enabled countless people to reach their highest aspirations...and they will do the same for you.

This book is a perfect balance of instruction, inspiration, and humor. A must read for anyone with dreams of success.
The
Secret
of
Your
SUCCESS

A Treasury
of
Quotations, Proverbs, and Insights

Written and Compiled by

John W. Bippus
John Bippus

John is a professional asset advisor and the CEO of a multi-faceted Michigan based service firm. He has friends (clients, customers, and business affiliations) throughout the United States of America. John and his team are dedicated to the people they work with and are committed to helping them succeed. For John personal relationships are among the greatest rewards.

_I wish for you a life of prosperity, health, fulfilling relationships and happiness. A life filled with promise; where you believe in your ability to dream, achieve and share._

John Bippus
About the Author

I stood in front of the sixth grade class. It was career day.
“I’m a Salesman,” I said.

“What do you sell?” asked a girl with purple braces.

“I sell the services of my firm.”

“When you were growing up did you want to be a salesman?” asked another girl.

“Yes,” I said and thought back to my childhood in Fort Wayne, Indiana. “Ever since I was seven years old I knew I would have my own business and be a salesman. I used to pretend I had my own business using a closet for an office and a foot stool my dad made for a desk. Our neighbor was a salesman and he gave me some of his brochures.”

“What was your first job?” she asked.

“I picked blackberries in the woods across the street from our house and sold them door to door in the neighborhood.”

“What was the easiest thing you ever sold?” a boy in a blue and gold U of M shirt asked.

“When I was twelve my dad and mom opened a service station. People drove up to the pump; I asked them if they wanted regular or premium and if I could fill their tank.”
I washed their car windows, checked the oil, and put air in the tires. If they needed wiper blades, oil, or new tires I told the customer and then my dad would come out and help them.” Life was pretty simple back then, I thought to myself.

“Do you talk people into buying things, can you sell ice cubes to Eskimos?” a boy with curly red hair and freckles asked.

I laughed. “Of course; where do you think Eskimo Pie comes from?” But I had to add, “Just kidding.”

I continued, “Successful sales people sell products and services to people who want what the salesperson is selling. They ask the customer as many questions as they need to in order to find out if what they are offering is what the customer needs.”
“What if you don’t have what they need?” a boy in the back blurted out.

“Then you refer them to someone new who can help them,” I said.

“Why not just sell them what you want them to buy?” he asked. The student next to him chimed in, “Won’t you go broke if people don’t buy from you?”

Ah, this was a lesson I’d been fortunate enough to learn early on. “People do business,” I said, “with people they like, trust and who ask them for their business. How long do you think people will trust you or like you if you talk them into something that’s not right for them?”

“That sounds too easy,” said a girl with red and green glasses. “There has to be more to it than that.”

“You’re right, there is. Once you earn the trust of a customer you treat them so well that they stay with you for life and they send their friends to you.” It was just that simple.
“Do you have a lot of customers?” asked the girl.

“Today I have many clients and customers, friends really. My role is one of: advisor, counselor, mentor, and trusted friend. My staff and I work very closely with our clients to ensure their success.”

The teacher looked my way. “We have to wrap this up, so just one more question,” she told the class.

The boy with the red hair raised his hand and I nodded to him. “Would you recommend your job to other people?”

I thought a moment. “If you like working with people and meeting their needs, I most certainly would.”
What people are saying about John Bippus

Our firm has worked closely with Mr. Bippus for many years. We have been very satisfied with the work he has done for us. He has earned our trust and has conducted his business in an ethical and professional manner. We especially appreciate his sensitivity to the needs of our clients. I would not hesitate to recommend Mr. Bippus.

Ron Lantz, Professional Fiduciary Services

If you want to work with a professional who will truly respect your best interest, call John Bippus. He works with you, as if you were in a partnership. I like having his expertise on my side. John’s services are easy to use, cost effective, and produce great results.

Pat Klingerman, Area Manager, Walters Dimmick Petroleum

I give John high marks on courtesy, professionalism, responsiveness and results. When the need arises I will recommend his firm to friends and colleagues.

Eric Schertzing, Ingham County Treasurer
Thank you for all you did … It was a pleasure to deal with you because of your caring attitude. You were more of a friend than a business acquaintance.

Marlene Hotovy

John, thank you for all your hard work and assistance on past and future real estate projects. You and your staff are always professional, courteous, and responsive to our needs. Whenever a need arises I recommend your firm to business associates, family, and friends.

Jamie Clark, President, Central Manufacturing Services

John and the Bipppus family are very well respected in business and in the community in the Three Rivers area. Engage his services and John will work very hard to produce positive results for you.

Michigan State Representative Matt Lori

As a part of my job we occasionally have properties to sell and I never dread it as I know John will take care of all things needed to proceed with such a task. Everything done and nothing left for me to finish. I love it! I have in the past and will continue to recommend his services to anyone in need. It is truly a pleasure doing business with John and his staff.

Jacque Smith, Guardianship & Alternatives Inc.
I can recommend John Bippus and his staff without hesitation. We have worked successfully with him for several years and have always been pleased with his honesty and integrity in conducting our auction sales, as well as his knowledge and experience in real estate markets. John has the unique ability to relate to a wide variety of people and personalities and in doing so is able to achieve the results we seek. We count on John!

Holly Moon, Newaygo County Treasurer

Working with John and his company has always been an enjoyable experience. John is sensitive to my needs, thoughtful and dependable. He does what he says he is going to do. I rate him a “10” in all the areas that count: professionalism, courtesy, responsiveness and results.

Patricia Porter-Dipka, Citizens Bank

Our interaction with John Bippus has been and continues to be more on a friend level than on a business level, although we did purchase a piece of property through John’s efforts as a realtor. From both of these perspectives, we find John to be caring, concerned, giving, ethical, and above all else willing to go above and beyond what is expected to make both friendship and business dealings a positive experience for all of those involved.

Doug & Lola Gross
John Bippus handled a very difficult situation in a very professional manner. I appreciate his help and will work with him again.

Ivan Johnson, National City Bank

We were very impressed with you and your team. We highly recommend your services. You gave us regular updates, did what you said you would do when you said you would do it. I rate your services 9.8 out of 10.

Tom Kinney, Independent Bank

I find I do not have to worry about any of the details when John and his team are involved. I give them very high marks on professionalism, courtesy, and responsiveness.

Joy Ebig, Guardianship Services of Saginaw County

In 18 years I found working with John Bippus and his team to be one of the top firms. I rate their service very highly, and I would recommend their service to anyone who had a need.

Carrie Dickerson, SVP, Citizens Bank

John, you took such a load off of me, Thank you again for the fine job...

Helen Harvey
Our agency would not hesitate to recommend Mr. Bippus. We have been very satisfied with the work he has done. John has earned our trust and has conducted his business in an ethical and professional manner. We have been especially appreciative of his sensitivity to the needs of our clients, who are usually in situations less than ideal.

Florence Ann Kozak, Guardian Inc.

John, you did exactly what you said you would, when you said you would do it. I have in the past and will continue to recommend you.

Thomas J. Fournier, PhD, CSW

Joan and I would like to congratulate you on the fine effort that you and your team provided. Your professionalism and positive attitude offer one the feeling of confidence and assurance that his interests are in capable hands.

Bernie and Joan King, Developers, Cote St. Luc, Quebec

In all of my associations with John Bippus and his team I was treated with great courtesy. I always felt they were acting in my best interest and they were extremely patient with some very difficult circumstances I presented to them. I recommend the services of John Bippus without hesitation.

Lorraine Titus
We are thinking of you and thanking you, your thoughtfulness meant a lot to us.

Mr. & Mrs. R. W. Decker

John and his staff delivered on everything they said. I tell everyone I know what a good job they did for me.

Doug Clemence

You made me a believer. John, your knowledge, hard work and enthusiasm gave me complete trust in you. Your work ended in my complete satisfaction both in price and service.

Phyllis Koch
Dedication

To my grandson, Logan James Bippus, born August 26, 2009.

Dear Logan,

I have been looking forward to your arrival since long before your father was born.

This book is dedicated to you.

You and I already have something in common. We both have great dads who married well giving us both great mothers.

I am as proud of your dad as I know he will be of you. Listen and learn from him. He is a fine young man.

Be inspired to aspire to be a good person, live a good life and help others do the same. That is my wish for you.

I Love you,

Grandpa
Special Acknowledgment

To Sharon Bippus, for being my sounding board, for patient guidance, and a special thank you for editing the book.

To Brian Tracy, America’s Leading Business Authority on Success and Jim Rohn, America’s Foremost Business Philosopher. All of their respective material presented in this book is copyrighted and used with permission.

A very special thank you to my friends and family who also contributed to this book:

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Introduction

I am careful not to confuse excellence with perfection. Excellence I can reach for, perfection is God’s business.

Michael J. Fox

Use the good thoughts of wise people.

Leo Tolstoy

I trust you will find this book insightful, entertaining, and useful. This treasury of quotations, proverbs, and insights is intended to inspire, teach, and motivate you to: Reach for life’s most fulfilling achievements, realize your own potential, and to appreciate all that life has to offer. These pages contain the secrets that will serve you well as you build a successful life. The power is within you, use it.

John Bippus

P.S. Life is supposed to be fun, too.

This book is intended to be studied, to be a handy reference and a primer for additional study. The key word is studied. Use a pen and a highlighter, dog-ear pages, and use post-it notes.
Change Your World

You cannot change the world, but you can present the world with one improved person, yourself. You can go to work on yourself to make yourself into the kind of person you admire and respect. You can become a role model and set a standard for others. You can control and discipline yourself to resist acting or speaking in a negative way toward anyone for any reason. You can insist upon always doing things the loving way rather than the hurtful way. By doing these things each day, you can continue on your journey toward becoming an exceptional human being.

Brian Tracy
Personal Success

Personal success is laughter, peace of mind, and a sense of well being. It is creative freedom, relationships, enthusiasm, and health. Personal success is the expansion of wealth and abundance in service to others. It is in owning a dog or two. It is living your life with intention and making a difference in the world.

My view of personal success incorporates qualities that not only will enhance you as a person, but also help you to build successful personal, business, and professional relationships.

John Bippus
Success

The greatest reward you get in life is not measured in money or things, but in the knowledge that someone has benefited by his or her interaction with you.

Doug Gross
The Secret of Your Success

And you will succeed. Yes indeed, yes indeed! Ninety-eight and three quarters percent guaranteed!

Dr. Seuss

There is only one success -- to be able to spend your life in your own way.

Christopher Morley

Successful people are ordinary people with determination.

John Bippus

Try not to become a success, but rather try to become a man of value.

Albert Einstein
Success

To be really successful, you need to have a couple of these qualities: maverick, juvenile delinquent, or non-conformist.

Frederick Meijer

Success is a state of mind. If you want success, start thinking of yourself as a success.

Dr. Joyce Brothers

If you want to be successful, it’s just this simple. Know what you are doing. Love what you are doing. And believe in what you are doing.

Will Rodgers

For true success ask yourself these four questions: Why? Why not? Why not me? Why not now?

James Allen

It is better to light one small candle that to curse the darkness.

Confucius
In the end, you’re measured not by how much you undertake but by how much you finally accomplish.

Donald Trump

My list of ingredients for success is divided into four basic groups: Inward, Outward, Upward, and Onward.

David Thomas

Success is a journey, not a destination.

Ben Sweetland

If you’re looking for high returns invest in yourself.

John Bippus

Self-assurance is two-thirds of success.

Gaelic Proverb
Success

I believe that being successful means having a balance of success stories across the many areas of your life. You can't truly be considered successful in your business life if your home life is in shambles.

Zig Ziglar

The elevator to success is out of order. You’ll have to use the stairs...one step at a time.

Joe Girard

Success often comes to those who can see way down the road.

Laing Burns, Jr.

God gives every bird a worm, but he does not throw it in the nest.

Swedish Proverb

So far the only successful substitute for brains is silence.

Anonymous
**The Secret of Your Success**

The foundation stones for a balanced success are honesty, character, integrity, faith, love and loyalty.

Zig Ziglar

Truth, self control, asceticism, generosity, non-injury, constancy in virtue – these are the means of success, not case or family.

Mahabharata

A successful man is one who can lay a firm foundation with the bricks others have thrown at him.

David Brinkley

Success is not so much what we have as it is what we are.

Jim Rohn

Always bear in mind that your own resolution to succeed is more important than any other.

Abraham Lincoln
Success

Three killers of success are impatience, greed and thinking you can get something for nothing.

John Bippus

Don't aim for success if you want it; just do what you love and believe in, and it will come naturally.

David Frost

Formula for success: rise early, work hard, strike oil.

J. Paul Getty

Success is getting what you want. Happiness is wanting what you get.

Dale Carnegie

Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome.

Booker T. Washington
The Secret of Your Success

Successful people do not mistake intention for accomplishments.

John Bippus

The road to success is dotted with many tempting parking spaces.

Unknown

Take Time:
Take time to think-
It is the source of all power.
Take time to read-
It is the fountain of wisdom.

Take time to play-
It is the source of perpetual youth.
Take time to be quiet-
It is the opportunity to seek God.

Take time to be aware-
It is the opportunity to help others.
Take time to love and be loved-
It is God’s greatest gift.
Success

Take time to laugh-
It is the music of the soul.
Take time to be friendly-
It is the road to happiness.

Take time to dream-
It is what the future is made of.
Take time to pray-
It is the greatest power on earth.

Take time to give-
It is too short a day to be selfish.
Take time to work-
It is the price of success.
There is a time for everything.

Ecclesiastes 3:1-8
Belief

We must believe we can succeed or by definition we have already failed.

Jon M. Huntsman
The Secret of Your Success

Thought is the original source of all wealth, all success, all material gain, all great discoveries and inventions, and of all achievement.

Claude M. Bristol

Contributed by Linda Staples

Belief in yourself is like rocket fuel, once ignited it blasts you off the launching pad.

John Bippus

Everything counts.

Walt Driggers
Belief

Achievement is largely the product of steadily raising one’s levels of aspiration and expectation.

Jack Nicklaus

Your mental attitude is something you can control outright and you must use discipline until you create a positive mental attitude – your mental attitude attracts to you everything that makes you what you are.

Napoleon Hill

You become what you think about.

Earl Nightingale

He who believes the past cannot be changed has yet to write his memoirs.

Torvald Gahlin

In order to succeed we must first believe that we can.

Michael Korda
The Secret of Your Success

You’ve got to believe in yourself and believe that you have something to offer this world that nobody else has.

Joel Osteen

I intend to live forever, or die trying.

Groucho Marx

There’s none so blind as those who won’t see.

English Proverb

What you think about expands: What you think about is everything.

John Bippus

Order is the first law of the universe.

Unknown
Belief

If I believe I cannot do something, it makes me incapable of doing it. But when I believe I can, then I acquire the ability to do it even if I didn’t have it in the beginning.

Mahatma Gandhi

As a man thinketh in his heart, so is he.

Proverbs 23:7

You are your deep, driving desire.

As your desire is, so is your will.

As your will is, so is your deed.

As your deed is, so is your destiny.

Brihadaranyaka Upanishad IV.4.5
The Secret of Your Success

You are what you think. You are what you go for. You are what you do!

Bob Richards

Whether you think you can or think you can’t -- you are right.

Henry Ford

Change your thoughts and you change the world.

Harold R. McAlindon

There are two kinds of talent, man-made talent and God-given talent. With man-made talent, you have to work very hard. With God given talent, you just touch it up once in a while.

Pearl Bailey

Work joyfully and peacefully, knowing that right thoughts and right efforts will inevitably bring about right results.

James Allen
Belief

You get what you’re supposed to get.
Laura Bell Bundy

Contributed by Patricia Potter-Dipka

A person is able to see only what he is prepared to see.

*Ralph Waldo Emerson*

I’ve always thought this quote speaks to the need to be open-minded and receptive to new ideas and new thinking; in other words, you must be welcoming of new and different ideas in order to be prepared to recognize their value.

Contributed by David Warren

The quality of your thinking has a direct influence on your decisions. Your decisions guide your actions and your actions produce your results.

John Bippus
The Secret of Your Success

You and I are essentially infinite choice-makers. In every moment of our existence, we are in that field of all possibilities where we have access to an infinity of choices.

Deepak Chopra

All that we are is the result of what we have thought. The mind is everything. What we think we become.

Buddha

Our lives are not determined by what happens to us, but by how we react to what happens; not by what life brings to us, but by the attitude we bring to life. A positive attitude causes a chain reaction of positive thoughts, events, and outcomes. It is a catalyst... a spark that creates extraordinary results.

Unknown

You must be willing to give up what you have become to become what you desire to be.

John Bippus
Belief

As long as you’re going to think, think big.

Donald Trump

Keep your mind off the things you don’t want by keeping it on the things you do want.

W. Clement Stone

A great many people think they are thinking when they are merely rearranging their prejudices.

William James

Contributed by Walt Driggers

They can because they think they can.

Virgil
The Secret of Your Success

We can do only what we think we can do. We can be only what we think we can be. We can have only what we think we can have. What we do, what we are, what we have, all depend upon what we think.

Robert Collier

You have to believe it's possible and believe in yourself. Because after you've decided what you want, you have to believe it's possible, and possible for you, not just for other people. Then you need to seek out models, mentors, and coaches.

Jack Canfield

I have never seen a monument erected to a pessimist.

Paul Harvey

If you believe that some day it's going to happen, some day it probably will happen. You just have to make sure you're there when it's happening, and ideally you're at the front of the parade, and the principle beneficiary of when it happens, but it's not a kind of thing where you just sort of sit back and wait.

Steve Case
Belief

To accomplish great things we must not only act, but also dream; not only plan, but also believe.

Anatole France

It’s not who you are that hold you back, it’s who you think you’re not.

Unknown
Imagination

A rock pile ceases to be a rock pile the moment a single man contemplates it, bearing within him the image of a cathedral.

Antoine de Saint-Exupery
The Secret of Your Success

Dream lofty dreams, and as you dream, so shall you become. Your vision is the promise of what you shall at last unveil.

John Ruskin

Life begins at birth; the rest is up to our imagination.

Infoism

Use the power of your imagination to visualize the possibilities and plan outcomes. The best solution to a problem is almost always the most creative one.

Unknown

Knowledge is limited. Imagination encircles the whole world.

Albert Einstein

The best way to predict your future is to create it.

Stephen R. Covey
Imagination

Don’t be afraid to innovate; be different: following the herd is a sure way to mediocrity.

Investor’s Business Daily

Vision is the art of seeing things invisible.

Jonathan Swift

The voyage of discovery is not in seeing new landscapes but in having new eyes.

Kenneth Cole

The future belongs to those who believe in the beauty of their dreams.

Eleanor Roosevelt

Your imagination enables you to preview your future.

John Bippus
Live in your imagination, not in your history.

Stephen Covey

Without leaps of imagination or dreaming, we lose the excitement of possibilities. Dreaming after all is a form of planning.

Gloria Steinem

Imagination is more important than knowledge. For while knowledge defines all we currently know and understand, imagination points to all we might yet discover and create.

Albert Einstein

Cherish your visions and your dreams as they are the children of your soul; the blue prints of your ultimate achievements.

Napoleon Hill
Imagination

Dream lofty dreams, and as you dream, so you shall become. Your vision is the promise of what you shall one day be; your ideal is the prophecy of what you shall at last unveil.

James Allen

Imagination is as a skill, learn to use it.

John Bippus

You see things; and say, Why? But I dream things that never were; and I say, Why not?

George Bernard Shaw

People who soar are those who refuse to sit back, sigh, and wish things would change. They neither complain of their lot nor passively dream of some distant ship coming in. Rather, they visualize in their minds that they are not quitters; they will not allow life’s circumstances to push them down and hold them under.

Charles Swindoll
The Secret of Your Success

By believing passionately in something that does not yet exist, we create it.

Nikos Kazantzakis

Imagination is the highest kite one can fly.

Lauren Bacall

Without this playing with fantasy no creative work has ever yet come to birth. The debt we owe to the play of imagination is incalculable.

Carl Jung

I like nonsense, it wakes up the brain cells. Fantasy is a necessary ingredient in living, it’s a way of looking at life through the wrong end of a telescope. Which is what I do, and that enables you to laugh at life’s realities.

Dr. Seuss

Our aspirations are our possibilities.

Robert Browning
Imagination

Let your imagination release your imprisoned possibilities.

Robert H. Schuller

To fly as fast as a thought, to anywhere that is. He said you must begin by knowing that you have already arrived.

Richard Bach

All men who have achieved great things have been great dreamers.

Orison Swett Marden

Everything that is new or uncommon raises a pleasure in the imagination, because it fills the soul with an agreeable surprise, gratifies its curiosity, and gives it an idea of which it was not before possessed.

Joseph Addison

I believe in the imagination. What I cannot see is infinitely more important than what I can see.

Duane Michals
The Secret of Your Success

I paint objects as I think them, not as I see them.

Pablo Picasso

I saw the angel in the marble and carved until I set him free.

Michelangelo

It's not what you look at that matters, it's what you see.

Henry David Thoreau

The man who has no imagination has no wings.

Muhammad Ali

Those who dream by day are cognizant of many things that escape those who dream only at night.

Edgar Allan Poe
Goals

If you want to be happy, set a goal that commands your thoughts, liberates your energy and inspires your hopes.

Andrew Carnegie
Choose your destiny; commit your goals to paper and create an action plan to achieve them.

John Bippus

A man can succeed at almost anything for which he has unlimited enthusiasm.

Charles M. Schwab

What kind of person will I need to become to get all I want?

Jim Rohn

You have to have a plan. Without goals and a plan in place, you won’t end up in the right place.

Joel Osteen
Goals

If you learn to appreciate more of what you already have, you will find yourself having more to appreciate.

Michael Angier

Anyone who says they work just for the money has given up the hope that anything more is possible.

Peter Block

Formal education will make you a living; self-education will make you a fortune.

Jim Rohn

Lifelong learning prepares you for lifelong success.

John Bippus
The time will come when winter will ask us: What were you doing all the summer?

Bohemian Proverb

The reason most goals are not achieved is that we spend our time doing second things first.

Robert J. McKain

You can’t reach a goal you don’t have.

John Bippus

We all need lots of powerful long range goals to help us past the short term obstacles.

Jim Rohn
Goals

The first step towards getting somewhere is to decide you’re not going to stay where you are.

John Pierpont Morgan

If one does not know to which port he is sailing, no wind is favorable.

Seneca

People with goals succeed because they know where they are going.

Earl Nightingale

Attention fuels intention. Intention drives outcomes.

John Bippus
The Secret of Your Success

We are what we repeatedly do. Excellence then is not an act, but a habit.

Aristotle

Learn how to be happy with what you have while you pursue all that you want.

Jim Rohn

The world has the habit of making room for the man whose words and actions show that he knows where he is going.

Napoleon Hill

Your actions reveal your thoughts.

John Bippus

Unless you try to do something beyond what you have already mastered, you will never grow.

Ralph Waldo Emerson
Goals

We must be careful not to let our current appetites steal away any chance we might have for a future feast.

Jim Rohn

Here is a test to find whether your mission on earth is finished: If you’re still alive, it isn’t.

Richard Bach

Without some goals and some effort to reach them, no man can live.

John Dewey
The Secret of Your Success

The greatest danger for most is not that our aim is too high and we miss it, but that it is too low and we reach it.

Michelangelo

Successful people can tell you where they are going, what they plan to do along the way, and who they will be sharing the journey with.

Unknown

If you don’t know where you are going, you can never get lost.

Herb Cohen

Every survival kit should include a sense of humor.

Unknown

Better to eat bread in peace than cake amidst turmoil.

Slovakian Proverb
Action

If you wait for everything to be perfect before taking action -- you will never get there.

Jim Sobeske
The Secret of Your Success

A peasant would have to stand on a hillside for a long time with his mouth open before a roast duck would fly into it.

Chinese Proverb
Contributed by David Warren

Nothing worthwhile comes easily. Half effort does not produce half results. It produces no results. Continuous hard work is the only way to accomplish results that last.

Pat Klingerman

Even if you’re on the right track, you’ll get run over if you just sit there.

Will Rodgers

The beginning is half of every action.

Greek Proverb
The difference between having a real vision for your life and wishful thinking is what you do day to day.

John Bippus

No regrets.

Take every opportunity and push it to the end. Live with no regrets.

Ann Rosenbaum

Think like a man of action, act like a man of thought.

Henri Bergson
The Secret of Your Success

Think “how” not “if”.

John Bippus

We think in generalities, but we live in detail.

Alfred North Whitehead

TAKE ACTION! It is easier to think than to do.

Jim Rohn

By failing to prepare you are preparing to fail.

Benjamin Franklin

The day on which one starts out is not the time to start one’s preparation.

African Proverb

Luck is what happens when preparation meets opportunity.

Oprah Winfrey
Action

If people are suffering, then they must look within themselves... Happiness is not something readymade Buddha can give you. It comes from your own actions.

The Dalai Lama

Skill to do comes of doing.

Ralph Waldo Emerson

Nothing is particularly hard if you divide it into small jobs.

Henry Ford

The time is always right to do what is right.

Martin Luther King, Jr.

Knowledge is essential, but action is imperative.

John Bippus
The Secret of Your Success

Don’t let the things you cannot do get in the way of the things you can do.

John Wooden

Start where you are, break down the goal to manageable action items, and do them – start now.

John Bippus

Things that matter most should never be at the mercy of things that matter least.

Johann Wolfgang von Goethe

Make the most of it. Every moment of each day counts.
   Our best recourse is to live life with intensity and exhilaration – in thought, experience, action, and deed.

Paul Kurtz
He who would climb the ladder must begin at the bottom.

English Proverb

The man who is born with a talent which he is meant to use finds his greatest happiness in using it.

Johann Wolfgang von Goethe

The greatest thing in this world is not so much where we are, but in which direction we’re moving.

Oliver Wendell Holmes

If you are never scared or embarrassed or hurt, it means you never take chances.

Julia Soul
The Secret of Your Success

Everything should be made as simple as possible, but not simpler.

Albert Einstein

All great things are done for their own sake.

Robert Frost

Not merely what we do, but what we try to do and why, are the true interpreters of what we are.

C. H. Woodward

Begin somewhere; you cannot build a reputation on what you intend to do.

Liz Smith
Action

If I miss one day’s piano practice, I notice it. If I miss two days, the critics notice it. If I miss three days, the audience notices it.

Ignacy Paderewski

I studied the lives of great men and famous women, and I found that the men and women who got to the top were those who did the jobs they had in hand, with everything they had of energy and enthusiasm.

Harry S. Truman

The richest soil, if uncultivated, produces the rankest weeds.

Plutarch
I find that the harder I work the more luck I seem to have.

Thomas Jefferson

Things you’ve never achieved before can only be achieved by doing things you’ve never done before.

John Bippus

Besides the noble art of getting things done, there is the noble art of leaving things undone. The wisdom of life consists in the elimination of nonessentials.

Lin Yu Tang
To keep a lamp burning we have to keep putting oil in it.

Mother Teresa

The key is not to prioritize what’s on your schedule, but to schedule your priorities.

Stephen R. Covey

The crime which bankrupts man and nations is that of turning aside from one’s main purpose to serve a job here and there.

Ralph Waldo Emerson

What may be done at any time will be done at no time.

Scottish Proverb
Don’t put off until tomorrow what may be done today.

English Proverb

The immature mind hops from one thing to another, the mature mind seeks to follow through.

Harry A. Overstreet

Successful people form the habit of doing what failures don’t like to do. They like the results they get by doing what they don’t necessarily enjoy.

Earl Nightingale

You may have the loftiest goals, the highest ideals, the noblest dreams, but remember this, nothing works unless you do.

Nido Qubein
Honesty & Integrity

I believe that one's integrity is their most valuable asset.

John Dimmick
*The Secret of Your Success*

Integrity is not a shield against injustice; it is assurance against self defeat.

L. Ron Zubriski

Integrity is the most valuable and respected quality of leadership. Always keep your word.

Brian Tracy

A clear conscience is a soft pillow.

German Proverb

Keep your promises. Be honest and dependable. Honesty is still the best policy.

John Bippus

Honesty in the workplace can’t be regulated. It has to be encouraged by leaders who themselves are honest and willing to admit their failures.

Carol Hymowitz
Honesty & Integrity

Know your truth, speak your truth, live your truth.

Eileen Hannegan

Half right is all wrong.

Sanford Alderfer

Integrity makes the road to success much easier.

Unknown

Contributed by Sandy Alderfer

Keep secrets, maintain confidences.

John Bippus

It does not require many words to speak the truth.

Chief Joseph Seattle
The Secret of Your Success

It is by the real that we exist, it is by the ideal that we live.

Victor Hugo

As I grow older, I pay less attention to what men say. I just watch what they do.

Andrew Carnegie

In my opinion, you’re always a better person when you admit you made a mistake. Most good people will almost always forgive you and have a greater respect for you for coming clean.

Charles L. Orenstein

Honesty is not something you do, honesty is who you are.

Dr. Dale Bronner

I may be old fashioned but I believe that your word and a handshake seal the deal.

John Bippus
Honesty & Integrity

Honesty is the first chapter in the book of wisdom.

Thomas Jefferson

Rather fail with honor than succeed by fraud.

Sophocles

Confidence on the outside begins by living with integrity on the inside.

Brian Tracy

Trust is the glue that holds everything together. Be a leader who can be trusted.

Unknown

I have found that being honest is the best technique I can use. Right up front, tell people what you’re trying to accomplish and what you’re willing to sacrifice to accomplish it.

Lee Iacocca
The secret of life is honesty and fair dealing . . . If you can fake that, you’ve got it made.

Groucho Marx

Love all, trust a few, do wrong to none.

William Shakespeare

Wisdom is knowing what to do next; virtue is doing it.

David Star Jordan

If you have integrity, nothing else matters. If you don’t have integrity, nothing else matters.

Alan Simpson

Those who flee temptation often leave a forwarding address.

Lane Olinghouse
Honesty & Integrity

The strength of a nation derives from the integrity of the home.

Confucius

Have the courage to say no. Have the courage to face the truth. Do the right thing because it is right. These are the magic keys to living your life with integrity.

W. Clement Stone

Honor your commitments with integrity.

Les Brown

Real integrity is doing the right thing, knowing that nobody's going to know whether you did it or not.

Oprah Winfrey
Courage

Only your mind can produce fear.

A Course In Miracles
Successful people have the courage to take action in spite of what others might think.

John Bippus

One man with courage is a majority.

Thomas Jefferson

Contributed by Georgia Callis

It’s easier to beg forgiveness than ask permission.

American Proverb

Contributed by Joy Ebig

To map out a course of action and follow it to an end requires courage.

Ralph Waldo Emerson
Courage

A good sense of humor is essential to deal with the world’s reality.

Anonymous

Courage is a power within that inspires us to push on in the face of fear and difficulty. It is a quiet voice within that can make what seems impossible, possible.

Unknown

Have the courage to rise above your circumstances.

Sharon Bippus

Who errs and mends, to God himself commends.

Spanish Proverb
The Secret of Your Success

The Wright Brothers flew right through the smoke screen of impossibility.

Charles Franklin Kettering

We must constantly build dikes of courage to hold back the flood of fear.

Martin Luther King, Jr.

Courage is the result of caring more than others think is wise, risking more than others think is safe, dreaming more than others think is practical, and expecting more than others think is possible.

Unknown
If we listened to our intellect, we’d never have a love affair. We’d never have a friendship. We’d never go into business, because we’d be cynical. Well, that’s nonsense. You’ve got to jump off cliffs all the time and build your wings on the way down.

Ray Bradbury

Most people who succeed in the face of seemingly impossible conditions are people who simply don’t know how to quit.

Robert Schuller

You shouldn’t live in fear of stepping into something soft. We used to follow cows. When it was warm, it wasn’t so bad.

Frederick Meijer
The Secret of Your Success

He who has a ‘why’ to live for can bear with almost any ‘how.’

Friedrich Nietzsche

Winners have the desire to win and develop the ability and capability to compete.

John Bippus

Fortune favors the brave.

Virgil 70-19 B.C.

If we all did the things we are capable of doing, we would literally astound ourselves.

Phyllis Bottome

Act in the valley so you do not have to fear those who stand on the hill.

Danish Proverb
Courage

Don’t let the best you have done so far be the standard for the rest of your life.

Gustavus F. Swift

There are two ways of meeting difficulties: You alter the difficulties or you alter yourself meeting them.

Thomas Edison

A ship in harbor is safe – but that is not what ships are for.

John A. Shedd

If we knew what it was we were doing, it would not be called research, would it.

Albert Einstein

Contributed by Walt Driggers
The Secret of Your Success

Face the future with anticipation, not apprehension.

John Bippus

To do anything in this world worth doing, we must not stand back shivering and thinking of the cold and danger, but jump in, and scramble through as well as we can.

Sydney Smith

Be who you are and say what you feel because those who mind don’t matter and those who matter don’t mind.

Dr. Seuss
Courage

To convert ideas and good intentions into something real and positive takes time and perseverance.

Eugenio Mendoza

It takes a lot of courage to release the familiar and seemingly secure, to embrace the new. But there is no security in what is no longer meaningful. There is more security in the adventurous and exciting, for in the movement there is life, and in change there is power.

Alan Cohen

Without courage, wisdom bears no fruit.

Baltasar Gracian

The secret of happiness is freedom. The secret of freedom is courage.

Thucydides
In your life’s journey, there will be excitement and fulfillment, boredom and routine, and even the occasional train wreck ... But when you have picked a dream that is bigger than you personally, that truly reflect the ideals that you cherish, and that can positively affect others, then you will always have another reason for carrying on.

Pamela Melroy – Astronaut
Opportunity

Think left and think right and think low and think high. Oh, the things you can think up if only you try.

Dr. Seuss
Opportunity begins within.

John Bippus

If I give you an egg, and you give me an egg, we will each have one egg. If I give you an idea, and you give me an idea, we each have two ideas.

West African Proverb

There are only two kinds of plans. Plans that might work and plans that won’t work .... You have to take a plan that might work and make it work.

Wesley Clark
There is a Japanese proverb that literally goes 'Raise the sail with your stronger hand,' meaning you must go after the opportunities that arise in life that you are best equipped to do.

Soichiro Honda

It is difficult to say what is impossible, for the dream of yesterday is the hope of today and the reality of tomorrow.

Robert Goddard

Contributed by Walt Driggers

There is no security on this earth, only opportunity.

Douglas MacArthur

There is a better way to do it; find it.

Thomas Edison
The Secret of Your Success

Opportunity goes to those who use their creative ability to innovate.

John Bippus

In the middle of every difficulty comes opportunity.

Albert Einstein

The pessimist sees the difficulty in every opportunity. The optimist, the opportunity in every difficulty.

L.P. Jacks

We develop opportunity by applying persistence to the possibilities.

Unknown

Honey, sugar or dung – whatever your into, some will stick to your fingers.

Carl Sandburg
Opportunities are usually disguised by hard work, so most people don’t recognize them.

Ann Landers

We should get up every day with enthusiasm excited about the day. We should be grateful that we’re alive, grateful for the opportunities in front of us, grateful for the people in our lives.

Joel Osteen

Don’t pray for things to happen, ask for know-how, so you can make things happen.

John Bippus

Opportunity is missed by most people because it comes dressed in overalls and looks like work.

Thomas Edison
An opportunity is a chance to make something good happen. An opportunity is just a chance, not an outcome. Opportunists are action people who capitalize on chance. Successful opportunists are those who recognize the chance, develop a plan, and find the fortitude to execute. Successful people don’t dither, don’t dally, don’t delay. Successful people *do*.

Jeffery J. Fox

You can start right where you stand and apply the habit of going the extra mile by rendering more service and better service than you are now being paid for.

Napoleon Hill

To succeed, jump as quickly at opportunities as you do at conclusions.

Benjamin Franklin
You can’t wait for it. You have to work for it.

Unknown

The law of flotation wasn’t discovered by contemplating the sinking of things.

Dr. Wayne Dyer

Your attitude, almost always determines your altitude in life.

Unknown

Your big opportunity may be right where you are now.

Napoleon Hill
There is no scarcity of opportunity to make a living at what you love; there's only scarcity of resolve to make it happen.

Dr. Wayne Dyer

Life is a gift, and it offers us the privilege, opportunity, and responsibility to give something back by becoming more.

Tony Robbins

Your big opportunity may be right where you are now.

Napoleon Hill

The ladder of success is best climbed by stepping on the rungs of opportunity.

Ayn Rand
When written in Chinese, the word "crisis" is composed of two characters. One represents danger and the other represents opportunity.

John F. Kennedy

America is another name for opportunity.

Ralph Waldo Emerson
Change

You must constantly ask yourself these questions: Who am I around? What are they doing to me? What have they got me reading? What have they got me saying? Where do they have me going? What do they have me thinking? And most important, what do they have me becoming? Then ask yourself the big question: Is that okay? Your life does not get better by chance, it gets better by change.

Jim Rohn
The Secret of Your Success

Be prepared to reinvent yourself, your business, your approach – because you’ll need to grow and evolve if you plan to stay relevant over the long run.

Ivanka Trump

One of the secrets of life is making stepping stones out of stumbling blocks.

Jack Penn

When I took over my elected position as Newaygo County Treasurer, there were more “opportunities” than I care to remember. However, I knew that as I worked through each problem, no matter how large or small; there was growth and learning taking place for me and my entire staff as we pursued my goal of re-organizing. Let me assure you I hung on tight to this quote, and posted it on my office wall.

Contributed by Holly Moon

The business of life is to keep advancing in the face of change and challenge.

John Bippus
Change

You can change what you are and where you are by changing what goes into your mind.

Zig Ziglar

Everything passes; everything wears out; everything breaks.

French Proverb

For changes to be of any true value, they've got to be lasting and consistent.

Tony Robbins

The soft-minded man always fears change. He feels security in the status quo, and he has an almost morbid fear of the new. For him, the greatest pain is the pain of a new idea.

Dr. Martin Luther King, Jr.

Contributed by Walt Driggers
The Secret of Your Success

He who stays in the valley shall never get over the hill.

Unknown

If you destroy a bridge, be sure you can swim.

African Proverb

Change is the law of life. And those who look only to the past or present are certain to miss the future.

John F. Kennedy

Let nothing disturb thee,

Let nothing affright thee,

All things are passing,

God changeth never.

Saint Teresa of Avila

To find what's right you have to lose what's wrong.

Kaplan Mobray
Change

Men are anxious to improve their circumstances, but are unwilling to improve themselves; they therefore remain bound.

James Allen

Many people have ideas on how others should change; few people have ideas on how they should change.

Leo Tolstoy

We cannot become what we need to be by remaining what we are.

Max DePree

The art of progress is to preserve order amid change and to preserve change amid order.

Alfred North Whitehead
Our Lord has written the promise of resurrection, not in books alone, but in every leaf in springtime.

Yiddish Proverb

Always look at what you have left. Never look at what you have lost.

Robert Schuller

Things are more like they are now than they ever were before.

Dwight D. Eisenhower
Change

He that can’t endure the bad will not live to see the good.

Martin Luther

Change is when you wind down from something you have gone through and wind up for something you are going for.

Kaplan Mobray

Whenever an individual decides that success has been attained, progress stops.

Thomas J. Watson, Jr.

A new idea is delicate. It can be killed by a sneer or a yawn; it can be stabbed to death by a joke.

Charles Brower

Contributed by Walt Driggers
Always remember that the future comes one day at a time.

Dean Acheson

Because things are the way they are, things will not stay the way they are.

Bertolt Brecht

Change is inevitable - except from a vending machine.

Robert C. Gallagher

Christians are supposed not merely to endure change, nor even to profit by it, but to cause it.

Harry Emerson Fosdick

He who rejects change is the architect of decay. The only human institution which rejects progress is the cemetery.

Harold Wilson
**Change**

If there is anything that we wish to change in the child, we should first examine it and see whether it is not something that could better be changed in ourselves.

Carl Jung

Only the wisest and stupidest of men never change.

Confucius

The world hates change, yet it is the only thing that has brought progress.

Charles Kettering

We all have big changes in our lives that are more or less a second chance.

Harrison Ford

You must become the change you wish to see in the world

Mahatma Gandhi

Contributed by Sharon Bippus
Responsibility

If a man for whatever reason has the opportunity to lead an extraordinary life, he has no right to keep it to himself.

Jacques-Yves Cousteau
The Secret of Your Success

Take full responsibility for who you are and who you choose to become.

John Bippus

Accept complete responsibility both for understanding and for being understood.

Brian Tracy

Trust your instincts. Your mistakes might as well be your own instead of someone else’s.

Bill Wilder

You can delegate everything but responsibility.

John Bippus

Remember, we learn nothing by speaking.

Unknown
Responsibility

It takes a lot of things to prove you are smart, but only one thing to prove you are ignorant.

Don Harold

Winners understand the Law of cause and effect.

John Bippus

The way you view the future influences what you do today and what you do today influences the future.

Dan Burrus

The thing that is really hard, and really amazing, is giving up on being perfect and beginning the work of becoming yourself.

Anna Quindlen

Before you attempt to set things right, make sure you see things right.

Blaine Lee
Anything less than a conscious commitment to the important is an unconscious commitment to the unimportant.

Roger Merrill

Nobody rises to low expectations.

Calvin Lloyd

Refuse to be average. Let your heart soar as high as it will.

A. W. Tozer

Responsibilities gravitate to the person who can shoulder them.

Tom Stoppard

When you’re wrong admit it and fix it.

John Bippus
Responsibility

Accept responsibility for your life. Know that it is you who will get you where you want to go, no one else.

Les Brown

Whatever happens, take responsibility.

Tony Robbins

A committee of one gets things done.

Joe Ryan

We must reject the idea that every time a law’s broken, society is guilty rather than the lawbreaker. It is time to restore the American precept that each individual is accountable for his actions.

Ronald Reagan

If you don’t run your own life, somebody else will.

John Atkinson
The Secret of Your Success

It’s a poor workman who blames his tools.

Anonymous

If you haven’t the strength to impose your own terms upon life, you must accept the terms it offers you.

T. S. Eliot

Man does not live by words alone, despite the fact that sometimes he has to eat them.

Broderick Crawford

Man must cease attributing his problems to his environment, and learn again to exercise his will – his personal responsibility.

Albert Einstein

When a man points a finger at someone else, he should remember that four of his fingers are pointing at himself.

Louis Nizer
Responsibility

If you take responsibility for yourself you will develop a hunger to accomplish your dreams.

Les Brown

No greater injury can be done to any youth than to let him feel that because he belongs to this or that race he will be advanced in life regardless of his own merits or efforts.

Booker T. Washington

The price of greatness is responsibility.

Winston Churchill

You cannot escape the responsibility of tomorrow by evading it today.

Abraham Lincoln

Do you realize the responsibility I carry? I'm the only person standing between Richard Nixon and the White House.

John F. Kennedy
The Secret of Your Success

The proverb warns that 'You should not bite the hand that feeds you.' But maybe you should, if it prevents you from feeding yourself.

Thomas Szasz

The happiest people in the world are those who feel absolutely terrific about themselves, and this is the natural outgrowth of accepting total responsibility for every part of their life.

Brian Tracy

The greatest day in your life and mine is when we take total responsibility for our attitudes. That's the day we truly grow up.

John C. Maxwell

Every right implies a responsibility; Every opportunity, an obligation, Every possession, a duty.

John D. Rockefeller
Persistence

Every great success is an accumulation of thousands of ordinary efforts that no one sees or appreciates.

Brian Tracy
The Secret of Your Success

I will do things **Today** that others **Won’t**, so I can do the things **Tomorrow** that others **Can’t**!

Jamie Clark

A champion is a dreamer that refused to give up.

John Christian Bovee

Contributed by Sandy Alderfer

Genius is 1% inspiration and 99% perspiration.

Thomas Edison

Wins come and go. If you persist, losses can, too.

Harry Beckwith
Persistence

Keep a positive attitude and never give up.

Vera Bippus

We cannot direct the wind but we can adjust the sails.

Italian Proverb

You may have to fight a battle more than once to win it.

Margaret Thatcher

Focus your efforts, work hard, and learn from your mistakes.

John Bippus
The Secret of Your Success

Unless a man undertakes more than he can possibly do, he will never do all that he can.

Henry Drummond

I love deadlines. I like the whooshing sound they make as they fly by.

Douglas Adams

When you lose, don’t lose the lesson.

Chinese Fortune Cookie

It is all about the quality of your attention in living up to your highest aspirations. Nobody is perfect, but we all must do our best. Every day is another opportunity to be a better you.

John Bippus
Persistence

When a task is first begun, never leave it till it’s done. Be the labor great or small, do it well or not at all.

Anonymous

Contributed by Joy Ebig

Without perseverance talent is a barren bed.

Welsh Proverb

As long as you believe what you’re doing is meaningful, you can cut through fear and exhaustion and take the next step.

Arlene Blum

There is no failure except in no longer trying.

Elbert Hubbard
The Secret of Your Success

Nothing in the world can take the place of persistence. Talent will not; nothing is more common than unsuccessful men with talent. Genius will not; unrewarded genius is almost a proverb. Education will not; the world is full of educated derelicts.

Calvin Coolidge

If at first you fricassee, fry, fry a hen.

Carol Ryrie Brink

Contributed by Joy Ebig

If all else fails, eat chocolate!

Contributed by Julia Bird
Persistence

Persistence is what makes the impossible possible, the possible likely, and the likely definite.

Robert Half

It’s never too late to be who you might have been.

George Eliot

If you are working on something exciting that you really care about, you don’t have to be pushed. The vision pulls you.

Steve Jobs

The man who wins may have been counted out several times, but he didn’t hear the referee.

H. E. Jensen

Some succeed because they are destined to, but most succeed because they are determined to.

Henry Van Dyke
Time is the most valuable thing a man can spend.

Laertius Diogenes

I have worked too hard and too long to let anything stand in the way of my goals. I will not let my teammates down, and I will not let myself down.

Mia Hamm

Contributed by Georgia Callis

USA Today has come out with a new survey – apparently three out of every four people make up 75% of the population.

David Letterman
Persistence

Once you begin to believe there is help “out there,” you will know it to be true.

Saint Bartholomew

When the path ahead of you is uphill, surrounded by rough spots, hazards and obstacles: use a pitching wedge.

Lee Bracken

Talent without discipline is like an octopus on roller skates. There’s plenty of movement, but you never know if it’s going to be forward, backwards, or sideways.

H. Jackson Brown, Jr.

You are created to bring zest and flavor to the world around you just by being your best.

Victoria Osteen

Associate yourself with people of good quality, for it is better to be alone than in bad company.

Booker T. Washington
I've failed over and over and over again in my life and that is why I succeed.

Michael Jordan

Don’t Quit
When things go wrong, as they sometimes will,
When the road you're trudging seems all uphill,
When the funds are low and the debts are high,
And you want to smile, but you have to sigh,
When care is pressing you down a bit
Rest if you must, but don't you quit.
Persistence

Life is queer with its twists and its turns,
   As everyone of us sometimes learns,
   And many a failure turns about
When they might have won, had they stuck it out.
Don't give up though the pace seems slow,
   You may succeed with another blow.

   Often the goal is nearer than
It seems to a faint and faltering man,
   Often the struggler has given up
When he might have captured the victor's cup;
And he learned too late when the night came down,
   How close he was to the golden crown.

Success is failure turned inside out
   The silver tint of the clouds of doubt
And you never can tell how close you are,
   It may be near when it seems so far;
So stick to the fight when you're hardest hit,
   It's when things seem worst that you must not quit!

Anonymous
Watch your thoughts, for they become words. Choose your words, for they become actions.
Understand your actions, for they become habits. Study your habits, for they will become your character.
Develop your character, for it becomes your destiny.

Oliver Wendell Holmes
The Secret of Your Success

Character is what you are in the dark.

Dwight L. Moody
Contributed by Georgia Callis

Hard work spotlights the character of people: some turn up their sleeves, some turn up their noses, and some don’t turn up at all.

Sam Ewing
Contributed by Pat Klingerman

Ability may get you to the top, but character will keep you there.

Abraham Lincoln

When it comes to friendship, you are lucky if you have ONE that you would play poker with on the phone. TWO, you are truly blessed. More than that, YOU are bluffing!

Georgia Callis
Character

When the character of a man is not clear to you, look at his friends.

Japanese Proverb

Your character forms the foundation from which you build your life. Build on bedrock.

John Bippus

The law of harvest is to reap more than you sow. Sow an act, and you reap a habit. Sow a habit and you reap a character. Sow a character and you reap a destiny.

James Allen

Never look down on anybody unless you’re helping them up.

Jesse Jackson

Character is a habit long continued.

Greek Proverb
The Secret of Your Success

People will not remember you for the clothes you wore but they will remember the cloth you were cut from.

The Italian Grandmother of book contributor Julia Bird

Circumstances may test your character; it’s your responsibility to pass the test.

John Bippus

You can put silk on a goat and it’s still a goat.

Irish Proverb
Character

The ultimate aim of human life and activity is development of character, according to Aristotle. The most important goal you could hope to accomplish in the course of your life is to become an excellent person, in every respect. Your purpose should be to develop the kind of personality and character that earns you the respect, esteem, and affection of the important people in your world.

Brian Tracy

The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy.

Martin Luther King, Jr.

Talent develops in tranquility, character in the full current of human life.

Johann Wolfgang von Goethe

To desire is to obtain; to aspire is to achieve.

James Allen
Character is power.

Booker T. Washington

Don’t aspire to great things, aspire to become a great person and great things will take care of themselves.

John Bippus

Instead of worrying about what people say of you, why not spend time trying to accomplish something they will admire.

Dale Carnegie

Who lies with dogs shall rise up with fleas.

Latin Proverb

Make the most of yourself, for that is all there is of you.

Ralph Waldo Emerson
Character

Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.

Saint Paul

A musician must make music, an artist must paint, and a poet must write if he is to be ultimately at peace with himself. What one can be, one must be.

Abraham Maslow

Be absolutely clear about who you are and what you stand for. Refuse to compromise.

Brian Tracy

The most exhausting thing in life, I have discovered, is insincerity.

Anne Morrow Lindbergh
The Secret of Your Success

A lightning choice may mean only that someone has snatched at the handiest alternative rather than come to grips with the real issues involved.

Dr. Joyce Brothers

When they discover the center of the universe many people will be disappointed to discover they are not in it.

Bernard Bailey

Contributed by Georgia Callis

Be bold in what you stand for and careful what you fall for.

Ruth Boorstin

Great minds have purposes, others have wishes.

Washington Irving

Character is doing what’s right when nobody’s looking.

J.C. Watts, Jr.
Character

If all I’m remembered for is being a good basketball player, then I’ve done a bad job with the rest of my life.

Isiah Thomas

We make a living by what we get; we make a life by what we give.

Winston Churchill

Personality can open doors, but only character can keep them open.

Elmer G. Letterman
The Secret of Your Success

Give and it shall be given unto you.

Saint Luke

A man there was, and they called him mad; the more he gave, the more he had.

John Bunyan

Giving people a little more than they expect is a good way to get back a lot more than you’d expect.

Robert Half

Win-win is a belief in the third alternative. It’s not your way or my way; it’s a better way, a higher way.

Stephen R. Covey

If I take care of my character, my reputation will take care of itself.

Dwight Lyman Moody
Character

Let us endeavor so to live that when we come to die even the undertaker will be sorry.

Mark Twain

What so we live for, if not to make life less difficult for each other?

George Eliot

The smallest good deed is better than the grandest good intention.

Duguet

The highest reward for a person’s toil is not what he gets for it, but what he becomes by it.

John Ruskin

We first make our habits, then our habits make us.

Unknown
We make a living by what we get, we make a life by what we give.

Ronald Reagan

Character is much easier kept than recovered.

Thomas Paine

You must regulate your life by the standards you admire when you are at your best.

John M. Thomas

When one will not, two cannot quarrel.

Spanish Proverb
Leadership

The most powerful and predictable people-builders are praise and encouragement.

Brian Tracy
When I was a young police Sergeant, I worked for a former Marine, who had become the Chief of Police. He taught me the value of maintaining my “bearing” in a crisis situation. It’s ok to be afraid on the inside, just don’t let it affect your actions on the outside. Watching how he always stayed in control of his emotions showed me how important that was to the people he was leading.

Joseph A. Bippus

You can make more friends in two months by becoming interested in other people than you can in two years by trying to get other people interested in you.

Dale Carnegie

Contributed by Vera Bippus

Leadership – The art of disappointing your friends and allies at a rate they can absorb.

Martin Linsky

Contributed by Eric Schertzing
Leadership


John Bippus

If your actions inspire others to dream more, learn more, do more and become more, you are a leader.

John Quincy Adams

In the beginner’s mind, there are many possibilities; in the expert’s mind, there are few.

Shunya Suzuki

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Leaders think and talk about solutions. Followers think and talk about problems.

Brian Tracy

Plan your people. Outstanding people who fit your broad vision will tend to make the right decisions along the way, not by following a plan, but by using their skill.

Harry Beckwith

The final test of a leader is that he leaves behind in others the conviction and the will to carry on.

Walter Lippmann

A leader is someone who translates intention into reality and sustains it.

Warren Bennis
Leadership

You must inspire people in order to motivate them. The best way to inspire is by example.

John Bippus

Leadership is lifting a person’s vision to high sights, the raising of a person’s performance to a higher standard, the building of a personality beyond its normal limitations.

Peter Drucker

True leaders are not those who strive to be first, but those who are first to strive and who give their all for the success of the team. True leaders are first to see the need, envision the plan, and empower the team for action. By the strength of the leader’s commitment, the power of the team is unleashed.

Unknown

The most difficult part of getting to the top of the ladder is getting through the crowd at the bottom.

Arch Ward
True leaders inspire us to have confidence in ourselves and to face our fears.

John Bippus

The most important thing in communication is to hear what isn’t being said.

Peter F. Drucker

Leaders don’t look for consensus, they build it.

John Bippus

For a long time, I operated under the Chinese proverb that there are four kinds of leaders: those who you laugh at, those who you hate, those who you love and those who you don't even know that they're leaders.

Bill Bradley

It’s difficult to inspire others to accomplish what you haven’t been willing to try.

Unknown
Leadership

The world has a way, not only of stepping aside for men and women who know where they are going, but it often joins and helps them reach their objective.

Zig Ziglar

All the money in the world cannot solve problems unless we work together. And, if we work together, there is no problem in the world that can stop us.

Ewing Marion Kauffman

The significant problems we face cannot be solved at the same level of thinking we were at when we created them.

Albert Einstein

Daring ideas are like chessmen moved forward; they may be beaten, but they may start a winning game.

Johann Wolfgang von Goethe
Forethought and prudence are the proper qualities of a leader.

Tacitus

You don’t have to hold a position in order to be a leader.

Anthony D’Angelo

Help others get ahead. You will always stand taller with someone else on your shoulders.

Bob Moawad

The man whose authority is recent is always stern.

Aeschylus

Leadership is a combination of strategy and character. If you must be without one, be without the strategy.

H. Norman Schwarzkopf
Leadership

There go my people. I must find out where they are going so I can lead them.

Alexandre Auguste Ledru-Rollin

Do you wish to rise? Begin by descending. You plan a tower that will pierce the clouds? Lay first the foundation of humility.

St. Augustine

Leaders must be close enough to relate to others, but far enough ahead to motivate them.

John Maxwell

Leaders are visionaries with a poorly developed sense of fear and no concept of the odds against them.

Dr. Robert Jarvik

The speed of the leader determines the rate of the pack.

D. Wayne Lukas
The Secret of Your Success

In simplest terms, a leader is one who knows where he wants to go, and gets up, and goes.

John Erskine

An army of sheep led by a lion would defeat an army of lions led by a sheep.

Arab Proverb

If the leader is filled with high ambition and if he pursues his aims with audacity and strength of will, he will reach them in spite of all obstacles.

Karl von Clausewitz

A leader must have the courage to act against an expert’s advice.

James Callaghan

Authors note: Unless of course the expert giving the advice is John Bippus, in which case the leader should act upon the advice immediately and without hesitation.
Advice

When making a decision, ask yourself if the decision would disappoint your parents, your children, your spouse or most importantly yourself? If the answer is no, then you are probably making the right decision.

Jeff Gatton
The Secret of Your Success

There is no secret. Get up early! Then, work effectively two extra hours on your goal – everyday.

Ray Matison

Successful people do what is right no matter how they feel, and by doing right, they feel good.

John Maxwell

Every time you speak, you spend your credibility. Spend it wisely.

Unknown.
Contributed by Ken Parrish

Stop multitasking and live in the moment. If you don't remember how, spend ten minutes with a child.

Julia Bird
Advice

I like to see a man proud of the place in which he lives; I like to see a man live so that his place is proud of him.

Abraham Lincoln

Contributed by Matt Lori

All that you put into the lives of others comes back into your own.


Life’s a bed of roses, expect some thorns.

James L. Bippus
Give whatever you are doing and whoever you are with the gift of your attention.

Jim Rohn

Learn to trust your instincts. Know that you don’t always have to justify what you know in your gut. Don’t be afraid to walk away.

John Bippus

We live very close together. So, our prime purpose in life is to help others. And if you can’t help them, at least don’t hurt them.

The Dalai Lama

If it ain’t broke, don’t fix it!

American Proverb

Contributed by Joy Ebig
Advice

You can have everything in life you want if you can help enough other people get what they want.

Zig Ziglar

Make all you can out of what you have.

Jim Rohn

The higher your energy level, the more efficient your body. The more efficient your body, the better you feel and the more you will use your talent to produce outstanding results.

Tony Robbins

Many receive advice, only the wise profit by it.

Chinese Fortune Cookie

Do not look where you fell, look where you slipped.

African Proverb
Keep away from people who try to belittle your ambitions. Small people always do that, but the really great make you feel that you, too, can become great.

Mark Twain

Trust in Allah, but tie your camel.

Muslim Proverb

Wise men don’t need advice. Fools won’t take it.

Benjamin Franklin
Advice

Life moves pretty fast. If you don’t stop and take a look around once in a while, you could miss it.

*Ferris Bueller’s Day Off*

If you go back in time, don’t step on anything.

“The Simpsons”

If you water it and it dies, it’s a plant. If you pull it out and it grows back, it’s a weed.

Gallagher

Experience is a hard school, but it is the only way a fool will learn.

James L. Bippus
The Secret of Your Success

I read somewhere “You can’t talk your way out of a situation that you behaved your way into.” I have used this quote a number of times counseling with friends, family, coworkers, and myself. It tells me that if you have messed up and want people to forgive you, then apologize and ask for forgiveness. If you want those same people to trust and believe in you again, then you must take another step and refrain from the poor behavior that got you into trouble. Over time you will win back people’s trust through your actions.

Joseph A. Bippus

It is better to measure ten times and cut once, than measure once and cut ten times.

Jewish Saying

You either do, or you don’t.

James G. Bippus
Make hay when the sun shines.

   English Proverb

The more you walk,

The less you eat,

The longer you live.

   James L. Bippus

Epigrams succeed where epics fail.

   Persian Proverb
Never cut what can be untied.

Portuguese Proverb

Never eat more than you can lift.

Miss Piggy

Sit a beggar at your table and he will soon put his feet on it.

Russian Proverb

Forgive your enemies, but never forget their names.

John F. Kennedy
Advice

Call on God, but row away from the rocks.

Indian Proverb

Treat others as you would like to be treated.

Golden Rule

Treat others as they would like to be treated.

Platinum Rule

Remember and practice the Platinum Rule

John Bippus

Good advice is often annoying, bad advice never.

French Proverb

Be not afraid of growing slowly, be afraid of standing still.

Chinese Proverb
Look lovingly upon the present, for it holds the only things that are forever true.

A Course In Miracles

Always imitate the behavior of the winner when you lose.

American Proverb

If it sounds too good to be true it probably is.

American Proverb

Contributed by Eric Schertzing

Let go of your need to defend your point of view.

John Bippus

The devil has put a penalty on all things we enjoy in life. Either we suffer in health or we suffer in soul or we get fat.

Albert Einstein
Advice

If you scatter thorns, don’t go barefoot.

Italian Proverb

It’s not how much money you make that counts, but how much money you save and invest.

George Isaac, Sr.

Money isn't the most important thing in life, but it's reasonably close to oxygen on the "gotta have it" scale.

Zig Ziglar
The Secret of Your Success

Take the high road and be kind and courteous. Keep walking in love and have a good attitude.

Joel Osteen

Bloom where you’re planted.

Contributed by Joy Ebig

Bad is never good until worse happens.

Danish Proverb

Stay away from negative people, they will sabotage your success.

John Bippus
Wisdom

Do all the good you can. By all the means you can. In all the ways you can. At all the times you can. To all the people you can. As long as ever you can.

John Wesley

Contributed by Joy Ebig
The Secret of Your Success

The wages of sin is death but after taxes are taken out it is just sort of a tired feeling.

Paula Poundstone

Contributed by Joseph A. Bippus

Fog -- is really heaven coming down to kiss the earth.

Xander Smith

2 year old grandson of book contributor Jacque Smith

The more you praise and celebrate your life, the more there is in life to celebrate.

Oprah Winfrey

If it was easy someone would have already done it.

American Proverb

Contributed by Eric Schertzing
Wisdom

Marriage is not an institution. It is a relationship.

Unknown

Contributed by Wendy Moore

Love is a friendship set to music.

Joseph Campbell

Many marriages would be better if the husband and the wife clearly understood that they are on the same side.

Zig Ziglar

The difference between stupidity and genius is that genius has its limits.

Albert Einstein

It takes humility to seek feedback. It takes wisdom to understand it, analyze it and appropriately act on it.

Stephen R. Covey
The Secret of Your Success

Trust your hunches. They’re usually based on facts filed away just below the conscious level.

Dr. Joyce Brothers

Time is precious, work with people you like.

John Bippus

To teach is to learn.

Japanese Proverb

All God’s creatures got a place in the choir.

Bill Staines

Contributed by Joy Ebig
Wisdom

Knowing others is intelligence; knowing yourself is true wisdom. Mastering others is strength; mastering yourself is true power.

Tao Te Ching

Acquaintances soften prejudices.

American Proverb

It is not the horse that draws the cart, but the oats.

Russian Proverb

You may forget with whom you laughed, but you will never forget with whom you wept.

Arab Proverb

Contributed by Jacque Smith

Take thy thoughts to bed with thee, for the morning is wiser than the evening.

Russian Proverb
The Secret of Your Success

The borrower is servant to the lender.

Proverbs 22:7

Engage brain before putting mouth in gear.

Anonymous

Contributed by James L. Bippus

The miser and the pig are of no use until dead.

French Proverb

He who is half wrong fights against himself.

Egyptian Proverb
Success is a ladder that cannot be climbed with your hands in your pockets.

American Proverb

The gift of life, for all the effort and pain it involves, is too beautiful and precious for us ever to grow tired of it.

Pope John Paul II

Do not believe in anything simply because you have heard it. Do not believe in anything simply because it is spoken and rumored by many. Do not believe in anything simply because it is found written in your religious books. Do not believe in anything merely on the authority of your teachers and elders. Do not believe in traditions because they have been handed down for many generations. But after observation and analysis, when you find that anything agrees with reason and is conducive to the good and benefit of one and all, then accept it and live up to it.

Buddha
The Secret of Your Success

When you are right no one remembers; when you are wrong no one forgets.

Irish Proverb

The human mind is a wonderful thing; it can make heaven out of hell or make hell out of heaven.

James L. Bippus

An optimist thinks the glass is half full; a pessimist thinks the glass is half empty. A realist knows that if he sticks around, either way he’s eventually going to have to wash the glass.

Los Angeles Times Syndicate
Wisdom

The best memory is that which forgets nothing but injuries. Write kindness in marble and write injuries in the dust.

Persian Proverb

If you understand, things are just as they are; if you do not understand, things are just as they are.

Zen Proverb

Unity, not uniformity, must be our aim. We attain unity only through variety. Differences must be integrated, not annihilated.

M. P. Follett

The Blessed Lord Said

Fearlessness, purity of heart, persistence in the yoga of knowledge, generosity, self control, nonviolence, gentleness, candor
integrity, disengagement,
joy in the study of the scriptures,
compassion for all beings, modesty,
patience, a tranquil mind,

dignity, kindness, courage,
a benevolent heart----
these are the qualities of men
born with divine traits, Arjuna

Hypocrisy, insolence, anger,
cruelty, ignorance, conceit ---
these, Arjuna, are the qualities
of men with demonic traits.

*Bhagavad Gita 16.1 – 4*
Business & Professional Success

Based upon the personal characteristics presented in the preceding section and in the firm belief that to foster success in business these personal characteristics need to be present, the following pages present a series of quotations, statements, and observations which will aid you in translating the qualities of personal success into practices of business, professional and career success.

John Bippus
The Secret of Your Success

Are You A Wrecker Or A Builder?... It’s Up To You

I watched them tearing a building down,
A gang of men in a busy town.
With a ho, heave, ho, and a lusty yell
they swung a beam and a wall fell.
I asked the foreman, "Are these men skilled?
Like the men you’d hire if you had to build?"
He laughed as he replied, "No, indeed,
Just common labor is all I need.
I can easily wreck in a day or two
what builders have taken years to do."
I asked myself as I went away
which of these roles have I tried to play?
Am I a builder who works with care,
Measuring life by rule and square?
Am I shaping my deeds by a well-made plan?
Patiently doing the best I can?
Or am I a wrecker who walks the town
Content with the labor of tearing down?

Anonymous

Contributed by Dwight Toney
Business and professional success means being part of a winning team that acknowledges and appreciates all of its stakeholders; employees, suppliers, investors, community, and customers. It is sharing values and causes that attract people. Business success is the ability to get and keep customers by helping them get what they want and earning a profit on it.

John Bippus

Business is war.

Never underestimate the importance of your uniform.

Unknown

Contributed by Dick Walters
Profit isn’t a four letter word.

If you make a bad decision; make another decision now.

Life is not a guided tour.

Edward Durnil

Showmanship comes before salesmanship.

Sanford Alderfer

Contributed by Sandy Alderfer

Don’t waste your time trying to push square pegs into round holes.

John Bippus Sales Proverb
There is tremendous value in being a resource for your client. If you can help them to succeed then they are more likely to help you succeed.

Lee Ann Obringer

Here is a simple but powerful rule – always give people more than what they expect to get.

Nelson Boswell

Just because a business is profitable is no excuse for inefficiencies.

John Dimmick

Be a yardstick of quality. Some people aren’t used to an environment where excellence is expected.

Stephen Jobs
The nine most terrifying words in the English language are:
I’m from the government and I’m here to help.

Ronald Reagan

Always do more than is required of you.

George S. Patton

The key is to work smarter, not harder. Put more into the hours.

Jim Rohn
Everything done today in the future will be done differently and better. We must adapt and change, if we don’t, you can bet our competitors will.

John Bippus

The only way to influence someone is to find out what they want and show them how to get it.

Dale Carnegie

Solutions have to solve problems that people care about or produce results people highly value.

Stephen Covey

Embrace cultural diversity. You will do more business and you will become a better person.

John Bippus
The Secret of Your Success

The major question to ask on the job is not what you are getting; the major question to ask on the job is what you are becoming.

Jim Rohn

If your job is customer satisfaction, your real job title is Problem – Solver.

Brain Tracy

Problem Solved

A few years back I had brokered the sale of a home in foreclosure for a conservator client whose ward was in a nursing home. The closing was scheduled on the last day of redemption. The house had to close that day or my client’s ward would lose it. Upon arrival at the title company I was told that they wouldn’t close the transaction because “there were too many problems.” I had worked with this transaction for a long time and knew there were no problems. I went ballistic (not one of my better responses to a problem situation; Dale Carnegie probably rolled over in his grave). The solution to this problem required immediate action. I went to the nearest branch of the bank I had a credit line with and got a cashier’s check to pay-off the loan. I hand delivered the
check and redeemed the property. After I solved the problem I informed the client. We switched to a new title company who saw no problems and the transaction closed a week later.

The professional conservators and guardians I work with treat their respective responsibilities as sacred. They are true heroes. No way would I ever want to let one of them down.

John Bippus

All banks, like football teams, essentially come to the game with similar playbooks. What separates winners from the rest is how they execute on the field – under pressure, under the game conditions of daily life.

Unknown

Contributed by Jim Sobeske

Discourage litigation. Persuade your neighbors to compromise whenever you can. As a peacemaker, the lawyer has superior opportunity of being a good man. There will still be business enough.

Abraham Lincoln
To satisfy our customers’ needs, we’ll give them what they want, not what we want to give them.

Steve James

Only a fool holds out for top dollar.

Joseph P. Kennedy

The engine that drives enterprise is not thrift, but profit.

John Maynard Keyes

Your job description: Get and keep customers.

John Bippus
Conducting your business in a socially responsible way is good business. It means that you can attract better employees and that customers will know what you stand for and like you for it.

M. Anthony Burns

Personal and professional growth and refinement are not a once-in-a-while sort of effort. They need to be a constant focus in your life, the foundation of every initiative and strategy you’ll undertake, or you will fall out of step and allow your competitors to pass you by.

Ivanka Trump

Business plans don’t have to be complex and cumbersome.

Jim Horan

Remember that the six most expensive words in business are: “We’ve always done it that way.”

Catherine DeVrye
The Secret of Your Success

For it is the willingness of people to give of themselves over and above the demands of the job that distinguishes the great from the merely adequate.

Peter Drucker

In the end, all business operations can be reduced to three words: people, product, and profits. People come first.

Lee Iacocca

Often when speaking to business associates about business I remind them: No matter the time, where I am at, or what else I am doing, "I am never, not working".

John Dimmick

Build true win-win relationships with your clients, customers, suppliers, and investors and you will create enduring success.

John Bippus
Use the right tool for the job. Let the tool do the work.
Take care of your tools.

Stanley E. West

One thing we’ve discovered with certainty is that anything we do that makes the customer more successful inevitably results in a financial return for us.

Jack Welch

Never mistake activity for achievement.

John Wooden

Tell me and I’ll forget, show me and I may remember, involve me, and I’ll understand

Chinese Proverb
The Secret of Your Success

Business, more than any other occupation, is a continual dealing with the future; it is continual calculation, an instinctive exercise in foresight.

Henry R. Luce

The customer is God.

Japanese Proverb

Many a small thing has been made large by the right kind of advertising.

Mark Twain

Whenever you are asked if you can do a job, tell ‘em, “Certainly, I can!” Then get busy and find out how to do it.

Theodore Roosevelt

When I was young I observed that nine out of ten things I did were failures, so I did ten times more work.

George Bernard Shaw
If you want something done, ask a busy person to do it. The more things you do, the more you can do.

Lucille Ball

It is awfully important to know what is and what is not your business.

Gertrude Stein

The biggest mistake we could ever make in our lives is to think we work for anybody but ourselves.

Brian Tracy

The most important thing in life is not to capitalize on your success – any fool can do that. The really important thing is to profit from your mistakes.

William Bolitho

It is not your customer’s job to remember you. It is your obligation and responsibility to make sure they don’t have the chance to forget you.

Patricia Fripp
Management by objectives works if you know the objectives.

Peter Drucker

The way to get good ideas is to get lots of ideas and throw the bad ones away.

Linus Pauling

Some are born great, some achieve greatness, and some hire public relations officers.

Daniel J. Boorstin

Excellence is the result of caring more than others think is wise, risking more than others think is safe, dreaming more than others think is practical, and expecting more than others think is possible.

John F. Kennedy
If we did realize the difference between the vital few and the trivial many in all aspects of our lives and if we did something about it, we could multiply anything that we valued.

Richard Koch

Leaders do not avoid, repress or deny conflict, but rather see it as an opportunity. Once everyone has come to see it that way, they can exchange their combative posture for a creative stance, because they don’t feel threatened, they feel challenged.

Warren Bennis

Too often we measure everything and understand nothing. The three most important things you need to measure in a business are customer satisfaction, employee satisfaction, and cash flow.

Jack Welch
The Secret of Your Success

Defining a simple long-term vision 10-25 years out and deciding on a handful of priorities for the next quarter are the two most important decisions a business leader makes.

Verne Harnish

Of all the things I’ve done, the most vital is coordinating the talents of those who work for us and pointing them toward a certain goal.

Walt Disney

Values are the bedrock of any corporate culture.

Terrence E. Deal & Allen A. Kennedy

If people in business told the truth, 80 to 90 percent of their problems would disappear.

Dr. William Schultz

Success is the best revenge.

French Proverb
You can’t believe how hard it is for people to be simple, how much they fear being simple. They worry that if they’re simple, people will think they’re simpleminded. In reality, of course, it’s just the reverse.

Jack Welch

Leadership does not begin just with vision. It begins with getting people to confront the brutal facts and act on the implications.

Jim Collins

There is a master key to success with which no man can fail. Its name is simplicity. Simplicity, I mean, in the sense of reducing to the simplest possible terms every problem that besets us.

Sir Henri Deterding

Any enterprise is built by wise planning, becomes strong through common sense, and profits wonderfully by keeping abreast of the facts.

King Solomon
The Secret of Your Success

I’ll pay more for a man’s ability to express himself than for any other quality he might possess.

Charles Schwab

The greatest results in life are usually attained by simple means and the exercise of ordinary qualities. These may for the most part be summed up in these two – common sense and perseverance.

Owen Feltham

Managers without performance measures for their areas of responsibility are like travelers without a way, pilots flying blind, or doctors without a stethoscope -- they are working harder and accomplishing less than they otherwise could.

Will Kaydos

The problem in measurement comes from the way it is used. If it is used to punish, people will go to extraordinary lengths to avoid being measured.

Aubrey C. Daniels
The real way to enjoy playing golf is to take pleasure not in the score, but in the execution of the strokes.

Bobby Jones

How would you like to attend a basketball game where no one kept score, or watch a golf tournament without knowing the players’ standings? Not much point, is there? Not much fun either.

Jerry Haney

It’s the little things that make the big things possible. Only close attention to the fine details of any operation makes the operation first class.

J. Willard Marriot

On course doesn’t mean perfect. On course means that even when things don’t go perfectly, you are still going in the right direction.

Charles Garfield
The Secret of Your Success

Should you find yourself in a chronically leaking boat, energy devoted to changing vessels is likely to be more productive than energy devoted to patching leaks.

Warren Buffett

The measure of success is not whether you have a tough problem to deal with, but whether it’s the same problem you had last year!

John Foster Dulles

The best and most desired things in the world are sold at auction.

John Bippus – Auctioneer
Build a Winning Team

Adaptive
An eye toward continuous improvement.

Collaborative

Competitive

Confident

Creative

Decisive

Determined
Focused on providing the best product or service.

Nice

Open-minded

Passionate

Results oriented

Smart

Successful

This list of fifteen attributes is not exhaustive nor is it right for every company. Create a list of attributes you would like to see in the members of your team. Write them down
and be sure that every team member understands and internalizes the qualities you expect.

John Bippus
Lifetime Must-Read Books

Resources that I have found personally rewarding in my journey in seeking personal, business and professional success follow:

A man is known by the books he reads.

Ralph Waldo Emerson

The more that you read, the more things you will know.
The more that you learn, the more places you’ll go.

Dr. Seuss
Personal Development

7 Habits of Highly Successful People ..................Stephen Covey
As A Man Thinketh ...........................................James Allen
Become a Better You ..........................................Joel Osteen
Better Than Good .............................................Zig Ziglar
Blink......................................................................Malcolm Gladwell
Excuses Be Gone ...............................................Dr. Wayne Dyer
Getting Things Done ..........................................James Allen
How to Win Friends & Influence People .............Dale Carnegie
Leading an Inspired Life .....................................James Rohn
Oh, the Places You’ll Go! .................................Dr. Seuss
Rain .....................................................................Jeffery J. Fox
The Little Engine That Could ............................ Watty Pieper
You must learn more to earn more.

American Proverb
The Secret of Your Success

Leadership & Business

Execution ..............................................................Larry Bossidy
Good to Great ........................................................Jim Collins
Just Call Me Fred ......................................................Fredrick Meijer
How to be a Rainmaker ...........................................Jeffery J. Fox
Power Ambition Glory ..............................................Stephen Forbes
The Power of Nice .................................................Linda Kaplan Thaler
The Trump Card ......................................................Ivanka Trump
The 10Ks of Personal Branding ...............................Kaplan Mobray
The 21 Irrefutable Laws of Leadership.............John C. Maxwell
True North ..........................................................Bill George
Winners Never Cheat ..............................................Jon M. Huntsman
You, Inc. ...............................................................Harry Beckwith

A book is like a garden carried in the pocket.

Chinese Proverb
An out of town client graciously invited me stay at her home. Her husband and I had a conversation in his library about books. He told me he read a book a week. Now granted he was a cancer research scientist, but none the less, I was impressed. I struggled to get one book a month read. The next day on the way home I realized that I could read a book a week if I wanted to. I just needed to decide it was something worth doing, after all I just met someone who was doing it. I realized that I could take advantage of all the time I spent driving by listening to audio books. Later I discovered Executive Book Summaries. So in my own way I was able to read a book a week. Example can be a powerful teacher; if I can do it, so can you.

I have eight mentors, five of whom I have not met. These five people are hiding in plain sight disguised as authors. They are also available to mentor you for the small price of a book or recording. Visit them, their names and addresses are listed here:

Brian Tracy @ briantracy.com
Jeffery J. Fox @ foxandcompany.com
John Maxwell @ johnmaxwell.com
The Secret of Your Success

Zig Ziglar @ ziglar.com
Jim Rohn @ jimrohn.com

More Great Resources

Lowry’s Books, 22 N Main, Three Rivers, Michigan
lowrysbooks.com

The Public Library

Nightingale-Conant @ nightingale.com

Hay House @ hayhouse.com

Ragan’s Motivational Resources @ motivateandinspire.com

Success Magazine @ successmagazine.com
The quotations presented in this book are used in the context of a critical review and endorsement of the books and resources listed in the resource section as are the other authors quoted in this book.

The author quotations used throughout are intended to introduce you to a wealth of people, ideas, and resources. Google the people whose words most resonate with you. You will be glad you did.

The best of success to you,

John Bippus
Epilogue

Leave your campsite better than you found it.

Girl Scout Motto

You don’t have to be a billionaire to be a philanthropist. The first definition the Oxford Dictionary provides for philanthropy is, “a love of humankind.” All that is required to be a philanthropist is a passion for making a difference.

Jon M. Huntsman

Unless someone like you cares a whole lot, nothing is going to get better. It’s not.

Dr. Seuss

The profits from this book go to:

John Bippus
Charities
The Secret of Your Success:

Success comes from the inside out; you are your most important asset.

Treat yourself that way.

John Bippus

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