Brief Summary: No messing about 😊 - this book starts off with statements/quotes that get you thinking straight away. Below are a few:

- “The secret of your success is found in your daily routine”
- “You will never change your life until you change something you do daily”

It focuses as TODAY as being the most important day for success and builds on the content of the book with the following thoughts:

To make everyday a masterpiece, master DECISIONS & DISCIPLINE!

Good Decisions MINUS Daily Discipline = A Plan without a Payoff
Daily Discipline MINUS Good Decisions = Regimentation without Reward
Good Decisions PLUS Daily Discipline = A masterpiece of potential

This book is divided into 12 chapters, each one covering what John describes as the ‘Daily Dozens’ and what it means to live today full by focusing on them. They are:

1. Attitude: Choose and display the right attitude daily.
2. Priorities: Determine and act on important priorities daily.
3. Health: Know and follow healthy guidelines daily.
4. Family: Communicate with and care for my family daily.
5. Thinking: Practice and develop good thinking daily.
6. Commitment: Make and keep proper commitments daily.
7. Finances: Make and properly manage dollars daily.
11. Values: Embrace and practice good values daily.
# Chapter-By-Chapter Summary

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<tr>
<th>Chapter</th>
<th>Summary</th>
<th>Probing Questions &amp; Action Steps (as listed by the author)</th>
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<tr>
<td>Chapter 1 - Attitude</td>
<td>Your attitude can make a difference in your life and impact those around you. You can change the course of your life by seeing yourself as how you want to be and acquiring the skills of those you admire and want to be like. The chapter continues with suggestions of decisions you can make daily in pursuit of a great attitude.</td>
<td>Based on the decision you made concerning attitude, what is the one discipline you must practice today and every day in order to be successful?</td>
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<td>Chapter 2 - Priorities</td>
<td>Aligning priorities right makes work lighter as there is a shift to doing what is necessary as against doing what you feel needs to be done. In this chapter, John goes from 'making the decision to act on priorities daily' to 'managing the discipline of priorities'. I also particularly like his suggestions on finding and staying in your strength zone.</td>
<td>Based on the decision you made concerning priorities, what is the one discipline you must practice today and every day in order to be successful?</td>
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<td>Chapter 3 - Health</td>
<td>This chapter begins with John's personal account of his heart attack and how it drove him to the decision to take care of his health and nutrition. The key thing here is that living a healthy life is a choice - one which many of us would rather not take. However we must understand that eating right and exercising right daily mounts up to a well-balanced and potentially, sickness-free life.</td>
<td>Based on the decision you made concerning health, what is the one discipline you must practice today and every day in order to be successful?</td>
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<td>Chapter 4 - Family</td>
<td>And this chapter might be the most defining I have read in a while. John was bold enough to say that there's really no success if your family is not part of the journey. He goes on to suggest ways to define family rules that grow and support family members. I like the fact that his personal experiences of success in family life are shared here.</td>
<td>Based on the decision you made concerning family, what is the one discipline you must practice today and every day in order to be successful?</td>
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<td>Chapter 5 - Thinking</td>
<td>The sum total of this chapter is that your thoughts are linked to the information you put in your mind through exposure to books and the like. I also like the thought that thinking grows and is multifaceted. John describes the 11 types of thinking. It is important to facilitate your THINKING everyday by setting aside a time &amp; place to make it happen. It is also important to document your ideas and enhance your thinking by getting around thinkers consistently.</td>
<td>Based on the decision you made concerning thinking, what is the one discipline you must practice today and every day in order to be successful?</td>
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<td>Chapter 6 - Commitment</td>
<td>This book raises an interesting concept - recommitting yourself to your goals daily. Commitment is not easy but anything worth having is worth fighting for. I particularly love this quote - &quot;Your choices are the only thing you truly control. You cannot control your circumstances, nor can you control others'. By focusing on your choices, and then making them with integrity, you control your commitment. And that is what often separates success from failure.&quot;</td>
<td>Based on the decision you made concerning commitment, what is the one discipline you must practice today and every day in order to be successful?</td>
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<td>Chapter 7 - Finances</td>
<td>Our financial discipline can be broken into four: - learn - earn - return - reduce debts Also worth considering is the authors suggestion of his 10-10-80 formula for disbursements his finances. Managing your finances daily is summed up in your decision to work hard and maintain a heart of gratitude. There is also the importance of spreading our wealth. Gun Denhart said “Money is like manure. If you let it pile up, it just smells. But if you spread it around, you can encourage things to grow.”</td>
<td>Based on the decision you made concerning finances, what is the one discipline you must practice today and every day in order to be successful?</td>
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<td>Chapter 8 - Faith</td>
<td>Faith drives our perspectives and our core principles. We must understand our commitment to our faith and make a conscious effort to live it out daily. As we stay true to our faith it gains the possibility of growing and becoming attractive to others.</td>
<td>Based on the decision you made concerning faith, what is the one discipline you must practice today and every day in order to be successful?</td>
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| Chapter 9 – Relationships | To build positive relationships, you need to understand people. In this chapter John goes on to suggest ways of getting to know and understand people. I like his summation so good, I had to post it here.  
• People are insecure . . . give them confidence.  
• People want to feel special . . . sincerely compliment them.  
• People desire a better tomorrow . . . show them hope.  
• People need to be understood . . . listen to them.  
• People are selfish . . . speak to their needs first.  
• People get emotionally low . . . encourage them.  
• People want to be associated with success . . . help them win.  
Later on John talked about main a conscious effort to deposit in his relationship with others, ensuring that he never starts the relationship with an ulterior motive. He advises to find the one thing you like about a person and encourage them with it. | Based on the decision you made concerning **relationships**, what is the one discipline you must practice *today and every day* in order to be successful? |
| --- | --- | --- |
| Chapter 10 - Generosity | True generosity is about serving others and finding ways to add value to them. Generosity is not just about giving money but about giving time and adding value. To add value,  
- value others  
- know what people value  
- add value to yourself  
- do the things God values  
Being generous is about keeping your eyes open to give to everyone - time, money etc.  
It's not about what we earn but the decision we make. I like that John says we don't give from the top of our purse but from the bottom of our hearts | Based on the decision you made concerning **generosity**, what is the one discipline you must practice *today and every day* in order to be successful? |
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<th>Chapter 11 - Values</th>
<th>You must extol your values and keep it front &amp; centre of all you do. This chapter encourages us to move from just merely being successful to actually being men/Women of value. We should focus in our values as this brings success our way. Our choices should always be measured against our values. It is obvious, from the authors account in this chapter that those that stand the test of time in business, family life are this who celebrate their values, regardless of the situation in which they find themselves.</th>
<th>Based on the decision you made concerning values, what is the one discipline you must practice <em>today and every day</em> in order to be successful?</th>
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<td>Chapter 12 - Growth</td>
<td>Straight into the chapter, John emphasises the importance of having a plan for personal growth. He pointed out that the gap between your vision and your reality can be filled by making a choice to maximise your potential. Focus on 3 aspects of growth - requirement, reward and return. Spending 1hr a day on a subject for 5 years will make you become an expert on the subject. In conclusion, John writes &quot;By making today great, you can make your life great, because when you take care of today, tomorrow will take care of itself.&quot;</td>
<td>Based on the decision you made concerning growth, what is the one discipline you must practice <em>today and every day</em> in order to be successful?</td>
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