

## 9 SKILLS TO MASTER TO SKIP THE 9-5

### THE ESSENTIAL SKILLS CHECKLIST

One thing that you're commonly bombarded with online is the fallacy of get rich quick promises that show you a process on how to make "loads" of money "quickly". What the guru's don't teach is the importance of having the required skill-set to be successful and that building something from scratch takes time.

There's one thing that can be promised. If you learn the skills that are discussed in this checklist and implement them, you will succeed and make your dreams a reality. We have learned how to generate passive income doing exactly what we love. We achieved this after following a strict regimen which started while working "the dream".



#### 1 - SELF-EDUCATION

As we grow up, we are constantly told the same things by our elders.

Go to school, get good grades, go to college or university, then go work 9-5 and build up your savings, buy a house, have kids, retire at 65, and then prepare for the one thing other than taxes which is certain.

The importance of self-education is to constantly be learning principles and strategies from accredited sources who have actually done exactly what it is that you're aspiring to do.

Warren Buffet says, the more you learn, the more you earn! Learning should be a part of your daily schedule, and there should be NO excuses! Self-educate and become an expert in an area which you can provide value to others with, then use your skills to your advantage and monetize it.

If you want to stay relevant, there is no other choice: *you must constantly upgrade yourself.*

## 2 - ADAPTING TO A GROWTH MINDSET

Having set goals and objectives is extremely important as it allows you to use it as a motivating factor when working towards success. When you have a goal in mind, your brain will continually look for ways to make that goal a reality.

A growth mindset, means that challenges and learning are opportunities, and that failure is an opportunity for growth. Rather than seeking out evidence that proves you're not smart, people with a growth mindset focus on process and progress, searching out opportunities to stretch their existing abilities.

The hand you're dealt is just the starting point for development, and your basic qualities are things you can cultivate through your efforts. The growth mindset embodies a passion for learning (rather than a hunger for approval).

## 3 - TIME MANAGEMENT

Time is one of the most important resources that we have as humans. Money is limitless, however time is limited. Learning to effectively allocate your time is an essential factor as to whether or not you will succeed.

Time is often used as an excuse for not getting things done. In reality, time should never be an excuse because time management is something completely within our control.

When you learn to take control of your time, you will improve your ability to focus. With increased focus comes enhanced efficiency, because you don't lose momentum. You'll start to breeze through tasks more quickly (the workday will also seem to fly by).

Manage your time efficiently, allocate your energy to your most important tasks and be relentless in pursuit of your dreams.

## 4 - STRATEGY

Having a clear and focused strategy is critically important to your success, and without a well-defined strategy, you won't be as effective. If you can take the emotion out of your decision making, you'll be **more focused, more productive, and more profitable**.

A goal without a strategy is just a dream. Strategic planning is about making choices, establishing priorities, and coordinating to achieve your desired results.

You should define clear time-lines for achieving expected results. In clarifying the vision and taking accountability, your strategic plan increases the alignment of all your activities.

Since all decisions should support your strategy, your strategy is the reference point for your decision-making. Having a strategy is one of the essential skills to master to achieve your goals and objectives.

## 5 - SALES

If you master the skill of sales, you will never struggle professionally.

When most people think of sales, they think of an obnoxious pushy person trying to sell them something. Sales is about demonstrating value to another person who can benefit from what you have to offer.

Selling is one of the most persuasive forms of promotion that you have. It's not about deceiving, it is solving a problem for your prospect. You should genuinely take interest in your prospects, listen to their needs and make honest product or service recommendations.

To be effective at sales you have to be able to look your prospects in the eye, use verbal and nonverbal communication to thoroughly explain the benefits of a given solution.

## 6 - CONFIDENCE

Confidence is often a more important asset than skill, knowledge, or even experience.

Throughout a majority of our lives, we are often told not to dream. What tends to happen to many people's dreams and aspirations is they get told it's "unrealistic". These dreams get shot down by others that simply have a difference in opinion. But who's shooting them down? Anyone and everyone that doesn't share your mind-set.

Since we are all shaped by our past experiences, it's impossible to expect everyone to support your dreams. It's important to always have the confidence to be bold and chase them.

"Somebody who has failed 10 times, has the same amount of success as somebody who has NEVER tried."

Confidence along with a successful mindset is essential to being successful. Being able to be positive and stay positive is a skill-set that can be learned with persistence and perseverance.

## 7 - NETWORKING

Let's face it: Networking isn't always at the top of our priority list. It can be awkward, time-consuming, and after a long workweek, much less appealing than the couch.

However, networking is an essential part of advancing your career. Those in the workforce will likely get a job through who they know rather than education or work experience.

These days, it's not enough to keep your head down and produce A-plus work. You need to connect with others, be vocal about your interests and career goals, and build relationships with people you might not otherwise have met.

You must approach networking with a positive attitude to make the most of it. Be intentional, have an icebreaker, be open about your career goals and always follow up.

## 8 - ENERGY

In any business, regardless of the competitive landscape, Having a consistent high level of energy that will allow you to plow through your day effectively is crucial to achieving your goals.

Applying positive energy consistently will assure that your quality stays consistent.

Your energy level is key as it helps you focus on outworking, and outdoing everyone to assure that you are the best at what you do. Most people don't understand that your secret sauce, your biggest core competency is yourself!

It is no surprise that some of the world's wealthiest people are in great physical shape. Maintaining a consistently high level of energy helps you stay at the top of your game.

## 9 - PATIENCE

Patience is a factor that most people refuse to acknowledge as the reason for their failure. It is often the difference between the elite players and the average person.

To say patience is a virtue is an understatement. It's really more of a skill—one that can be learned and needs constant nurturing.

Patience is the state of being that occurs between experience and reaction. Whether you're trying to be patient with yourself, others, or life, it seems to always involve the experience of dealing with delays or obstacles.

By cultivating a practice of patience, you're able to let go of things outside your control and live with less stress, anxiety, and frustration.

It's the ability to maintain stillness in the midst of disappointment.

Patience is not an easy practice, but it's one that can completely change your life and lead you to success, if you can master it.

## WHAT'S NEXT?

These are the nine skills to master to skip the 9-5.

We hope that this checklist will equip you with the information needed to go out and take control of your future. Once you start to master and apply these skills, you will never go back to being average.

If you'd like to speak with us about a customized strategy and action plan to take your business and your life to the next level, we'd love to talk to you. Click this link to book your free strategy call. There is never any pressure on our strategy calls. Our goal is to figure out where you need help, and point you in the right direction.

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