

Teachings from the Training Program

HPT TRANSFORMATION

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The HPT Manual

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And we will <u>still</u> find you ;-).

This Book

Use this book to help create for yourself an evolving document that outlines your purpose in life. Who you are? What you stand for? Where you draw the line? What do you intend to do with your time to make this life meaningful? Excepting acts of God, it is you who determines your future. This guide is now yours. And it is only a start point. Don't be afraid to underline or highlight sentiments and ideas you like and cross out those you don't. If you ruin the book and want another, don't worry; we'll give you another copy. Your success is our mission. When you read inspirational passages in other books, magazines or newspapers write them down or clip them out. Put everything together in a folder or box.

This will serve as your motivational reserve and will help you create a personal mission statement.

Your mission statement only has to be a few sentences or paragraphs.

Refer to your mission statement periodically and don't be afraid to change it as you grow.

A mission statement will help you to establish a foundation upon which you can build your dreams and goals and from which will flow your objectives and daily to-do list.

Command a Presence.

Your contented presence shows an air of simple elegance and refinement in your attitude and form. You appear physically, emotionally and spiritually strong and yet you seem to have even greater strength stored in reserve. You are poised, co-ordinated and balanced. You command with effortless confidence. Be calm. Be deliberate. Feel assured and alert. Look good. Feel good. Keep your head up and your shoulders back. Keep your eyes forward. Breathe deeply. Walk with a purpose. Have a firm handshake. Your eyes are friendly. Let your smile begin in your mind. You exhibit both style and class. The odds are with you. You are the product of millions of years of human evolution. You have a family heritage and a nationality of which to be proud. Take pride in who you are and in those values and beliefs for which you stand.

Bask in the feeling of being your best.

The things you want drawn to you will come as a result of your good nature and determined persistence. Pause and savour the moment.

Begin your work.

You have already intimidated your opponents and charmed your followers.

Spend more time on the pitch.

Have you ever wondered why some people just seem charmed? Things just seem to fall into their lap just at the right time? Do you really think that they are charmed or lucky? Or do they bring about their own luck, their own magic! These people are no different than you or I, and the only magic they process is the magic they create for themselves. What they do have is an HPT attitude. They have an attitude, which makes them take control; they don't sit back while others are hitting home runs or scoring goals. They're the people who push to the front of the queue. They're the guys who always put themselves forward. They don't like sitting on the sidelines. They want to be out there making runs, getting themselves known.

Now, if you feel comfortable sitting on the sidelines, watching, then that's great. It's nice and dry, warm and comfortable. But guess what? You aren't going to hit a home run or score a goal sitting there, so you may as well go home!

Just do it. Cut the bull and get on with something.

Now I don't know many people who enjoy ironing shirts, in fact I don't know any people who enjoy ironing. It's one of those tasks that people put off, and put off... because its something you do at home, people always seem to find better things to do! I'll do the ironing after I watch this movie, I'll just have a coffee before I start, I'll just......... Next thing you know its Monday morning, you're rushing around getting ready for work and you haven't ironed your clothes. So what happens, you spend the next hour doing something that would have taken you 20 minutes yesterday. You get to work late and you've missed your 10am meeting, the boss is in a bad mood and you lose your job! Get the point? Stop making excuses. If something needs doing then get up, get to it and get it done – NOW. Success is not achieved by merely thinking about it.

Be Decisive.

You want to make enough money so that you can retire early and spend your time developing your human potential and helping others. If you follow the HPT principles, this can be done if you behave decisively. Prepare your goals and objectives. Devote yourself to research and hard work. Find mentors and form alliances. Seek quality and commit to customer service. Keep changing until you find your way. While you are building your asset base, live frugally, save and invest. Make up your mind to be a success and then do it. From this moment on, be decisive.

Ready, Aim, Fire (not Aim, Aim, Aim...).

OK, you know the sort of attitude you need and you've stopped thinking about it. Now is the time to take action. It's great to have a goal in mind; it does give you something to aim for. But without motion, without you getting out of your comfy chair and reaching for it, it becomes nothing more then a pipe dream. So, once again, success is not achieved by merely thinking about it. It isn't achieved by pretending to take action, looking the part. It's only achieved when you do take action and you do it with all of your heart. It's achieved when you become decisive and take action towards the goals you have set. If you want to make enough money so that you can retire early and spend your time developing your human potential and helping others, then you have to be decisive about it, decide what it is that you want to do and act decisively. Take Aim and then... Fire!

Set the Example.

Suppose you woke up tomorrow and you were the ideal you. Would you be: more daring? More powerful? More friendly? More accepting? More ambitious? More appealing? More giving? In your mind's eye, see this new you. Start acting immediately as the person you want to be, a person of character with a sound reputation.

Your words, your manner, your attitude, your dress, your posture and your actions are all reflections. First you will see yourself as the new reflection and then others will begin to see the newly reflected you. In modern society, people are constantly bombarded with visual and auditory messages. People need cues to sort good from bad and to find order so that they can make decisions. In many different aspects of your daily life, you are giving off cues which can be positive or negative. If you speak well, dress appropriately, smile, are courteous, have manners, work hard, volunteer and don't complain, you give people short cuts to view you in your best light. People will start to treat you as the new ideal you. Be constantly on the lookout for heroes in your own life to admire and emulate. Adopt their styles. Then, lead by example. Find a model you would like to become. Model the model.

Act As If.

If you feel happy, smile.

If you feel daring, act.

If you receive good service, compliment.

If you feel energetic, do something positive.

If you know a good joke, tell it.

If you feel generous, give.

If you are interested in getting wealthy, save and invest.

If someone needs help, lend them your strong hands or soft voice.

If you give your word, keep it.

If you can say something nice, say it.

If you can stand up for the weak, do it.

If someone says something you don't agree with, tell them.

If you see behaviour you don't like, stop it.

If someone is rude to you or someone else, call them on their bullshit.

If someone is bad towards you, show them.

If someone lies to you, tell them you know.

Read odd stuff. Look everywhere for ideas.

I take it no one has a challenge with reading, if you do then this is a bit pointless for you isn't! They say that people who don't read are almost as clever as the people who can't.

In the days of fast food, fast cars and fast living we can sometimes lose track of the simple things, and what they can teach us. Books are a wonderful form of learning, and they've been around for quite a while. Reading above all else can be done anywhere, apart from when you are driving! It can help you relax but most importantly when you read you are forced to use your imagination. And your imagination is one of the most powerful things you own, but sadly its something most people don't exercise. So go on pick up a book and start exercising. Remember the old saying 'what you don't know, won't hurt you'. They were wrong. Look at it this way 'what you do know, may save you'. A lot of people don't realise that when Buddha said, "ignorance is bliss" – he was being sarcastic.

Read Biographies.

What if you could learn the success secrets of the greatest people who ever lived? You can. The lives of the famous and the infamous have been duly recorded in biographies and autobiographies and are ready for you to read and research. You only have to take the action to go to the library or the bookstores. The lives of great thinkers, businesspeople and humanitarians are there. You will read about successes and triumphs. You will also learn how many times champions lose on their way to winning. In reading biographies, you may come to the startling conclusion of how much greatness you possess. You may conclude: "Hey, I can do that". You can decide to make your one life significant. Biographies help show you the way.

Visit odd places, make odd friends.

Now this is a very important 'thing' to grasp. How many 'normal' people mix with their 'normal' friends? When they go on holiday they go on their 'normal' package deals to the usual 'normal' places. Year-in year-out. They have their 'normal' mortgage, and they pay into their 'normal' pension fund all of their 'normal' working life. Then they retire at the 'normal' retirement age. Suddenly they're 90, they are dying and they look back on their very 'normal' lives. Now at that moment in their time 'normal' becomes boring. Boring becomes a waste of time. Their life becomes a waste of time. And they wish they hadn't been so 'normal'. You're going to die anyway. So you may as well make your life as exciting as possible. When you have free time use it well.

We do not advocate a normal life.

We advocate an AB-NORMAL life.

Something to be proud of and something others point at!

Don't veg-out in front of the TV. Go somewhere different. Do something different. Something exciting. Talk to "mad" people, say "mad" things, do "mad" things...after all, as far as we know, you only live once. Unless you happen to be James Bond in which case you only live twice! But that is down to good scriptwriters. You write your own script!!

Face Fear.

Knowledge, practice and courage are your weapons against fear. One person can step out of an aeroplane door at 10,000 feet without hesitation. Another can stand before an audience of 10,000 and give a speech without breaking into a sweat. Fears can be rational or irrational but they are always personal and real. Everyone fears something. Don't be afraid to be scared. To diminish a fear, you must first face it. The one hundredth skydive or speech won't be as traumatic as the first. But you must make the first step. The best way to deal with first fears is through a combination of logic and bravery. Logically, most people who jump from planes or give speeches don't die. They succeed through preparation. If your equipment is right and your training is complete, you are ready to jump. If your speech is carefully crafted and you have practised many times, you are ready to speak.

Associate with confident people. You have seen many who have already done what you fear doing. Now, do what they have done. Fear is learned and must be unlearned. After facing that fear, you will feel exhilarated. Without fear, there can be no courage. Fear provides the opportunity to be brave.

Babies are born with only two fears. The fear of falling and the fear of loud noise. All other fears are acquired. They are self-inflicted!

Fear is just a darkroom where your negatives are developed!

Challenge Yourself.

Don't look around at everybody else. If they play when they should be working, you don't have to. If they bake cakes when they should be exercising, you don't have to. If they need to belong to a certain group to find self-esteem, you don't have to. If you follow The HPT way, you will be different. You will be a risk taker. You will be a hard worker. You will be a thinker. You will be a listener. You will be a helper. You will be a friend to those in need. You will meet objectives and set new objectives on your way to achieving your goals. You will adhere to a strict code of personal behaviour. This won't be easy. Few noble ideals are easy to attain. Meet the challenge. Step up. This will be you.

Using no way as way Having no limitation as limitation. (Bruce Lee)

This does not mean, 'do what you want'. It really is very specific.

Bruce Lee designed and created Jeet Kune Do (The Way of the Intercepting Fist) and this phrase was his personal mantra. It means,'never ever think that you have only one response'. There are no limits to what you can do. Do not be boxed in. As an HPT agent you must be resourceful by being fluid and reacting to the moment and having the ability to tap into a resource of choices. Jeet Kune Do allows you to react to what the other person does without being tied down to limitation of style.

Be Water

Empty your mind. Be formless. Shapeless. Like water. When you put water into a cup, it becomes the cup. If you put water into a bottle, it becomes the bottle. When you put it into a teapot, it becomes the teapot. Water can flow, or it can crash. It can be calm and it can be destructive. It can invade and make its way into the smallest of openings.

Be water my friend.

Whoever has fluidity within the situation CONTROLS the situation.

You must flow, like water. Water becomes stagnant if it is still, so, Keep On Flowing!

The basic tenet of every computer game played today is: You will be killed if you stand still!

Have no technique

If your opponent contracts, expand.

If they expand, contract.

If they move, be still.

If they are strong, look for weakness.

If they are weak, invade.

Your opponent has only images and illusions, behind which they hide their true motives.

Destroy the image and you will break the opponent

Engage odd people. Boring People = boring ideas.

Mix with odd outsiders. Do odd things. Visit odd people. Take it all on board. Learn from it. Take things from all experiences and keep with you all you want. All the rest can be left behind. It's your life. Boring people, boring ideas, well take a look above (12) and exchange the word normal with boring. Who wants to learn to be boring?

Don't you find odd, weird and extreme people to be more interesting than normal, run of the mill, boring people? Seek them out.

Play to the Winners.

You have one life to live. You want to be happy and to make your life meaningful. You haven't got time to waste time associating with negative people (or Energy Vampires and Mood Hoovers, as we call them.) They will drain your energy and when they find a willing or captive audience, they won't let it go. Negative people may have justifiable concerns but too often they get over involved in minor matters and imaginary transgressions. Negative people may be envious of your ability to succeed. They may feel guilty knowing that they aren't willing to pay the price that success asks. Negative people are usually negative because they have given dominion to their happiness to others, often many others. It's the boss, the neighbours, the kids, the politicians, and the police. It's money. It's the bills. Be polite and encouraging to negative people. Listen to their complaints or stories but only once. Give them a copy of this guide. It may help. Chances are they will hate it. If their 'problems' are serious enough, guide them to professional help. Don't judge. Empathise with them but avoid being drawn into their web of unhappiness. Help those you can while realising that you can't help or save everyone. You can open your heart, be compassionate and still be strong enough to walk away. You can say no. Everyone has 'problems' but not everyone allows those things to rule them. You can offer a temporary safe haven without becoming a permanent home. You do not have to sacrifice your life to the issues of another.

Cultivate odd hobbies. Raise orchids. Race Yaks.

Well, we've talked about engaging wacko outsiders and the best way to that is to become a wacko insider yourself. So go on, do something extreme, do something silly on a regular basis. Cultivate an odd hobby. It'll give you something to talk about and it will give you a new focus. Live life, have fun and be silly. If people smile at the things you do, it might spark a thought.

Don't be a Perfectionist.

'Trying' to be perfect takes too much time and effort and creates too much stress and is impossible anyway. Instead, strive to relax at the 90% level. Following the HPT principles, reaching the 90% level in most of your financial and social endeavours will be something that you don't even have to think about because it will just happen through your persistence, determination, hard work and friendly personality. Learn about the income and the lifestyle level of those in the top 10% of your profession. If you aren't content earning more than the 90% of your coworkers, choose another profession. It is possible to 'try' too hard in business, in exercise and in relationships. Overwork can produce stress and anxiety, which is the opposite of the inner peace you seek. Your best is good enough. Live to a high standard and not to an impossible obsession.

Your 'best' will be far better than other peoples 'best'.

Here's the shock. When you have done this for a while, your 'worst' will be better than other peoples 'best'.

Ask stupid questions,

'How come all the commands for a computer come from a keyboard' ...somebody already asked that one; hence they invented a mouse. It is said that madness is a level very close to genius. Both look at things in a very different way from your average person. Neither one accept what is called the norm as being the only way to do things.

They do things differently, some better, some silly, but always different. Never be afraid to ask what on the surface may seem stupid. Without the question you will never come up with an answer, and your brain will always come up with an answer. Do you think the Internet sounded like a good commercial idea forty years ago? But someone asked the question 'How can we make computers talk to each other.' Now when that was first said the reply he got was 'Computers talk to each other, you must be mad!' Ask a silly question get an answer. Another old saying "A wise man can learn more from a foolish question, then a fool can from a wise answer."

Ask a Lot of Questions.

The best way for you to learn the martial arts is to ask a lot of questions of your master. Do not be shy. You want to be curious about a lot of new things. Questions are stepping-stones to self-improvement. The only meaningless question is the question not asked.

Dialogue will make you a better student.

As a 'new fish' or Division Head, you want to ask questions of your colleagues and customers. What do your colleagues need? Ask them often. What do your customers need? Ask them often. You need satisfied colleagues to satisfy your customers' needs and without satisfied customers, you are out of business. Satisfied?

Develop Winning Strategies.

Begin by clearly focusing on your objectives. Exactly what do you want to accomplish? How have other people dealt with similar objectives? Can you do what they did? There is no point in reinventing the wheel. If a proven strategy already exists, find it and use it. Choose the best option. Consider alternative strategies if your original option doesn't work or needs to be compromised. If you are daring, some of your ideas aren't going to work. Adapt. Do something else. Keep at it. Keep taking action. Don't just invent new strategies for invention's sake. If a technique works, stick with the technique. If it isn't broken, don't fix it!

Develop winning strategies and keep those that prove effective. If you have one approach and it always works, that's great. If you have one product and you can keep selling it, that's great.

Run the Short Road.

The short road leads you to a black belt. If you earnestly train three or four times a week, in three to four years you will probably earn your black belt. This is a short road to a notable accomplishment. The short road leads to financial independence. If you offer a quality product or service and you appreciate your customer and you keep improving, you will earn enough money not to have to worry about it. This is a short road to a notable accomplishment. The short road leads to strong personal relationships. If you smile at, listen to and are generous with family, employees and the public, you will be rewarded with many friends. If you are courteous, you will be welcomed anywhere. This is a short road to a notable accomplishment.

March the Long Road.

Just as earning a university degree is only the beginning of what should be a lifelong pursuit of knowledge, becoming an HPT Agent is only the beginning of a lifelong enjoyment of the effects of taking decisive action. On the long road you accept the responsibility of creating business success and helping your colleagues reach their financial objectives. You should not view the amassing of material possessions as a singular measure of your success.

On the long road, experience beats inexperience, smart beats uninformed, effort beats laziness, polite beats rude, generous beats selfish, fit beats fat and interested beats bored. Be patient. Your time is coming. With time, everything passes from old hands to young. On the long road, you accept the physical, mental and financial blessings that you will enjoy from following the HPT principles as you continue throughout your life to improve yourself and to give back to your family and society.

Empower. The more people that know they are running their own show, the more time you have to excell.

As a follower of the HPT principles, you are the exception. You are willing to work harder and be more generous than you have to be. You will exhibit character, vision, passion, enthusiasm and patience. You will be ready to inspire and lead. You will accept responsibility. You will maintain the highest standards as you set the rules. You will be consistent. You will have a clear vision of your mission. You will encourage teamwork and the formation of strong alliances. You will set the example. You operate at the 'black belt' level. In dress, speech, demeanour and attitude, you show the way to your colleagues. Your values and ideals have been deeply considered. You guide yourself and others toward excellence, not perfection. You are always open to new ideas, suggestions and offers of assistance. You must never ask or expect others to do what you would not do. You will believe in your clients and colleagues and they will reward you with their support. Never forget, it's your life. You are the captain of your ship and this is your journey. Many people feel that they have no control over their own lives. Remind them constantly that this is NOT true. Once we all understand that we are responsible for all out comes, good and bad (if there is such a thing!) then we understand why these outcomes occur. From then on we are able to direct our lives as we see fit. More time on the pitch, so to speak.

How to Wear an HPT shirt.

As an HPT Agent you should be the worker bee of your office, ever in motion. While the 'new fish' is encouraged to volunteer his or her efforts, the Agent enjoys no such luxury. The Agent is expected to act selflessly for the benefit of the consortium. Now is the time you practice all you have learnt. Your training has taught you all you need to know to succeed in any situation. The 'new fish' may think that they know a lot but they may actually have little appreciation for the greater rewards of training that will come in the years ahead.

HPT is a lifetime learning opportunity.

Train without limits. Keep everyone engaged, period.

Now, we've talked a lot about attitude and we've touched on ways to develop the mind. A positive attitude and a creative mind will win hands down every time when up against the opposite. Once you gain these, it is important that you keep them. As you know, when anything is not used it becomes dormant. Use every moment, every opportunity to practice the things you have developed. Be aware of the way you talk, the words you use. Notice the way you walk, the way you stand. Make note of the things you do in your spare time. Never waste a moment as once gone it can never be regained. Use your time, all your time, to develop. Train, train and train some more.

The time it took to read this page has now gone. It will not return.

Luckily you were doing something useful. Now use what you learnt in that time and make sure that the time wasn't wasted. That's how it works, see? ;-)

Act Independently.

As an HPT Agent, you are a person of action. You assess a situation and based on your knowledge and experience, you act. You dare. You risk. You make mistakes. You re-evaluate. You act again. Your training has given you confidence. This is simple enough. Because the status quo is often comfortable and safe, many people look for guarantees before taking independent action. They want assurances from others that all outcomes will be favourable. Yet, in seeking assurances, they frequently receive cautions. These cautions can easily be used as excuses for inaction. Those who love you the most may be the loudest in warning you not to risk failure. If you always follow the crowd, you will always end up where the crowd ends up. You will never become an Agent if you think that the colour does not suit you. Make a personal decision to do what it will take to succeed. The HPT principles are known to many but lived by few. Most people know what they should be doing but lack either the will or the self-confidence to train for a black belt or start a business, or make an investment or establish a friendship. This is not the independent you.

Actively pursue failure. Failure is the only launch pad for success. (The bigger the goof, the better the lesson.)

Most people are so afraid of failing that they concentrate all their efforts on that; not failing. And so they never really succeed. They only survive. It is only through 'failure' that true success can be gained. In truth there is no failure, you only discover a way not to do something. Look at Thomas Edison, inventor of the 20th century. When he invented the electric light bulb he used over 2000 different materials for the filament until he discovered a combination that worked. Years later when he was being interviewed a reporter asked him "When you tried for the 2000th time to build a coil for your light bulb, and it failed, didn't you feel disheartened, didn't you feel like giving up?" He replied, "Not at all, every time I discovered a different way not to make a light bulb but I got closer to one way that would. So every failure, as you put it, was in fact a success!" Get the point?

Blame No One.

Lying compromises your honour and making excuses compromises your strength. When you are wrong, the most expedient form of action is to admit your mistake and move on. Kick the 'buts' out of your life. Accept the fact that life isn't always fair. You will not always be right. You are human and to trip, stumble and fall are all part of being human. What differentiates you from the herd is that you get up. Mistakes are your teachers. By choosing to be an HPT Agent you are choosing to be a risk taker, and you will face both peril and reward. You will make a lot of mistakes as all successful people have done and continue to do. It is not someone else's fault if your success involves persistence, failing and learning. Accept this as your choice. This is the nature of the road to success. Let your ego go. Take responsibility. Worry more about what you can do rather than what others haven't done. Understand. Forgive quickly. Never feel sorry for yourself. Blaming others will not make you feel better. Try to see the other person's

If someone apologises to you, be gracious, non-judgmental and move

side

If you fail, don't blame others for that failure. Because if you succeed even bigger because of that failure...are you going to credit them for that failure?

No, I didn't think so.

Take anti-NIH pills. Don't let 'not invented here' syndrome prevent you from ripping off smart ideas. (Remember; plagiarise, plagiarise, plagiarise; that's why God gave you two eyes. But, be careful to always call it 'Modelling' or 'Research'.)

Right then, we all know that inspiration comes from the everyday things in your life, from life itself. Inspiration in itself is only needed when we are faced with a challenge or the need to develop something new (normally to overcome a challenge in a different way!). Now, what I'm saying here is 'do not reinvent the wheel'. If something works great somewhere else, or for someone else, than use it. Credit them, but use it. Don't just invent new strategies for invention's sake if a technique works, stick with the technique. If it isn't broke, don't fix it! Develop winning strategies and keep those that prove effective. If you have one approach and it always works, that's great. If you have one product and you can keep selling it, that's great.

Don't feel bad about it; it's the clever way to do things! Going back to the Wright Brothers, all the planes we see today are nothing more than plagiarized versions of that very first flying machine! Do you think Boeing is worried about who had the "idea" first? I don't think so, they just count their billions in the bank.

Inch Forward.

Modern life can make you soft both physically and mentally. You can be lulled into mediocrity very easily. The status quo may become comfortably familiar. You can actually begin to believe that you are doing all that you can do or that doing more isn't worth the effort. In the martial arts, there is the concept of kai zen, which means a dedication to continual improvement. Challenge yourself. You must start the positive momentum in your life. You don't need someone else to tell you not to smoke. If today, you smoke, and you normally smoke a whole pack, tomorrow smoke 18. The next day, 17. Improve. If you haven't read a book recently, read one. If you don't exercise, take a walk instead of driving. If you can swim 30 laps, swim a mile. If you're shy, say "Good Morning" to five new people. You know yourself. You know what self-improvement you need. You don't need anyone to tell you not to jump from a fifty story building, so why would you need someone to tell you not to do drugs, to exercise more, to eat a sensible diet, to talk to your kids, or to compliment your employees? You know what to do.

Be strong. Take that step. Do the hard thing. Challenge the you who is content with yesterday's accomplishments. Take a deep breath.

The tortoise often beats the hare. Improve incrementally. Changes that last a lifetime begin moment by moment.

Hold That Thought!

HPT is all about believing that there is no such thing as a bad idea....Bad ideas do not exist! No, never, Nothing!

I have said before that there are two kinds of ideas. Great ideas and mad ideas. Sometimes the mad idea isn't actionable...but, Not being actionable does not mean they are bad ideas. It means that they are ideas that, though great ideas, cannot be realised because of other factors. These factors may be time, money, effort etc. Sometimes things happen that preclude you from taking action on an idea, however safe or mad.

The most important thing is that people use their brains.

There is a climate of 'controlled madness' in the HPT office.

A 'can do' mentality.

A sign in the HPT office says; 'Find a way or make a way.'
'Organised Chaos' is my favourite description of my office culture.
In that sort of office, there are no bad ideas.

So, What DO you think is the BIGGEST reason people don't follow through with an idea?

I believe the biggest reason people do not follow through a potentially big or life changing idea is...they think it has already been thought of and built or made or is on the market already.

You see, there are thousands of equally obvious, audacious ideas out there...YOUR job is to be thinking about them!!

I firmly believe; Imagination is more important than knowledge!

Constantly reorganise. Mix and match different combinations to shake things up.

If you keep doing the same things in the same way, for any period of time, you will soon become bored, indifferent and or stagnant. By constantly doing things in a different way, with different people at different times, you will become more creative in your thinking. You will learn new skills. You will begin to look at things in a fresh and exciting way. You will begin to see many solutions to old challenges.

Be Outwardly Focused.

People want to know where to find the best. Don't be shy or falsely modest. Tell them it's you. Whatever you do, you do it to the best of your ability and so you do it well. You constantly train and research ways to improve yourself, your mind, your body, your home life and your business. People want the reassurance of hearing this. They will come to you and come back to you and you will succeed.

Ask all that you meet to buy your product or service. To help a lot of people, you must tell a lot of people what you can do for them. Hand out lots of business cards, write a newsletter, send e-mail, mail announcements, give speeches or hold seminars. Not everyone will like or appreciate or be grateful to hear your message, but most will. In business, your fate lies not with the one prospect you are calling, but with the one hundred you are willing to call.

Some will. Some won't. So what? Next!!

You can be shy and work for fifty years. Or, you can believe in your product or service enough to be proud enough and brave enough to ask all to buy, and you may not have to work very long at all. The odds of succeeding when you deal with many prospects is high. The odds of succeeding when you are focused on the needs of others is

overwhelming.

Don't hide. If you can't be proud of what you do or sell, then do or sell something else. You can't make people buy but you can let them know, if and when they are ready, that you will sell them a quality product at a good price and that you will appreciate their business.

Listen to everyone. Ideas come from anywhere.

Now I'm sure you've all heard the story I'm about to tell, but tough, I'm going to tell it any way. It's the one when a truck is travelling along a country lane; the driver takes a blind bend and sees a low-level bridge straight in front of him. He hits the brakes, but he's too late. The truck slides into the bridge and is stuck fast. The driver attempts everything but his truck just won't move. Hours later the Police and Fire brigade are there trying to release the truck. The road is closed off and it's starting to get dark. The Firemen are just about to start dismantling the bridge when a small child rides past on his pushbike. He looks up at the Police and shouts "Hey, Mister, why don't you let the tyres down?" Enough said. I'm sure you get the point.

A delegation of Dutch prison officers visit an English prison and are amazed at a very large and expensive looking piece of steel machinery on wheels. It has claws, a battering ram and large pistons.

"What's that?" They ask.

The prison governor puffs his chest out and says:

"This is the latest state of the art piece of kit to deal with prisoners barricading themselves in their cell. It can push the door in and then clamp and lift the door off. It costs £150,000. I bet you would like one of these to deal with your prisoners who barricade themselves in!"

"No need," explains the Dutch official. "All our cell doors open outwards."

Enough said.

Don't listen to anyone. Trust your inner ear.

After all that, what's going on here then? A long time ago I read a saying printed on the back of a business card. It read something like "Never believe anything you read or anything you are told, even if I have said it. Unless you feel it to be true in your own heart. - Buddha". So in a nutshell, keep your eyes and ears open to information. If the information you get just doesn't feel right, then let it go. You know what's right for you at any given moment in time. Develop your intuition. Be a good animal. When something doesn't feel comfortable. When you don't like the sound of a plan, when things just don't look right... Take note.

Whether with regard your physical self or your physical surroundings, your intuition and instincts are your own best early warning system.

Listen to the inner voice. Listen to that gut feeling. Go to the doctor.

Leave the party and go home. Take a taxi home. Get away from these people. Quit this job. Do what feels right.

Every once in a while, your instincts may be off and you may feel foolish. Err on the side of safety and your instincts may be saving you from danger. Give yourself time or space to consider your options. It would be foolhardy to do otherwise. The same is true in business. If you feel that you have a good idea, test it. If you feel that you've made a mistake, correct it and move on. Develop your inner ear.

Feel the force young Skywalker.

Look Forward to Tomorrow.

You can begin immediately to be the person that you aspire to be.
You don't have to wait. You do not have to be ruled by yesterday. In fact, change is often easy. The hard part is to maintain that change for the long term. Hope does spring eternal. If you fall down today, you have tomorrow. If you fall down tomorrow, you still have the day after tomorrow. Keep at it. You will either succeed or end up being the toughest opponent others will ever meet.

Everything starts happening right now!

Have Faith.

Look around you, the train, the classroom or the office and you will probably see ordinary people who are going to live ordinary lives.

There is nothing wrong with this choice. But you should feel differently. You read this guide and you should feel empowered. Your mind should fill with new ideas. You will put your free time and extra money to good use. You will want to find mentors. You will want to research. You will dare to risk all. You will persist. You will make money. You will save. You will invest and you will succeed.

Many around you could have done exactly the same thing. They

Many around you could have done exactly the same thing. They didn't. You did. Why?

You can't easily answer this question.

You must have faith.

Thank your God for making you extraordinary.

Thank your God for helping you see so many possibilities.

Thank your God for making you a person of action.

Don't hang out with 'all the rest'.

Ordinary people do ordinary things. Outstanding people do outstanding things! So do you want to be like everybody else? Do you want to be ordinary? Or do you want to be outstanding? If you hang out with all the rest, you become just like all the rest. Take a look around you, look at your friends. Look at your family. Look at your work colleagues. How different from them are you? What do you bring to your various circles? Are you just like them? Or are you different? Do you fit in or do you standout from them? To be outstanding you first have to standout.

Look in the Mirror.

Look at yourself as your family, colleagues, clients and the general public may be seeing you. Endeavour to like and admire what you and they see. Don't kid yourself and fall victim to self-deception. You can't honestly judge others if you can't honestly judge yourself. You cannot build a stronger self if you rely upon what may be the self-serving false appraisal and expectations of others. Do yourself a favour and be honest with yourself. Are you doing all you can do? If you are not honest with yourself, doubts and fears will haunt you. To keep yourself on the correct course to accomplishing your goals, subject your attitudes and actions to constant review.

During your quiet time each day, quickly contemplate the thought: Is this the way that I want to be thinking and acting? Make self-reflection a daily habit. Pay close attention to yourself.

Smash all functional barriers. Unfettered contact among people from different disciplines is pure magic.

Never look at only what a person is, or seems to be, but at what a person can offer you, the group, the conversation, and the moment. The people most unlike you will often inspire your best ideas. When you mix with people who do as you do you usually get the same answers. By smashing all barriers, by allowing yourself to be open to different views and ideas, different views and ideas will come your way. Never judge a book by its cover. It might be the most interesting book you've ever read. Simple really, isn't it?

Make Everyone Feel Important.

Talk with enthusiasm and your love for your subject will spread. Sell the products and services with enthusiasm and your division will grow. Presume that your customers are your equal because they are. Don't teach or sell down to anyone. Speak with and not at or to your customers. Learn and use peoples' names. Don't talk down to people. When you talk down to people, you shift the focus from your subject or product to your condescending attitude.

Make everyone you meet feel important. You can't be selectively likeable. If you try to like some people and not others, you will eventually be seen as a phoney and no one wants to do business with a phoney. Those who don't appreciate your positive attitude will make their feelings known and you can move on to the majority who will welcome your efforts.

Look for opportunities to teach others about the HPT principles.

The principles may help them to find their own paths to personal fulfilment; your reward will be many loyal friends.

Remember everybody.

Forget Everybody.

Not everybody wants to do business with you. Not everybody wants to be your friend. Not everybody is going to be nice to you. Not everybody wants world peace. Not everybody wants to work hard. Not everybody wants to be HPT. Not everybody is smart enough to be a rocket scientist. Not everybody is fast enough to run in the Olympics. Who is helped by pretending otherwise? Trying to accommodate everybody is a trap. It can't be done. Be yourself. Not everyone will listen to reason or even act in his or her own best interest. Most want to, you can.

Language

Use your words carefully.

As you will see there is a difference between BAD and STRONG language but be mindful of how you 'pepper' your conversations.

When speaking to anyone in a business environment remember the golden rule:

If you wouldn't say it to your Grandma, don't say it to your customer!

OK Grandma?

Destroy Hierarchies.

Go on be a rebel! Now I am not saying start a revolution... what I mean here is to never have the "It's not my job attitude". Instead, have the Spartacus attitude; "yes it is my dirty cup"; "yes, it is my job"; "yes, it is my fault"; "yes, it is my challenge"; "yes, it is glory"; "yes, it is my life".

Who's Spartacus? "I AM"....

Open the Books.

When working within the HPT organisation we aim to be as 'Transparent' as possible without being indiscreet. (You don't need to run around shouting about how much you have in your pocket all the time.

As they said in 'Aliens': "a day in the HPT Corps is like a day on the farm. Every meal a banquet, every pay check a fortune!")

However, as an organisation we are totally transparent with all HPT Agents about how much profit any particular job will make. How much money the team will make. How much the company makes. How much things cost etc, etc. There can be no secrets across the board.

Because we at HPT don't make people into wage slaves and then in turn sell their labour on at a profit, we have nothing to hide from each other.

It's good to talk. But it's better to talk straight.

Pass Along the Secret.

Following the HPT way, being kind and patient and prosperous and generous, you will find your counsel being sought by many. They will want to know how they can find the 'secret that you clearly possess', the 'way'. The secret to share with them is to stop looking for secrets that don't exist. Most already know the way to success. Is it persistence and determination and hard work and having clearly defined goals, which are broken down into manageable objectives? It is. Is it the Golden Rule, which is doing to others, as you would have them do unto you? It is. Most of us know it. As an HPT Agent, you act on it.

Give Generously.

Follow the HPT principles and you will be blessed with much more than you need. You will work hard towards your goals and you will be liked. Just these two attributes will result in your being well rewarded. Your organizational abilities will give you more time than most. Your persistence and determination will get you more financial reward than most. You must earn before you can give. Share your time and money. Send lots of flowers, chocolates, e-mails, teddy bears and thank you notes. Be generous and then forget it. Selflessly, share your time and money because it is right. In the martial arts, the giving of a gift is called gi ri and gi ri creates a burden to respond. You will set in motion a chain of positive actions and reactions.

Holiday little and often. Stay fresh.

Doing what you do takes a lot of energy. Energy that needs to be replaced. You have to give your body and your mind time to recharge. Long holidays can often make you stagnant. Generally the time between them isn't long enough so when they do finally come along you are exhausted, frustrated and fed up. Once you're in this bad state you make bad decisions. So don't let yourself reach this state! Keep your holidays short and take them often and most importantly enjoy them.

Communicate With Ease.

Can you talk your way out of most tough situations? Can you talk your way through to decision makers to build up your sales? Can you talk to the media and garner positive press for your business? Can you talk to a thousand people and win converts to your cause or position? The answer to all this is "Yes". Being an effective communicator can take you a long way and is an HPT skill worth developing. Be yourself. It doesn't matter if you are talking to one person or one thousand. Be yourself. If you want people to like what you say, then persuade with modesty and build your audience up. If you want to be good at Martial Arts, you practice. If you want to be good at public speaking, you practice. Practice one hour for each minute of your presentation or speech. Work on your pronunciation and vocabulary. Seek opportunities to speak in public. It's easy if you practice. Listen to good communicators and model yourself after them. How do good interviewers ask questions? How do good public speakers speak? How do good salespeople sell? To communicate well, you can't get stuck on transmit. Pause before you speak. You must listen and speak with purpose. Don't let technology leave you behind. Learn to communicate via e-mail and the Internet.

Spend 50% of your working time with outsiders.

It's great to be around people who think the same as you, people with the same opinions the same ideas. It's nice and it's comfortable, but ask yourself; if you all have the same opinion then how can your ideas improve? With out someone challenging the very things you hold dear, then your opinions will never develop beyond the stage they are now. By mixing with outsiders you are forcing yourself to take onboard a different viewpoint. A lot of these outsiders will not agree with you, some will not like the way you look, or sound, or think. And that's great; it wouldn't be any fun if it were easy! Only by listening to opposing opinions can you truly develop your own.

Spend 50% of your 'outsider time' with wacko outsiders.

As I've said before Genius and Madness are only terms. Some would say they are different sides of the same coin. Others, the same side. Either way, grow to love wacky people. You'll learn a lot. And have a lot of fun along the way. What may seem wacko to some people may be revolutionary to you. It takes people who see the world in a different way to change it. And remember a lot of people will look at you and think you're as mad as a hatter. I mean, you walk on fire and broken glass for a living...amongst other things!

Enjoy Your Own Company.

Everyone needs quiet time in their day when they can just be with their own thoughts. This isn't daydreaming. The serenity of quiet time can be enjoyed in a variety of ways. It can be traditional Zen type meditation, but it can also be taking a walk, gardening, making a pot of coffee or taking a long, hot shower. You may wish to pray. Each day, take twenty minutes to stop, reflect and enjoy being who you are. Think about the past, present, future or nothing in particular. Relax by yourself and you will feel renewed. Tranquillity will re-energize you. Without knowing, you will be amazed at how your subconscious mind releases so many good ideas. Just as the time you spend in the gym strengthens the physical you, quiet reflection strengthens the spiritual you. Quiet time also gives you the opportunity to practice minding your own business.

Take a deep breath and continue to breathe slowly and steadily.

Look around. Use all your senses. You will find contentment in the solitude. If you follow the HPT principles, you can be proud of the way that you live. Your life is significant.

Spread confusion in your wake. Keep people off balance.

Never let yourself become staid or predictable. People should never know what your next move is going to be. As we've said ordinary people do ordinary things in ordinary ways. You are not ordinary. So don't act ordinary. Always look for new ways to do things. Don't become satisfied with OK, always be looking to improve everything you do, in every way. By doing things in different ways, using different methods, you will firstly "keep people off balance". No one will be able to predict your next move, and as such they will be unable to control you. Unless of course, you choose to let them! Secondly, your skill bank will greatly increase, giving you more and more options too more and more situations. And as you all know... the person with greatest amount of flexibility will always come out on top. Never let the ordinary folk know what your next move is going to be. If you are not a creature of routine then you can never be caught out.

Seek Change.

For there to be growth, there must be change. Since you seek growth, you must seek change. You must see yourself and your environment not only as it is but also as it could and should be. You seek the changes necessary to reach the better you so that you can play your small part in making a better world. But first, you must change yourself. Look at the many ways you can change and implement these changes first. Can you change your day and spend more time with your family? Can you change your standard lunch routine and take a walk? Can you change your drive home and stop at a nursing home for twenty minutes and visit someone who may have few visitors? Can you change your office habits and find the time to make five more phone calls? Can you change your customer service policies and handle more challenges satisfactorily? Can you change your month and take one full day to visit and study your competitors?

What can you change now, and what are the possible consequences of not changing?

Disorganise. Bureaucracy takes care of itself.

The Leader (avoid Bosses) should be the chief 'disorganiser'.

Create instability, even chaos.

As we mentioned in the previous section. Don't become a creature of habit, have many routines to do the same thing. Make sure that the people around you are kept on their toes. When you never really know what's going to happen you are always prepared for any situation. And if you're prepared for any situation you will always perform at your best. And that is what we need. People who can work in any situation and always perform well.

Stir curiosity. Igniting youthful, dormant curiosity in everyone is the lead dog's top task.

Find out what makes people tick and what they are interested in. If you don't know - find out. Make them interested in you and what you do.

Always have an air of mystery about you. Never give it all away straight away. As an Ex-girlfriend once said "Because most men have the attention span of a Gold Fish you should never sleep with them on the first date, if you let them have it all straight away, then you've got nothing to keep them interested in!". . People in general are more interested in what they don't know, not what they do know. Simple really.

Focus on your Priorities.

You could be doing a million things but you should pick one. What is the one most important thing that you want to do today, this week or this year? You should be able to answer this question quickly. This action principle is a common denominator among the successful. They are focused on the immediate accomplishment of specific objectives. If you don't prioritise your day's activities, everything is of equal importance and nothing is of singular importance. Whether one thing gets done or doesn't get done, may not matter. You want your activities to be important. You want to feel the pleasant sense of accomplishment often. In the martial arts, there is 'kime' which means to tighten the mind, focus, and to exclude all extraneous thoughts that are not essential to the immediate objective at hand. Write your to-do list every day. Prioritise it. Keep to the first item until it is done. Feel good. Move to item two. Feel good. Put first things first.

Take off your coat, your tie, and your shoes and roll up your sleeves.

Have you ever heard the saying "it's a dirty job, but someone has to do it?"..." I say "who cares, it's a job so lets get it done". Here's another one "the clothes you wear do not make you the man you are", or look at it this way "if the clothes you wear stop you getting the job done. Get changed!"

Accept Hard Work.

Your interest in learning should never wane. Your willingness to do for others should never disappear. Your commitment to high personal standards should not cease. Your dedication to excellence shouldn't stop. Commit yourself to hard work and be thankful that you aren't lazy. Laziness makes all work difficult. Great accomplishments come from hard work. Luck accompanies hard work. As Thomas Jefferson said " | find the harder | work, the more luck | seem to have." | f necessary, be prepared to endure temporary hardship. It won't always be easy. Most people who start Martial Arts could become black belts but few do. Most people who start their own businesses could become wealthy but few do. Most people could give more time and money to worthwhile social causes but few do. At times, the work is going to be hard to do and you would prefer doing something easier. Accept this. From day one, you accept the premise that in following the HPT way, you will have to work hard and give much. Don't cheat or look for the easy way out. Bask in the feeling of exhilaration of accomplishment that few will experience. If you are willing to work hard, you will never go hungry. In the end, you will be very happy to discover that all the hard work was worth it.

Get out of the office.

As exciting as things may be around here, it's still an office. The computers, the toys, the Daleks, the games, the company are all inspiring but...If you feel like your not getting anywhere on any day, then do something else. Take a walk, go the gym just get yourself out and about. Don't sit there doing nothing - what's the point. At the end of the day, if you enjoyed doing nothing, you wouldn't be HPT, would you?

Build Your Team.

In building your winning team don't be afraid to pick people who are stronger, faster, smarter, better organized, braver, more ambitious, funnier or more pleasant than you are. Ask your best people for recommendations. Always opt for quality. You want your team to be built on excellence. You want your team built with members of merit and character. Resist those who propose membership based upon patronage, politics, quotas or diversity without reason. Excellence is excellence and is not subject to conditions of race, colour, creed, national origin, etc. If someone is the best-qualified person to fulfil the team's mission, then, that's what they are. If they are not, they are not.

It is no surprise that there are many people with really high |Q's working for people with really low |Q's. The people with the high EQ, Emotional Quotient, are the real leaders. They know how to make people work together. The high EQ people know how the whole game is played and they draw the best out of their people and they are not afraid to have the more 'intelligent' working for them. Of course, the people with the high |Q know how long it takes two men to fill a bath with water halfway up a mountain in a thunderstorm but...that's not going to improve business is it my young Jedi?

Don't help. Let your people slip, trip, and fall – and so grow and learn on their own.

As you know we all learn best from the mistakes that we make. When we do something that we are not supposed to do. Or when something goes wrong. We generally feel bad. And that is good. Because nobody likes to feel bad, whenever we get that feeling we make sure that it doesn't happen again. We learn from our mistakes - or at least we should. You hear people say "live and learn". But some of them have trouble with the first part, let alone the second.

Develop Your Sense of Humour.

In all areas of life, a quick wit, a hearty laugh, a smile and a warm sense of humour are appreciated. To be a good joke teller, tell jokes often. Its just practice and it's modelling your delivery after comedians you admire and funny friends you know. Start a joke file. Stick to a universally funny subject - you. You will learn that most of the best humour is self-deprecating. That is, you have to learn to laugh at yourself. On your road to success, there will be many stumbles and fumbles providing many opportunities for you to turn the unexpected into stress-reducing laughter. Don't sweat the small stuff. Laugh about it. Be affable. Humour will add to your attractiveness

Become Grateful.

Life isn't exactly the way you want it to be. You will have your ups and downs and crosses to bear. You will have plenty of opportunities to practice holding your tongue and exercising patience. Yet, because your eyes are focused on the larger picture, you will be able to keep everyday events in their proper perspective. In the larger scheme of things, you may wish to be grateful for good health, a supportive spouse, a rewarding profession, obedient children, conscientious colleagues, prosperity, loyal friends and even winning sport teams. You add and choose. When you can look forward and be thankful, you can help others in your charge to do the same. Hold the burning candle from which others can light their candles. Pass the torch.

Avoid moderation in all things. Anything worth doing is worth doing to excess.

We've looked at attitude, we've looked at action and we've taken action to get a result. This one really speaks for itself. When you eat your favourite meal do you leave half of it, or do you savour every bite? If you meet a really good friend you haven't seen in years, do you feel just OK to see her? Or are you... Right you can see where I'm going with this. Now, as there are no good or bad tasks, only things you must do to achieve your goal. So, if it has to be done you may as well feel good about doing it! Treat every task as if you were making love to someone for the first time. Do it with pleasure and to excess and you will be sure that it is done properly.

Try this:

"Because we don't know when we will die, we get to think of life as an inexhaustible well. Yet everything happens a certain number of times and a very small number really. How many more times will you remember a certain afternoon of your childhood, some afternoon that was really a part of your being that you can't even conceive of your life without it?

Perhaps four or five times more, perhaps not even that. How many more times will you watch the full moon rise? Perhaps twenty....and yet it all seems so limitless"

Written on the grave of Brandon Lee.

Raise the Bar.

Measure yourself against the best. Most others will choose to be average. This is what average means. You can choose to say: "Yes, this may be so but this is not me!" You won't know where your limits are if you don't keep striving. Reject the idea of good enough. Commit to excellence. As an HPT Agent you may sometimes have to accept mediocre performance from your colleagues but you do not have to take the easy path and reward it. Set the bar high for those on your team. They will be the better for it. When you continue to challenge yourself, you will find that few goals are beyond your grasp. Set standards that give your colleagues the opportunity to show their capabilities and spirit. Only a fool wakes up in the morning and says, 'I can't WAIT to be mediocre today!'

Define Integrity.

As a follower of the HPT way, you are proud, strong, friendly, generous and successful. Many will seek your counsel. Others will have an envious eye on you, just waiting to find fault. Being human, you will probably not disappoint either group. Have faith and a belief in your cause. Know what you will fight for and what you won't. Do not compromise what is right. Make your word your bond. Keep your promises. Fulfil your commitments. People want to know where you stand and for what you stand. People respect honesty and sincerity. People hate hypocrisy. Deliver what you promise. You cannot speak stronger words than: "I give you my word"

Follow Your Code of Honour.

As a follower of the HPT principles, you choose to adhere to a strict code of honour regarding your personal behaviour. You do not need to prove your might at the expense of others. You do not need diplomas, awards or the acclaim of others to know who you are. You do not need an audience to do the right thing. You do not need a lot of money or many physical possessions to be happy. You do not need to stand first in line. You do not need lessons to act with civility. You do not need prompting to help someone in need.

Only ever work half days. It doesn't matter which half you work, the first twelve hours or the second.

To most people work is a swear word. Its something they feel they have to do; not something that they want to do. As such they spend as little time as possible doing it! Now for you, as Swiss Tony might say "work is like making love to a beautiful woman" (or man if that's what you prefer). So you should make it last as long as possible or I'd hope you would. With this in mind twelve hours isn't really long enough to do something you enjoy, and the time will fly. We do limit all HPT Agents to working no more than 12 hours (half days) as this stops you becoming stagnant. You need your outside time, don't forget that.

Work at Work.

Work expands to fill the time available. Many people will work only up to expectations. Some work just hard enough to not get fired. Some people actually work as little as half the time that they are at work. These people create a window of opportunity for you succeed. Don't worry about being obligated to work more hours to beat the competition. You probably don't have to invest more time. Instead, if you commit to working all the time that you are at work, you will probably come out well ahead of you competition. However, don't become lulled into mistaking activity for accomplishment. Follow your prioritised to-do list. Live and appreciate everyday as an important day.

Always mix business with pleasure.

Once you see every task, every chore and every hurdle jumped as a step closer to your goal, you start to do even the most mundane things with pleasure, and so your business becomes your pleasure. Once this happens people notice and things start to happen. You draw towards you all that you need, and the challenges become easier. Your work should not be a thing you dislike doing, it should be the thing you most like doing!

Never forget the uniqueness of what you do. People pay a lot of money to do what you do for a living.

Take joy from the 'now'.

As they say, live for the moment. In reality there is nothing else to live for. The past is behind you and unchangeable, and the future has not yet happened. So all there is are the here and the now. And even that's over because what you just read is in the past!

This is all that matters, and the here and now is all you can affect. So start to enjoy what you have now. You're job, your friends, your car, and your life. Don't let yourself get dragged back into the past – you can't change it so leave it where it is. And don't worry about the future, how can you worry about something that has not yet happened. All you can do is learn from the past, and work in the here and now in order to direct future here and now's.

Don't spend too much time looking back; you will only strain your neck.

There's an old saying "when one door closes another door opens" and yes that is true, every door in your life closes because its time for you to move on. You've learnt all you can from that part of your life, good or bad (I'll talk about this later!). Sadly, what normally happens when a door closes, is that most people spend so much time looking at the closed door that they don't see the door that's opened right next to it. Focus on where you want to go; not where you've just been. When you drive a car do you steer by looking in the rear view mirror? I hope not. So don't let your life be driven by what has happened in your past. It's all just a fantastic learning experience. Remember the past is the past, it cannot be changed. You can never get back yesterday, but today and tomorrow belong to you - Never let your past get in the way.

Commit to Self-Discipline.

If becoming a financial success were easy, everyone would do it. It isn't. They don't. As a follower of the HPT principles, you can. You can keep your word even though with hindsight this may not always be easy. You can write and focus on your goals and objectives and your to-do list. You can exercise your body when you're tired. You can read business materials. You can volunteer. You can give a little extra money to charity. You can give a little extra time to family members, friends and clients. You can pick up litter on the path. You can delay gratification. You can do a lot while others are idle. You won't always want to do these things. You will feel that you are doing more than your share. You are right. Work on it. You are tough.

Inspiration comes from the most unusual or mundane of sources. Look around and within for it.

Nothing is ever invented out of the blue. The Wright Brothers didn't wake up one morning and have a plan in their head for the first aeroplane. They took their inspiration from the birds they would watch every day. As it is with everything else, the inspiration had to come from somewhere. When faced with a challenge that seems to have no solution. Take a step back, look around you, and listen. Stop directing your energy on the challenge, and take in the things around you; look at machines, animals, pictures, and nature, read a paper or watch a movie. Do anything other than concentrating on the challenge. In time you will have a moment of inspiration and all will become clear. Yes, it really is that simple. Concentrate on the challenge and that's all you will see, change your focus and let yourself be open to ideas and ideas will come, and with ideas come solutions.

Minds are like parachutes - only any good if they are open. So, most of all keep an open mind.

After all we've said up to now unless you keep an open mind then it's nothing more than letters on a page, the same 26 letters just repeated again and again. Your mind is the most powerful thing you own, the most powerful thing that you control. The only way to develop this wonderful tool is to use it. The only way to use it is to keep it open to new ideas, new experiences, and new challenges. Look at everything and everyone with the view to what you can learn. Exercise that mind. In the words of the great Morphius "Open your mind, Neo"

However, not so open that your mind falls out.

Now taking all of the above in mind and also considering what we said previously. Keep an open mind, but don't believe everything you hear. Use your common sense. If someone said you could fly - would you believe them? And would you then go to the 13th floor and jump out of a window, just to make sure. Well if you did, you would find that you were right, but not for long. Remember that there is an almost limitless amount of things that are 'possible', but there are only a number of things that are probable. Never confuse the two.

Just remember that some people open their minds and you can feel the draught for miles.

Have a "no surprises" rule. Withholding "bad news" is the worst thing a colleague can do.

As we've mentioned many times, there is no good or bad news. Only information you are not yet aware of. Even so, if you discover something or do something that you feel may be potentially harmful to the organisation. You must tell someone. Without your knowledge the incident could become harmful, yet if we are all inform then we are all prepared. As such we can determine the outcome. Or put in place damage limitation methods in order to stop anything getting out of hand. Never forget we all fuck up, it's the best way to learn. So don't be overly ashamed by your mishaps. Learn from them, and make sure you report them to someone else. How else can we put them right?

Take the Punch.

If you watch a boxing match, you will notice that few contests end without a heated exchange of blows. Even the eventual winner may take many punches before victory. In following the HPT way you will take your share of 'punches'. This is expected. In business, going from few assets to financial independence, you can also expect to take your share of punches in the form of personal rejection. "Can linterest you in ...?" "No." Intentional or not, this rejection can be a personal blow to your ego. Most people will retreat to the comfort zone and do everything possible to avoid personal rejection. Picking up the phone and 'Cold calling' is the best way to get new customers but when making any type of direct appeal, you face personal rejection. Some will listen to your offer and say, "No". Many won't even listen. You make the next call. It is easier, yet so much less effective, to hide behind impersonal print, radio, or TV advertising. Of course, advertising has an important role to play in business success but to get to where you want to go you have to risk making personal requests and taking your share of punches. On the road to YES, there are frequently many No's.

Every self-made person will have a repertoire of stories of the fights and punches they took and continue to endure. These are the war stories. This is what makes final victory so satisfying.

Step up. Volunteer for tough assignments. Prove yourself to be a "response-able" team member.

As we've said before to be outstanding you first have to stand out. Now you'll never stand out if you never stand up. When a job needs doing put yourself forward. Have the Spartacus attitude, stand up and go on court and take some shots. Even if you've never done the job before don't be afraid. Look at it as a learning experience. As long as you give everything your best-shot Mr. Black will be happy. Remember, your not judged on your successes or your failures; you're judged on the scars you carry.

Seize the Moment.

Be ready. There is no better time to start taking positive action than right now. You can't change yesterday but you can build today for tomorrow. You research and you seek advice while realizing that a time comes when you must act. Don't procrastinate. In the martial arts, there is a concept called satori, which means to live in the moment. Do what you are doing now. Work now. Enjoy now. To an HPT Agent, to know and to act are one and the same. When you feel that you should change a bad habit, seize the moment and do it. When you feel like exercising, seize the moment and do it. When you feel like finally doing something that you have been putting off, seize the moment and do it. If you can help someone out, do it. If you can start practising a new skill, do it. Fully participate in the present. Don't worry about the past or future. You are ready now.

Remember - Real power cannot be given. It has to be taken. So act as if.

True power is something you're born with; it's in your very make up, in your blood. But power as determined by the ordinary people is something quite different. They judge power as position, as wealth, as material trappings. Now we all know that these things are useful tools but in reality nothing more. As these things are useful to have don't wait for them to come to you. Act as if you already have them. Give the impression that you 'already have' and more of it will come your way. It's only when you chase something that it runs away. When you act as if you already have it then it runs towards you. Like for like, so to speak. Don't wait for your 'Boat to come in', swim out to meet it.

As Heidegger said, "We pursue that which retreats from us". Don't worry, it will come to you. When you see it coming, grab it.

Understand Courage.

As an HPT Agent, one may be called upon to be physically courageous but such events will be extraordinary. Even police officers, firemen and military personnel may only have to be physically courageous a few times in their careers.

Moral courage is needed more often than physical courage. Moral courage may mean the challenge to stay with a belief when your position may not be the most popular. Moral courage can be standing tall against bigotry, prejudice, unfairness and bullying behaviour. Moral courage is a challenge to do what is right regardless of the personal consequences.

Invest heavily in loyalty. When colleagues know you are always loyal to them they will give you the same in return.

We work as a team here, and we are only as strong as the weakest link. At times we may all do or say things that let the side down, this is human nature. But when the dust settles and the sky clears you must know which side your batting for, and so must the team. We need to be able to trust every member in the team to pull his or her weight. To do their best and to get the job done. Remember, loyalty and respect are things that can take along time to gain, but sadly they can be lost over night or in a second.

You have been warned!

Share the Credit

When everyone in your office volunteers to clean it, let everyone enjoy the gratitude and let everyone take the credit.

When your sales team meets its objectives and when your customer service department triumph over a tough challenge, take everyone out to lunch. Let everyone laugh. As an HPT Agent, your greatest satisfaction will come from seeing the people in your team, division and company succeed. Share the credit and experience the camaraderie. You know who you are. Let others glow in the feeling of accomplishing a mutual goal. Be enthusiastic for others. Acknowledge exceptional work. Encourage co-operation. Your reward will be colleague loyalty.

Never be too busy to laugh. Remember, if you don't take your challenges seriously, how do you expect them to hang around.

When facing a challenge stay happy, smile and laugh. After all you're only learning a lesson and that's a good thing. At the end of the day, it needs to be faced so you may as well feel good when you're facing it. Just remember once its over you'll never have to face the same thing again. Being 'pissed off' about it wont make it go away. What do most people do when they see it raining? They moan and they bitch and they whine. What does an HPT Agent do? They start singing in the rain. What would you do, its your choice, but either way its still going be raining!

Teach Yourself.

You are responsible for your own education. When you want to learn about a new subject, go to the library. Go to the bookshop and buy books and magazines. Log on to the Internet. Join a club or association. Find experts in the field. Ask questions and more questions. Take courses and ask your teacher questions. Don't just sit there. Make the course your course.

What do you want to know about the HPT way? All you can. What do you want to know about the business? Everything you can. Hunger for knowledge because knowledge is power. You don't need to attend famous universities. You don't need a lot of money for tuitions. By yourself, with your own free will, you can learn anything that you want to learn. Learning is a gift that you give yourself. Knowledge is portable. You take it with you everywhere.

Don't worry what the book or CD/DVD costs you either. One sentence or idea in a £30 book or \$500 course could make you 50 times that amount in the years ahead. That's a better investment than buying shares or a lottery ticket.

There is no such thing as good or bad news.

There is no such thing as good or bad news, there is only information one is not aware of. It's how you respond to it, which dictates whether you process it as 'good', and 'bad'. To quote Hamlet "Nothing is neither good nor bad that thinking makes it so"

Here is a little parable to illustrate the point:

An old man and his son worked a small farm, with only one horse to pull the plough. One day, the horse ran away.

"How terrible," sympathized the neighbours. "What bad news."
"Who knows whether it is bad news or good news," the farmer replied.

A week later, the horse returned from the mountains, leading five wild mares into the barn.

"What Good news!" said the neighbours.

"Good news? Bad news? Who knows?" answered the old man.

The next day, the son, trying to tame one of the wild horses, fell and broke his leg.

"How terrible. What bad news!" said the neighbours.

"Bad news? Good news? Who knows?" answered the old man.

The army came to all the farms to take the young men for war.

The farmer's son was of no use to them, so he was spared.

"Good news? Bad news? Who knows?"

Form Your Day.

You greet the new day with a positive mental attitude knowing that today brings you one day closer to your goals. You have a written todo list, which you have prioritised. Today you will exercise, eat sensibly and find twenty minutes for your personal quiet time. You will act as someone that you would admire. You are friendly and in control. You will perform both planned and random acts of kindness. You will do something nice just for yourself today. You will endeavour to learn something new today. You will stop at times to appreciate small things. You will plan a bright and successful tomorrow.

Over use polite phrases. Unsuccessful people don't seem to find the time to say "please" or "thank you".

As they say "it's nice to be nice". A friend of mine told me years ago about the law of Karma; 'what goes around, comes around'. We could write a whole book based on this one law, but basically it states 'What ever you do in your life to other people, good or bad will in some way come back to you'.

If for example you spend your life being nasty, unhelpful and a basic pain in the arse, you will draw people towards you that are nasty, unhelpful and a downright pain in your arse. So it makes sense to be the opposite. Be polite, helpful and positive and these things will come back to you.

Don't always apologise.

As an HPT Agent your approach will be well planned and organized. Your attitude will be giving. Your style will be strict but encouraging. This applies to most jobs. You don't have to apologise if all of your colleagues don't work to their potential. This is their choice. Each colleague will make an individual decision on whether to learn, to practice or work. Each will decide independently what the job can do for him or her. Or, with their own free will, they may decide to take a different road. You can encourage but you can't force your views on people who won't help themselves or look ahead. It is difficult to teach people who already know all of the answers. Not everyone who studies Martial Arts will or should reach black belt level. Not everyone who starts a job will become a manager. Doing your best as a teacher or supervisor is enough. You should not feel compelled to lower your standards to accommodate everyone.

Give Freely.

The single best word in advertising is free. So give freely and reap the rewards. If you are a hairdresser and need new customers, don't sit in the salon doing nothing. Hand out business cards, give free haircuts and show your expertise. If you are a black belt, offer free self-defence clinics at factories, schools, fairs and anywhere else that will let you. If you are an artist, donate one afternoon a month to teaching at the children's hospital. Look for ways to say, "it's free" and keep giving. When you give with positive intent, you don't have to worry nor should you be worried about the benefits. You will feel good. You will feel appreciated.

There is a universal human law of reciprocity. When you give something to someone, that someone feels obligated to give something back. It could be new business. It could be media attention. It could be a testimonial letter. It could be a heart-felt Thank you.

Drive people happy.

Now after all we've sad, nobody expects you to be happy 100% of the time (otherwise you'd be a game-show host, and how annoying would that be?). As they say 'there is a time for everything', even a time to be "pissed off". But by now you should be able to control the way you feel. You should be able to decide when to be happy and when to be down! With this in mind wouldn't it be a great skill to have if you could make people happy, just by being in their company; well you can. Have you ever felt down and you meet up with a friend who's really hyper, really happy about something? Did you find yourself drawn into their state and away from yours? Of course you did its only natural. Emotions or states are infectious. The strongest state wins. So as you now know how to do happy, you can start too infect everyone around you.

You can drive people happy.

Word of advice, don't do this at a funeral.

Work like you don't need the money.

This comes back to the chasing theory. When you start to chase something all it does is run away from you, and money is no different. As soon as you change your focus away from what you can earn, to getting the job done, is the moment when the money will start to chase you. Now we're not saying just sit around and do nothing. You need to be able to provide a service that the people with the cash will want. What we are saying is focus on the service you offer, make it the best service you can, love what you do and do it in a different way. Focus on that and not the cash. Do this and the people with the cash will find you, they will want your service over anyone else's. Stop chasing the cash and the cash will chase you.

It's amazing how money breeds money. In just the same way as success breeds success; money is attracted to money. In other words, if you seek out money you will find it evades you. When you are not looking for it, it lands in your lap in the form of a win, a job offer, or the cheque arrives!

The trick to money is having some.

Business is the same.

The busier you are, the busier you become.

Make yourself busy, do things and get things done.

As an HPT Agent you are a do'er not a wonder'er.

You make things happen and in doing so you become a magnet: a magnet that attracts people, business, and money.

Love like you've never been hurt.

This really ties in a few of the previous sections, but a broken heart is something we can all relate to! Remember back to the first time that you had your heart broken, the very first time! Remember how bad you felt, remember the pain and the anger. At the time you really believed that it was the end of the world.

You thought that you would never love any one as you loved that person. You thought that you would never be able to love again. And you were wrong.

Two weeks later you're back out there on the prowl. How many 'loves' have you had since then 2, 3, 5 or more? Now if you'd hung on to the past, if you'd only focused on the pain and sorrow, you'd still be a sad, miserable bastard with no friends and massive forearms. But you didn't, you let go, and put the past behind you. And that is what you need to do in every situation. Focus on the positive aspects not the negative. We will all make mistakes; we will all still get a broken heart from time to time. But it's the here and now that we must focus on not the past, and not what may happen in the future.

Dance like no one is watching.

I read an old saying a few years back that sums this up perfectly. 'Most people spend most of their time worrying what other people think of them. If they truly knew how much time other people spent thinking about them, they would be greatly disappointed'.

So at the end of the day do your thing. Do it the way you want to do it, when you want to do it and where you want to do it.

Pay no attention to what other people think.

Love what you do.

There are many martial arts styles from which to choose. Choose one that you love. Each of the arts properly practised should lead you to a more productive and stress-free life. There are 5,000 different types of occupations. Choose one that you love. People have been successful at all of them. They are your models. You can do the same. When you love your work, it doesn't seem like work. When you watch people who love what they do you will see that they work with a smile on their face and a song in their heart. They move with grace and ease. They attend carefully and lovingly to every detail. They never tire of what they do. They do it willingly and with joy and excitement. They talk about what they do with passion, they read about it, they keep up on the latest trends, they teach it to newcomers and converts. When you love your work, it's like a love affair. You do it with a passion. You want to do it all the time, in as many ways as possible. Wherever you go, whomever you're with, you want to do what you love because it feels so good. When doing anything you have a choice as to how you feel when you are doing it. You can dislike what you do, or you can love what you do. Every action, chore and task can teach you something, even washing the dishes! And for this reason alone everything should be approached with love in your heart. Ultimately, if something needs doing then you may as well feel good about doing it. Love what you do, and do it with a passion.

Work to a plan not a promise.

The road of life is strewn with the bodies of promising people. People, who show promise, yet lack the confidence to act. People who make promises they are unable to keep. People who promise to do tomorrow what they are able to do today. Promising young stars, athletes, and entrepreneurs who wait for promises to come true. Promise without a goal and a plan is like a top hat on a pig. It looks good, but it's still a pig. Turn your promise into a plan. Make no promise for tomorrow if you are able to do it today. And if someone calls you "promising", or says that what you suggest has "promise", Know that you are not doing enough today.

Get yourself a goal in life.

In life, will it be you who will shape your life, or will you let circumstance shape your life for you?

Many of us live day to day without a real sense of purpose. We know that we want more out of life, but we can't seem to put a finger on exactly what it is. We believe our fate is due to a lack of career, money or the freedom to do what we want, how we want. Actually, what we may be longing for is a purpose in life, a mission and an end goal to aim for. In a football match, neither side would win if they didn't have goal posts to aim at! When you have a mission, you have a core passion that gives you vision. With this vision you are able to move gracefully through your goals. You are able to embrace each task with joy, knowing that when completed, you are one step closer to completing your mission. This helps you stay focused until the task is done. It also makes you feel valued, worthy and respectable. You manage to keep your head up and others notice you. So what is your mission? Respect your life enough to pursue a meaningful mission. Respect yourself enough to give yourself a set goal. Write your goals down. Visualize the attainment of your goals often. Goals are dreams with dates attached. Commit yourself by sharing your goals with others. Every day, you're one day closer. You will only become as great as the goals you choose. Decide today where you will end up. Think BIG. How can you reach for a star if you're not sure which star you want to grab?

Never avoid a challenge, in the hope that it will go away.

As we've said before every challenge you face is there for a reason. You have something to learn from it. Now if you just ignore it, hoping it will go away. It won't. It may disappear for a while, but at some stage it will reappear. Twice as big, very hairy and three times as bad. So the trick here is to face the challenge head on, with every thing you've got. Remember it's only there for you to learn from it, so the sooner you face it the better. Once that lesson in life is mastered, you can rest assured that the challenge will never reappear again. Some more words of wisdom "There is no such thing as a challenge without a gift in its hands, you seek the challenge because you need the gift."

Ask Yourself

Are you generous enough to share your good fortune?
Are you healthy enough to keep to a regular exercise schedule?
Are you self-disciplined enough to stick to your
prioritised to-do list?

Are you smart enough to be able to debate current affairs?

Are you brave enough to take a moral stand?

Are you self-confident enough to try new things?

Are you humble enough to ask to help?

Are you hard working enough to build your own business or professional career?

Are you strong enough to delay material gratification? Are you merciful enough to forgive those who offend you?

Maintain a Positive Attitude

Get up, stretch and be happy because today you are one day closer to your goals. You know who you are and where you are going. You are generous and kind and hard working. Above all, you are self-reliant. You know that success can be yours because success is in your own hands. You feel the enlivening power of having control over your own future. You expect good things to happen. Optimism is a wonderful feeling.

You are your thoughts. You are thankful for being tough enough to take a few setbacks and keep going forward. You are thankful to have the curiosity to keep learning. You are thankful to see opportunity knock so often. You are thankful to have the personality to keep making new friends. Your mind can only hold one thought at a time so make that one thought positive. You are a positive thinker for whom all is a possibility. Count your blessings. The way is clear. You are a follower of the HPT principles. The world is a better place because you are in it.

lmagine.

Imagine that you can give your family all the money they need.

Imagine that you can give your family all the time with you they need.

Imagine that you will be seen as a respected leader in your community.

Imagine that your colleagues will like you.

Imagine that your clients will endorse you.

Imagine that people are telling you that you are making a difference in their lives.

Imagine that you can accomplish all that you want to accomplish by yourself.

This is not a daydream.

This is HPT.

And you are part of that heritage.

The Meek Shall Inherit the Earth... But only when the Strong Say So!

If you sit around waiting for something to happen it never will. How many people who want to be successful sit around waiting for the knock on the door? I oads!

If you are a meek person, one who sits and waits, scared to say, do or even be anything, then life will pass you by. And as life passes you by, it takes opportunity with it.

Strong people are the ones who make things happen, who seek out success and who change things to suit themselves.

Be Unreasonable.

The reasonable person accepts what is given to them and thinks that that's all they are allowed and adapts to those outside constrictions.

The unreasonable man changes what he deems is *not* right, *not* correct, and what he *doesn't like* and adapts the world to his rules and his ideals.

All men are equal... But some are more equal than others.

When you stand head and shoulders above the crowd many believe you are offering your head to be cut off. The fact is, the people who say that are the ones who don't have the nerve, ability, drive, edge and belief to stand up and be counted and never will have.

They are just plain scared.

When a group of people walk through the world head and shoulders above all others they become an awesome force to reckon with.

They are leaders, not followers.

The crowd ends up in their shadow.

For anyone to look at you, they must first look up at you.

A leopard never changes his spots... Though he sometimes disguises them.

Sometimes you may find that your long held beliefs will be compromised. You may be presented with opinions and ideas that are different, and in some instances, polar opposite, to your own. If you are in a situation where the person you are dealing with has those beliefs and you need to build rapport with them, the master negotiator has the ability to completely disregard, forget and eradicate his own beliefs and empathise with that other person.

AN HPT Agent has the ability to be whoever he needs to be in order to get rapport.

Is that manipulation? Yes! Is that wrong? No!

How many people just get out of bed in the morning and just go out?

No one does that until they have showered, shaved, decided what to wear, do make up, style hair, preen in front of the mirror, decide what tie to wear, agonise over whether these shoes go with that dress...etc

We all manipulate.

Become a master at it!

Always go on your 1 st impression

It is well documented that people make their minds up about others within 30 seconds of first meeting.

The first impression you get of someone is absolutely right.

Likewise, the first impression they get of you is also right.

Now that you see how important first impressions are you must also realise that that first impression can happen at ANY TIME!

Every moment of the day is your first impression!

Be ready; in fact, always be ready.

Every moment of the day, someone is watching you!

Every moment of the day is an opportunity!

You don't get a second chance to make a first impression!

Don't Try - Just Do

Yoda said, "Try not. Do or do not. There is no try".

If I tell you, "I tried to open the door", you know I didn't open it. If someone tells you they will "try to be there" you can guarantee that they will not be there.

Try is another word for fail, unless you play rugby of course. Don't even think about trying to do something, do it and be determined that you will 'do it'. If not, you will merely try.

Here are a couple of things to forget.

"If at first you don't succeed, try, try and try again".

Why bother? If you don't succeed, make sure you do it next time.

"The whole world loves a tryer".

And:

Of course they do. People love tryers because they never really achieve anything and it makes them feel better to have someone less successful than them around.

As an HPT Agent you are a do'er and not a try'er. You achieve things and you are a success.

If you are not, don't try to be. Just Be a success!

So, my friend, you have reached this far.

You have enough knowledge to take your first step.

We are here to support you, advise you, train you and motivate you to fulfil your destiny in this world.

The second stage of your development, the next part of this book, will be given to you once we are certain you are leading the

HPT way of life and achieving excellence in your world.

As you walk along the sands of time you will remember the teachings you have received thus far.

As you look back see how far you have come.

Try to remember what you were like before you read and understood this book.

Try...

That's right. I said "try" because you can't recognise that person you were.

1/ 1 1 1

You have changed.

That old you has gone.

You can stand alone.

You do not need support.

You are one of us.

HPT

Your personal Mantra

When you question yourself,
And question your ability
At ANY time,
Remember this,
Repeat this,

"IBELIEVE IT BECAUSE I KNOW IT. I KNOW IT BECAUSE I DO IT. I DO IT BECAUSE I CAN. I CAN BECAUSE I BELIEVE IT."

David Moore is the Founder and Executive Trainer of THE MOORE CONSORTIUM And its motivational training division: HPT-TRANSFORMATION.

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From Sales Training to Life Skills.
From Firewalking to Glasswalking.
From Board Breaking to NLP
From Inner Game to Persuasion Engineering.
From Zero to Hero and then thirty thousand feet,
and climbing.

If you accept Imitations, you set your Limitations.
We have no way, as way.
We have no limitation as limitation.
We are your first, your last, your only source of Human Potential Technology.

We are HPT-TRANSFORMATION

For further information please check us out on the web.
You will find us.
Don't look to look,
Look to SEE...

Teachings of HPT

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