CONTENTS

Introducing Ken G Cooper

Why Read This Book?

Acknowledgements

Thirsty? What's Your Goal?

A cup of coffee and beyond.

We have to learn to achieve more with less effort. Summary

Climbing Mountains

Seek and Expect A Solution
Finding Ways Round The Problem
The Importance of Attitude And Altitude
Step by Step Progress
Benefits of Patience and Impatience
Reaching the Peak
Benefits of "Peak" Performance
Reactive or Proactive
Summary

THE TRAMP AND THE VIOLIN

Coventry Market
The Only Thing That Changes Is The Utilisation Of
What Is Already There

We Unlock Our Potential As We Unlock The Potential Of Others We Have To Perceive What We Want To Achieve Summary

THE IMPORTANCE OF PERCEPTION: WHAT IS REALITY?

Historical Lessons
Perceptions, - limiting or limitless
Perceiving Reality
Getting back to Reality! Being Pro-Active
Summary

DEFINITIONS AND PARADIGMS

The Importance of Clarity
Defining Potential
A "PERFECT" Management Tool

- Professional
- Effective
- Responsible
- Fearless
 - Forgiving
- Excellent
 - Communicative
 - Trusting
 - Team Member

Now Beware

A Caution!

Summary

FUNDAMENTAL LAWS

The Law of Discovery
The Law of Progress
The Law of Self Worth
The Law of Attraction
The Law of Expectancy
The Law of Fulfillment
Summary

WHERE ARE YOU LIVING - EIGHT CORE QUALITIES

- 1) Ethics
- 2) Effort
- 3) Vision
- 4)Vigilance
- 5) Objectivity
- 6) Obedience
- 7) Listening
- 8 Leadership

Summary

THE GUARANTEE OF SUCCESS

Love What You Do. Love What You Are. Be What You Are Summary

TOWARDS EFFECTIVE ACTION!

The Impact of Love. Summary

APPENDICES

Challenging Words Arising from Seminars Selected Bibliography Selected Poems

> Diamond Jubilee The Gardener

The Bumble Bee

"I have Set Before Thee An Open Door."

Motivational Bible Quotes

THIRSTY?...WHAT'S YOUR GOAL?

A CUP OF COFFEE AND BEYOND......

A seven year old boy was attending a dog show with his parents.

When the first interval arrived, his mum asked him to buy her

a cup of coffee from the canteen hatch 40 yards away. The little

boy was delighted with this responsibility. He had never been

asked to do something quite so important. He took the 20p his

mummy gave him (it's an old story!), and, chest filled with pride,

went off to do as he was asked.

So far so good. He gave in his order, paid the money, collected

the cup of coffee with its saucer, and began his journey back.

Unfortunately, he hadn't gone very far when some of the coffee

spilled into the saucer. He did what you and I might well have

done. He slowed down and took greater care, staring hard at the

coffee in the cup. However, he hadn't gone much further when

more coffee spilt into the saucer. By the time he was just half

way the amount of coffee in the saucer was excessive, and his

enthusiasm was definitely waning. He was nearly at a standstill.

It was at this point that a kindly gentleman sitting nearby saw

Page 2

his predicament, and called to him "Hey lad, stop looking at the coffee, look where you are going!"

I was behind my son at the time, and I was delighted to hear him

thank the gentleman for his advice, but then I was astonished

to see the impact of his obedience to what the man had said.

David looked at where his mother was, and fixing his gaze on

her, while maneuvering round various tables and chairs, he went straight to her! He reached his mother in less than half the time previously taken, and I think without spilling any more coffee.

So what was it that David had done? Hadn't he achieved more

with less effort? And isn't that something that we all wish to

do? Indeed if we are to use the vast potential that we have, then achieving more with less effort is essential.

Let's assume, for the sake of argument, that we are using 50%

of our potential. Let's also assume that we are working 12 hours

out of every 24 in the day. It's fairly simple to argue that to unlock the rest of our potential, all we need to do is double the

time we are working to 24 hours!

But no one can work for 24 hours a day for any period of time. Perhaps one might reach towards 100% of their potential merely by working harder, but if we cannot significantly change the level of the work we are doing, we need to change the *way* we work, individually and collectively, if we are to achieve our goal of unlocking the potential we have.

WE HAVE TO LEARN TO ACHIEVE MORE WITH LESS EFFORT.

The good news is that rather than *having* to do this, it is something each one of us surely *wants* to do, and can do.

Page 3

Some years ago a student shared this common sense "I didn't

realise the obvious fact that if I achieve more with less effort I

have more time to do those other things I want to do."

So let's accept achieving more with less effort as a common goal. Let's remember what the man said to the little boy: "Don't look at the coffee, look where you are going!", and let's re-phrase his comment into a general and quite challenging statement:-

"Don't look at the problem, look at the goal".

When alligators are trying to bite, the problem is snapping right behind you! When cash flow is pressing, getting the money is urgent. At times like these, our focus may be entirely on the problem. We forget that the only reason we

have a problem is because something has got in the way of our goal, our original direction. Problems certainly focus thought, but do they focus thought on problems, or solutions, or both?

Take the alligator example, for instance. Too close attention

paid to the alligator might prevent us from seeing an escape

route. We'd be looking behind and not in front, tripping over ourselves! To focus on the escape route will give us more chance of survival than thinking of the size of the alligator or of its teeth! Awareness of the challenge facing us is important to ensure it is dealt with. Often, however, we can become so

mesmerized by the problem, so caught up in fear, that like the

frightened rabbit caught in a car's headlights, we freeze rather

than act!

How much time do we spend fearing and picturing what might happen rather than doing what is required? How frequently do we find that once we have done what was required, the fear was misplaced, and was a total mis use of time? Had we had the

Page 4

confidence of there being a solution, how much more could have been achieved in the time spent worrying!

When your thirsty, isn't the goal to find something, anything,

to quench the thirst? But how often do we specify that we need, for example, a glass of lemonade or lager, and miss the cool drink of water that is readily avaiable. We often make our own shortages, set our own conditions, confuse what is the true goal.

What happens to the problem when the solution has been

found? The solution answers the problem. In fact, to the person with the solution there is no problem! Often when the

solution comes, we might think how obvious it was -" I could

kick myself "- is a fairly common expression.

The solution had always been there, it just hadn't been perceived. How often we chide ourselves because if we had known the solution or had more confidence that the solution existed, we need not, and would not, have worried!

Let's take a look at the principles of mathematics. It took me a little while to master simultaneous equations, indeed

I recall getting upset when I couldn't master what others were achieving. However, the principle was unaffected by my

ignorance. You could say there is an underlying principle that governs everything we do. We might not understand it, but it is there.

Our views of it may change, but the underlying reality of that principle never changes. We aspire to it, not the other way round! The perfect equation is unaware of any problem. It is the solution exemplified.

The same is true of potential. It is always there. Unlocking potential is all about seeking the solutions which exist. The solution may not be what we had in mind! It's very practical,

because if we find the answer to a situation, we have removed

Page 5

the problem - and it becomes a stepping stone to fulfillment rather than a barrier.

The goal in unlocking potential is nothing less than to reach

a greater understanding of our very being, to discover the underlying principle of life that governs all in perfect harmony.

When we love what we do, love our job, we already have our hand on the key of progress. It opens up otherwise hidden opportunities. If we seek the source of all intelligence, surely everything else has to follow.

Those that seek to understand their true source will unlock

what that source provides. For many this is the very existence

of an infinite God, who knows all. The phrase "Seek ye first the kingdom of God" follows this line of thought. It is logical on this basis to agree with the book of Proverbs, in which it states "those that seek me early shall find me" (Proverbs 8:17 those). Others may seek this source through meditation.

Whatever direction we are coming from, if we could only align our lives, our businesses, to this absolute and governing reality, we will experience a wonderful level of activity and purpose. We would begin to unlock more of what we truly are. When we reach out to others with an unselfed love, we find the beauty and power of the universe.

One of the most influential and well known people in history

is Jesus. And for those who are conversant with his life, one

might also think of this comment in relation to the unlocking

of potential: "He that believeth on me, the works that I do shall he do also; and greater works than these shall he do; because I go unto my Father". (John 14:12). Greater works

than these can be done by those who seek the source of all things, who seek the Father of all....

When we identify our true source, we identify

Page 6

our true potential. Each of us will have our own perception of what that true source is.

The Bible is focused on that source being God. It says "God is

love; and he that dwelleth in love dwelleth in God, and God in

him". Whether you believe in God or not, there is no dispute

that Love is very powerful, and that is the power that will unlock potential as nothing else can.

So let's establish our goal as unlocking that potential we

have. Look forward confidently to the joy of achieving more in our lives and the lives of others, by proving this power of love..

When we let love take control, our potential is simply awesome. That is proved.

These chapters will take you along a well-proven route that

will reveal to you more of what you can certainly achieve. Read through in sequence or dip in as you will. Every step has its varying views and opportunities. Wherever you start, it is

taking the first step that is so important, and the second will

follow.

Full potential is always waiting, beckoning you. All can drink

from the source of life.

Love will guide you all the way.

Page 7

THIRSTY?...WHAT'S YOUR GOAL?

SUMMARY

- We can all achieve more with less effort.
- To unlock potential requires change!
- Solutions are not aware of problems.
- Don't fixate on the problem, look for the goal.
- Our goal is to unlock potential, to love more.

Turn the key......drink in what is waiting for you: be led by love.