

# PDCoach Sample Lessons

By Dr. Keith To

[www.PDCoach.net](http://www.PDCoach.net)

## Introduction

This ebooklet contains 10 Lessons from our 300 lessons of the PDCoach Personal Development Learning Program.

This is the first and only program of this kind in Hong Kong.

When you subscribe to the PDCoach Personal Development Learning Program, you will start to receive one lesson every 4 days. You read the lesson, you act on it, and you improve.

There are going to be 10 Modules, covering every aspects of Personal Development. All these come from my more than 15 years of searching and acting.

Go to [www.PDCoach.net](http://www.PDCoach.net) to understand more how the PDCoach Program can help you improve and succeed.

BTW, if you haven't subscribed to our Free Excel Your Life Weekly Email Newsletter, you should do so. Every week, you get great Chinese and English articles for your personal and business development.

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Thanks

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## **Principles of Personal Development Module**

### Lesson 1: What is Personal Development

Hi,

Welcome to the Lesson 1 of your first PDCoach Module, the Principles of personal Development.

What actually is Personal Development?

Have you noticed that sometimes people high in intelligence and with lots of knowledge, but they are not always happy and rich? Are teachers the richest people in our society?

Have you heard of people who have great deal of money yet they are miserable in their lives? Have you encountered someone who is happy but poor?

I know my examples seem be a bit extreme. However, these can be found everywhere.

The Personal Development concepts prevailing in our society are son fragmented that different people have different view on being fully developed personally. This is really a paradox. How do the teachers think of business people? How do the gurus think of economy? How do sales people think of meditation, and will our education teaches us how to be enlightened?

Can we achieve all three elements, Well-being, Intelligence and Effectiveness, all at the same time?

Yes, if you allow yourself to be so. Every one of us deserves being well, intelligent and effective.

Our first lesson challenges you to think about yourself. Will you allow yourself to have well-being, Intelligence and Effectiveness at the same time?

See you in the next lesson.

Dr. Keith To  
Your Success Partner

## Principles of Personal Development Module

### Lesson 2: Personal Well-Being

Hi,

Welcome to our Lesson 2.

In our previous lesson, we talk about a holistic approach to Personal Development. Personal Development should achieve Well-being, Intelligence and Effectiveness.

Today, I will talk a bit more on your Personal Well-Being.

It is quite meaningless if you achieve high level of success, but unhappy. Unless we can control our emotions, we will not have made much progress in personal development.

Many goals of Personal Development are related to emotion: Enlightenment, Actualization, Joy, Happiness, Peace, Serenity, Tranquility, Calmness, etc. ... Isn't happiness the promise of many religions? Isn't this what we seek from counseling?

But emotions are NOT the end of Personal Development. Feeling good cannot be the whole purpose. There must be more to it. Therefore, the so many system and techniques out there, which aim only at controlling the emotions, are missing something. You feel eventually lost after using these techniques.

Anyway, Personal development must make us feel better, if they are to be useful or effective.

Homework:

Study what you had done before for your personal development.

1. Are they only making you happier, and nothing more?

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2. Can they make you feel better, even they can improve your other areas of success?

That's why you are still seeking another way of personal development. They are not complete.

See you in next lesson.

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Your Success Partner

## Power Up Your Energy Module

### Lesson 9: Music Bath

Hi,

Just before I am writing this lesson, I am having a revitalizing music bath. It is so relaxing that I feel totally energized right now. (But it is 4 in the morning)

Fill your bathtub with warm water. Don't make it too hot. It should be less than 40 Degrees Celsius. Close the door, dim the lights, put on some light music, light a candle, and step in. Feel yourself melt into a pool of pleasure.

This warm bath can boost your circulation and balance your energy. If you want to get a better sleep afterward, add a few drops of Lavender Oil into the water.

Do this once or twice a week.

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Your Success Partner.

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Remarks: The information in this lesson is not a medical advice. If in doubt, check with your medical doctor or other health practitioners.

## Power Up Your Energy Module

### Lesson 10: Sleep

Hi,

Do you know that constant sleep deprivation can depress your immune system?

We try to pack too many things into our daily schedule. It is OK for lacking sleep for a weeks or months. When the effect accumulates to certain point, you will see and feel the results.

Get some more sleep. I always have a very busy life, but I always ensure myself having at least 5 hours of good sleep every night. Some people need more and some people need less. But if you are not feeling totally rejuvenated when you wake up, you should sleep more everyday.

Go to bed and get some restful sleep is always a better choice than watching TV.

Enough sleep is the best-kept beauty and energy secret.

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Remarks:

1. The information in this lesson is not a medical advice. If in doubt, check with your medical doctor or other health practitioners.
2. Original concept from Ms. Stephanie Turlers.

## **30 Common Actions For Uncommon Results Module**

### Lesson 1: Divide Your Goals

Hi,

This is your first lesson of our New Module, the 30 Common Actions for Uncommon Results. This is a 30-Lessons Program, which leads you to very uncommon results through taking simple and common actions.

I strongly advise you to print out every lesson of this module and do it accordingly. Uncommon results are guaranteed.

Your first lesson is about dividing your goals. I don't want to re-emphasize the importance of setting goals. They are too important and I had already talked about it for millions times.

However, even you have a goal, it doesn't mean that you can accomplish it. The major reasons of not getting it done are either you do not know how to start or it is too big to be conquered.

Break it down. Break down your goal into a series of smaller tasks and start taking action. Eat them bite-by-bite. Break your goals into daily to-dos. Get your daily task done everyday and at the end of each day, you will be able to relax and waiting for your results to come.

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Exercise: Do you want to accept this Action?

Yes / No

If No, ask yourself why.

If Yes, select one of your goals and break it down into smaller tasks Now.

Your Goal: \_\_\_\_\_

Task 1: \_\_\_\_\_

Task 2: \_\_\_\_\_

Task 3: \_\_\_\_\_

Task 4: \_\_\_\_\_

Task 5: \_\_\_\_\_

Task 6: \_\_\_\_\_

Task 7: \_\_\_\_\_

Task 8: \_\_\_\_\_

Task 9: \_\_\_\_\_

Task 10: \_\_\_\_\_

## **30 Common Actions For Uncommon Results Module**

### Lesson 2: Simplify Everything

Hi,

Don't make thing complicate. The more complicate the thing is, the more chance of having mistakes and the more time is taken to get it done.

The only reason that you make something too complicate is that you do not understand the task or the problem. Think before you act. Make sure you thoroughly understand before proceeding.

Give yourself quiet time everyday. Sit down and think through your works. See what is unnecessary and cut it. See what can be done in a simpler manner and simplify it.

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Exercise: Do you want to accept this Action?

Yes / No

If No, ask yourself why.

If Yes, select one of your routine tasks and simplify it Now.

Your Task: \_\_\_\_\_

How it can be simplified? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the original objective still can be met? Yes / No

If No, rethink it again.

## Success Formula Module

### Lesson 1: Productivity

Hi,

This is the first lesson of our 3<sup>rd</sup> Module, The Success Formula.

We will cover 30 simple, yet powerful Success Formula to help you be successful in your life.

How you can be benefited from these formula? Think as you read.

As you read these formula, think about how you can apply in your current situation. Then think about how you can teach these formula to your friends and family so that they can be improved too.

Let's start with our first formula, the Productivity Formula.

Efficiency + Effectiveness = Productivity

This one is simple, but still most of us can't do it well. Productivity is not just doing things fast, i.e. Efficiency. You need to do the Right Things, i.e. Effectiveness. It is a disaster if you do the wrong thing fast.

Which one is more important, Efficiency or Effectiveness? Nowadays, most people will tell you that Effectiveness is more important and they just know nothing about productivity. No matter how right the thing you are doing, if you do it slow, productivity is still low.

Things are changing fast today. If you are doing the right thing too slow, right things can become wrong as time goes by. That means, you can do the Right Thing at a Wrong Time. Then, it is still wrong.

To increase your productivity, you can either increase your Efficiency or Effectiveness, or both. It depends on the cost of doing so. For example, if you are reading a fiction, you can increase your speed without losing the interest in reading. Accuracy is not important. But it is quite another story if you are reading some legal document.

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Your Success Partner

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Exercise:

Think of one way to increase your Efficiency of doing your work. Then, think of another way that can increase your work's Effectiveness. Then do both in next week.

## Success Formula Module

### Lesson 2: Achievement

Everyone wants to have achievement in life. But what achievement really is? Achievement is result? Not really.

If you get result once, you might not get it again. Achievement is getting some results and you don't stop there. You further make it even better over time so that you and others are being fully impressed.

My formula for Achievement is:

Result + Improvement = Achievement

You get some results; you fine tune them and make them even better than ever, you are then achieving something.

For example, I develop a very good business concept; I do not achieve anything yet. I improve it, put it into reality. But I still do not achieve much at this point. Things might go wrong, and I refine my concept and business again and again until it is a success. Then, I have an achievement of myself.

We cannot have any achievement, if  
You have a great idea, but you might never act on them.  
You act on your ideas, but you haven't put in effort to make them better.

You are giving up too early, well before you can see your own achievement.

Follow the formula and never complain again of not having any achievement in your life.

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## **PDCoach Coaching Process Module**

### Lesson 1: What is Coaching?

Hi,

This is your first lesson of a new module from the PDCoach – PDCoach Coaching Process. This is a 30-Lesson Module. This is another Core Module apart from the Principles of Personal Development. This module teaches you our unique way of coaching, the PDCoach Way.

The uniqueness of PDCoach Coaching Process is its Coachee-Oriented instead of Coach-Oriented in most of the coaching models in the world.

Before understanding the PDCoach Coaching Process, you must first understand what coaching is. Coaching is the skill, which help the coachee to improve through assisting the coachee to find their own answers by themselves.

As a coach, we do not provide answers and advises. They find their own answers and solutions to their problems and questions. This is more effective as nobody understands the coaches better than the coaches themselves.

This is more efficient as there is no barrier to accepting the answers. The answers are found by themselves. This is safer as no advice is given by the coach. Advises from other people can be deadly wrong.

But coaching is not easy as we get used to give advises to others. When others ask you a question, you automatically try to answer it. Coaching reverses this habit. It is the coach, who asks the questions while letting the coaches to answer them. In search for the answers to the questions, they get the answers to their problems at the same time.

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## **PDCoach Coaching Process Module**

### Lesson 2: PDCoach Coaching Process

Hi,

When a coachee approaches you, he usually has a problem. He does not get the result he wants. The PDCoach Coaching Process focuses on how the coachee gets the results instead of how a coach does coaching. It is a 4 Steps Process as follow:

Believes

Thinking

Actions

Results

He has some believes about what he want. These Believes affect his thinking. His Thinking brings forth some Actions. Then he is facing the Results he gets from his Actions.

If there is anything wrong with the Results, there might be due to something wrong with the Actions or the Thinking or the Believes.

People can either change their Believes, or their Thinking or their Actions to get a different Result. As a coach, you help your coachee to identify what can be changed to get a better result.

Changing Actions is easiest while changing Believes is toughest. However, once the believes are changed, the ways you think and act will change too. So, there is highest leverage in changing Believes.

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## **The Newest Concept of Personal Development Learning**

You can learn everything needed for your own personal development and also learn how to become a Personal Development Facilitator to help others to grow by joining PDCoach.net today.

PDCoach.net is an Email based training and professional network. It trains you for your own Personal Development, Coaching Skills and being a Registered PD Facilitator.

PDCoach.net is not just a training course. It is a network of people who want to improve themselves continuously.

PDCoach.net trains you through our e-training programs. We will send you the lessons through emails and you can learn and improve at your own leisure time. The email lessons will send to you once every 4 days.

All of our lessons are concise, direct and usable.

Your membership in PDCoach.net is for your whole life. Yes, this is a Life Membership. No annual fee, no monthly payment, no hidden other cost.

By joining PDCoach.net, you get

1. 50-Lessons Principle of Personal Development Module
2. 30-Lessons PDCoach Coaching Process Module
3. 30-Lessons Common Actions for Uncommon Results Module
4. 30-Lessons Power Up Your Energy Module
5. 30-Lesson Success Formula Module
6. And 5 more Modules to come.
7. Collections of Ebooklets: Forever Success, The Best of Mind Tech, Power Skills, The Moment of Truth, & Weekly Cut & Paste 2002. (We are continuously adding new ones)

We will roll out many, many more Training Modules and PD information. There will be a total of 10 Modules with over 300 Lessons.

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When completing our whole project (BTW, it might take years, but it is a life membership), you will get:

- \* 10 Personal Development and PD Coaching Training Modules
- \* PowerPoint Collection for your easier presentation to others
- \* Bundles of Ebooklets
- \* Forms & Checklists Library where you can find something suitable for yourself and your clients
- \* and many, many to come

Life Time Membership Fee: HK\$980 only

## Why Join PDCoach.net?

There are over 100 reasons (the 100 components/resources included with your membership) but here are the top 4 reasons to join PDCoach.net  
Now:

1. You receive the most comprehensive beginning and intermediate Personal Development training.

When completed, the PDCoach Training Program will include over 100 groups of training, modules and information of all types of personal development.

2. You receive access to one of the largest collection of Personal Development tools, forms, programs, ebooks and more. When complete, you'll have access to more than 100 individual forms, assessments, models, reports, checklists, ebooks and other resources.

3. You get the first Personal Development Facilitator Training in Hong Kong.

PDCoach includes modules of PD Facilitating Skills Training. You learn how to facilitate and help others for personal development.

This can be used as part of your skill set in your present job as trainer, instructor, teacher, social worker, counselor, and manager. You can also make use of your newly learned skills as a part time or full time job as a PD Facilitator.

4. You qualify to be awarded the "Registered Personal Development Facilitator" Designation.

Graduates of the PDCoach Training Program can be awarded the Registered Facilitator designation by demonstrating competency in 10 primary areas. We are in the start of identifying the perfect 10 Personal Development Facilitating Competencies, each with relevant matching skills for an unbeatable skill set.

There is an extra fee to be tested for your designation.

Many of those who become a member of PDCoach don't have planned to become a Registered PD Facilitator, because they don't have the interest in having one.

However, as you get into the lessons and see your progress, going for the designation may become appealing to you as you come to see what it signifies: measurable ability and performance.

Go to [www.PDCoach.net](http://www.PDCoach.net) to register NOW.

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