

What is it you notice when you look at the best people in your field or industry? Are those people fortunate or exceptionally talented in ways you aren't? Well, maybe not. What they probably do often is to have a verified recipe for success. The trick is by selecting the correct recipe book.

Fortunately, you've done that already. These chapters will divide your performance into four main parts or "capacities" known as spiritual, intellectual, physical and emotional. Consider them as devices that when they are used altogether, you will get through any type of project.

This is important because life itself consists of demanding long-term projects. It might be your private life or a lot of relationships or your profession, each one has its own problems as well as difficulties. Success is the fruit of patience, diligence, and flexibility.

The way to achieve self-improvement and great achievement is through capacity building.

Do you wish to develop yourself and accomplish more things? Good— you're in the accurate place! Let's begin with the two most significant words in these chapters — building capacity. Capacity building is mainly about learning constantly and improving new skills that enable you to promote as well as develop yourself. It doesn't mean doing more things and you also need to do the correct things.

There are four major parts when we talk about building capacity. The first part is spiritual capacity and it is mainly about concentrating on getting to know yourself better as well as clarifying your values and desires. The next part is intellectual capacity which comprises of how you reason, plan and implement with extreme efficiency and discipline. Also, there's the physical capacity that deals with your physical health and welfare. The last one is the emotional capacity which is your ability to solve challenging circumstances and get the best out of your relationships.

One method to envisage these parts is as a ball broken down into four compartments in which each one can be filled with gas. The 2D form of this ball would appear as a pie cut into four

quarters. The more you pump the air into each of these chambers, the more the ball gets momentum as it moves. However, here's the catch: if each chamber is not getting an equal amount of gas, the ball will begin to shake and go off track.

This is similar to your capacities. All four of them have to be balanced. This signifies that you have to develop them at the same time with the same care and attention.

Building capacity isn't a thing that occurs immediately. It's similar to exercising. Definitely, you need to be motivated to schedule your first gym session; however, that is only the beginning. If you wish to have muscle and also a flat stomach, you have to visit the gym every week and improving gradually.

Building capacity is similar to that – nevertheless, it takes time and commitment to attain huge goals. It essentially means taking those small steps that will take you to the finish line each day. At times, the process takes months and other times, it takes years. Be consistent and you're certain to accomplish your dreams.

Now that you understand how to build capacity in theory, let's consider what you have to do in practice.

Spiritual capacity includes finding out the things you need and aligning your deeds accordingly.

Building capacity isn't a thing you can do randomly. You have to be sure about what trying to attain and why before you begin to spend your time and energy. That's precisely the meaning of "spiritual" in this situation – it's about finding out who you truly are and what you want. Consider it as a scope that will put you on a path and make sure that you are spending your resources to reach where you want to get to.

Here's the important question: how do you achieve that?

You have to ask accurate questions if you have to define your essential values. This signifies taking time to ponder on what's very essential to you. Ask yourself questions like what makes

you feel happy, what gives you energy, and also what makes you feel down and what saps your energy. In simplicity, when do you thrive and when do you struggle?

Then the next step is to meet with your friends, family members, as well as coworkers and ask them how they see things. In this place, you'll have to compare your answers with the answers you get from them to ensure that you're seeing things very well. After, you'll need to consider their entire replies and find the common words. Perhaps the answer "compassion" comes up frequently, or perhaps "independence" is common. Reduce that list to only four to five main terms. Those words are your main values by which you want to live.

That takes us to your main purpose which is your mission in life. It brings together your values and offers you a clear sense of where you're heading. For instance, the author describes his purpose as "discovering a better way and sharing it," and that is what inspired him to write his book.

Take a minute to study your values and see if you can create a sentence that signifies your long-term path in life. If you're battling to do that, attempt to write your own obituary. It might seem a bit gruesome, however, that is the best manner of getting out of your head and probing yourself how you'd like other people to view you. That will probably include vital hints about your main purpose.

The final step is to start aligning your deeds with your values and purpose. This is essentially about putting your energy in the accurate spot. It is true that success is the fruit of this alignment. Failure to do that will result in your success being defined by others and not by you.

Develop your intellectual capacity by embracing a growth mentality, and then look for mentors and habits to assist you.

If you've recently updated the software of your computer, you'll understand how efficiently and smoothly applications run when you offer them a little TLC. The exact thing happens when you work on your intellectual capacity. The more time you dedicate to it, the more tasks you'll achieve while spending an equal amount of energy.

Having a growth mentality is crucial to building capacity. The people who embrace this approach reject the fixed mentality which is the notion that our intellectual capacity is fixed at a predetermined point. This is entirely about accepting the fact that it's never too late to acquire new skills and that mistakes as well failures are part of the process.

The growth mentality is essential to your efforts to increase your intellectual capacity, however, it's not something you can develop by yourself. That takes us to the next step which is looking for mentors that will enable you to learn and develop

The world's high-flyers, as well as the best performers, have the same in common which is they have coaches and mentors who challenge them to continue growing. These people are very essential because they don't say what you want to hear – they tell you what is important to hear. They pull you up on preventable mistakes and mention how you can accomplish more.

That's important because when it comes to knowing ourselves we're all short-sighted. Sometimes, you need to have an objective outsider to tell it like it is.

Lastly, you'll have to use habits to place yourself up for success. Habits are very essential because they assist you to have a practice of being productive. That's vital when it comes to attaining long-term goals such as learning a language or writing a book.

The morning is the appropriate time for this. It's as easy as waking up 15 minutes before usual and making use of this additional time for quiet and focused work. Once this practice has been established, you can begin to add more minutes to your routine. What, for instance, would occur if you woke up one hour before your family and made use of that time to meditate, exercise and write ideas for your book?

These are small twists to your day-to-day schedule; however, collectively, they can contribute to life-changing alterations.

Physical capacity can be developed by eating appropriately, handling your stress, getting sufficient sleep and accepting competition.

Physical capacity is more than running a marathon race. Your brain suffers when your body is in a poor state: you're more distracted, less resilient, more likely to be stressed and experience setbacks. That means it's time for you to begin catering for your health.

Let's begin with what you consume. The main point here is to ensure that you eating balanced and nutritious food. These days, we find highly processed junk food is everywhere we go and, in a lot of countries, people are very more likely to die due to obesity than they are from hunger. However, with a lot of various types of diets to choose from, it's very difficult to select what's appropriate for you. For instance, is paleo a better option than keto? Or is low-carb better than slow-carb?

Let's make things simpler with a hint from Michael Pollan who is an author as well as a journalist. His guideline is don't eat anything that your great-grandmother wouldn't have accepted as food.

The next thing is coping with stress. Stress isn't essentially a bad thing. As a matter of fact, it was stress that made sure that our old ancestors were vigilant and focused enough to recognize dangers. Unluckily, our brains react to our frenetic, digitalized world in a similar manner as they would to snakes and tigers. This signifies that a lot of us are frequently undergoing more stress than we can cope with.

According to Dr. Heidi Hanna, the best approach to lessen stress is by taking regular short breaks all through the day. These let you take a deep breath, relax and even meditate. It is also important to get adequate sleep in order to help your performance levels and well-being. Hence, ensure that you're getting a good 6-8 hours of sleep every night.

Here is the final hint which is to accept competition. This has turned into something of a dirty word. It is essential to know that competition shouldn't be about defeating your opponents and winning at everything possible. It essentially means going through an extreme extent and

challenging yourself to become better. Regardless of whether it's intellectual or physical competition, it will drive you to build your capacity.

Develop your emotional capacity by leaving your comfort zone and looking for elevating relationships.

Finally, we are now at emotional capacity which is the device you'll use to direct your relationships both with yourself and others. It has two sides which are dealing with people that surround you and dealing with unplanned outcomes. Consider driving a car, in order to do this very well, you will need to watch out for other road users while also expecting their unexpected direction changes and stops.

Building emotional capacity starts by stepping out of your comfort zone. It's very easy to get caught up in a specific mindset, restricted by limiting beliefs or the low expectations of others. It is only possible to conquer these restrictions when you create new challenges for yourself or let someone else encourage you. If you've ever had an associate or friend say something you didn't want to hear, you'll understand this. Definitely, it's might be uncomfortable at first, however it eventually encourages you to improve.

Resilience can be built by leaving your comfort zone. This is an essential skill. Every day, we encounter new challenges and circumstances which can throw us off course. The more resilient you are, the more likely you are to overcome those obstacles.

Hence, how do you do it? It's as easy as attempting new things. For instance, you can prepare an unfamiliar dish or travel to a place that is new. Also, you can attempt doing something you regularly avoid, for instance, cold-calling a possible client or giving your colleague honest negative feedback.

This isn't a thing you can do by yourself: in order to make the most of your emotional capacity, you have to surround yourself with the accurate people. As the author and Jim Rohn entrepreneur once said, you're the average of the five people you spend the greatest time with.

This is the reason why it is very essential to look for people who have the same values as you, energize you and motivate you to be your best self.

The reverse of that is avoiding people who destabilize you. These are known as the energy vampires or the supposed “friends” or family members who take your strength and destabilize your effort to develop yourself. Separate yourself from such people and you won’t only feel better, but also have more time for relationships that really elevate you.

Elevate: Push Beyond Your Limits and Unlock Success in Yourself and Others by Robert Glazer Book Review

The main way to improving your performance and accomplishing more is by working on the four main areas of your life which are your spiritual, intellectual, physical and emotional “capacities.” How can you accomplish do that? Well, the best way to begin is by determining what you really want in life. Once you’re sure about your goal, you can begin improving the skills and abilities you’ll require to attain it

Safeguard your mornings by keeping them free of tech.

The time between waking up and starting your daily habit is important– it’s essentially what sets you up for the day forward. Unluckily, our digital devices and gadgets mean we regularly fail to use the best of this time. Instead of working on our personal projects, we waste these precious times replying to emails or browsing Facebook. However, there’s an easy fix: dedicate time to keeping the first hour of every day free of tech. It’s your choice to either keep your phone in a drawer or make use of an application to limit usage. Whichever way, you’ll be surprised at how much work you can accomplish when you’re not distracted!

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