

OUTLINE

FOR

SUCCESS

THE LAZY MAN'S COOKBOOK FOR PROJECT MANAGEMENT

JIM COSTA

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INTRODUCTION

The purpose of this outline can best be seen from the following three incidents:

TWO LAWYERS

Two attorneys, Smith and Jones, were arguing a case once in which their arguments became more personal as the case developed. Finally, their arguments resulted in a fist fight in the courtroom. From that point they were bitter enemies.

Several years later the town's rich spinster died, leaving no relatives behind. Everyone showed up in court to see which church and charities would receive her wealth. However, all were shocked to hear Attorney Smith calmly reading the will leaving all the money and property to Attorney Jones's 18 year old son.

During the next two decades, young Jones became the town drunk, and gambled his entire wealth away - a total disgrace to his father. During the same time period, Smith, who was unmarried, helped his nephew through law school. After five years of practicing law elsewhere, the nephew joined Smith's firm, and together they became the leading firm in the area.

Smith passed away twenty years later. His nephew was going through Smith's papers, and found a will with other papers attached. Smith said that the spinster had left all of her wealth to a church, and that the real will was attached. He also said that he hated Jones so much that he had forged the first will out of revenge. By giving young Jones wealth early in life, he had destroyed his ability to control himself, his ambition, his self respect and his very soul! However, as a result of his own law practice, he was now able to leave three times the spinster's wealth to the intended church, thus all was righted.

* * * * *

INTRODUCTION

SEAGULLS

A fishing fleet moved 100 miles south to a new home port and better fishing grounds. Suddenly seagulls began dying on the beach, and biologists were summoned to determine the cause of this phenomenon. They concluded that during the past hundred years the gulls had learned to wait at the docks for the fishermen to throw overboard their trash fish, and the gulls no longer knew how to fish!

* * * * *

WISHES

Upon releasing a genie from a bottle, the rescuer was granted only one wish. The rescuer immediately wished for an unlimited number of wishes.

* * * * *

As can be seen, the common thread in these incidents is that possessing the unlimited ability to be successful is the greatest asset a person can ever hope to own. With this ability, you can control your environment no matter what happens.

FORMAT

Prior to writing this outline the following facts were considered:

- 1) There are many excellent books on success available.
- 2) There are no NEW approaches to success; it has always been the same.
- 3) Success is not only the KNOW-HOW, but is also a FEELING -- an EMOTION.

APPROACH

My purpose was not to redo what better authors have already done. Nor do I suggest that the reader omit reading other books on the subject, as the reader would only short-change himself.

What I attempted to do however was to condense the major points from other books down to an outline format. This makes it easier for the reader to quickly learn the key points, as well as to provide a cook-book approach or a check-list in managing projects successfully.

Again, I advise the reader to continue reading books on the subject to learn more and to drive the points home. The more you concentrate on success, the more successful you will become.

FORMAT

The format of this outline is fourfold:

- 1) Two page outline (your daily checklist).
- 2) Brief narrative about each point.
- 3) Movies to watch which demonstrate "success emotion" or frame of mind.
- 4) Suggested list of books and subjects to read after this seminar as a supplement.

DEFINE SUCCESS

1) SEE THE BUST BEFORE YOU SEE IT.

Before an artist begins to carve a sculpture out of stone, he must first see the end result in the slab. He needs to know what angle the head is, the position of the arms, and the length of the nose.

So too must we see the end results of our success. We must first define what is required for the undertaking to be considered successful.

2) KNOW WHERE YOU'RE GOING.

If a traveler does not know where he intends to be, how can he tell if he is advancing in the right direction, or know if he has arrived?

Therefore, we must set definite goals, and keep picturing ourselves meeting these goals.

3) TWO TRAGEDIES IN LIFE.

It has been said that there are two great tragedies in life: one is not getting your heart's desire, the other is getting your heart's desire.

Set your goals wisely, and balance them with all of your goals.

4) BE CAREFUL OF WHAT YOU WISH FOR.

KNOW YOURSELF

5) KNOW YOUR ABILITIES.

6) HAVE ETHICS.

7) DEAL HONESTLY WITH YOURSELF AND OTHERS.

"But your honor . . . I didn't even know I had been raped
until the check bounced."

8) KNOW WHERE THE LINE IS.

Take advantage of the gray areas, but always know where the
line is.

Once you step over, you can never go back.

9) PRIORITIZE.

PLAN IT

10) RESEARCH.

Explore all of your options. Read APPENDIX C.

11) READ, READ AND THEN READ.

Leaders are readers.

B I O G R A P H I E S

- a) Robert E. Lee
- b) George Washington Carver
- c) Mayo Brothers
- d) Abraham Lincoln
- e) Thomas Edison
- f) Nathan Bedford Forrest
- g) George Patton
- h) Francis Marian

12) PACKRATIT.

Save everything that you read that is meaningful to you, or make notes on where you saw it.

You never know when you will need it again. This is also true of people you meet who can someday help you.

13) STEAL IDEAS.

Do not hesitate to copy winning ideas from others.

Why reinvent the wheel?

14) ALWAYS BE PREPARED.

It pays to scout it out first.

Never walk into a gunfight with an unloaded gun.

15) DON'T FORGET MR. MURPHY.

If it can go wrong it will, so plan on it.

I have a list of other Murphy laws, but I can't find it.

16) HAVE PLAN-B READY.

You mean we really don't intend to read all those old magazines in the bathroom?

17) SET DEFINITE GOALS.

How else you gonna know you're on track?

18) PRIORITIZE AGAIN...

ANNOUNCE IT

19) BRAG.

By bragging we announce to the world that we will not fail.

20) COMMIT.

Take a blood vow if necessary, otherwise it may not be worth doing.

21) HAVE FORMAL START.

WORK IT

22) DO TWO THINGS AT ONCE - DOUBLE DIP.

You can't add more time to your life, but by doing your work a little differently, you can reuse that time already expended.

When I started this outline it was to help college students. I later decided to put a little more effort into it and make it more general for reuse.

23) DO IT RIGHT THE FIRST TIME.

When else are you going to have time to come back and fix it?

24) STRIVE FOR PERFECTION.

Absolutely the only goal.

25) BE PRO PRO BRO.

Vote for Professionalism.

Think Professional.

Act Professional.

Dress Professional.

Use Professional Tools.

Read Your Trade Magazines.

Keep Abreast Of Advances In Your Profession.

Be The Epitome Of Your Profession.

26) REHEARSE IN YOUR MIND BEFORE EXECUTION.

This is a little version of Plan Your Work.

27) CRITIQUE AFTER EXECUTION.

If I had only done it differently . . .

28) MONITOR PROGRESS.

How's your timetable? Gonna make it?

Any problems ahead?

29) MOVE UP DUE DATES.

Always move up your due dates.

The benefits are:

- 1) Smokes out problems early.
- 2) Gives you time to sleep on your decisions.
- 3) Insures meeting the deadline.
- 4) Allows time for lunch with Mr. Murphy, but keeps Murphy from eating your lunch.

30) POINT TO THE POINT.

Locate the source of problems and respond to it, otherwise you will just be responding to symptoms.

How else are you going to put an end to your problems?

31) BET YOUR SWEET ASS.

Reverend Jim Baker, a renowned "lay" preacher, recently wrote a computer program which would translate the Bible from Hebrew into English. All went well until he reached the passage where the Lord was asked how much effort should the average man exert if his jackass was stuck in a ditch on the man's day off.

According to the computer the Lord's response was loud and clear, "Depends on whose ass it is down in the ditch!"

Remember: It's your ass, so do whatever it takes to save it.

32) PERSEVRE.

33) DRESS FOR SUCCESS.

Ever seen a hooker in overalls?

34) REVIEW DURING COMMERCIALS.

Use the dead time in your life.

Rehashing the day's events or looking for tomorrow's problems will probably do more for your ass than a Preparation H commercial.

35) HELP OTHERS.

The best way to learn a subject is to teach it.

Helping others keeps the spark of excitement alive in yourself.

36) KEEP ON KEEPING ON.

Winston Churchill was asked to give a graduation speech on success at his Alma Mater after the war. Press agents came from around the world and crowded in the small church to hear the leader's words of wisdom.

His entire speech is reproduced below:

"The secret of success is:

Don't ever . . . ever . . . ever . . . Give up."

37) PRIORITIZE AGAIN...

KEEP SCORE

38) SET SUB GOALS.

39) MONITOR YOUR PROGRESS.

HAVE A CAUSE

40) NOBLE CAUSES ALWAYS WIN.

Ever notice that the more noble a cause a person has the more likely he is to succeed?

Try to attach your cause to another more noble cause.

41) CHAMPION A CAUSE.

Be like the Blues Brothers - they knew they were unstoppable because they were on a mission from God.

42) DRAW CONVICTION.

Treat your direction as a religion and truly believe in it.

43) BE A MARTYR.

Visualize the whole world watching you suffer to achieve your goal.

44) DEVELOP A PASSION FOR PASSION.

Mediocrity never won a prize.

45) INCREASE ENDURANCE.

46) BECOME UNSTOPPABLE.

USE PSYCHIC POWERS

47) SEE SUCCESS.

Keep picturing yourself doing things perfectly, and then receiving the prize.

Watch the following movies and see how other people cause success. See yourself in those actors.

M O V I E S

- a) Marie
- b) Mississippi Burning
- c) Bruebaker
- d) Stand And Deliver
- e) Hoosiers
- f) Pistol
- g) Cry Freedom
- h) Patton
- i) Unconquered
- j) Spell Freedom
- k) Lean On Me
- l) Tucker
- m) Fat Man - Little Boy
- n) Separate But Equal
- o) A Man For All Seasons
- p) El Cid

48) AUTO HYPNOSIS.

Keep on telling yourself that you feel a certain way, or that you can do it.

Soon you will be dumb enough to believe a liar like yourself!

49) PRETEND YOUR LIFE DEPENDS ON THIS PROJECT.

(The boss said that if I didn't get this point across he would kill me.)

50) APPROACH ALL PROJECTS WITH CONFIDENCE.

If a man says he can accomplish something, he is correct.

If the same man says he can't do it, he is still correct.

51) ADD EXCITEMENT.

Nobody ever became a super star or successful by doing something they were bored with.

52) PREDICT ALL.

Predict how a person in the checkout line will respond.

Predict how long a task will take you or someone else to complete.

Predict how someone will respond to information, or what course of action they will take.

* * * * *

By Predicting future events you learn body language, personalities, patterns, probability, and how to foresee problems. You also sharpen your prediction skills so that when your life depends on it you're prepared.

53) MAKE USE OF DREAMS.

It is believed that when we dream we are actually analyzing and digesting data and moving important thoughts from short term memory into long term memory. Take advantage of that. Keep telling yourself that you will remember what you dream. This turns on the "playback" switch, so that you can take advantage of your subconscious thoughts about problems you are currently working on. Don't take this lightly, it really works.

54) PICTURE YOURSELF AS THE UNDERDOG.

Although you will be right only 50% of the time, you will cause yourself to go into overdrive 100% of the time.

55) MAKE THE ADRENALINE FLOW.

We have all heard the stories of the little old ladies who have lifted cars off their husbands. So use it.

56) GET MAD DAMNIT!

Get mad that people are laughing at you.
Get mad because of problems in your way.
Get mad because you don't have a reason to get mad.

But get MAD and then do something about it. Focus that extra energy into your project.

MAINTAIN THE MACHINERY

57) HEALTH.

Our bodies are money making machines.

How much down-time can you afford?

58) VITAMINS.

Learning is a chemical process. In today's world of data overload can you afford to run out of the necessary fuel for learning?

Why catch the flu and lose \$100 in pay if a \$5 bottle of vitamins could prevent it?

59) DEPRESSION.

Depression wears the body down, thus causing depression.
Stop the cycle.

Take vitamins to combat it.

Resolve your problem as quickly as possible.

60) OVERUSE.

What are you going to replace it with when it's worn out?

61) BURNOUT.

If you physically push yourself too long, you may win the battle but lose the war.

Pace yourself.

Burnout is usually the result of poor planning.

62) PRIORITIZE AGAIN...

KEEP GOOD COMPANY

63) AURA AROUND WINNING PEOPLE.

Just ask Sports Illustrated if it's possible to make money by spotting winning people.

Learn to spot the movers and shakers.

64) DRAW ENERGY FROM OTHERS.

Ever notice that being around happy people puts you in a happy mood?

The same goes for passion and success.

65) COLLECT SUCCESSFUL FRIENDS.

66) TAKE ME TO YOUR LEADER.

Talk to your bosses - see what's up.

67) MEET EXPERTS.

People are always anxious to help you. It gives them a chance to show-off what they know. Take it - it's free.

68) READ ABOUT SUCCESSFUL PEOPLE.

Read about successful people who had passion in their lives.

B I O G R A P H I E S

- a) Robert E. Lee
- b) George Washington Carver
- c) Mayo Brothers
- d) Abraham Lincoln
- e) Thomas Edison
- f) Nathan Bedford Forrest
- g) George Patton
- h) Francis Marian

69) HELP OTHER PEOPLE.

DEAL WITH FAILURE

70) THERE ARE NO EXCUSES, ONLY REASONS.

I failed because I decided not to succeed.

The reason for the failure is that I decided not to react to the following problems: _____.

71) WHERE ARE YOU COMING FROM BUD?

Where did you go wrong in implementing this outline?

72) LEARN FROM YOUR MISTAKES, AS WELL AS THE MISTAKES OF OTHERS.

When you think you're ripe, you become rotten.

But God ain't it more fun to learn from others' mistakes.

Read APPENDIX C.

73) ALWAYS TURN A NEGATIVE INTO A POSITIVE.

Two rabbits were trapped inside a hay pile by ten hounds.

First rabbit: "Think we should try to outrun them?"

Second rabbit: "Naa... Lets stay here and outnumber 'em."

74) STICK YOUR NECK OUT AND TAKE ON MORE DIFFICULT WORK.

If you ain't screwing up at all, you probably ain't.

The only way anyone learns is by taking on the new.

75) IT'S NOT THE WHOLE WORLD.

You didn't blow up the whole world, did you?

76) READ ANN LANDERS.

See Appendix A.

77) YOU ARE AMONG GOOD COMPANY.

Please see the four volume set attached for a partial listing of great people who met failure along the way.

78) WHEN ALL ELSE FAILS - SMILE.

What else you gonna do?

THE END RESULT

79) I TOLD YOU TO BE CAREFUL OF WHAT YOU WISHED FOR.

Pick and choose your projects wisely. Position them in with the other priorities in your life. Be sure this is what you really want to commit yourself to.

If you cut out the above steps, you may create your own monster; one that only attacks itself.

80) SUCCESS IS A JOURNEY, NOT A DESTINATION.

Success is your daily attack, not the final result.

THE LAST WORD

Please watch the movie UNCONQUERED. Keep in mind all that is covered in this outline. Note the passion these people hold.

If you use this outline for making better grades in school, please watch the movie THE PAPER CHASE. Afterwards review APPENDIX B.

Continue to read success books as though your paycheck depended on it.

THE SECRET OF SUCCESS:

DO DO DO review the two page outline and consider how it relates to your projects DAILY. The last word

* * * *

IF YOU'RE NOT PART OF THE SOLUTION
THEN OBVIOUSLY
YOU'RE PART OF THE PROBLEM.

* * * *

A P P E N D I X

LOOK AHEAD, NOT BEHIND FOR 'THIS TOO SHALL PASS'

Ann Landers' Encyclopedia
 Life from A to Z
 Fifth in a Series

Be bigger than what happens to you.

If I were asked to give what I consider the single most useful bit of advice for all humanity it would be this: expect trouble as an inevitable part of life and, when it comes, hold your head high, look it squarely in the eye and say, "I will be bigger than you. You cannot defeat me." Then repeat to yourself the most comforting of all words, "This too shall pass."

Maintaining self-respect in the face of a devastating experience is of prime importance. To forgive oneself is perhaps the most difficult of life's challenges. Most of us find it much easier to forgive others. I've received letters brimming with self-recrimination -- letters that prove no punishment is so painful as the self-inflicted kind:

"I let my boyfriend go too far. Now, when he sees me, he looks the other way. I'm so ashamed of myself I could just die."

"I threw a dish towel in my mother-in-law's face. She was trying to be helpful and I lost my temper. I hate myself."

"I'm not used to liquor. I only drink to celebrate something. Last night was my birthday and I got disgustingly drunk. I insulted people, became sick in the car and disgraced myself. I wish I were dead."

I've written this advice thousands of times:

"It's done. Finished. Over. There is nothing you can do to change the past. Take heart from the knowledge that something good can come of it if it teaches you a lesson. Profit from it -- then forget it."

As a youngster I was effervescent, outgoing and I talked too much. I had a talent for saying the wrong things at the wrong time. By the time I was a high school freshman, I was better able to synchronize my mouth and my brain, but still I made mistakes and tortured myself because of the foolish things I had said.

One day a high school English teacher taught me by a single dramatic act the futility of rehashing the past. As the students filed into her classroom, we noticed on her desk a quart bottle of milk standing in a heavy stone crock.

"This morning," she announced, "I'm going to teach you a lesson that has nothing to do with English, but a lot to do with life." She picked up the bottle of milk, crashed it against the inside of the stone crock, and it splintered into small pieces. "The lesson," she said, "is, don't cry over spilled milk."

Then she invited us to look at the wreckage.

"I want all of you to remember this," she said. "Would any of you attempt to restore the bottle to its original form? Does it help to get upset and tell yourself how good the milk might have tasted if this hadn't happened? Look at this mess? You can moan about it forever, but it won't put the bottle back together again. Remember this broken bottle of milk when something happens in your life that nothing can undo."

I've reminded myself of that broken bottle of milk in the stone crock time and time again. It has helped me remain steady and calm as well as physically sound. Our bodies take a beating when we put ourselves through an emotional wringer. To try to undo what has been done or agonize about opportunities missed is not only foolish, it's futile.

Omar Khayyam put it eloquently:

The Moving Finger writes; and, having writ,
 Moves on: nor all your Piety nor Wit
 Shall lure it back to cancel half a Line,
 Nor all your Tears wash out a Word of it.

Many crises seem insurmountable, but time and again we have seen ordinary people display genius in turning a hopeless situation into something tolerable or even good. There should be a special citation of the little guy who manages to keep going when he has every right to crack up.

Death and tragedy touches us all sooner or later. When it comes, it reminds us of our own frailty, and it makes us all brothers and sisters. Shortly after World War II, I was the chairman of a tea for Gold Star mothers. Some women arrived in chauffeured limousines. Others came on foot, not able to afford bus fare. Their backgrounds and daily lives couldn't have been more different, but their heartache was the same. As they sat side by side, their differences disappeared. The tragedy each shared united them for a time at least.

I believe in blind faith. I have known people who have suffered deep personal tragedies and they believe in it too. But I also believe in positive action to overcome grief. Time is a healer, but to those who help time by using it wisely and well make a more rapid adjustment.

The best prescription for a broken heart is activity. I don't mean plunging into a social whirl or running off on trips. Too many people try to escape from their heartache and succeed only in taking their troubles with them. The most useful kind of activity involves doing something to help others. I have told thousands of despondent people, "Enough of this breast-beating. What will it accomplish? No matter how badly off you are there is someone who is worse off — and you can help him."

Perhaps it is true that everything has a price and we must sacrifice something precious to gain something else. The philosophers say adversity, sorrow and pain give our lives meaning — an added dimension. Those who suffer deeply touch life at every point; they drain the cup to the dregs while others sip only the bubbles on top. Perhaps no man can touch the stars unless he has known the depth of despair.

REVIEW OF THE PAPER CHASE

- 1) Explain the study groups.
- 2) How did Kingsfield get so smart?
- 3) What was the dress code?
- 4) Did Hart cram?
- 5) Note that you know that you will get an "A" before you take the exam.
- 6) Notice the importance of outlines.
- 7) Note that to go to law school you must be invited because of your grades, and that you must invest \$100,000 to go.
- 8) Note that school was Hart's profession.
- 9) What type of excuses do you think Kingsfield would take for not meeting a deadline?
- 10) Note that Kevin Brooks tried to use the study group as a crutch.
- 11) Note that picture memory only creates data overload. The only real way to learn is to condense the data and summarize it.
- 12) Note that the study group was used for the final exam only. It was still up to each member to study on his own.
- 13) The basis of success is to be able to juggle your priorities in life.
- 14) You should see yourself as Hart, a totally successful person dedicated to perfection.

LORENCE v. HOSPITAL BOARD OF MORGAN COUNTY Ala.

635

Cite as 320 So.2d 631

We overrule *Garrett v. Escambia County Hospital Board*, supra, and *Jenkins v. Houston County Hospital Board*, 284 Ala. 180, 223 So.2d 583 (1969). We do not overrule old case law lightly or flippantly. But, where precedent can no longer be supported by reason and justice, we perceive it our duty to reexamine, and if need be, overrule court made law.

The quaint poetic lines of Sam Walter Foss put in perspective the philosophy of those courts which feel compelled to sacrifice their sense of reason and justice upon the altar of the Golden Calf of precedent.

One day through the primeval wood
A calf walked home, as good calves
should;
But left a trail all bent askew,
A crooked trail, as all calves do.

Since then, three hundred years have
fled,
And, I infer, the calf is dead.
But still he left behind this trail,
And thereby hangs my moral tale.

The trail was taken up next day
By a lone dog that passed that way;
And then a wise bell-wether sheep
Pursued the trail o'er vale and steep,

And drew the flock behind him, too,
As good bell-wethers always do.
So from that day, o'er hill and glade,
Through those old woods a path was
made,

And many men wound in and out,
And bent and turned and dodged about,
And uttered words of righteous wrath,
Because 'twas such a crooked path;

But still they followed—do not laugh—
The first migrations of that calf,
And through this winding woodway
stalked
Because he wobbled when he walked.

For men are prone to go it blind
Along the calf-paths of the mind,
And toil away from sun to sun
To do what other men have done.

They follow in the beaten track,
And out and in, and forth and back,
And still their devious course pursue
To keep the path that others do.

But how the wise old wood-gods laugh,
Who saw the first primeval calf!
Ah! many things this tale might teach;
But I am not ordained to preach.³

This forest path became a lane,
That bent and turned and turned again;
This crooked lane became a road,
Where many a poor horse, with his load,

Toiled on, beneath the burning sun,
And traveled some three miles in one.
And thus a century and a half
They trod the footsteps of that calf.

The years passed on with swiftness fleet,
The road became a village street,
And this, before men were aware,
A city's crowded thoroughfare.

And soon the central street was this
Of a renowned metropolis.
And men two centuries and a half
Trod the footsteps of that calf.

Each day a hundred thousand rout
Followed the zigzag calf about;
And o'er his crooked journey went
The traffic of a continent.

A hundred thousand men were led
By one calf near three centuries dead.
They followed still his crooked way,
And lost one hundred years a day;

For thus such reverence is lent
To well-established precedent.
A moral lesson this might teach,
Were I ordained and called to preach.

OUTLINE

HAVE A CAUSE

- 40) NOBLE CAUSES ALWAYS WIN.
- 41) CHAMPION A CAUSE.
- 42) DRAW CONVICTION.
- 43) BE A MARTYR.
- 44) DEVELOP A PASSION FOR PASSION.
- 45) INCREASE ENDURANCE.
- 46) BECOME UNSTOPPABLE.

USE PSYIC POWERS

- 47) SEE SUCCESS.
- 48) AUTO HYPNOSIS.
- 49) PRETEND YOUR LIFE DEPENDS ON THIS PROJECT.
- 50) APPROACH ALL PROJECTS WITH CONFIDENCE.
- 51) ADD EXCITEMENT.
- 52) PREDICT ALL.
- 53) MAKE USE OF DREAMS.
- 54) PICTURE YOURSELF AS THE UNDERDOG.
- 55) MAKE THE ADRENALINE FLOW.
- 56) GET MAD DAMNIT!

MAINTAIN THE MACHINERY

- 57) HEALTH.
- 58) VITAMINS.
- 59) DEPRESSION.
- 60) OVERUSE.
- 61) BURNOUT.
- 62) PRIORITIZE AGAIN...

KEEP GOOD COMPANY

- 63) AURA AROUND WINNING PEOPLE.
- 64) DRAW ENERGY FROM OTHERS.
- 65) COLLECT SUCCESSFUL FRIENDS.
- 66) TAKE ME TO YOUR LEADER.
- 67) MEET EXPERTS.
- 68) READ ABOUT SUCCESSFUL PEOPLE.
- 69) HELP OTHER PEOPLE.

DEAL WITH FAILURE

- 70) THERE ARE NO EXCUSES, ONLY REASONS.
- 71) WHERE ARE YOU COMING FROM BUD?
- 72) LEARN FROM YOUR MISTAKES, AS WELL AS THE MISTAKES OF OTHERS.
- 73) ALWAYS TURN A NEGATIVE INTO A POSITIVE.
- 74) STICK YOUR NECK OUT AND TAKE ON MORE DIFFICULT WORK.
- 75) IT'S NOT THE WHOLE WORLD.
- 76) READ ANN LANDERS.
- 77) YOU ARE AMONG GOOD COMPANY.
- 78) WHEN ALL ELSE FAILS -- SMILE.

THE END RESULT

- 79) I TOLD YOU TO BE CAREFUL OF WHAT YOU WISHED FOR.
- 80) SUCCESS IS A JOURNEY, NOT A DESTINATION.

OUTLINE

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FORMAT OF OUTLINE

DEFINE SUCCESS

- 1) SEE THE BUST BEFORE YOU SEE IT.
- 2) KNOW WHERE YOU'RE GOING.
- 3) TWO TRAGEDIES IN LIFE.
- 4) BE CAREFUL OF WHAT YOU WISH FOR.

KNOW YOURSELF

- 5) KNOW YOUR ABILITIES.
- 6) HAVE ETHICS.
- 7) DEAL HONESTLY WITH YOURSELF AND OTHERS.
- 8) KNOW WHERE THE LINE IS.
- 9) PRIORITIZE.

PLAN IT

- 10) RESEARCH.
- 11) READ, READ AND THEN READ.
- 12) PACKRAT IT.
- 13) STEAL IDEAS.
- 14) ALWAYS BE PREPARED.
- 15) DON'T FORGET MR. MURPHY.
- 16) HAVE PLAN-B READY.
- 17) SET DEFINITE GOALS.
- 18) PRIORITIZE AGAIN...

ANNOUNCE IT

- 19) BRAG.
- 20) COMMIT.
- 21) HAVE FORMAL START.

WORK IT

- 22) DO TWO THINGS AT ONCE - DOUBLE DIP.
- 23) DO IT RIGHT THE FIRST TIME.
- 24) STRIVE FOR PERFECTION.
- 25) BE PRO PRO BRO.
- 26) REHEARSE IN YOUR MIND BEFORE EXECUTION.
- 27) CRITIQUE AFTER EXECUTION.
- 28) MONITOR PROGRESS.
- 29) MOVE UP DUE DATES.
- 30) POINT TO THE POINT.
- 31) BET YOUR SWEET ASS.
- 32) PERSEVERE.
- 33) DRESS FOR SUCCESS.
- 34) REVIEW DURING COMMERCIALS.
- 35) HELP OTHERS.
- 36) KEEP ON KEEPING ON.
- 37) PRIORITIZE AGAIN...

KEEP SCORE

- 38) SET SUB GOALS.
- 39) MONITOR YOUR PROGRESS.