

Warren Banks

Mind Power Miracles

An “insider” shortcut guide to turning
your mind into a mental magnet in a
single evening!

Module 4

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We're not kidding.

Module 4

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Section 19: How To Organize Your Mind

The Human thought is the process by which human ends are ultimately answered – Daniel Webster

There is only one thing can that help you avoid chaos in life and that is organization. Without it society would fall apart.

Schools, Hospitals, Industry would cease to be.

Your entire life is built around organization from cradle to the grave. Everything around us is organized and planned.

If you look at your life with a organized mind instead of a come what may outlook you will surely see success and happiness from a much better vantage point.

If you manage your mind, you will organize and manage your life.

Efficiency

The Highest possible stage in moral culture is when we recognize that we ought to control out thoughts – Charles Darwin

To organize your mind is to control it

Business recognized the importance of organization long ago. That's why they use so many efficiency experts.

Organization is simply a question of systemization.

Have you ever watched a good short order cook at work during a busy lunch hour?

All the ingredients that he may have to use are within easy reach.

He is so familiar with the positions of these ingredients that he can reach for any one of them almost without looking.

One of the counter may order a B and T down – bacon and tomato on toast.

The short-order man immediately puts two pieces of bread into the toaster and places the bacon on the griddle, and takes out a couple of slices of tomato, almost in one continuous movement.

If eggs are ordered, he stops whatever he's doing for just enough time to put on two eggs.

The fact that the eggs are out is enough to remind him of the standing order.

If he tried to remember every order as it was called, he'd get confused and end up in a mess pretty quickly.

A good short order cook has at least one key ingredient for every order, which he immediately places on his working surface the moment the order is called.

That is organized/systematic way of being a short-order cook.

The fastest, most efficient, easiest, and best way of doing anything including thinking is the organized way.

The cook example is a good example of advance preparation.

Preparation, planning ahead, anticipating and getting ready for minor difficulties or obstacles are all part of, or synonymous with, organization.

In this day and age, when efficiency and organization are virtually essentials for success, I see no reason for anybody to tolerate inefficiency.

When something can be done about it!

There is only one person responsible for how you think, for what goes on in your mind, and that person is – You!

You Live the Way You Think

Organized thinking really means controlling thought reactions properly, and solving problems in the most efficient manner possible at the time.

The way we react mentally to anything that happens to us, that we see, hear, touch or experience – and the way we go about solving the problems it poses – is what occupy our minds all the time.

So with this being the case we might as well react and solve our problems in a organized way as any other way.

The way you think is the way you live. Think properly clearly, and effectively, and success and happiness must come to you.

When Sir Isaac Newton was asked how he went about discovering the law of gravity, he answered, “By thinking about it”.

This, of course, was a true answer, but obviously not quite so simple as it appeared.

Many men had witnessed an apple falling to the ground, just as Newton did.

But Newton thought about it, he reacted to it properly.

His mind asked questions. Why did the apple fall down? Why didn't it fall up? His thoughts didn't stay in one groove.

Think or Daydream

Organizing your mind also implies heading toward a definite goal. If your thinking is just daydreaming, in most cases you're heading nowhere.

Too many of us learn to become satisfied by day dreams, they become substitutes for the real thing, and we may find ourselves refusing to make effort or working toward reality.

Professor William James said:

“Compared to what we ought to be, we are only half awake. We are making use of only a small part of our mental resources”.

I doubt in our lifetime, we will ever learn to use all our knowledge and mental resources – but let us at least try to make the best use of what we have!

Try to organize and discipline those resources, and you are on your way to a more successful, happy creative life.

It's the mind that makes us wretched or happy, rich or poor, but we spend more time on inconsequential things than we do on organizing our minds.

There is no limit to how much we can learn. If we will only acquire that most important single piece of knowledge, and that is the knowledge of how little we know!

Section 20: The 4 Most Potent Ways To Awaken Your Enthusiasm

It is in this whole process of meeting and solving problems that life has its meaning. Problems are the cutting edge that distinguishes between success and failure.

Problems call forth our courage and our wisdom; indeed, they create our courage and our wisdom. It is only because of problems that we grow mentally and spiritually...

It is through the pain of confronting and resolving problems that we learn. - M. Scott Peck, *The Road Less Travelled*

Are there times in your life when you really want to just "throw in the towel" because for what it's worth, you can't see the positive results from the painstakingly concentrated work you've done?

Well, you are not alone my friend! We all have had those discouraging, disconcerting thoughts.

But, slow down, listen up. Hold your horses!

Never ever think of giving up. Winners never quit and quitters never win.

Take all negative words out of your mental dictionary and focus on the solutions with utmost conviction and patience.

The battle is never lost until you abandon your vision.

So. What if you're really exhausted physically, mentally, spiritually and most of all emotionally?

Here are some sources of motivation to prompt you in reaching the peak of accomplishment.

1) The Overwhelming Feeling of Attaining your Desired End.

How would you feel after accomplishing your mission? You know you'd feel ecstatic.

You might even be shedding tears of joy. Let this tremendous feeling sink in and encourage you to persist despite all odds, endurance till the bitter end.

When I have been feeling low, I have used this technique to motivate me.

I would envision the appeal of people regarding me as an educated man.

I would command respect, demand attention. People would view me nobly as a higher authority.

Not to mention, I would be able to make more money and live a better lifestyle.

Boy, did I absolutely absorb all these amazing perceptions into my inner being, into my heart and soul in order to achieve my ultimate goal.

2) The Incentive System.

How would you feel if you've entered a contest, but no prizes were available for the winners? Not very encouraging, is it?

The same principles apply to your vision. Reward yourself after accomplishing a goal.

Set a particular incentive for every objective achieved. You deserve it!

Let's say if you've achieved a particular task, you'd treat yourself to your favorite meal at your favorite restaurant.

And when you finish a bigger task, you'll go on a vacation.

Got the idea? Pretty cool eh?

Just a little something gratifying to indulge in after completing a certain undertaking.

3) The Potent Force of Humanity.

If you want to succeed, surround yourself with the right kind of people who will support and encourage you 100% all the way.

Be with people who have the same beliefs and aspirations as yours. Positive aura is generated by this fusion of collective energy from people of "like minds."

This is how successful people do it.

And contrarily speaking, being with people who oppose your ways of thinking may trigger a negative, yet very potent, kind of motivation.

Has anyone ever said to you that "You'll never go anywhere", "Be anybody" or "You're wasting your time with what you're doing?"

I have, it's so petty, so little...do not listen, it's not true. You can accomplish anything you desire!

But, if it has happened, like it did to me, did it make you furious and determined enough to prove to them how wrong they were?

Good, this is what I'm talking about.

When aggravated, you will do anything to make those who are against you eat their words.

But of course, your main focus should be on the accomplishment of your goal and not on revenge, this is wasted energy.

Never let your emotions toward others alter your foremost objective. Keep your eye on the prize!

Section 21: How To Conquer Fear

All of us experience fear at some time or another and if we didn't we'd be oblivious to danger so it's nothing that should cause us to feel weak.

However, many people develop such an innate sense of fear that it begins to have a detrimental impact upon almost all aspects of their lives.

Fear can come to us in many different ways.

It can manifest itself in us telling ourselves that "I can't do this" or "I'm hopeless at doing that" or it may arise from reading or seeing bad news,

For example, a violent crime may have been committed not far from where you live and you end up paralyzed by fear that the same thing is going to happen to you.

Fear can often arise when we're put into a situation we're not familiar with or we're asked to meet with people whom we have never met before.

Therefore, even though there may not be any inherent danger, we're still frightened by something which takes us out of our comfort zone.

How can Fear be Conquered? ***Fear is only present when you allow your mind to think negative thoughts.***

If you spend time harbouring only positive thoughts about the kinds of things you want out of life and you instil a sense of your own confidence and a positive outlook on life within yourself, then negative thoughts such as fear cannot take hold.

Action gets rid of fear.

By being active, you won't have the time to ponder over fear which, ultimately, will paralyze you and cause you to fail.

Life is all about taking risks occasionally and, even though that means letting yourself flirt with the unknown, you should approach any new experience or challenge with courage and a determination to succeed.

You may not succeed all of the time but in having a healthy attitude to success and realizing that sometimes you'll make mistakes along the way.

Any failures you have can simply be viewed as an attempt that has not quite worked out but which you can learn from to ultimately reach your goal.

You should not be attempting to make yourself fearless however.

As mentioned previously, we must all have the ability to feel an element of fear to enable us to assess dangers realistically.

Don't make excuses or put off doing something.

If, for example, you feel uncomfortable walking into a crowded room full of strangers, don't put off doing it.

Consider the reality of the situation you are faced with and ask yourself just how 'frightening' it really is.

When you rationalize situations like that, you'll soon come to the realization that there is nothing contained within the situation that's dangerous or can actually harm you.

Once you accept this, face that situation time and time again until you'll become so used to it (you may even get bored of it) that any fearful thoughts you once held about it will have diminished completely.

Prison of Self Doubt

If you let fear get the better of you, you'll end up being locked within a prison of self doubt and this will have a negative impact upon your ability to grow in life and to try out new experiences.

The important thing to remember is that although some events in life are naturally met by a feeling of fear, for example, being cornered by a large wild animal or you're about to parachute out of a plane at 20,000 feet for the first time ever.

Much of our feelings of fear are imaginary and an overreaction to situations in life which we are faced with and your imagination can always be changed into a positive outlook on life.

Section 22: How To Stop Procrastinating

People procrastinate or put off doing things for many different reasons.

Sometimes it's just through plain laziness which can often be the result of them not feeling that there is anything to motivate them in life.

Other people however, often put off doing things because of fear.

However, by identifying the reasons behind your inertia, you can develop a strategy to end your frustration and to replace that with a motivational attitude you can adhere to.

Self-Esteem is a Common Cause

By putting off doing things, it causes your self-esteem to diminish and any remaining confidence will eventually be replaced by feelings of guilt, anxiety and stress which will all combine to paralyse you into not taking any action to get out of these destructive thought patterns.

Feeling unworthy or having a fear of rejection or failure are some of the most common reasons why people procrastinate and by taking steps to improve your self confidence.

You'll end up feeling more motivated to get things done.

Devising a Plan

Two of the most common traits which motivate us in different ways are pleasure and pain.

If you can identify some goals which you'd like to accomplish, jot down a list and try to identify how accomplishing these goals will make you feel.

Then also make a list of all the negative consequences were you put off achieving these goals.

If you keep all of the benefits of succeeding in your goals firmly at the forefront of your mind, then it will be much easier to remain focused.

Procrastination is a Habit

Putting off doing something usually starts by putting off just one thing you know you should do.

However, procrastinating can soon turn into a habit so that you end up being completely indecisive and never end up doing anything meaningful or challenging which would increase your self confidence.

As with any habit, it's important to set an action plan within an achievable time frame and work towards that in stages, rewarding yourself at the accomplishment of each stage.

Realise that you and only you have taken on the responsibilities of achieving your goals and that there are both positive and negative consequences depending on whether or not you achieve them.

Stay Healthy

Laziness can often result if you're not feeling in great shape physically. You might be eating unhealthily and/or drinking too much alcohol or not taking enough exercise.

Remember that our physical and emotional well being go hand in hand and that you need to adopt a healthy physical regime and care about yourself in order to become mentally focused and motivated.

Very few of us ever get things handed to us on a plate in life and it takes effort and determination to get the kinds of things we desire out of life.

Procrastination is one of the most destructive traits which can affect our lives dramatically for the worst.

Overcoming it is probably one of the most important steps you can take in your personal growth development and to get motivated to achieving your goals and letting go of your 'old' self and ways of doing things (or not doing them) is the first step to achieving this.

Section 23: How To Overcome Rejection

Every one of us experiences rejection at some time in our lives. It may be by a person with whom you want to have a relationship with or it could be when you're turned down for a job you really want.

The truth is that the only people who never experience rejection are those who never have any interaction with other people which in effect, makes for a pretty reclusive and lonely existence.

Common Symptoms of Rejection

The fear of being rejected creates a very damaging pattern of behaviour in our lives.

It can cause us to feel that we are not good enough and that we are a failure.

Within relationships, it can cause us to become obsessive, clingy and jealous and can also destroy relationships that have barely begun through us becoming too serious too soon which can drive others away.

This manifests itself whereby a partner simply having a chat with someone else can make us think that it's a sign that they're going to leave us or if we're separated for a short time from a friend or partner.

We can sometimes feel anxious and even angry as we falsely believe that this means that they don't want to spend time with us.

Rejection is Driven by Emotion

It's important to remember that it's not our thoughts that cause us to feel rejected but how our thoughts make us feel.

If we feel negative about ourselves, rejection can trigger off a number of other feelings.

We can start to feel humiliated, lonely, pathetic, not good enough, useless, inadequate and a loser.

The more we dwell on these feelings, the more pain we're putting ourselves through and the harder it becomes to put ourselves 'out there' again for fear that the same thing will happen next time.

Why do Other People Seem to Brush Rejection off Easily?

A confident person realises that rejection is simply a part of the risk of living and that, in order to grow spiritually, we all have to take the occasional risk and step outside of our comfort zone.

They don't take rejection personally and often view it as a flaw on the other person's behalf as opposed to feeling bad about themselves.

In other words, they think it's the other person's loss.

Tips for Overcoming Rejection

Many people fear rejection as they've become conditioned to always trying to please others.

Be aware of when you're feeling this way and learn to say 'no' to people when their demands or requests seem unreasonable to you.

By saying 'no' occasionally, you're respecting your own needs which will boost your self confidence to a level by which you'll understand and respect occasions when people might say no to you too.

Graciously accept any compliments you receive.

Some people find it very hard to accept compliments but don't resist them, accept them gladly and jot the compliment down, look at it and ask yourself what it says about you as a person.

This will be another good way to boost your self-esteem.

Play out a few scenarios in your mind of instances where you'd usually be faced with a fear of rejection and envisage a successful ending to the scenario where your wishes are granted and you get the outcome you were hoping for.

In practicing this technique, you'll start to feel more confident that the outcome you want is going to happen and that will become a replacement for the feelings of fear and inevitable failure that you've trained yourself to expect.

List your needs for the day and work towards how you're going to achieve them and don't let yourself be sidetracked.

In other words, learn how to please yourself and to balance your energy levels by feeling comfortable about saying 'no' to others if you feel the need to be unavailable to them.

Constantly remind yourself that you have a fundamental right to be happy.

Don't let your own feelings of self-worth be governed by whether or not you're accepted or rejected by other people.

If you are rejected for a job or by another person, simply move on, don't take it personally and start looking for other opportunities which may end up being more receptive.

Remember...If we continually hold back from interacting with people because of our fear of rejection, we simultaneously miss out on the potential happiness, warmth, fun and excitement that other people can bring to us.

A useful way of putting fear of rejection behind us and replacing it with positive thoughts is to tell yourself that if you never put yourself in a position where someone can say 'no'.

Then you're also denying yourself the opportunity of being in a situation where someone can say 'yes'.

Section 24: How to Make People Instantly Like You

Everyone likes to be liked and yet many people go through life, or at least part of their lives, feeling as if people do not like them.

This section aims to begin the discussion about what you can do to feel and be more liked - maybe even 'instantly'.

Steps

1. Most people make a judgement about someone that they meet for the first time within the first 30 seconds of meeting them.
2. This means you need to know that the way you come across in the first few moments of knowing someone in the most effective and likeable way.
3. In fact it is the case that even before you speak to someone they have normally instantly sized you up and started to make a mental decision about whether you are likely to be a person they can relate to as soon as they see you.

4. This means that it is important to 'look' like a friendly and attractive person - and this does not mean you have to have 'film star' looks or 'cat-walk' clothes! What it does mean, however, is that you need to look open, honest, friendly, outgoing and 'as if you care' about your appearance.
5. 'Cleanliness is next to Godliness' it has often been said and when it comes to making an instant impression it is the case that a judgement will be made on whether it looks like your clothes are at least clean and well cared for, your hair, nails, teeth and other obvious outward indicators of your care for yourself are 'positive'.
6. You also need to be aware that you do not look as if you are wrapped up in yourself, or distracted in some way. When meeting a new person it is vital that you show you are interested in them.
7. This means making appropriate physical contact in an appropriate and positive way, maybe this will mean shaking hands or even possibly greeting people in a slightly more 'intimate' way. But you need to appear confident and positive in all these things in order to start the process of conveying likeableness in the right way.
8. It is really important to make direct eye-to-eye contact with someone when you are introduced - which means looking at them in a straight and 'real' way, right into their eyes - accompanied by a warm and genuine smile. If you are lacking in confidence, and do not normally find yourself as a naturally 'smiley' person you need to make some serious effort in this area - whilst making sure that you do not give an impression of falseness, or 'overdoing' it as this will likely have the opposite effect to that you desire.

9. The next 'big thing' that will influence people is when you start to speak. You need to have a lively and pleasant tone to your voice. Sadly some folks develop a monotonous, or dull sound to their voice. Maybe they talk in a squeaky or affected way.

In this matter you need to be truly self-critical and, if you feel you are lacking, you need to make an effort to develop better speaking-voice qualities. It can be done - actors and actresses do it for a living, and once you develop confidence in yourself and the way you sound many of the other attributes of 'likeableness' will fall into place.

10. If you have managed to make the right first visual and aural impression on a new person you are already well on the way to being 'instantly likeable'. The rest will depend on how your first conversation goes.

The key to this is to remember that people 'like' to be asked about themselves, their lives, their likes and dislikes - in other words THEY like to feel the centre of attention. They DO NOT like having to listen to the tales of the 'great I am', nor do they like to have the conversation monopolized so they cannot get a word in.

11. If you can strike a good balance (minimum 60% to 40% in their favour maximum about 80/20) when it comes to who is doing the most talking this will go a long way to making you 'instantly likeable' most people like a 'good listener'.

12. However if you are meeting with another person who is the shy and retiring type this may take some effort to get them to open up and relax with you. This means you need to develop the skill of asking 'good appropriate acceptable' questions.

Asking 'What they like?', 'How they feel about...?', 'What they do?' and other gently personal questions that allow you to build more questions shows that you are 'genuinely' interested in them. If you appear to be genuinely interested you will be much more likeable.

Tips

- One of the biggest tips for being liked is to try to develop a natural, warm friendly smile that you use liberally. People like 'happy people' who are fun to be with.
-
- Time and again both men and women agree that they are most attracted to people who can make them laugh (BUT don't get carried away and feel you need to learn the contents of a 'joke book' - the laughter needs to be natural and light to work best!)
- Always make sure that you have paid attention to your appearance - no matter how well you interact - it will 'kill' your chances if you keep smiling and showing that piece of spinach on your teeth
- Focus on the other! Always make sure you are focusing on the person you are with and making them feel the center of your attention - create a virtual 'bubble' of attention around them - including being aware of any indication that they may be uncomfortable for any reason and trying to deal with it (this could range from causes such as touching on 'awkward' topics of conversation to steer away from, to them sitting in a draught!) When

this happens naturally do what is necessary to defuse their discomfort.

- Remember that you need to keep your posture open and friendly at all times. For instance, folding your arms whilst talking is a 'no no' because it creates a psychological barrier'. But holding a persons gaze whilst they talk, and showing you are listening intently through nods and sounds of agreement as appropriate are really important 'signs' that you are truly focussed on them.
- Make sure you look good, people don't want to be friends with weird badly dressed, bad smelling, or just plain dumb people.

Section 25: How to Really Listen to Someone

*“To be interesting, be interested.
Ask questions that other person will enjoy answering.
Encourage them to talk about themselves and their accomplishments.”
-Dale Carnegie*

Everyone desires to be heard. When we listen to others, we validate their need to be acknowledged and understood.

Deep down inside, we all want to know that we matter, that we are important.

Don't you find that meeting someone who shows interest in what we have to say, we tend to take a liking to them instantly?

I'm not asking you to pretend to be interested in hopes of being liked, but rather to pay attention to this often overlooked and forgotten skill.

In addition to improving your personal and professional relationships, listening also helps to prevent misunderstandings and facilitates cooperation.

The following are techniques to being an effective listener. I have learned these from communication courses, seminars and books on personal relationships.

These are ones I've personally found to be useful when engaged in a conversation with other people:

- Mirroring - mimic the other person's facial expressions and body positions. React as if you have become their mirror. Mirroring will

allow you to feel what they are feeling, and have a deeper understanding of feelings carried with the words.

People will begin to feel very comfortable being around you without consciously understanding why.

Did you know that a baby will mimic the expressions of adults? Try it next time you're playing with a baby in a crib.

Make a distinct face, and watch the baby's reaction.

I learned this technique first from a psychology textbook, and later from Tony Robbins.

After trying it myself, I learned that you can experience what others are feeling, but might find yourself on the same wavelength with similar thoughts and visions.

Our physiology (facial expression, gesture and posture) can affect our internal state.

Mirroring is just a technique to put yourself in a position (literally) to accept and internalize the meaning behind the words.

- For example, you are sitting across the table from someone, the other person is holding a glass of water with his left hand, leaning forward and towards the right side. You mirror them by holding a glass of water or cup with your right hand, leaning forward and towards the left side.
- Focus On Them, Not Yourself - In conversations, I often lose my mind in my own thoughts.

- I get hung on what I'm going to say next or random thoughts like, 'How do I look?', 'I'm hungry', 'What should I do tonight?'

The trick is to shift that attention and focus on the speaker. Give them your full attention. Be genuinely interested in them and what they have to say.

Here's a quote from Dale Carnegie extracted from principle 4 of "How to Win Friends and Influence People"

"Be a good listener. Encourage others to talk about themselves."

- Active Listening - It's easy to let your mind wander while someone is talking. It's also natural to focus on how you plan to respond to the speaker rather than giving your full attention. Try active listening to shift focus on listening:
 - Repeat - Repeat what they are saying in your head, in your own words. Internalize the meaning of the words.
 - Summarize what you heard. A great listening technique involves rephrasing the speaker's words and repeating them back to them. This verifies that you understood what the speaker said, and gives the speaker a chance to clarify their thoughts. You can start the sentence with "So what I'm hearing you say is" or "Are you saying that"
- Look for the message - Look for keywords. Don't just listen with your ears, but also with your heart and soul. Connect with them. There are so much more said than just words alone. Try to ask yourself, What is their point? Where are they coming from? What do they need? What

they are saying in words is just an expression, but there's always an underlying message. Look for that core message.

- Body Language - lets the speaker know you are paying attention and care about what they are saying.
 - Make Eye Contact - show you are paying attention. Make sure your eyes are not wander around the environment, looking behind the person. One technique is to focus on just one eye, this shows concentration and will help you focus.
 - Smile - When we are focused, we tend to have no expressions on our face and this can be interpreted as unwelcoming or uninterested. Remember to wear a smile, even a slight one.
 - Nod & 'Un-huh' - Add "un-huh", "hmmm", "I see" in between sentences. This is direct feedback to the speaker, it acknowledges to the other person that their words are heard and understood.
 - Lean Forward - lean slightly towards the person, show that you are interested in what they have to say and are giving them your full attention.
- Questions & Probing - Ask questions to clarify your understanding. People like questions, provided you are conscious of when not to ask

questions (for example, you don't want to interrupt their train of thought by jumping in with questions as they speak).

This shows that you are listening and are following them. Probe for additional and related information. Some good probing sentence starters are How? Why? For example, "How did it happen?" "And what was your reaction?" "Why did you choose to leave?"

- Non-Judgmental - Listen with compassion, openness and acceptance. In conversations, we often think about refutes and counter-arguments as the other person speaks.

Listen with openness by recognizing that they are expressing themselves, and allow them the freedom to do that. Besides, we don't want to be judged when we are speaking, so why should we judge others?

- Don't interrupt - Let the speaker finish their thoughts. Don't move on to what you'd like to say until the speaker has finished talking. If you have something to say, bite your tongue and nod.
- Be patient, wait for your turn. Remember how annoying it was when someone interrupted you? And you lost your train of thought? Give others respect and allow them to finish.

If you lose focus, change your body position. If you find your mind wandering, move to a different position and try using one of the techniques above to refocus on the speaker.

Conclusion

As you have seen throughout this course improving your memory is just applying the right techniques.

Your memory was that bad after all.

With this new knowledge you can now go ahead and apply yourself.

You'll be ahead of ninety nine percent of people out there who will continue to suffer from so called bad memory.

Remember to continue to apply these techniques in every day life and they will soon become automatic.

Your mind will be on auto pilot remembering every you require.

You are now in a position to expand your knowledge to great heights and impress people wherever you go. You have the potential to learn anything with the speed and accuracy of a true genius.

All the best.

Warren Banks