

# **Do It Today**

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An Action Plan  
for Enhanced Productivity  
and Creativity

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**Newton Saber**

Daylight Books

<http://www.daylightbooks.com/>

*Do It Today*

*by Newton Saber*

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# Introduction

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*It's never too late  
to be what you  
might have been.  
~George Eliot*

Since you're reading this introduction, you are interested (at least somewhat) in enhancing your productivity and creativity. However, sitting down to read a book on the subject may feel like wasting time, when you would rather be focusing on your main goals. While other books make you read long descriptions of what you will be able to do after you've read the entire book, *Do It Today* is focused on giving you the information and getting you back to your main goals.

In an effort to quickly let you know what this book is all about, I've boiled it all down to three basic principles.

## **Three Principles of Do It Today**

Here are the three main principles *Do It Today* is based upon:

1. Do Your Thing (Find Your Thing)
2. Make A Plan
3. Take Action - Do It Today

## ***Do Your Thing***

When you own the work you are doing, you will do it with passion and energy. Until you own it, you never will.

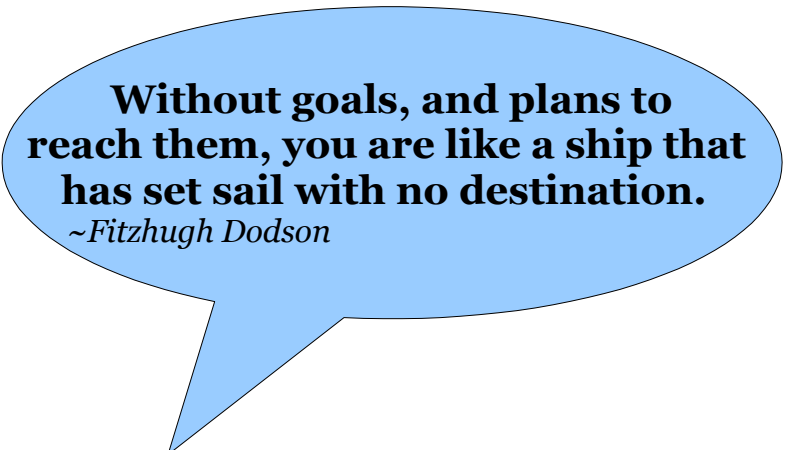
If you are stuck in the belief that you cannot do your own thing, *Do It Today* will show you it is possible to live your dream and help take you there step by step. That's one of main themes of this book: convincing you that you can still live your dream.

## **Re-Ignite Your Passion**

Even if you've tried in the past and failed, *Do It Today* will re-ignite the passion you once had and help you find the steps to achieving your dreams.

## **Unsure of Your Thing?**

For those of you unsure of what your thing is, I provide a short quiz which will help you discover your passion and your strengths. Once you complete that task, you will be empowered to move through the rest of this book.



**Without goals, and plans to reach them, you are like a ship that has set sail with no destination.**

*~Fitzhugh Dodson*

## ***Make A Plan***

You must have a plan to reach your goals. Without a plan, the urgencies of life will beat upon your ship until it sinks in the deep ocean of ambiguity. *Do It Today* guides you in a personalized process which will help you create a realistic and detailed plan which you can follow to your dream destination.

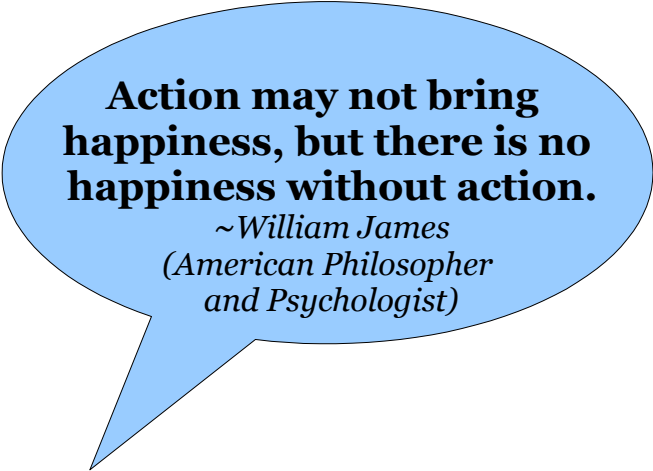
Some books focus on planning to the exclusion of everything else. Those books ignore the importance of other functions, such as putting the plan into motion. *Do It Today* encourages planning for the purpose of guidance, but not to the extent that planning becomes the complete solution.

So, why do we plan?

Author John C. Maxwell says it best in his book, *Talent Is Never Enough*,

**Attempting everything, like attempting nothing will suck the life out of you.**

You must focus on the important things that move you toward your goal. To do that, you must know your goal. Even if you know your goal, if you don't know how to get there, it isn't much help. You must put together a plan which outlines the specific steps which will lead you to your goal. Otherwise you may end up trying to do everything. If you attempt to do everything, you will most likely end up accomplishing nothing.



**Action may not bring happiness, but there is no happiness without action.**

*~William James  
(American Philosopher  
and Psychologist)*

## **Take Action**

This is the main message of *Do It Today*. *Do It Today* will encourage you and open your eyes to the possibilities of taking ownership of your life. You are responsible for the outcome.

## **Trust Your Instincts About Your Life**

**I often marvel how it is that though each man loves himself beyond all else, he should yet value his own opinion of himself less than that of others.**

*~Marcus Aurelius*

Throughout *Do It Today* you will learn that you are trustworthy, smart, and innovative enough to know what you want and to create a plan to get there. Now take action and

change your life.

The human condition often tempts us to search for someone to tell us what we should do. We search for an *expert* to tell us what is right for our lives. However, there is no one better than you to decide what is right for your life. That's why this book provides a collection of encouragement, good ideas and activities that you can customize for your situation. You are the master of your destiny and there is no greater expert about how these things work in your life, than you.

You have to believe in yourself, even before anyone else does.

**Outstanding leaders go out of their way to boost the self-esteem of their personnel. If people believe in themselves, it's amazing what they can accomplish.**

*~Sam Walton (founder of Wal-Mart stores)*

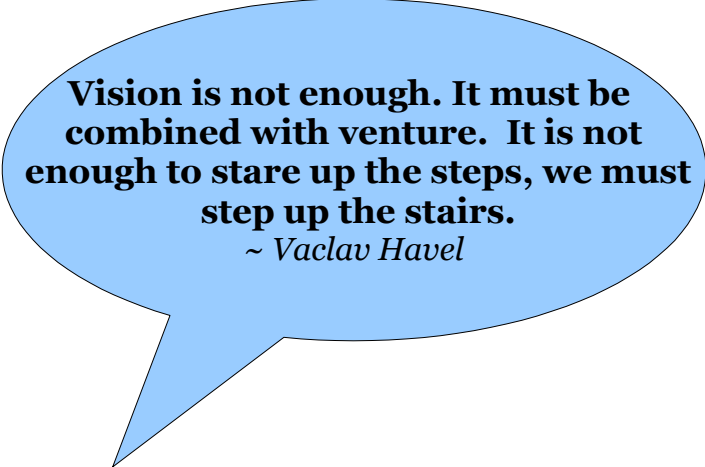
When you believe in yourself, your plan, your vision, you are strengthened to accomplish great things. Things you never would've thought possible.

Trust yourself and recognize your inherent value. *Do It Today* will help you discover how important your esteem is to achieving your goals.

Few people plan. Of the few that do, fewer put the plan into action.

Once you have a plan that represents your passion, you must take action. However, if you create a plan as guided by *Do It Today*, which represents your true passion, you will find a motivation like none you've had before, and no one will have to tell you to take action any longer. Instead, because you've

discovered the root of who you are, you will no longer need the kind of pep talks you may have required in past. You will finally know who you are and act upon it.



**Vision is not enough. It must be combined with venture. It is not enough to stare up the steps, we must step up the stairs.**

*~ Vaclav Havel*

### ***Growth Through Action***

As you take action, you will not always be completely successful. At times you may even feel as if you've failed.

**[Only] those who dare to fail miserably can achieve greatly.**

*~John F. Kennedy*

However, you will learn and you will grow as you are stretched beyond your original abilities.

Without action, none of this can occur.

*Do It Today* provides guidance so you may take the best action possible for your situation. It helps you prepare for the voyage, provides ideas for gathering necessary supplies and encourages you along the way.

These are the foundations of *Do It Today*, but of course there are more details. However, just as I've done in this short introduction, I'll give you the details you need and nothing more so you can get back to life and take action to set your plan in motion so that you may do your thing immediately.

## **What Lies Beneath**

The most important thing in all of this is purpose. Humans do not function well for long, without purpose. You must understand how the little things you do add up to the bigger picture of your dream. Action without meaning is monotony.

**He who has a *why* to live for  
can bear any *how*.**

~Frederick Nietzsche

## ***Excavating You***

Actions must be firmly rooted in the plan which came from your heart and passion or they are useless. Much of this is often buried under layers of life. *Do It Today* directs you to dig deep, past all of the shallow layers that are often stacked upon ourselves, so you can get to the real meaning within yourself. Only then will you find *your* success.

## Plan & Action: Perfect Marriage

Once we discover the purposes at your root, you can create a plan and take the proper action toward that plan. All of this is why we plan and why we do. That is the marriage of the plan to the action.

All of this may sound reasonable to you, but you may also wonder why you should listen to me. You may be thinking, “I’ve never heard of this guy. How can I be sure he knows what he’s talking about?”

That is a good question. Why should you listen to me?

## About The Author

**To measure up to all that is demanded of him, a man must overestimate his capacities.**

*~Johann Fundgerte*

To live up to expectations we often feel it necessary to elaborate profusely on our abilities. This is never more true than when an author attempts to convince others why they should read his book.

## ***Not Genius, Hard Work***

As you probably know, from the marketing blurbs related to *Do It Today*, I do not consider myself a genius or particularly enlightened. That is the advantage of this book. Why? Because I am a normal person just as you are, and yet I have accomplished quite a bit. So, if I can do it, you can too.

## ***Cutting the Onions***

I'm not extremely intelligent, instead I just work it. You know what I mean? I may not be the sharpest knife in the drawer, but I can cut the onions.

Even though I'm not a genius, I have had my share of success, which I've often had to pry loose from the cold dead hand of failure.

**Success: Going from failure  
to failure without a loss of  
enthusiasm**

*~Anonymous*

To provide you with a way to know me better, here's a bit about my background and a list of some of my accomplishments.

## ***Snapshot of the Author's Life***

I am a professional software developer (computer programmer), an author (articles, blogs and books) who has been published multiple times (for pay), and an entrepreneur (risk-taker) who owns my own business (Daylight Computers – see <http://www.daylightcomputers.com>).

## ***Broad Work Experience***

I started out building computers for a small computer sales storefront. I moved on to technical support (help desk) where every call had an angry person on the other end who needed a solution immediately. I worked my way into Software QA (Quality Assurance - testing software) and finally clawed my way into the world of programming computers.

## ***Life Viewed From Many Angles***

So, what does all this mean? It means I'm different. It means I've experienced the world through a number of different pairs of glasses and have learned that what you see isn't always so rosy. I've learned to make the best of it, in terrible work situations, and at times to turn those bad situations to my advantage. *Other times I've had to suffer the beatings until my morale improved.*

## ***Author Holds A Regular Job***

As I write these words I earn a salary as an employee at a small company, where I am expected to work 40 or more hours a week. My main point here is that I have a limited number of hours per week to chase my passion, and yet I am committed to doing so. I have to have a focused plan or nothing gets done.

## ***Broad Industry Experience***

I've worked for companies ranging in size from extremely small (10 or less employees) to extremely large (thousands of employees). These companies have been in various industries such as civil engineering (construction), real-estate management, legal data storage and retrieval, mortgage banking, bio-tech, mass transit and electronic commerce.

## **Technical Experience**

While working for these companies I've supported, tested and developed software, since 1993.

That's before Windows 95 released. I've developed software for Microsoft Windows 3.1. In computer-time, I am Aristotle (born ca. 384 B.C.). In Internet-time I am dirt. *Some of my IT managers from the past would heartily agree with that assessment of what I am.*

## **Broad Technical Scope**

*I apologize to all you who are not geeks. Please prepare yourself for a spew of computer terms which will make a sound like white-noise inside your head.*

I've written programs in C++, Visual C++, Visual Basic (versions 1.0, 3.0, 5.0, 6.0 and VB.Net), Java (not to be confused with JavaScript), C#, PERL, JavaScript and ASP.Net. I've created numerous web applications and web pages, all of which use HTML.

## **But, Wait, There's More: Writing Credits**

Have I hit you over the head with enough of my spectacular experiences that you are sufficiently beaten into submission by my greatness? If not, it's okay, because I have another round of blather to lay on you. I am a published (for pay) writer. That's right, I've been published and paid for it. That makes me a professional writer. Well, that sinks it. I'm sure you are now convinced of my genius.

Five of my humorous articles have been published, for pay, at eDiets.com (under a pseudonym). I've also been published by Byline Magazine (writer's trade journal) and once in Writer's Digest.

## **Blogs**

You can learn more about my passion for fiction writing and creativity by dialing up my blogs in your favorite web browser.

<http://SaberWriter.blogspot.com>

<http://SaberSlices.blogspot.com>

<http://100Begins.blogspot.com>

## **Audio Blog – Encyclopedia of Digression**

The Encyclopedia of Digression (EOD) is a collection of interesting articles based upon various subjects that are somehow linked to each other. These are produced as .mp3 sound files which may be downloaded and burned to CD for listening to later.

<http://SaberEOD.blogspot.com>

## **Author's Company / Free Software Maker**

The most relevant thing I've done in relation to this book, is the work I've completed for my company, Daylight Computers.

There are a few reasons that is true:

1. I imagined the company into existence – sat down wrote a computer program I wanted and then decided to give it away to as many people as possible. There are numerous requirements to do this such as software development, marketing, web site creation, business creation, tech. writing, and so much more.
2. The software I create is specifically focused on enhancing users' productivity and creativity. I'm making quite a few of these programs available to readers of *Do It Today*.

All of this leads you to the reasons you should read this book.

## Why Should You Read This Book?

Hopefully, by now, I have convinced you this book will be an enjoyable and guided journey to the center of yourself. There at the center you'll discover your true purpose, create a plan to move you toward that purpose and finally take action toward becoming the you of the center.

**Try not to become a [person] of success, but rather try to become a [person] of value.**

*~Albert Einstein*

With all of that, I also provide you with some software tools that will help encourage your productivity and creativity.

### ***What Do You Get With This Book***

Here is a list of software that I make available to you for free:

#### ***Free Productivity Software***

1.) **DailyJournal** -- Journaling software that allows you to take a snapshot of anything that appears on your computer screen.

2.) **FreedReadR** -- read all of your favorite news without being distracted. This handy little tool, allows you to load and read all of the headlines for recent days on your favorite news sites. Then, you can simply double-click each headline you want to see and only the articles you want to read will be loaded into your web browser.

I will also be releasing quite a few other programs in the near future.

## Upcoming Software

- 1.) **DiscoFiles** - discover files that are being written on your Windows-based computer.
- 2.) **ResearchSidekick** - keep track of your research (related items) so you can quickly and easily track work completed on projects.
- 3.) **MoiBio** - Software which provides a framework to guide you into creating your memoir / biography.

So, how about it? Are you convinced enough to continue with me? I hope so, because I believe you are full of untapped potential that the world can use in this historic time.

The principles in *Do It Today* are nothing ingenious, but they do provide a framework for you where you can once and for all find a solution that you can use for enhancing your productivity and creativity for life. For your life.

~Newton Saber

Troy, Ohio (09/09/2010)