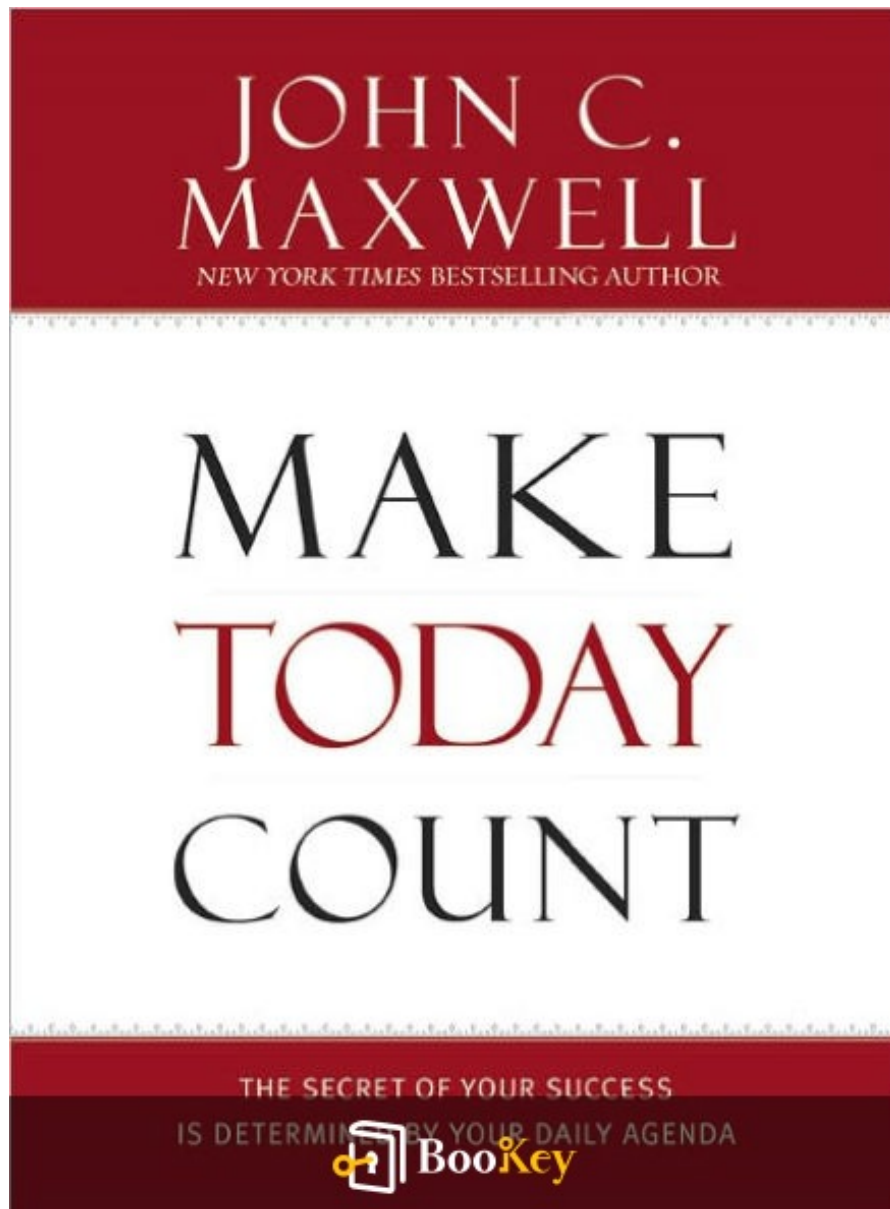


# Make Today Count PDF

John C. Maxwell



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# About the book

This revised edition of the renowned Business Week bestseller "Today Matters" by John C. Maxwell distills his 12 essential daily practices into a concise format, ensuring you receive maximum insights with minimal time investment. Ideal for quick reading, you can dive into the entire book in one sitting or absorb key lessons in just a few moments each day.

Key Focus Areas Include:

- Establishing Priorities
- Maintaining Health
- Nurturing Family Relationships
- Managing Finances
- Clarifying Values
- Fostering Personal Growth

This guide empowers readers to make wise decisions regarding significant aspects of their lives and to implement these choices daily, paving the way to a more successful, productive, and fulfilling existence.

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# **Make Today Count Summary**

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# Who should read this book **Make Today Count**

"Make Today Count" by John C. Maxwell is an inspiring read for anyone seeking to enhance their personal and professional lives by making the most of each day. It is particularly beneficial for individuals striving for self-improvement, including students, professionals, and entrepreneurs who wish to cultivate effective habits and a positive mindset. Additionally, leaders at any level can gain valuable insights on maximizing team productivity and fostering a culture of accountability. This book is also ideal for those facing challenges or feeling overwhelmed, as it offers practical advice on time management and the importance of living with purpose.

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# Key insights of Make Today Count in table format

Chapter	Theme	Key Points
1	Choosing to Make Today Count	Focus on the present; take responsibility for your actions.
2	Prioritizing Your Day	Identify important tasks and prioritize them for greater productivity.
3	Investing in Others	Encourage and support others to foster relationships and collaboration.
4	Overcoming Obstacles	Recognize challenges as opportunities for growth and resilience.
5	Taking Action	Emphasize action over procrastination; make small daily decisions that lead to significant outcomes.
6	Maintaining a Positive Attitude	Cultivate an optimistic mindset to improve interactions and outcomes.
7	Setting Goals	Establish clear, achievable goals to provide direction and motivation.
8	Developing Discipline	Implement self-discipline to consistently work towards your objectives.

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<b>Chapter</b>	<b>Theme</b>	<b>Key Points</b>
9	Reflecting on Your Day	At the end of each day, evaluate your actions to learn and improve.
10	Living with Purpose	Align daily actions with a larger sense of purpose and values.

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# Make Today Count Summary Chapter List

1. Embracing the Power of Each Day to Change Your Life
2. Finding Purpose and Setting Intentions for Daily Living
3. The Importance of Prioritization in Achieving Goals
4. Cultivating Positive Habits for a Productive Life
5. Building Strong Relationships to Support Daily Growth
6. Taking Action Today for a Successful Tomorrow

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# 1. Embracing the Power of Each Day to Change Your Life

In "Make Today Count," John C. Maxwell emphasizes the transformative potential inherent in each day. The way individuals approach their daily lives holds the key to unlocking their success, fulfillment, and overall happiness. Embracing the power of each day begins with understanding that every sunrise presents a new opportunity: a chance to pursue dreams, reflect on growth, and deliberate on choices that will shape each person's future.

Finding purpose is critical in this journey of daily living. Maxwell argues that individuals must consciously set intentions that align with their core values and aspirations. This involves not only identifying what is most important in life but also committing to actions that reflect those priorities. Purpose acts as a guiding star, helping to steer decisions and daily actions, ensuring that each step taken is purposeful and directed toward meaningful goals.

Integral to daily success is the importance of prioritization. Maxwell highlights that with limited time and resources, discerning what must be accomplished each day can significantly impact long-term achievements. He advocates for a methodical approach to prioritization, suggesting to categorize tasks based on urgency and importance. By focusing on high-priority activities, individuals can make substantial progress toward

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their goals, avoiding the pitfalls of procrastination and distraction.

Cultivating positive habits is another pillar of Maxwell's philosophy. He suggests that small, consistent actions can accumulate over time to create profound change. This involves establishing routines that promote productivity and well-being, such as morning rituals, exercise, reading, and continued learning. In building habits that enhance one's life, individuals set themselves up for sustained success, making the most of the gift that each day offers.

Equally vital in the quest for daily growth is the development of strong relationships. Maxwell points out that success is rarely achieved in isolation; rather, it is often facilitated by a supportive network of family, friends, mentors, and colleagues. He encourages readers to invest time in nurturing these relationships, as they can provide necessary encouragement, perspective, and accountability. Through collaboration and connection, individuals can enhance their personal and professional development.

Finally, taking action today is essential for crafting a successful tomorrow. Maxwell stresses that dreams and ambitions will remain just that unless transformed into action. Each day is filled with moments that allow individuals to act on their intentions, make incremental progress, and face challenges head-on. Embracing a proactive mindset ensures that individuals

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seize the day, rather than letting it pass by. By acknowledging the significance of daily choices and actions, one can cultivate a future defined by their aspirations.

In summary, "Make Today Count" serves as a powerful reminder of the impact that our daily decisions have on our lives. By finding purpose, prioritizing effectively, cultivating positive habits, building strong relationships, and taking decisive action, individuals can harness the power of each day to effect meaningful change and achieve their fullest potential.

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## 2. Finding Purpose and Setting Intentions for Daily Living

In "Make Today Count," John C. Maxwell emphasizes the significance of finding purpose and setting clear intentions as foundational steps in leading a fulfilling life. Purpose serves as the North Star guiding our daily actions, ensuring that every decision aligns with our long-term goals and values. By understanding what truly matters to us, we can direct our energies toward activities that contribute to our sense of fulfillment and achievement.

Maxwell encourages readers to reflect deeply on their passions, talents, and the impact they wish to make in the world. This introspection is crucial because it lays the groundwork for setting intentions that are not only achievable but also meaningful. Rather than drifting through the day, reacting to circumstances as they arise, individuals are called to proactively establish their intentions each morning. This practice sets a tone of purposefulness that can steer them toward greater productivity and satisfaction.

In this regard, setting intentions can be as simple as outlining a few key goals for the day. These goals should resonate with one's overarching purpose, creating a cohesive trajectory from day to day. For instance, if a person's purpose is to serve others, their daily intentions could involve specific acts of kindness or dedicating time to volunteer. By anchoring daily

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tasks to a larger purpose, individuals cultivate a sense of commitment and drive, transforming mundane activities into meaningful contributions.

Moreover, Maxwell stresses the importance of flexibility in adhering to these intentions. Life inevitably presents obstacles and distractions, but maintaining a focus on our purpose allows us to recalibrate and adapt without losing sight of our goals. By being intentional and adaptable, we can strike a balance between pursuing set intentions and responding to life's unpredictability, maintaining our momentum even in the face of adversity.

Ultimately, finding purpose and setting intentions is about harnessing each day with intention. When individuals approach their lives through this lens, they foster a proactive mindset that not only enhances personal growth but also positively influences those around them. By making conscious choices that align with their core values and desires, people can create a ripple effect of positive change in their lives, one day at a time.

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### 3. The Importance of Prioritization in Achieving Goals

Prioritization is a crucial skill in the pursuit of our goals, and John C. Maxwell emphasizes its significance in "Make Today Count." In a world filled with distractions and endless to-do lists, the ability to recognize what matters most allows individuals to focus their energy and time effectively. When we prioritize our goals, we create a roadmap that guides our daily actions and decisions toward meaningful achievements.

Maxwell points out that not all tasks hold the same weight in relation to our objectives. By discerning the difference between urgent tasks and those that truly align with our long-term goals, we sharpen our focus on what genuinely contributes to our success. This discernment fosters a greater sense of clarity and purpose in our everyday activities, ensuring that we engage in actions that propel us forward rather than waste time on activities that divert our attention.

Furthermore, prioritization allows for efficient resource management. With limited time each day, determining which tasks deserve our attention can help us maximize our potential. This means assessing not only what needs to be done but also considering the impact of each task on our overall trajectory. By concentrating our efforts on high-impact activities, we create a cumulative effect of progress, bringing us closer to our desired outcomes.

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Additionally, effective prioritization can significantly reduce stress levels. When we establish clear priorities, we alleviate the pressure of feeling overwhelmed by the sheer volume of tasks. This structured approach brings a sense of order to our lives, allowing us to approach each day with a targeted mindset. Rather than reacting to whatever comes our way, we actively engage in planning, thereby fostering a proactive rather than reactive stance toward our responsibilities.

Maxwell advocates for regularly reassessing our priorities as circumstances change. Life is a dynamic journey, and what was crucial at one stage may shift as new opportunities and challenges arise. By revisiting and realigning our priorities, we ensure that our efforts remain relevant and potent, adjusting our strategies as needed to stay aligned with our goals.

In essence, developing the skill of prioritization empowers us to make deliberate choices that lead to success. It is not merely about getting things done but about getting the right things done. Through the practice of setting priorities, we reclaim control over our daily lives, turning potential chaos into a coordinated march towards fulfillment and achievement. In the ever-busy landscape of our daily existence, prioritization stands as a pillar that supports our goal-oriented endeavors, ultimately enabling us to make each day count.

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## 4. Cultivating Positive Habits for a Productive Life

In "Make Today Count," John C. Maxwell emphasizes the importance of cultivating positive habits as a cornerstone for achieving a productive and fulfilling life. Habits are the building blocks of our daily routines, impacting our ability to reach our goals and live with purpose. Establishing positive habits is not merely about personal discipline; it requires a conscious effort to shape our behaviors in ways that promote growth and productivity.

To begin this process, Maxwell suggests identifying habits that align with our core values and desired outcomes. This involves reflection and self-awareness to understand what practices will propel us forward instead of holding us back. For instance, individuals might find that cultivating a habit of daily reflection or goal-setting can create clarity in their pursuits, while establishing routines around physical health can enhance overall well-being and energy levels.

One key aspect that Maxwell points out is the need to replace negative habits with positive alternatives. Recognizing destructive habits, whether they be procrastination, excessive screen time, or unhealthy lifestyle choices, is the first step in this transformative journey. Once identified, individuals can actively seek out healthier habits that fulfill those same needs. For example, rather than succumbing to distractions on social media, one might dedicate

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that time to reading or learning something new—fuelling both personal and professional growth.

Moreover, Maxwell stresses the significance of consistency in habit formation. He notes that it takes time and perseverance to embed new habits into our lives successfully. By committing to small, incremental changes and making them a regular part of one's day, individuals are more likely to experience long-lasting change. This consistency can also reduce resistance and make it easier to stick to positive behaviors, even when motivation wanes.

Additionally, accountability plays a crucial role in ensuring that positive habits take root. Surrounding oneself with like-minded individuals or a supportive community can provide encouragement and motivation to stay the course. Sharing progress, celebrating small victories, and discussing setbacks can foster a sense of belonging and reinforce commitment to one's goals.

Furthermore, Maxwell highlights the importance of being adaptable. Life's circumstances are ever-changing, and the ability to adjust our habits in response to these fluctuations is vital. This flexibility allows individuals to maintain their productivity and continue progressing toward their goals, even in the face of challenges.

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In conclusion, cultivating positive habits is an essential contributor to living a productive and purpose-driven life. By identifying beneficial habits, replacing negative ones, maintaining consistency, relying on accountability, and being adaptable, individuals can create a robust framework for achieving their aspirations. Maxwell's insights empower readers to make conscious choices in their daily lives, harnessing the power of habits to drive meaningful change.

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## 5. Building Strong Relationships to Support Daily Growth

In John C. Maxwell's perspective, the significance of strong relationships in fostering daily growth cannot be overstated. Each relationship we cultivate acts as a building block in our personal and professional lives, creating an environment that encourages learning, support, and mutual growth. Maxwell emphasizes that surrounding ourselves with the right people is essential for our development and daily success.

At the heart of this relationship-building concept is the idea of connection. Strong relationships provide a support system that can uplift us during challenging times and celebrate our victories. When we connect deeply with others, we open the door to honest feedback, guidance, and new perspectives. These elements are crucial as they can challenge our way of thinking and inspire us to strive for greater achievements.

Maxwell highlights the importance of intentionality in nurturing relationships. This means actively investing time and energy into connecting with others, listening without judgment, and engaging in meaningful conversations. By prioritizing relationships, we not only enrich our lives but also create an atmosphere where others feel valued and understood. This mutual respect fosters an environment where everyone involved can thrive, making it easier to share resources and knowledge that can lead to collective

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growth.

Moreover, Maxwell points out that strong relationships often lead to accountability. When we share our goals and aspirations with others, we create a network of support that can hold us accountable. This accountability promotes consistency and discipline, as we feel more committed to our objectives when others are aware of our ambitions. It can also lead to opportunities for collaboration, allowing individuals to leverage each other's strengths.

Additionally, Maxwell discusses the role of mentorship and modeling in relationship-building. Being a mentor allows individuals to share their experiences, wisdom, and insights with others, thereby nurturing growth in both parties. Conversely, seeking mentorship from those who have traveled further along the path we wish to pursue can provide us with invaluable learnings and shortcuts to success. Whether we are mentoring or being mentored, these relationships are powerful drivers of personal and professional development.

Lastly, Maxwell underscores the impact that positive relationships can have on our mindset. Interaction with supportive and encouraging individuals can lift our spirits and bolster our confidence. When we surround ourselves with positivity, it can lead to an optimistic outlook on life, making us more

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resilient in the face of challenges. Ultimately, building strong relationships is about creating a community where everyone motivates one another, contributing to a cycle of ongoing personal growth.

In conclusion, Maxwell's insights into building strong relationships highlight that these connections are not just beneficial but essential for daily growth. They enrich our experiences, provide much-needed support, foster accountability, and create an uplifting environment. By deliberately investing in our relationships, we set ourselves up for continuous learning and success, reinforcing the idea that we grow best together.

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## 6. Taking Action Today for a Successful Tomorrow

Taking action today is the cornerstone for crafting a successful tomorrow, and it is through deliberate and consistent efforts that we transform our dreams into reality. John C. Maxwell emphasizes that every small step taken in the present lays the groundwork for future achievements, creating a chain reaction that leads to cumulative success.

To propel ourselves into a prosperous future, it is essential to adopt a proactive mindset. Rather than merely waiting for opportunities to present themselves, individuals must recognize that they hold the key to their own success through the choices they make each day. This mindset shift encourages accountability and encourages us to view each day as a fresh opportunity to move closer to our goals. Maxwell encourages setting clear, actionable objectives that align with one's longer-term vision, breaking these down into manageable tasks that can be achieved on a daily basis.

Moreover, Maxwell highlights that taking action involves more than just physical steps; it also includes adopting the right attitude. A positive and resilient mindset provides the motivation needed to tackle challenges and overcome setbacks. When faced with difficulties, reflecting on the purpose behind the actions can rekindle passion and determination, propelling an individual to keep pushing forward.

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In this pursuit of action, consistency becomes imperative. It's not enough to act impulsively; forming a routine of diligent work reinforces commitment towards achieving larger goals. Daily discipline and the reinforcement of productive habits cultivate an environment where success can thrive. Maxwell suggests that we actively monitor our daily actions, reflecting on their alignment with our goals and values.

Additionally, surrounding ourselves with a supportive community strengthens our capacity to take meaningful action. Building relationships with individuals who share our ambitions fosters an environment of encouragement and accountability. These connections motivate us to remain committed to our path, as we gain insights from others and share our experiences. The stories of struggles and triumphs within these circles can inspire action and provide clarity on pathways to success.


Ultimately, taking action today is about embracing the transient nature of time and the irrevocable power that lies within each decision made now. Maxwell encourages readers to confront procrastination, as it can erode our motivation and stunt progress. Instead, prioritizing action over hesitation generates momentum, enriching every day with purpose and achievement.

The key takeaway is that success is not an act of a single moment but rather

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a series of intentional actions taken consistently over time. We are urged to assess our priorities daily, align them with our overarching goals, and engage with the world around us. With each passing day, we have the opportunity to shape our futures. Therefore, let us begin taking bold and decisive actions today, ensuring that we construct the successful tomorrow we envision.

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## 5 Key Quotes of Make Today Count

1. "The secret of your success is determined by your daily agenda."
2. "You cannot change your life until you change something you do daily."
3. "Time is a nonrenewable resource. Once it's gone, you can't get it back."
4. "What you get by achieving your goals is not as important as what you become by achieving your goals."
5. "Every day is a new opportunity to make a difference, both in your own life and in the lives of others."

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