

Forgotten

15

Secrets

***That
Will
Make
You A
BETTER
Student***

Jonathan OOI

Founding Chairman of two Parent Support Groups
Motivational Speaker and Trainer, and Business Coach

*Author of The Psychology of Prospecting, Are You
Truly Successful in Life?, I.C.A.R.E. For My Children!,
Success Is A Choice! , and I Don't Like MLM!*



Jonathan Ooi graduated from the National University of Singapore with a Bachelor Degree in Mechanical Engineering.

He has worked locally and regionally in various capacities, namely Engineer, In-house Trainer, Production Manager, Quality Manager, Operations Manager, Factory Manager, Adjunct Lecturer with Temasek Polytechnic, Trainer with PSB Academy and Financial Planner with a few financial firms.

He speaks in schools, learning institutions and business organisations in Singapore and in the region. He also trains and develops business people in the insurance and network marketing industry.

He takes keen interest in the education of children in Singapore. He is the founding chairman of two Parent Support Groups in Singapore.

"Jonathan is a gifted motivational speaker and in this book, he has successfully put into writing what he expresses so well verbally in his motivational talks and seminars."

...Rev Albert Kang

"Jonathan has always demonstrated a high level of professionalism, enthusiasm and sincerity when imparting knowledge and skills to students and adult learners in his talks, lectures and seminars."

... F T Liu

The **15** **FORGOTTEN** **SECRETS** That Will Make You A **BETTER** Student :

- ✓ Forget the past and look forward
- ✓ Appreciate what you have in life
- ✓ Be prepared to change
- ✓ Study hard and study smart
- ✓ Learning is a lifelong process
- ✓ Learn to accept failure
- ✓ Develop self-confidence
- ✓ Begin with the end in mind
- ✓ Make the best use of your time
- ✓ Be effective and efficient
- ✓ Be self-disciplined
- ✓ Be filled with enthusiasm
- ✓ Be the best you can be
- ✓ Apply what you have learnt
- ✓ Don't be just in time to be too late

What Some of the **REVIEWERS Say ...** *MANY more reviews in the book ...*

An "easy to read" book containing practical, very down to earth, invaluable personal advice for students, written from the author's experience in conversational style.

Pearly Chai, Senior Teacher, Punggol Primary School

An engaging book. It contains simple and yet powerful principles that will impact the reader. This book also provides reader with avenues for self-reflection.

Elizabeth Chan, Principal, Rosyth School

This is a book that should be read not only by those who are in school but by everyone because we will always be students, learning in this big school called life. Jonathan points out important values and lessons that we as busy people tend to overlook. These basic secrets should be the foundation of our constant quest for knowledge and wisdom.

*Maita Crowe, Global Commodity Director
and a Mother of three, Scotland*

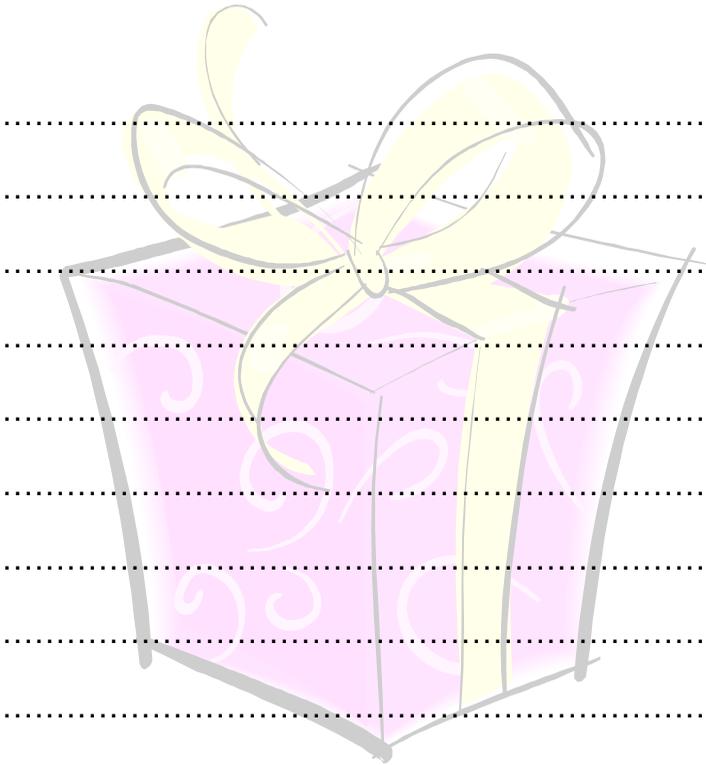
This easy-to-read book illustrates many effective timeless life principles for students and adults alike. Buying this book is a small investment but gaining wisdom is priceless.

Amos Chan, An Entrepreneur

ISBN 981-05-3673-9

A Special Gift

For



From

Copyright © June 2005 by Jonathan Ooi
Published by LIFEPLUS International, Singapore
Reprinted - November 2006
Reprinted - October 2007

For more information on the ideas presented in this book,
group speaking engagement or order of additional copies of
the book, please contact:

LIFEPLUS International, Singapore

Tel : (65) 6100 6898

Fax : (65) 6385 5616

E-mail : business@lifeplus.com.sg

Website : www.lifeplus.com.sg

All rights reserved. No part of this publication may be reproduced in any form or by any means, electronic or mechanical, including photocopying, recording, or by information storage or retrieval system, without the prior permission of the publisher. All rights are also reserved for translation into other languages.

ISBN-13: 978-981-05-3673-2

**PRAISE FOR “ 15 FORGOTTEN SECRETS
THAT WILL MAKE YOU A BETTER STUDENT ”**

An “easy to read” book containing practical, very down to earth, invaluable personal advice for students, written from the author’s experience in conversational style.

Pearly Chai
Senior Teacher, Punggol Primary School, Singapore

An engaging book. It contains simple and yet powerful principles that will impact the reader. This book also provides reader with avenues for self-reflection.

Elizabeth Chan
Principal, Rosyth School, Singapore

“15 Forgotten Secrets That Will Make You A Better Student” is a timely publication relevant at a time of uncertainty and of shifting values. It is indeed a collection of knowledge and wisdom of the author. I am confident that the 15 forgotten secrets revealed in this book would certainly make you a better student not just in academic pursuit but also in character building. It is a must-read book for all students and even adult learners.

Lim Lai Chuan
Principal, North Vista Secondary School, Singapore

Jonathan shares his experience in a very concise and practical guide for all students. A must-read book especially for those who are looking for a systematic way to help them in studying effectively and efficiently. The Learning Point and Immediate Action segments at the end of each chapter give the reader the opportunity to interact with the lessons learnt and putting them into actions.

William Lee
Lecturer, Ngee Ann Polytechnic

Praise For The Book

This is an inspiring book and a practical guide to life, written by a man who has been through life's many challenges. It contains simple words with great wisdom.

Tiah Hwee
Regional Speaker and Trainer

“15 Forgotten Secrets That Will Make You A Better Student” is a book that should be read not only by those who are in school but by everyone because we will always be students, learning in this big school called life. Jonathan points out important values and lessons that we as busy people tend to overlook. These basic secrets should be the foundation of our constant quest for knowledge and wisdom.

Maita Crowe
Global Commodity Director and Mother of three, Scotland

Wow! What an amazing book! It is easy to read. I enjoy reading every word of it. It contains profound principles presented in a simple manner with wisdom. I encourage you to read this book many times as what I have done. It will change your life.

Luiza-Maria Bumbu
English Teacher and Yoga Practiser, Bucarest, Romania

This easy-to-read book illustrates many effective timeless life principles for students and adults alike. Buying this book is a small investment but gaining wisdom is priceless.

Amos Chan
Entrepreneur

Jonathan, you have done a great job! This is a great book! I am confident that this book will help students learn how to avoid the pitfalls of “learning the hard way” while pursuing their dream lifestyle. It will help to build a powerful and successful new generation. I strongly recommend this book to parents. Read it together with your children and immediately apply what has been learnt. I have done it myself!

Fariza A Jalil
International Business Networker and Mother of four, Malaysia

Praise For The Book

This is a great inspiring book! It is easy to read. It contains many good principles and values, and practical applications to help the reader excel in studies. Most importantly, it would help the reader when faced with real life challenges. I would strongly recommend this book to students and parents.

*Connie Fong
ex-Childcare Supervisor, Singapore*

"15 Forgotten Secrets That Will Make You A Better Student" teaches students and teens the basic values and principles to build a strong foundation that will help them get through life's difficult challenges, as they are facing tough issues and making life-changing decisions everyday. Jonathan has succeeded in creating an easy-to-understand guidebook for students and teens which will help them to improve their self-image and prepare them for the 'game of life'. This book is also recommended for those who coach and are in constant contact with young people.

*Pauline Lim
Lawyer and a Mother*

I enjoyed reading this book that is easy to read and very down to earth. I believe "15 Forgotten Secrets That Will Make You A Better Student" is not only for students but also for everyone who wants success in life. The book dwells on the basic principles of life that we sometimes forget and or take for granted. May this book transform the reader to live a life of righteousness. This is indeed a book of exceptional wisdom.

*Elizabeth Chin
Executive Director, Singapore Industrial Automation Association*

It is a simple book with great ideas written in an easy-to-read style that engages the reader; a guidebook that provides time-tested principles for students and reaffirming thoughts for adult learners; and a practical book to be used regularly for self-reflection.

*Winson Yap, Certified Behavioural Consultant (USA)
Sales Director of an international financial services MNC*

Praise For The Book

Don't be fooled by the simplicity of the language and the look of this book. It is an excellent concise guide to the WHY and HOW of excelling in the journey of self-driven learning, not just scoring well in school grades. This book is not to be just read passively but you should reflect and apply the principles immediately as you finish each chapter! I dare you to JUST DO IT!

*Larry Tan, Business Coach and Author of e-books
"Money Do Grow On Trees" and "Science Of Prosperity"*

This book has been written in an easy and simple readable format complete with motivational graphics. It will definitely help anyone studying to be a better student. Read it, do the exercise diligently and practise your immediate action dutifully".

*L S Chan Anton
Chief Operating Officer of a University Christian Fellowship Alumni*

This book is easy to read. It makes real sense in real life. As you read each chapter, you would feel very much enlightened by the principles and values. It would help you in your soul searching and guide you in planning your next step into the future.

*Stacy Pang
Senior Manager of a multinational corporation*

This is really a motivational and inspirational book with very useful practical tips for real life application. It is suitable not only for students to improve their grades but also for everyone to live their life to the fullest. It is easy to read and understand. The real life examples make it easier for reader to understand and apply the principles in real life. This book also imparts good values, which we might have overlooked. It reminds us to be optimistic about life, appreciative of what we have in life and be sympathetic towards those who are less fortunate. This book that is in your hands and before your eyes right now is a MUST-READ for ALL. I assure you that you would never regret reading this book.

*Chonmanee Rattanaphiphop
Vice President of Campus Activity of Aiesec Club
Second Year Student of Thammasat University, Thailand*

CONTENTS

	<i>Forewords</i>	10
	<i>Preface</i>	16
	<i>About The Author</i>	18
	<i>Introduction</i>	21
1	<i>Forget The Past And Look Forward</i>	23
2	<i>Appreciate What You Have In Life</i>	28
3	<i>Be Prepared To Change</i>	34
4	<i>Study Hard And Study Smart</i>	41
5	<i>Learning Is A Lifelong Process</i>	46
6	<i>Learn To Accept Failure</i>	51
7	<i>Develop Self-Confidence</i>	56
8	<i>Begin With The End In Mind</i>	60
9	<i>Make The Best Use Of Your Time</i>	65
10	<i>Be Effective And Efficient</i>	69
11	<i>Be Self-Disciplined</i>	73
12	<i>Be Filled With Enthusiasm</i>	76
13	<i>Be The Best You Can Be</i>	80
14	<i>Apply What You Have Learnt</i>	84
15	<i>Don't Be Just In Time To Be Too Late</i>	88
	<i>Conclusion</i>	92

FOREWORD I

Jonathan Ooi is a gifted motivational speaker and in this book, he has successfully put into writing what he expresses so well verbally in his motivational talks and seminars. Unlike most motivational books, I am glad that Jonathan's book is targeted at younger readers.

As most people develop their mental attitudes, whether positive or negative, early in their life, it is therefore important for them to start having a positive mental attitude in their teenage years.

If you have never read a motivational book, don't put this book back on the shelf. This is not an ordinary motivational book - it is a great book for both youth and adults alike.

Foreword By Rev Albert Kang

The amount of simple but powerful ideas in this book struck me as amazing. Every chapter is filled with helpful power phrases and most importantly the success principles that will become guiding beacons for the readers for the rest of their life.

You will also enjoy the many examples and true-life stories that Jonathan peppers in this book. I wish I had the opportunity to read such a book when I was in my teen. The information and wisdom there would have saved me from those wasted years of misguided life.

Jonathan shows young people how to set goals for their life and create action steps to achieve them. He does not promise that the road to success will be easy but he assures us that the journey will be rewarding.

This is a book that will motivate the readers to be the very best that they are made to be. It will make

Foreword By Rev Albert Kang

a superb gift for parents to give to their children or teachers to their students.

Jonathan says that, “a journey of a thousand miles starts with the first step in the right direction”. I assure you that by reading this book, you are already on the path of right direction – the path to success.

Best wishes.

Rev Albert Kang

*Author of “Seven Keys To Success”
Albert Kang International Ministry*

PREFACE

As the founding chairman of two Parent Support Groups (PSGs) in two different schools since 1998, I had the privilege of working with Principals, Vice-Principals, Teachers and Parent Volunteers. That gave me an insight into the challenges and concerns faced by the various stakeholders in education.

As a father of three, a motivational speaker and an adult trainer, I had the opportunity to interact with children, students and adult learners. I observe and learn about the issues they face in learning.

This book puts together what I have learned and relearned in the process of lifelong learning and sharing. The forgotten secrets revealed in the book have helped many students make a difference in their studies and in their lives.

To get the most out of this book, you are strongly encouraged to use it as a little handbook. It is intended to be thought provoking and action inducing.

Read one chapter a day, thoroughly and thoughtfully. After reading, write down the single most important lesson learned. Based on what you have learned, write down the first action you want to take immediately. When you have completed reading the 15 chapters, come back to Chapter One again and repeat the learning process. You will realise that when you read Chapter One for the second time, the learning experience will most likely be different. You will gain more insights. You will be able to internalise the concepts and the principles better.

May this book bring greater meaning and purpose into your life! God bless you.

Jonathan Ooi, Singapore

ABOUT THE AUTHOR



Jonathan Ooi graduated from the National University of Singapore with a Bachelor Degree in Mechanical Engineering.

Over the last two decades, he has worked locally and regionally in various capacities, namely Engineer, In-house Trainer, Production Manager, Quality Manager, Operations Manager, Factory Manager, Adjunct Lecturer with Temasek Polytechnic, Trainer with PSB Academy and Financial Planner with a few financial firms.

He speaks regularly to students in schools and adult learners in learning institutions and business organisations in Singapore and in the region. He also trains and develops people in the insurance and network marketing industry.

He takes keen interest in the education of children in Singapore. He has put into action his conviction by being actively involved in the parent voluntary work in the schools. He has led a team of active parent volunteers since 1998. He is the founding chairman of the Parent Support Group (PSG) of Punggol Primary School where he served from 1998 to 2004. In 2002, he was invited to initiate the PSG in North Vista Secondary School where he served as the founding chairman from 2002 to 2004.

Since 1998, he has been conducting his proprietary Student Motivation Programme in schools. The programme has benefited thousands of students in both the primary and secondary schools. The

About The Author

principals, teachers and students in those schools have always found the programme inspiring, motivating and beneficial.

He is also very much involved in community work and church services. He is a lay church leader. He speaks regularly in the church. He is also the Principal of the Sunday School of his church. He has taken on community projects through his own initiatives.

He is a member of the Singapore Training and Development Association, Singapore Quality Institute, Singapore Industrial Automation Association, and The Chinese Calligraphy Society of Singapore.

INTRODUCTION

To start making a difference to your life, you have to forget the past and look forward to what lies ahead. Learn to appreciate what you have in life. That will make you a grateful person. Be prepared to change now. Today is the first day of the rest of your life.

If you are studying or pursuing a course, you need to concentrate on your studies. You may be studying hard but learn to study smart, too. But again, don't just study. While you study, make sure you learn because learning is a continuous and lifelong process.

Sometimes, things may not happen the way you expect it to be. You may even encounter failures. In case you are faced with a failure, just accept it but make sure you learn something from it. Don't worry. Don't stop there. Move on. Failures are

Introduction

challenges to help you grow so that you will develop greater self-confidence.

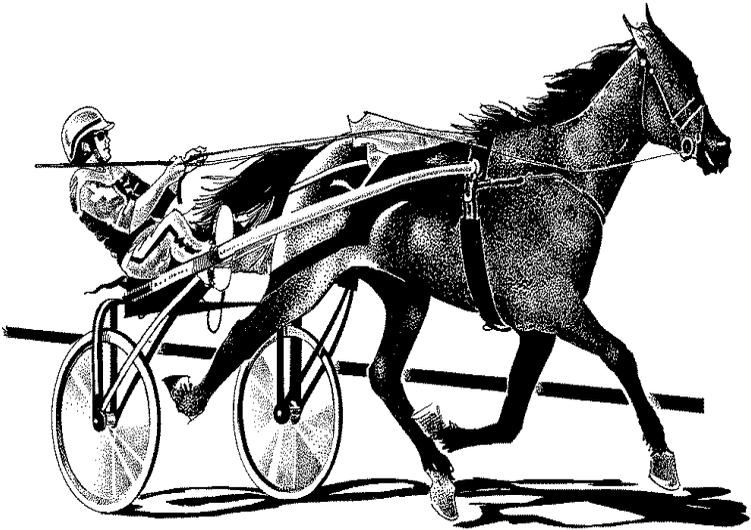
In all things you do, begin with the end in mind. Think of the end result you want. Commit the necessary resources and make the best use of your time to achieve it.

Learn to do the right things and do them right. Be self-disciplined. Be filled with enthusiasm. Be the best you can be. Apply whatever you have learned to make you a better person. You must apply it now.

Don't Be
Just In Time
To Be Too Late!

Chapter 1

FORGET THE PAST AND LOOK FORWARD



Forget The Past and Look Forward

If you want to move ahead in life, you have to forget the past and look forward towards your goal.

To achieve your goal, focus on your goal. Do not focus on the problems. Focusing on problems means that you will have to take your eyes off your goal! You will surely miss your goal.

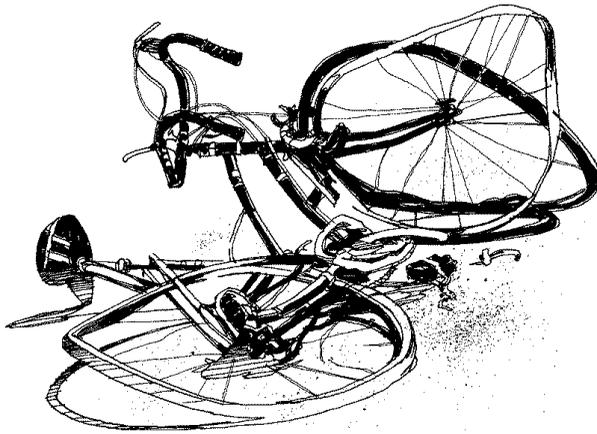
Your past might consist of a series of successes or failures. These would become your emotional baggage. You need to drop it. You need to forget about it. You need to move on in life.

When you keep thinking about your past successes, you might become too impressed with yourself that you get pressed down. When you are pressed down, you get stuck and you cannot move forward anymore.

You might also begin to think too highly of yourself. When you allow that to happen, pride sets in and that would mark the beginning of your fall.

Forget The Past and Look Forward

On the other hand, if you keep thinking about your failures, you would be so discouraged that you have no more courage to stand up from where you have fallen. You could be so disappointed with yourself that you see no point and purpose in your life. You have no more positive energy and motivation to move on.



The best way to move forward is really to forget about all your achievements and failures in the past. Make today the first day of the rest of your life.

Forget The Past and Look Forward

A good athlete on the track or a Marathon runner on the road never looks back. He forgets the past, looks forward and runs towards the finishing point.



Forget the past and look forward to what lies ahead for you. Be on your way to achieving your goal.

Forget The Past and Look Forward

Your learning point...

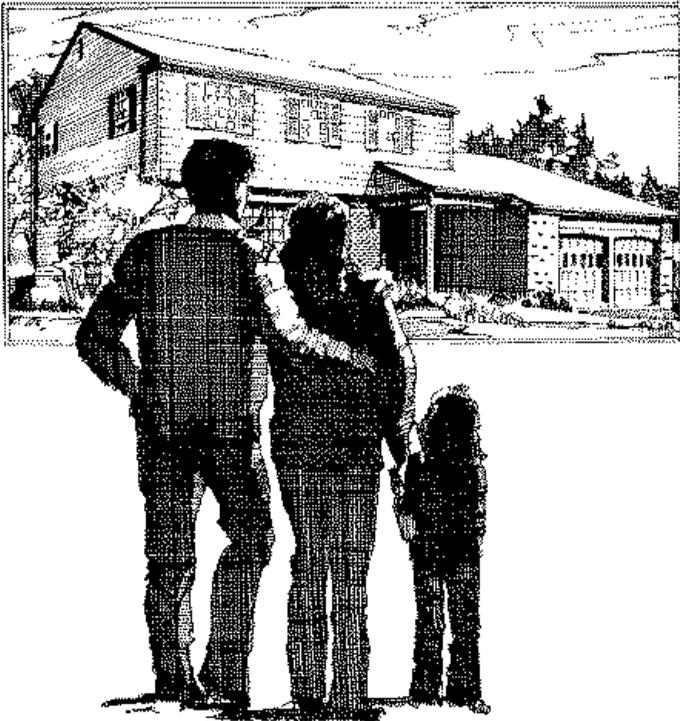
I have learned ...

Your immediate action ...

I want to ...

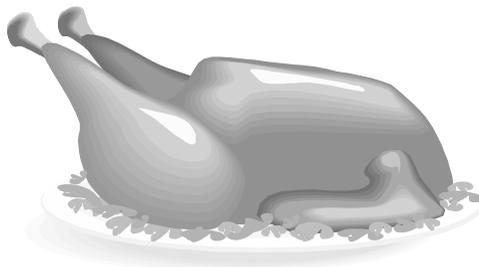
Chapter 2

APPRECIATE WHAT YOU HAVE IN LIFE



We are always told, “Don’t take things for granted.” Indeed, we have been taking many things in life for granted. We take good health for granted so we don’t take good care of it. We take relationships for granted. We don’t spend enough time and put in enough effort in maintaining them. We have really been taking too many things for granted.

I remember in my younger days, we could only eat and taste chicken once a year and that was during the Chinese New Year family reunion dinner. But, today, many children are tired of eating chicken every day. They even complain to their mothers when dinner is served with chicken. Aren’t we taking our blessings for granted?



Appreciate What You Have In Life

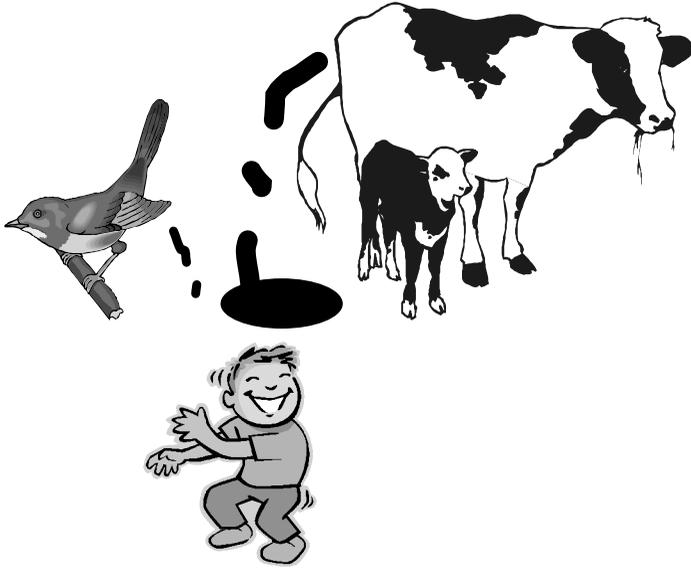
We must learn to appreciate what we have in life. In the more developed countries where there are more and better material comforts, people tend to take their blessings for granted. They tend to grumble when they don't get what they want.

It would be a good eye opener and life changing experience for such people to travel to the less developed countries and see for themselves the lives of the people there. Then, they will begin to appreciate and even treasure what they have. That is why I strongly encourage cross-cultural student exchange programmes.

Just before you start crying because you don't have a pair of shoes, think of those people who don't have a pair of legs.

One day, as you walk out of your house, look up into the sky. Oops! A little bird's droppings fall into your eye. You should not mind. Instead, you should

be thankful to God that cows don't fly. Isn't that a blessing?



In February 2003, I had to take my wife to a doctor. As I was walking with her along the side of the road, I accidentally slipped into a drain. The rough edges of the concrete ripped my shin. Gosh! I could see the bone and it started bleeding. When I arrived at the clinic, I was given five stitches. But, my spontaneous response was, "Thank God, it is only five stitches. I didn't break my leg." So, be thankful always.

Appreciate What You Have In Life

The “Five Stitches” on the shin



Count your blessings and you will be surprised how blessed you are. Never take things for granted anymore.

By the way, have you hugged your loved ones today?



Appreciate What You Have In Life

Your learning point...

I have learned ...

Your immediate action ...

I want to ...

To order this
book,

CALL
(65) 61006898
or

send a text
message to
(65) 92358797