

# THE HARADA METHOD

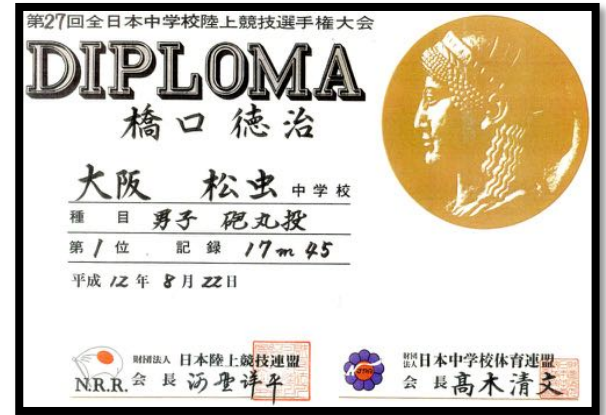
# Profile of Takashi Harada

- 1) Company executive coach, mentor, & lecturer  
(working with 320 companies over the past 10 years)
- 2) University professor specializing in Business Administration
- 3) Author of 18 books on the Harada Method  
(Published both domestically and internationally; including in China, Taiwan, Korea, the USA, Spain, and Germany)
- 4) Lecturer on professional development for teachers
- 5) Lecturer on family relations development
- 6) Educational board member in Saitama Pref. for 3 years
- 7) Official educational adviser in several cities and prefectures  
Mie, Nara, Osaka and Kochi

# Track & Field Coach

**13 Gold medals at Nationwide track and field competition games just in 7 years**

He made a new junior-high Japan record in 2000.



With students



↑ he is 29 now, becomes a junior-high teacher and a track & field coach just like Takashi Harada



# 3 Kinds of Self-Reliance



# What is a self-reliant person?



# A self-reliant person:

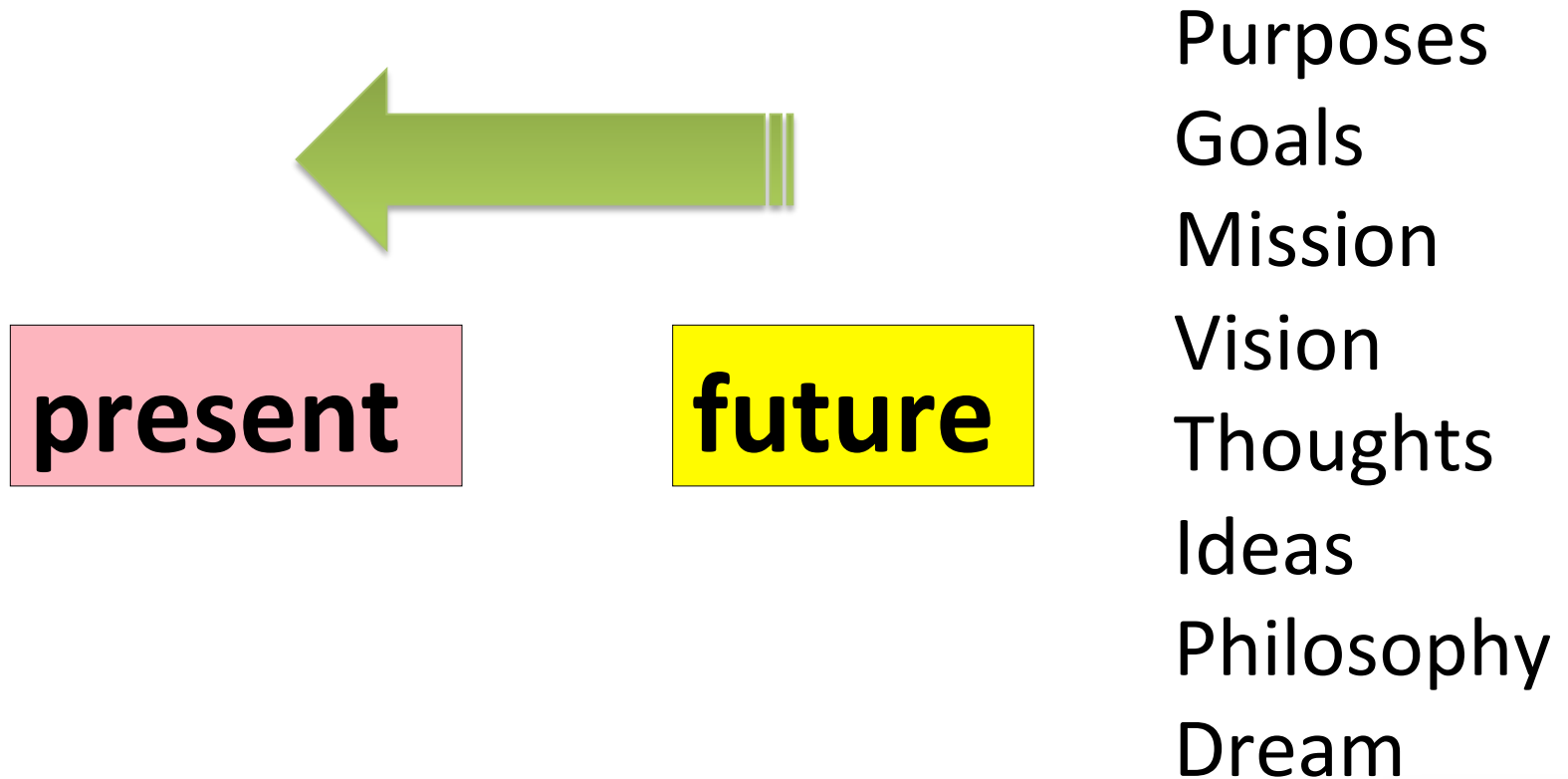
1. is open-minded about advice or criticism  
- like an empty glass on the table  
willingly waiting to be filled.



# **A self-reliant person:** (continued)

2. is self-determined to achieve goals.
3. is a self believer about winning.
4. is a good habit creator.
5. is a reflective thinker.
6. is a strong believer in the importance of balancing one's spirit, skill, physical strength and lifestyle as sources of human power.

# \* Time perspective of a successful self-directing person:





# The 3 principles to “rebuild” something e.g. company, team, or one’s life

1. Be punctual.
2. Be attentive to cleaning and organizing places.
3. Be courteous and respectful to others.

1. Be punctual.
2. Be attentive to cleaning and organizing places.
3. Be courteous and respectful to others.



Japanese  
Temples

Japanese  
Prisons



# 日本再興!

## as No.1

原田Xノド!!

言語

英語

英語

英語

原田Xノド!!!

ES

ES

原田Xノド!!!

原田Xノド!!!

原田Xノド!!!

世界の地位  
協力者  
各国の翻訳  
新時代

世界へ  
物産の輸出  
文化の輸出

原田Xノド

国内展開

海外展開

教育

企業

AT

AT

AT

教育

教育の総合職  
採用ノウハウ

内面を先導する

世界へ  
起業

大学

大学院

大学

AT

AT

AT

教師塾

教師の2分野

教師ドットコム

教師塾

教師塾

AT

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クラブ活動

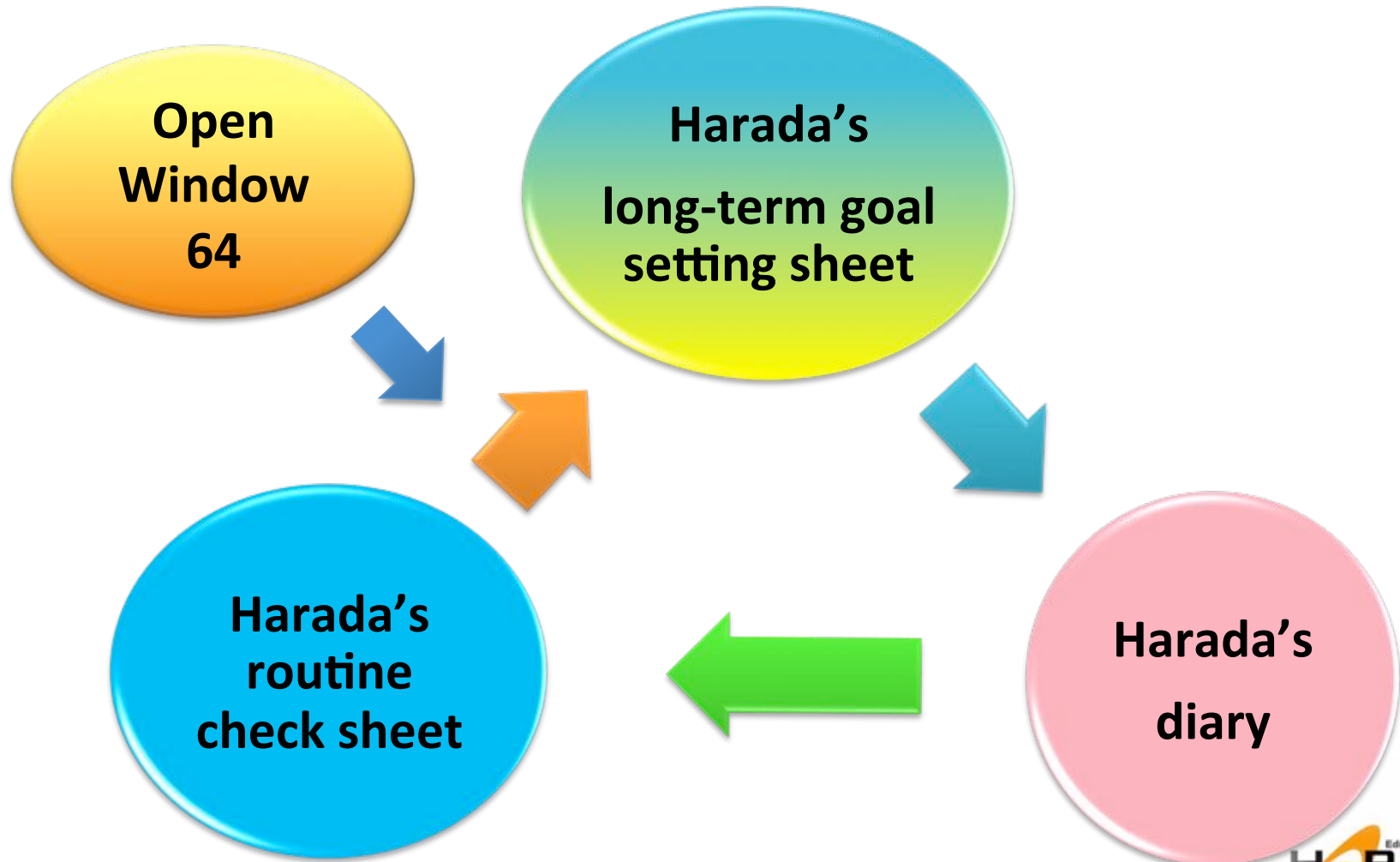
日本一クラブ

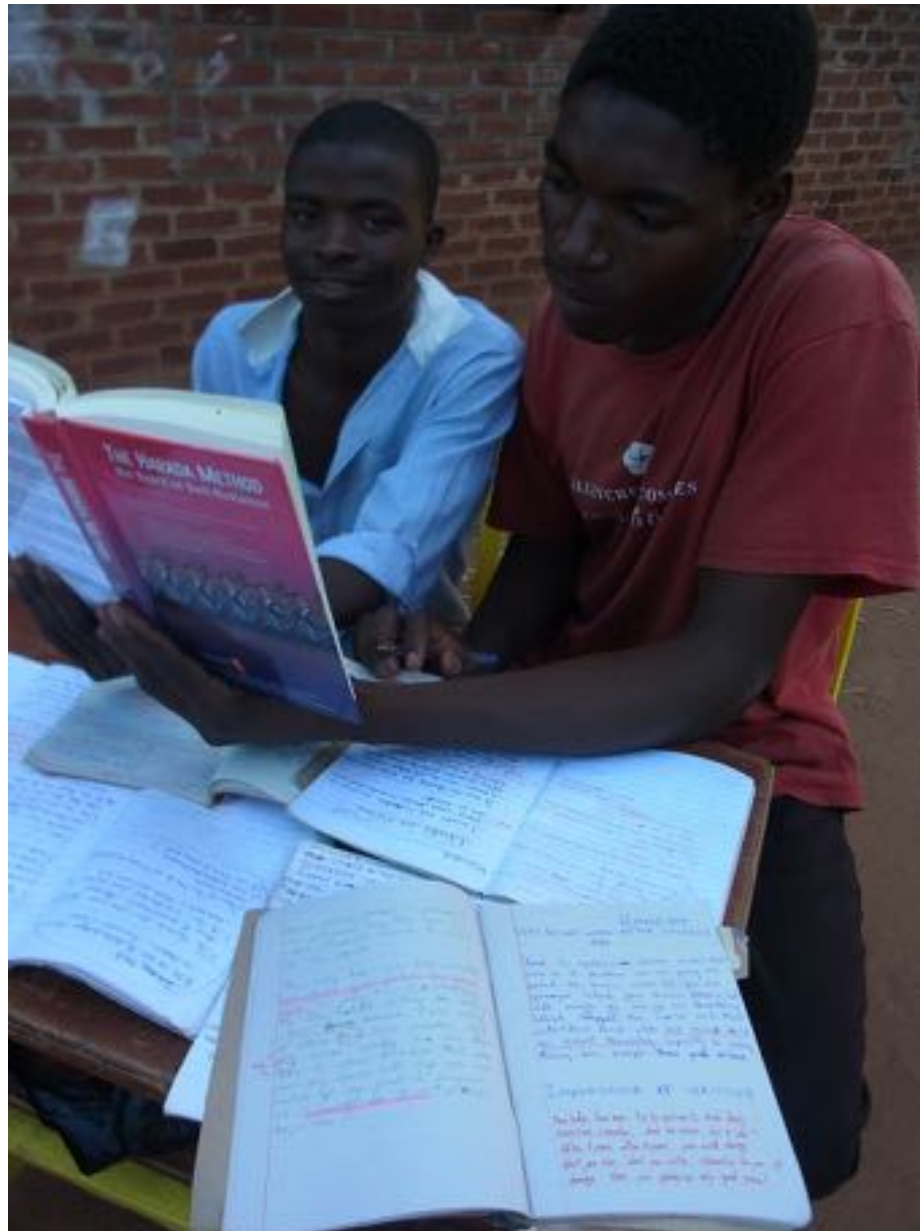
日本一クラブ

クラブ活動



# Harada's 3 distinctive tools for achieving success:







GENERAL EXAMINATIONS

NAME	MARKS	PERCENTAGE
...	...	...

EARLY READING BEGINS KNOWLEDGE

Learn to get there Give me a chance

...

...

...

...

...



I wrote 'Integration for future' essay  
 in 2004 because the first July 2004  
 was June 15 a day for 'integration  
 for future'. I was very happy and  
 'Integration for future' it means me  
 to be better and better and it will  
 make me to have a good dream and  
 a good thing to do in my life. That  
 'Integration for future' it will make  
 me to writing book from that time  
 starts as a part of history and  
 some comments from me. I was  
 when I read them and some comments  
 regarding me to my dream (writing)  
 that's why I like to write with  
 'Integration for future' essay and I  
 got a good story to write. It is  
 simple & in 2013 - 2014. But I  
 I don't know how I can study  
 price from other countries for example  
 from USA and Japan. I got  
 maybe it's simple to come from there  
 but in USA. So please teach me.

After 20 years 2023 (maybe 10th)  
 nation.  
 I think that after 20 years nation  
 will be the 1st nation and  
 will be more country than other  
 countries.  
 I think that after 20 years nation  
 will be wealth, 1st nation and  
 I think nation 4th will  
 be in good houses, 1st class  
 school, 1st class. The 4th part  
 is nation will be good at  
 the football or national and world  
 we will have more cups of  
 world and Olympic Games. I think  
 we will reduce HIV and AIDS in  
 our nation / people and other  
 countries according to football  
 I will be best player of  
 football because I love football

2023  
 United Kingdom 2013 and 2014 for a  
 continue 'good comments' from 2013  
 day. I was comfortable when I read  
 some comments. So I had to write  
 'Integration'

I was very happy when I read  
 some comments. I was very happy  
 when I read them and some comments  
 regarding me to my dream (writing)  
 that's why I like to write with  
 'Integration for future' essay and I  
 got a good story to write. It is  
 simple & in 2013 - 2014. But I  
 I don't know how I can study  
 price from other countries for example  
 from USA and Japan. I got  
 maybe it's simple to come from there  
 but in USA. So please teach me.

my private bank and long day  
 in order to increase my position in  
 the market and my company  
 of the world & international. I was  
 very happy when I read  
 some comments. I was very happy  
 when I read them and some comments  
 regarding me to my dream (writing)  
 that's why I like to write with  
 'Integration for future' essay and I  
 got a good story to write. It is  
 simple & in 2013 - 2014. But I  
 I don't know how I can study  
 price from other countries for example  
 from USA and Japan. I got  
 maybe it's simple to come from there  
 but in USA. So please teach me.



# Definition of success

Success comes from setting the goals that one firmly believes one should try to achieve and executing the plan within a desired time frame.



# Success lies in the acquisition of required skills

skills = achievable abilities through  
making the required effort

# Set your goal.

Set your tentative goal for  
this training session only.

## The keys to setting the right goals:

Set the goals that  
have value for you

Set the goals that  
are quantifiable and  
measurable

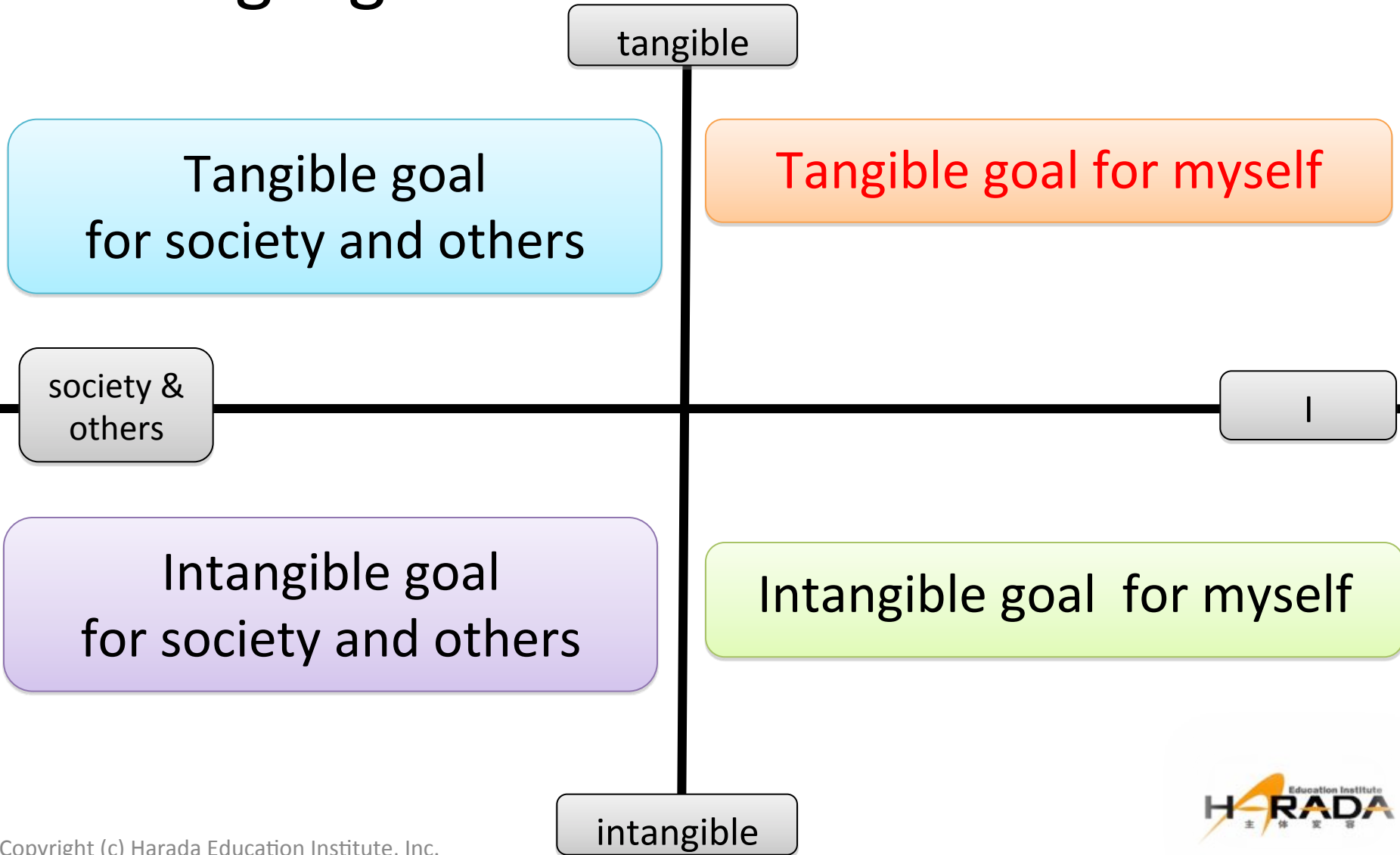
# Examples of the right goals:

- To increase sales by 10% from last year for the same half-year period
- To increase the customer satisfaction rate by 20%
- To make three new business plans
- To make no mistakes in data input for 60 working days
- To put into practice 30 action plans out of the initially planned 50 in total to improve workplace relationships

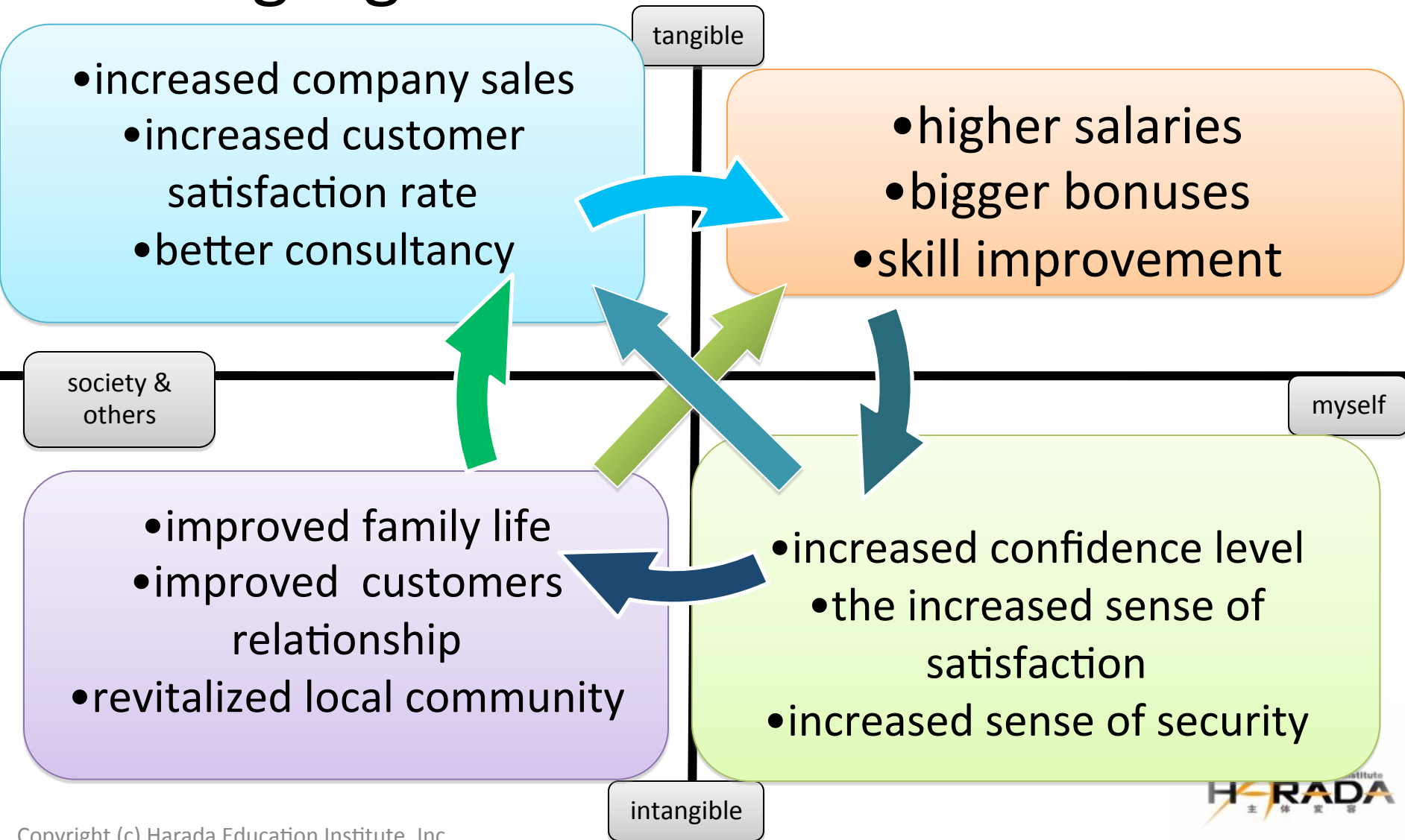
**Set the desired completion date  
to achieve your goal:**

This motivates you strongly  
to put into action  
what you have planned.

# Harada's 4 perspective on the values of having a goal



# Harada's 4 perspective on the values of having a goal



# The keys to reinforcing your goal

1. Start writing with “ I “.
2. Clarify the desired completion date.
3. Choose a few goals from your “4 perspective” and relate them.
4. Write in a positive tone.
5. Use the present perfect tense to mean that you have already achieved the targeted goals, and you feel like as if it is happening NOW.
6. Make NO comparison with others.
7. Include expressions to thank others for opportunities.



# Real example of a goal-setting U.S. worker:

- ◆ Desired completion date : August 30, 2015
- ◆ Current goal: I will finish Power Point Class and Advanced Excel and Outlook Class.
- ◆ 4 perspectives on goals :
  - Tangible-me: I work as a Board Member for company.
  - Tangible-others: I can leave a legacy for my children.
  - Intangible- me: My confidence increases.

## ◆ Her Goal

- By August 30, 2015, I have finished Power Point Class and Advanced Excel and Outlook class, and I have worked as a Board Member for company, therefore I could leave a legacy for my children so my confidence increased.

# Learn from past experiences: Why did I succeed? Why did I fail?

By analyzing your past experiences,  
you can understand how to achieve your  
goals and realize what leads you to failure.

# Different performance levels of people with different skill levels (performance fluctuations):

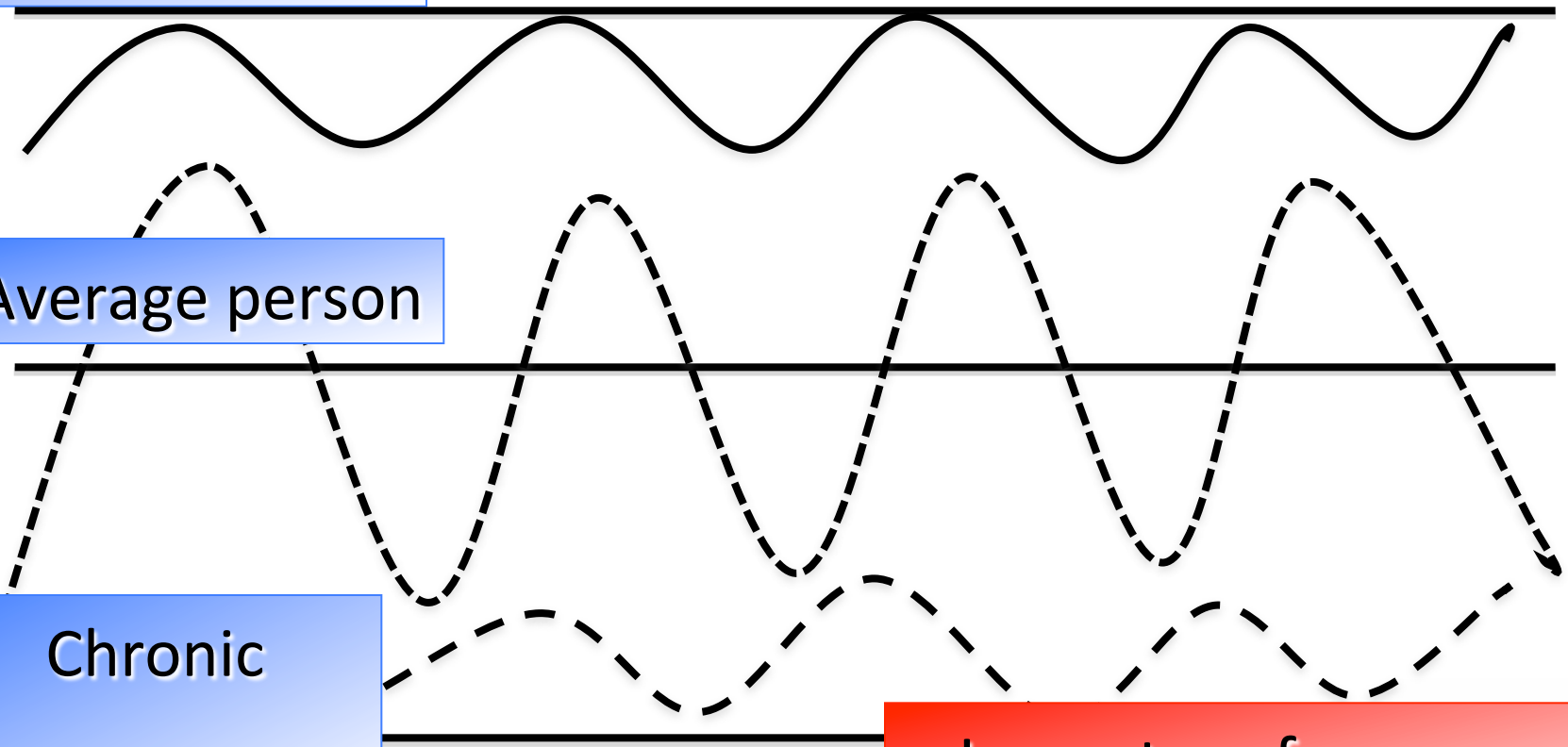
Experienced goal achiever

Peak performance line

Average person

Chronic underachiever

Lowest performance line



# Self-analysis

**Self-control**

# Risk Management

Professionals see things pessimistically.  
So to act optimistically, they prepare thoroughly.

Amateurs see things optimistically.  
So they don't prepare thoroughly and so end up  
acting pessimistically.

**Preparation level is  
the best predictor of results.**

Detailed preparation helps  
increase the possibility of  
achieving your goal.

# Make action plans.

Plan a series of concrete actions that lead to success in the shortest time.

# Two types of action plans required to achieve your ultimate goal:

An action plan that you execute every day

“Daily routines (goals)”

An action plan that you execute by a desired completion date

“Time-framed goals”



# What are “daily routines” and what are they for?

A series of actions that you do on a daily or weekly basis repeatedly

This lays the foundations for making good habits and therefore achieving your ultimate goals.

# What are “time-framed goals” and what are they for?

They are action plans that you do by setting a desired completion date so that eventually you can get closer to achieving your ultimate goal.

They help detail and clarify small steps that will lead you to achieve your ultimate goal.

# Clarify the support that you need to achieve your goal.

Write detailed ideas of who you need support from and what you need to achieve your goal.

mutual interest = mutual favors

# Further actions required to implement your goal achievement plan:

- ① Look at your plan every day.
- ② Read your plan aloud.
- ③ Write out your plan frequently.
- ④ Modify your plan regularly.
- ⑤ Have a clear picture where you have already succeeded in achieving each small goal and your ultimate goal.





From Toji Temple in Kyoto  
National Treasure Royukai-Mandala in  
Heian Era(About 1300 years ago)



## Open Window 64 by Mr Norman Bodek

Improve PowerPoint slides by 9/21	Deliver keynotes	Practice Q&E with local companies	Emails to past attendees lists	Develop website	Promote Harada Workshop Aug 12-31	Perfect the keynote address	The Harada 5 day certification course Oct!	The 3-day course
Do videos Jan. 15	<b>Build Skills</b>	Work on website	Create an email promotional piece for workshops	<b>Marketing</b>	<b>Promote books September 10th</b>	Produce webinar	<b>Develop Courses</b>	The two-day course
Improve presentation skills	Learn to use pages 8-15	Learn Japanese Jan. 1	Articles news letters once / week	Collect email Addresses	Get keynotes	Respect for people	Senior management presentation 9-27	Q&E certification
Study all of Harada's material daily	Read Covey and other success writers	Prepare for daily diary publication Aug 15	<b>Build Skills</b>	<b>Marketing</b>	<b>Develop Courses</b>	Exercise twice a day	Meditate twice a day	Improve my posture
Study innovation	<b>Study and Reserch</b>	Master System Oct. 15	<b>Study and Reserch</b>	To be the Best Harada Method teacher in the West	<b>Health and Mind</b>	Set up a precise diet	<b>Health and Mind</b>	Shizeng twice a month(1st and 15th)
Study MAP	Integrate Q&E kaizen to Harada Sept. 15	Learn Adobe software	<b>Community and Family</b>	<b>Spirit</b>	<b>Write</b>	Carefully monitor my blood pressure	Drink 6 glasses of water a day	Sake off tension
Teach at PSU Sept. 27	Teach Harada to other teachers Jan. 1	Work at a local charity Dec. 15	Meditate twice a day	Friday with Alfred	Imagine what is possible	Story book - Start Jan.1	Write the Harada book -evryday - complete by 12/31	The training manual-complete by October 1st
Do the dishes and keep house clean daily	<b>Community and Family</b>	Do 5s- remove books Sept. 1	Stop wandering thoughts	<b>Spirit</b>	Summarize Ponlon, Kukai and Inamori	To major management media-every other week	<b>Write</b>	Write monthly newsletter 1st of month
Help students with their resumes and interviews at class	Speak to local groups	Noriko accounting 8-14	Observe -listen - Stop daily for a few minutes	Read spiritual works - daily	Inside when speaking - work on this	To senior leaders two per week	Daily dialy every day	CEO newsletter Nov. 1

Shohei Otani, a Japanese professional baseball player



(写真: Sportiva)



# Nippon Ham Fighters

Shohei Otani

Age: 20

Height: 1.93 m (6.3 feet)

Weight : 93 kg (205 pound)

Position: Pitcher

Right Field

Last year's record

P: 11 W 4 L

RF: .274 10 HR

With Shohei Otani  
In Okinawa Baseball  
Training Camp  
Feb. 23 2015



# Otani's Open Window 64 when he was in high school

大谷 翔平 選手

幼少期	PSQ	PSQ	PSQ	PSQ	PSQ	PSQ	PSQ	PSQ
柔軟性	柔軟性	柔軟性	柔軟性	柔軟性	柔軟性	柔軟性	柔軟性	柔軟性
スピード	スピード	スピード	スピード	スピード	スピード	スピード	スピード	スピード
集中力	集中力	集中力	集中力	集中力	集中力	集中力	集中力	集中力
メンタル	メンタル	メンタル	メンタル	メンタル	メンタル	メンタル	メンタル	メンタル
人間性	人間性	人間性	人間性	人間性	人間性	人間性	人間性	人間性
感性	感性	感性	感性	感性	感性	感性	感性	感性
礼儀	礼儀	礼儀	礼儀	礼儀	礼儀	礼儀	礼儀	礼儀

# What is your main goal?

Pick one from your list

# Put your main goal here

8-⑧	8-①	8-②	1-⑧	1-①	1-②	2-⑧	2-①	2-②
8-⑦	8	8-③	1-⑦	1	1-③	2-⑦	2	2-③
8-⑥	8-⑤	8-④	1-⑥	1-⑤	1-④	2-⑥	2-⑤	2-④
7-⑧	7-①	7-②	8	1	2	3-⑧	3-①	3-②
7-⑦	7	7-③	7	テーマ	3	3-⑦	3	3-③
7-⑥	7-⑤	7-④	6			3-⑥	3-⑤	3-④
6-⑧	6-①	6-②	5-⑧	5-①	5-②	4-⑧	4-①	4-②
6-⑦	6	6-③	5-⑦	5	5-③	4-⑦	4	4-③
6-⑥	6-⑤	6-④	5-⑥	5-⑤	5-④	4-⑥	4-⑤	4-④

# Practice 1 - Write down 8 areas

8 areas that help you to reach your main goal

8 areas should be

- Broad, non-specific categories
- where you will need to focus your energies on in the future

8-⑧	8-①	8-②	8	1	2	⑧	3-①	3-②
8-⑦	8	8-③	7	テーマ	3	⑦	3	3-③
8-⑥	8-⑤	8-④	6			⑥	3-⑤	3-④
7-⑧	7-①	7-②				⑧	4-①	4-②
7-⑦	7	7-③						
7-⑥	7-⑤	7-④						
6-⑧	6-①	6-②						
6-⑦	6	6-③	5-⑦	5	5-③	4-⑦	4	4-③
6-⑥	6-⑤	6-④	5-⑥	5-⑤	5-④	4-⑥	4-⑤	4-④

# Examples

<b>8</b> <b>Q=Quality of Product</b>	<b>1</b> <b>S=Service</b>	<b>2</b> <b>C=Cleanliness</b>
<b>7</b> <b>Raise the number of customers</b>	<b>Goal: Sell \$250,000 of products in April</b>	<b>3</b> <b>Increase spending per customer</b>
<b>6</b> <b>Standby</b>	<b>5</b> <b>Training</b>	<b>4</b> <b>Manager</b>

# Give yourself a time limit !

			9			10			11		
8-⑧	8-①	8-②	1-⑧	1-①	1-②	2-⑧	2-①				
		8-③	1-⑦	1	1-③	2-⑦	2				
		8-④	1-⑥	1-⑤	1-④	2-⑥					
		7-②	[Yellow Box]			3-⑧	3-①	3-②			
7-⑦	7	②	[Yellow Box]			3-⑦	3	3-③			
7-⑥	7-⑤	7-④	[Yellow Box]			3-⑥	3-⑤	3-④			
6-⑧	6-①	6-②	5-⑧	5-①	5-②	4-⑧	4-①	4-②			
			5-⑦	5		4-⑦	4	4-③			
		6-④	5-⑥								

Write down more than 8 !

Open 8 areas in 3 minutes!

✖ イメージを表示できません。メモリ不足のためにイメージを開くことができないか、イメージが破損している可能性があります。コンピューターを再起動して再度ファイルを開いてください。それでも赤いxが表示される場合は、イメージを削除して挿入してください。

✖ イメージを表示できません。メモリ不足のためにイメージを開くことができないか、イメージが破損している可能性があります。コンピューターを再起動して再度ファイルを開いてください。それでも赤いxが表示される場合は、イメージを削除して挿入してください。

It aint over till it's over!

Think outside the box!

8 areas should be

1. connected to the main goal

2. connected to enhance your performance to achieve your goal



# Pick 8 areas to focus on

8-⑧	8-①	8-②	1-⑧	1-①	1-②	2-⑧	2-①	2-②
8-⑦	8	8-③	1-⑦	1	1-③	2-⑦	2	2-③
8-⑥	8-⑤	8-④	1-⑥	1-⑤	1-④	2-⑥	2-⑤	2-④
7-⑧	7-①	7-②				3-⑧	3-①	3-②
7-⑦	7	7-③				3-⑦	3	3-③
7-⑥	7-⑤	7-④				3-⑥	3-⑤	3-④
6-⑧	6-①	6-②	5-⑧	5-①	5-②	4-⑧	4-①	4-②
6-⑦	6	6-③	5-⑦	5	5-③	4-⑦	4	4-③
6-⑥	6-⑤	6-④	5-⑥	5-⑤	5-④	4-⑥	4-⑤	4-④

Maybe next time

テーマ

# Move each area like this

実践思考を導きだす～オープンウィンドウ64～

8-8	8-1	8-2	1-8	1-1	1-2	2-8	2-1	2-2
8-7	8	8-3	1-7	1	1-3	2-7	2	2-3
8-6	8-6	8-4	1-6	1-6	1-4	2-6	2-5	2-4
7-8	7-1	7-2				3-8	3-1	3-2
7-7	7	7-3				3-7	3	3-3
7-6	7-6	7-4				3-6	3-5	3-4
6-8	6-1	6-2				4-8	4-1	4-2
6-7	6	6-3				4-7	4	4-3
6-6	6-6	6-4				4-6	4-5	4-4

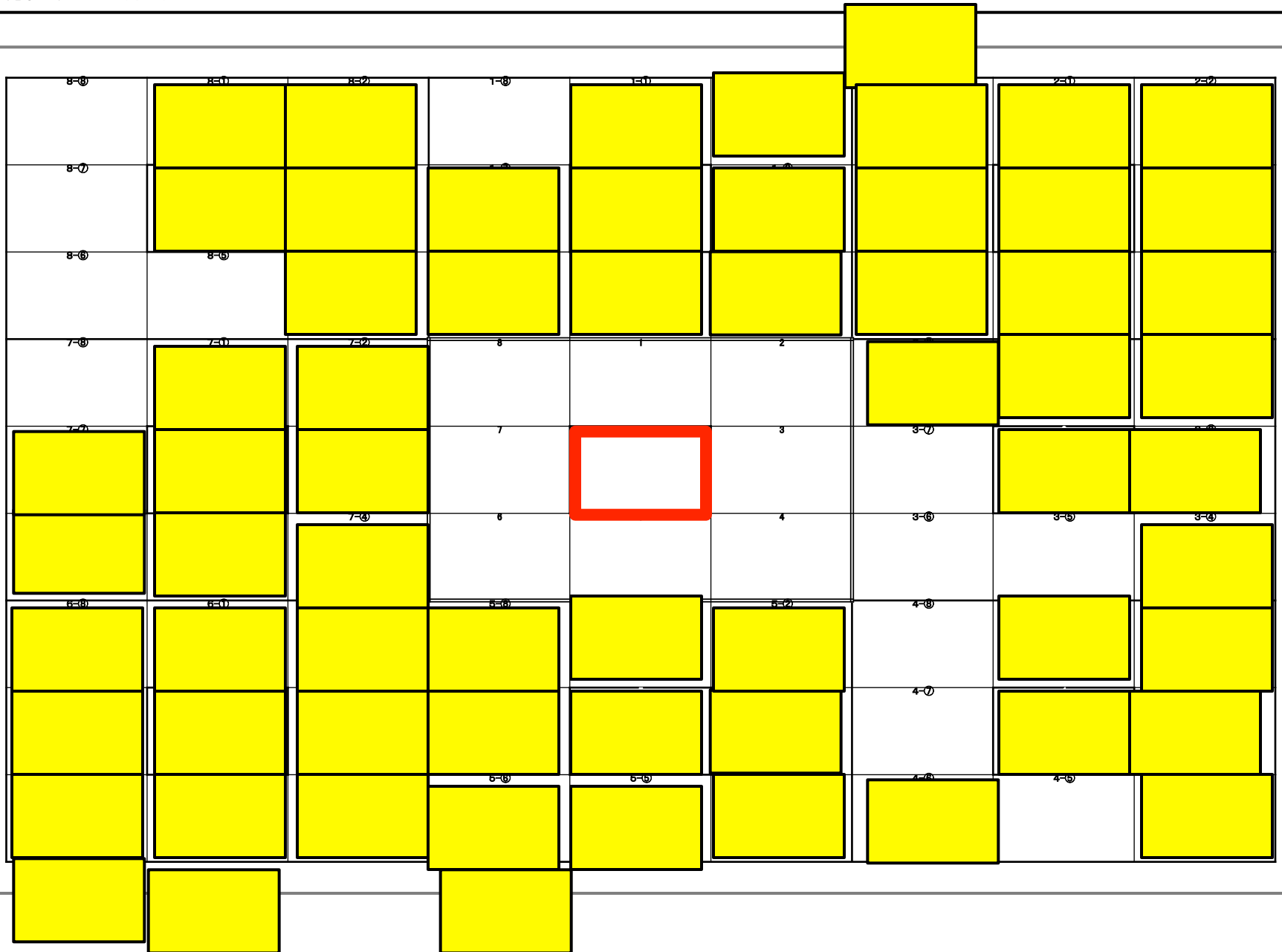
# Practice 2

**Write down 8 specific actions or tasks  
within each area**

<p>Emails to past attendees lists</p>	<p>Develop website</p>	<p>Promote Harada Workshop Aug 12-31</p>
<p>Create an email promotional piece for workshops</p>	<p><b>Marketing</b></p>	<p>Promote books September 10th</p>
<p>Articles news letters once / week</p>	<p>Collect email Addresses</p>	<p>Get keynotes</p>

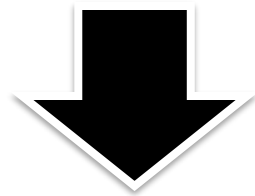
8-⑧	8-①	8-②	1-⑧	1-①	1-②	2-⑧	2-①	2-②
8-⑦	8	8-③	1-⑦	1	1-⑦	2-⑦	2	2-⑦
8-⑥		8-④						
7-⑧	7-①	7-②	3	1	2	3-⑧	3-①	3-②
7-⑦	7	7-③			3	3-⑦	3	3-③
7-⑥		7-④	6		4	3-⑥	3-⑤	3-④

Give your self **3 minutes** for each area. That means you can finish 64 windows within **30 minutes!**



# Application-1

**You will know what you are good at and  
what you are not by opening window in 30  
minutes**



**Enhance your strong point  
Make up for your weak point**

# Application - 2

## Transplantation of knowledge

Let's share  
each other's strong point



# To enhance accuracy

Make a action plan  
out of 64 windows

```
graph TD; A[Make a action plan out of 64 windows] --> B[For routines]; A --> C[For "by when" actions];
```

For routines

For “by when” actions

# Routine check sheet example:

Current Goal Integrate family obligations, household repairs, and education so I can start looking for work in August and be at a point where I can  
 Overall Target Executive Asst. for CEO of Top 100 company  
 Statement of your determination to do this before my needs for 29 years so I can help transit my hand's death and sons' moving away from home  
 Serve others joining to a single person after my mother's death and sons' moving away from home

Month June  
 Before you start set your achievement ratio 80/100  
 O - I did it  
 X - I didn't do it - try to do it the next day

Handle everything efficiently and be prepared to be an Excellent Assistant.  
 Handling great responsibilities and balancing all demands; my mother's needs come first. I will resume communication

Daily targets / actions to accomplish your goals (from 64 to 10)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Home																															
Serving others																															
Office																															
Serving others																															
1 Call Mother Daily																															
2 Drink 3 glasses of water each day 2 by noon																															
3 Read book each day from 8:30-9:00																															
4 Go to Bed by midnight																															
5 Eat apple everyday																															
6 Walk 45 min each day swim, tennis, yoga, badminton																															
7 Read word, outline, Power point, Homework 2 hrs																															
8 Listen to record when news																															
9 Daily To Do List Check																															
10 Read NY Times Article																															
Points/daily totals																															

Total

Count up all of the circles - and review the items with an X

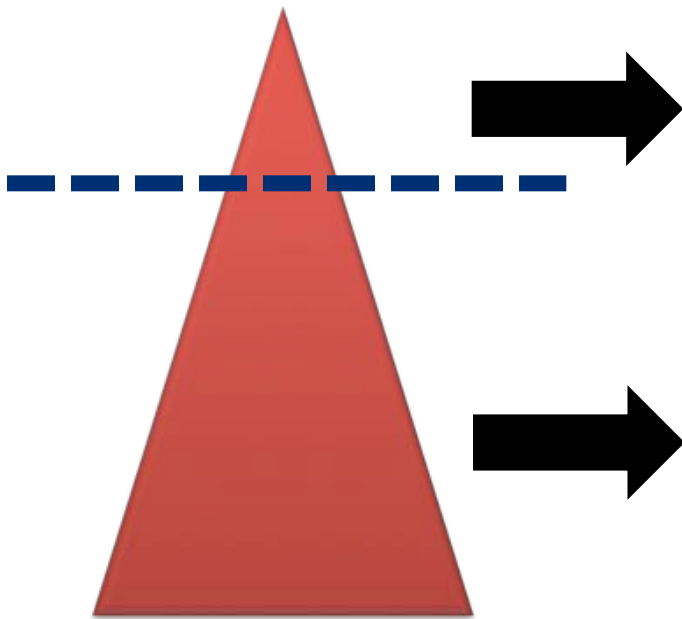
Improvement points

Do you have enough enthusiasm?



## The strength of repeating positive habits:

Repeating positive habits consciously transforms into creating powerful skills for success subconsciously.



**Only 3% of people's behavior is conducted consciously.**

**97% is conducted subconsciously**

# What action plans do we need to set?

Plans that include actions that can  
be easily identified as done:  
tickable actions

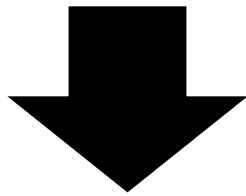
The best action plans need to be  
measurable and quantifiable.



# Monthly growth assessment plan example:

Daily routine

“I make 15 sales calls in total every day;  
7 in the morning and 8 in the afternoon.”



For what?

Growth assessment plan

“This is because in one month, I will have made  
7 new business contracts and planned 12 new  
business meetings with prospective  
customers.”

## Routine Check

“N” represents NOW, means what you are doing now.

“F” represents FUTURE, means what you are going to do in the future to achieve your challenging goal.

To achieve a goal that is new to you , you need routines that are new to you.

		NOW: N FUTURE: F	Routines	
S e r v i c e s t o	Home	N	I pack lunch for my son every morning.	He u raise
	Workplace	N	I clean my desk before leaving my office.	I will ever
	①	F	I read NY Times in the train every morning.	My l
	②	N	I finish diary before going to sleep.	I will prep:
	③	F	I send e-mail to 10 store managers first in the morning to express my expectation and encourage them.	Cust least
	④			
	⑤			

**NEW routines will bring you a NEW result!**



# Diary example:

Diary Linda Morton

Date: 5/31/2010

Today's Phrase: I am always polishing my sword. I am always perfecting my style. *Musashi Miyamoto*

Action plan		Items that must be done today	
6 AM		1. Finish Book	
7		2. Finish Report	
8		3. Finish Long Term Objectives/Daily Chart	
9		4. Exercise	
10		5. Clean Kitchen	
Evaluation of today's actions			
9	Start Homework	Items	Comments
10		Overall	Achieve today's targets? I only completed 1/3 of my homework. 4
11		Mental	Enthusiasm, spirit and focus? Focused on report, good information, interest in learning more about lead. 4
12 PM		Body	Energy, health, footwork? Tired, looking for snacks to eat. 3
1		Work	Skill/knowhow improvements? Good. 5
2		Relations	Relations with others? No one was home when I telephoned. Called my mom. 4
3		Life	Family relations and private life? Son did not want to see a movie - off with friends. 2
4		Learning	Self-study and development? Always reading and doing practices, talent + form's + books. 4
5		Routines	How did you accomplish? No time for anything but homework. 3
6	Exercise	Evaluate with the scale of 1-5. Maximum: 40   Total   29	
What do you do differently, if you could relive today?			
7		1. Eat an apple	
8		2. Relax myself and not feel like I have too much to do and will not get anything fine	
9		3. Clean kitchen	
9	Call Mother	Words and events that influenced you	
10		My mom is very confused and talking & her made me sad and worried.	
11		Today's Best 3 of your actions or findings	
12 AM	Finish Homework	1. Walked 1 1/2 hours with a friend	
		2. Finished Book Report and reread parts of book to cover every major part again & learn more - called my mom	
		Conclude today in positive notes. I can start a more focused attempt to schedule household repair projects after next week. So do not dismay at the piles of things laying all around that I've had to move to my house from my mother's. I will all be taken care of in time. I'll my own work.	



# Keeping a diary is the shortest way to success.

Great people in the past all kept diaries;  
Olympic gold medalists, great business  
leaders, great inventors...



The key concept is: people should check  
progress by reflecting on what they did-  
Keeping a diary is the best way to do so.

# Writing is . . . .

the best way to clarify and  
reinforce the ideas for yourself  
of what you want to do;  
mental rehearsing.

# What is the difference between coaching and teaching?

Coaching is helping to find and draw the answers from within oneself by asking effective questions.

Teaching is getting knowledge to provide solutions and answers to issues.

**A self-directing person coaches herself through reflection by writing a diary.**

# Keeping a diary will:

- ① increase time management skills.
- ② provide an opportunity to do mental rehearsal.
- ③ increase the skill of prioritizing responsibilities.
- ④ develop deep insight to oneself.
- ⑤ lift spirits, motivation, and energy.
- ⑥ promote a good image of oneself.
- ⑦ develop a habit of positive thinking.
- ⑧ help you recognize the process of attaining success.

# The benefits of writing a diary

7月 12日(月)		今日の一言	新規契約を必ずいただく！成功のイ
タイムスケジュール		今日必ずやること	
予定	実績	①	田中様のヒアリング資料を整理
5		②	商談のプレゼンの流れ
6	起床	③	新規提案の資料準備する
7	朝食準備	④	田中様との面談内容を整理して、田中様にメールで確認していただく
8	自宅→社	⑤	契約成立の成功のポイントを報告書にまとめる
9	清掃活動		
10	メールチェック		
11	新規事業MTG		
12	商談事前準備	今日の良かったこと	①田中様より、新規契約をいただくことが田中様の事業の発展を予想して作成した。事前準備をしっかりと行ったので、先方に向けて、お客様の情報を収集し、理解して
13	本社→新宿		②駅で目の悪い男性がおられたので、おまで一緒に歩いた。「どうもありがとう」と言困っている人は、やっぱり助けたほうが良
14	田中様と面談		③娘の宿題を手伝ったら「さすがお父さん、頑りにはな！」と、かにより、その素直な気持ちに嬉しい。
15	新宿→本社		
16	報告書作成	おせるなら	まったのが原因だ。事前準備をして出席するようにす
17	メール		時間を有効に使う。
18	社→渋谷		
19	夕食	目標のヒント・イメージーション	会社の企画書を書くのに「顧客設定」について考えあぐねていた。子、見ているテレビにふと目をやると、「もしも高校野球の女子マネージャーがドラッカーの...」の書籍の特集をやっていた。「もしドラ」は短時間で簡単に読めるものだったが、やはりもう一度、この機会にドラッカーの「マネジメント」を読みなおし、顧客について考え直そう、と決心した。偶然ではあったが、よいきっかけとなった。
20	英会話学校		
21	渋谷→自宅		
22	入浴		
23	ストレッチ		
24	日誌		
25	就寝		

**Time management skills**

**Self-analysis skills & self-image promotion**

**Mental rehearsing skills**

**Problem solving & positive thinking skills**

**Overall preparation skills**

**Prioritization skills**

**Tapping mental energy sources**



# What to write in and do with a diary:

7月 12日(月)	
タイムスケジュール	
予定	実績
5	
起床	起床
朝食準備	朝食準備
7 自宅へ会社	自宅へ会社
8 出勤・清掃活動	出勤・清掃活動
メールチェック	メールチェック
9 新規事業MTG	新規事業MTG
15 新宿へ本社 報告書作成	新宿へ本社
20	

今日の一言	新規契約を必ずいただく！成功のイメージしっかり持つ！
①	
②	

Evaluate your actions and the good things that you did.

“What would you do differently, if you could relive today?”

Use your creativity and imagination to direct you to your goal.

Self-esteem level

Efficacy level at work

を準備する。  
様にメールで確認  
を報告書にまとめる

今日の良かったことや気付いたこと

①田中様より、新規契約をいただくことができました。田中様の事業の発展を予想して作成した提案内容を、ご理解いただくことができました。事前準備をしっかり行ったので、先方のニーズを満たすことができました。面談に向けてお客様の情報を収集し、理解しておくことの重要性を再認識した。

②駅で目の悪い男性がおられたので、お声をかけて腕を掴んでもらい、電車の扉まで一緒に歩いた。「どうもありがとう」と言ってくれ、恐縮したが嬉しかった。困っている人は、やっぱり助けたほうが良い。

③娘の宿題を手伝ったら「さすがお父さん、頼りになる！ありがとう」と言ってくれた。なにより、その素直な気持ちが嬉しい。

今日をもう一度やりなおせるなら

①新規事業MTGが長くなってしまった。話し合う内容がまとまってないまま会議をしてしまったのが原因だ。事前にMTG内容の資料を作成して、出席者が事前準備をして出席するようにする。

②帰りの電車で居眠りをしてしまった。電車の中でTOEICの問題集を読むようにして、時間を有効に使う。

目標のイベント・イマジンেশョン

会社の企画書を書くのに「顧客設定」について考えあぐねていた。子どもが見ているテレビにふと目をやると「もしも高校野球の女子マネージャーがドラッカーの・・・」の書籍の特集をやっていた。「もしドラ」は短時間で読めるものだったが、やはりもう一度、この機会にドラッカーの「マネジメント」を読みなおし、顧客について考え直そう、と決心した。偶然ではあったが、よいきっかけとなった。



# What are the aspects to look at to evaluate your day?

Occupational  
efficacy level

Write about your positive work results so that your sense of efficacy as a professional will increase.

Self-respect  
level

Write about your experience of serving or helping others to help you grow personally; “I helped people in need today,” or “I gave my hand to a senior person in town.” As a result, your sense of self-respect will grow.

# The benefit of answering “what would you do differently, if you could relive today?”

Learn from your mistakes

Learn from your mistakes to live a better day and to eventually attain success. It is important to face your mistakes as generally people tend to blind themselves to their mistakes and learn nothing from them.

\*Get more ticks for your actions on tomorrow's list!



**3 questions to ask yourself to keep you on the right track to your goal.**

**① What is the most efficient way to reach your goal?**

Keep thinking of what you need most to achieve your goal most effectively.

**② What words influence you positively?**

Favorite proverbs、credos、key words for ideals

**③ What incidents make you feel thankful?**

To grow a good character and become generous, you need an opportunity to thank others.

# 3 aspects to help improve a self-image:

**Self-awareness**

Notice who you are.

**Self-control**

Control yourself.

**Self-image**

Picture yourself  
succeeding.

# Self-image

Your level of self-image varies depending on a sense of how much you can do now.

Your level of self-image will improve if you succeed in increasing your level of efficacy and/or self-respect professionally and/or personally.

A complete level of self-image will help you get even closer to achieving success.

# ■ The observed benefits of the implementation of the Harada diary practice

## - at Chugai pharmaceutical Co., LTD

This pharmaceutical company began using the Harada diary practice from 2009 for newly-hired employees in combination with a mentor & mentee consultancy initiative to successfully:

- ✓ reduce turnover rate to ZERO%.
- ✓ help grow a sense of importance of work and confidence about work
- ✓ help share concern with mentors so that there is no sense of isolation on the side of new employees
- ✓ provide opportunities to share written comments included in people's diaries.
- ✓ provide opportunities to meet in person to exchange ideas based on the written comments, and thus to deepen communication among mentors and mentees.

# What is a self-reliant person?



# Summary

## ■The Harada Method aims to grow:

- a person who is based on the firm foundation of her good character; particularly making it practice to serve others and benefit others.
- a person who is also highly productive professionally.

## ■A successful self-reliant person :

- realizes the importance of 4 perspectives of goals and purposes and tries hard to make both tangible and intangible goals come true at the same time.
- knows the real values of work is to achieve happiness not for him/herself but for others and society.