



NOTES FROM SIR JACK PETCHEY

If you think you can, you can!

About Sir Jack Petchey CBE

Sir Jack is an incredible inspiration. He was born into a working class family in the East End in 1925, left school at 13 and then joined the Navy in 1943. After leaving the Navy, he began working as a clerk for a solicitor's firm. He applied for management training but was told he would never make a businessman!



Instead of giving up, Sir Jack used the £39 he was given from the Navy to buy a second hand car and started a taxi business. Through hard work, he proved them wrong and built a multi-million-pound business empire.

Sir Jack's experiences led to his passion to increase young people's aspirations by rewarding their achievements. The rest of this booklet is advice from Sir Jack.

This book is full of useful activities. You can download extra copies of the activity pages from the Young People's Resources section of the Jack Petchey Foundation website.

**Just look
out for this
symbol**



Introduction

This booklet was put together to reflect on what I have learnt and inspire and motivate young people like you. It's full of tips and lessons to help you set your goals and achieve them. Most of all I want to give you confidence, as I say "If you think you can, you can!"

Lessons in life:

Life is a teacher...

Every life experience can teach you a lesson. What you learn from that lesson is up to you. Learning from what went right or wrong in the past can help you make things go right in the future. Throughout this book are some of the lessons that I've learnt through my life. Some of these lessons were obvious, and some I had to work out for myself, but I learnt from them all and they helped me become who I am today.

Give 'em what they want

In 1937, at the age of 11, I found work at a green-grocers in Manor Park, East London. My boss asked me to separate a batch of tomatoes – I had to polish half and display them in separate stacks. I was told "One half at the low price, the other at the high price". Instantly questioning "Why?", I was told: "Some like 'em cheap, some like 'em expensive" – in other words, some people like a bargain while others like "the best". I now see this as my first lesson in marketing and it has stayed with me ever since!

About you

Your DNA, the way you are, your gifts, your talents and your experience are all specific to you.

In the whole history of the world there has never been anyone like you and in all the time to come there will never be another person like you. You are different to anyone in the universe, and that makes you special.

In all eternity no one will ever walk, talk, think or do things exactly like you do them...

That means that there is something that only you can do in your own way – so do it!

Don't spend your life wishing you were someone else, wishing you had a talent for something you haven't.

Live your life to the full and be who you are.

YOU ARE UNIQUE!



My qualities

Use this page to help you think about your qualities and how they can benefit you and others. You can either write on this page or download a page to print out from the website.



What do I think my qualities are?

What do my family or friends think my qualities are?

What is my best quality?

What quality would I like to develop?

How could I develop this quality?

"One of the lessons that I grew up with was to always stay true to yourself and never let what somebody else says distract you from your goals. And so when I hear about negative and false attacks, I really don't invest any energy in them, because I know who I am."

Michelle Obama, 44th First Lady of America

Problem Solving

The Break-down

1. Define the problem:

Be specific, you might find there is more than one problem. Tackle each one individually.

2. List the causes:

There may be one cause or there may be many that are causing your problem.

3. List the solutions:

What could help solve each of the causes of your problem? What is the best solution and why?

4. Consider each solution:

What consequences could there be? How realistic is the solution? What are, or aren't, you willing to do?

5. Take the action:

Try out your best solution. You might be able to see the change instantly or it might be a change over time.

6. Evaluation time:

How did it go? Did it solve your problem? If it did, what did you learn? If not, what could you change? Adapt this solution and try again or try another possible solution

Always remember... **DON'T GIVE UP!**

Solutions Log

Use this page to help break down your problem and think of solutions. Download extra Solutions Logs from our website.



What is the problem?

What are the causes?

What are the possible solutions?

What is the best option?

What action is necessary?

I will solve this problem by

DD/MM/YY

I'm sharing with you one of my favourite poems. It's an inspiring poem which has helped me to keep a positive mind when times have been tough. It might help you too."

If by Rudyard Kipling

If you can keep your head when all about you
Are losing theirs and blaming it on you,
If you can trust yourself when all men doubt you,
But make allowance for their doubting too;
If you can wait and not be tired by waiting,
Or being lied about, don't deal in lies,
Or being hated, don't give way to hating,
And yet don't look too good, nor talk too wise:

If you can dream - and not make dreams your master;
If you can think - and not make thoughts your aim;
If you can meet with Triumph and Disaster
And treat those two impostors just the same;
If you can bear to hear the truth you've spoken
Twisted by knaves to make a trap for fools,
Or watch the things you gave your life to, broken,
And stoop and build 'em up with worn-out tools:

If you can make one heap of all your winnings
And risk it on one turn of pitch-and-toss,
And lose, and start again at your beginnings
And never breathe a word about your loss;
If you can force your heart and nerve and sinew
To serve your turn long after they are gone,
And so hold on when there is nothing in you
Except the Will which says to them: 'Hold on!'

If you can talk with crowds and keep your virtue,
Or walk with Kings - nor lose the common touch,
If neither foes nor loving friends can hurt you,
If all men count with you, but none too much;
If you can fill the unforgiving minute
With sixty seconds' worth of distance run,
Yours is the Earth and everything that's in it,
And - which is more - you'll be a Man, my son!

Lessons in life:

Think outside the box!

When I was 12-years-old I found myself learning a lesson of a completely different nature, in front of a judge. I had been delivering a bag of tomatoes to a customer when I was caught red-handed working under-age. My employer and I were prosecuted at East Ham Magistrates Court. In court the Summons stated that I was delivering vegetables. However, my solicitor rightly stated the tomatoes were in fact fruits. The bench agreed, case dismissed! Always think outside the box!

Notes from a Friend

by Anthony Robbins

I keep a copy of this fantastic self-help book beside my bed. Every morning when I get up and every night before I go to sleep I ask myself a set of 'Power Questions' from the book. They set me up to feel great all day and end my day on a high note. Here are some of the questions I ask myself;

The Morning Power Questions

1. What am I happy about in my life right now?
How does that make me feel?
2. What am I excited about in my life right now?
How does that make me feel?
3. What am I proud of in my life right now?
How does that make me feel?
4. What am I grateful for in my life right now?
How does that make me feel?
5. What am I enjoying most in my life right now?
How does that make me feel?
6. What am I committed to in my life right now?
How does that make me feel?
7. Who do I love in my life right now? Who loves me?
How does that make me feel?

The Evening Power Questions

1. What have I given today? In what ways have I been a giver?
2. What did I learn today?
3. How has today added to my quality of life?
4. How can I use today as an investment in my future?

Quotes from Notes

by Anthony Robbins

Notes from a Friend has some brilliant inspirational and motivational quotes. These are some of my favourite quotes from Notes:

"Once we understand what shapes our thoughts, feelings, and behaviour, all it takes is consistent, intelligent, massive action."

Page 24

"Positive thinking alone is not enough to turn your life around. You must have some strategies, some step-by-step plans for changing..."

Page 25

"What could I do that would be valuable for other people? What could I give back?"

Page 29

"Personal power means being persistent in taking action: every time you do something, you learn from it, and you find a way to do it better next time."

Page 29

"No problem is permanent. No problem affects my entire life. This too shall pass if I continue to take massive, positive, constructive action."

Page 31

"Your past does not equal your future."

Page 28

"My message to you is simple, and in your heart you know it's true: massive, consistent action with pure persistence and a sense of flexibility in pursuing your goals will ultimately give you what you want, but you must abandon any sense that there is no solution."

Page 31

"The only way to change your life is to make a real decision."

Page 41

"The fastest way to change how you feel about anything is to change what you're focusing on... the reality is that whatever you focus on you move toward."

Page 51 & 53

Decision Making

I have found that the key to success is making a decision and committing to it. If there is something in your life you want to change, it's up to you to decide to change it. Notes from a Friend offers some advice for decision making. Have a read of this useful extract.

"Faith is taking the first step even when you don't see the whole staircase."

**Martin Luther King Jr.,
Civil Rights Leader**

Notes from a Friend

"The only way to change your life is to make a real decision. A real decision means you cut off any other possibility than the one that you've decided to make a reality... When you make a decision, you draw a line, and it's not in sand but in cement. You know exactly what you want. This kind of clarity gives you power to do even more to get the results you've decided to go for." **Page 41**

Now it's time for you to make your decision. To get you started try making a small decision, something that you know you will be able to complete if you commit. Then make a bigger decision, something that will take a lot of commitment and drive but will make you proud that you've stuck with it.

First make a warm-up decision

- To join a club
- Learn a new skill
- To start a blog

And now for the big decision

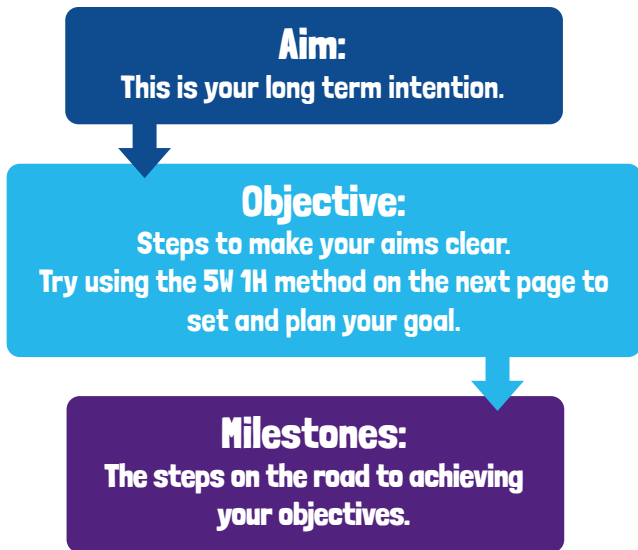
- To set up a club
- To go to university
- To start your own business

Four Steps to Achievement

1. **PLAN** purposefully
2. **PREPARE** properly
3. **PROCEED** positively
4. **PURSUE** persistently

Goal Guidelines

The best way to achieve a goal is to break it down into manageable steps. I have set myself many goals over my life and the deciding factor in whether I achieved my goal or not was the planning I put in. Try using this approach to work out where you want to go and how you are going to get there.



Goals: the 5Ws and 1H

Try using the 5Ws and 1H method to plan and structure your goals.

Who

Who will be completing this goal?

What

What is your goal?

What do you want to achieve?

Where

Where will you complete this goal?

When

When will you start and when will you complete this goal?

Why

Why do you want to achieve this goal?

Why is this goal important?

How

How will you achieve this goal?

How will you know when you have achieved your goal?

"Obstacles are those frightful things you see when you take your eyes off your goal."

Henry Ford, Founder of Ford Motor Company

Goal: Set up my own car hire business

My example

Who

I Jack Petchey

What

Will start a car hire business

Where

In East London

When

I'll set to work on it straight away and have it running in 1948

Why

Because I want to be my own boss

How

I will invest my war discharge pension in a second hand car

**"Nothing is impossible,
the word itself says
'I'm possible'."**

Audrey Hepburn, Actress

Download your goal page
from the Jack Petchey
Foundation website



If you think you can, you can! 15

Inspire | Motivate | Achieve

A few words can have a huge impact. They can be of real value to us if we use them correctly. I have put some of my favourite inspirational quotes below. Which is your favourite quote from this list? What other quotes do you like? What quotes inspire and motivate you to achieve?

1. *"To the youth of today, I also have a wish to make: be the scriptwriters of your destiny and feature yourselves as stars that showed the way towards a brighter future."*

Nelson Mandela, South African Activist and President

2. *"Be the change that you wish to see in the world."*

Mahatma Gandhi, Indian Independence Activist and Leader

3. *"A champion is defined not by their wins but by how they can recover when they fall."*

Serena Williams, Tennis Champion

4. *"If you work hard and meet your responsibilities, you can get ahead, no matter where you come from, what you look like or who you love."*

Barack Obama, 44th President of the United States

5. *"We do not need magic to change the world, we carry all the power we need inside ourselves already: we have the power to imagine better."*

JK Rowling, Author

6. *"Don't let anyone rob you of your imagination, your creativity, or your curiosity. It's your place in the world; it's your life. Go on and do all you can with it and make it the life you want to live."*

Mae C. Jemison, first African-American female Astronaut

7. *"Look up at the stars and not down at your feet. Try to make sense of what you see, and wonder about what makes the universe exist. Be curious."*

Stephen Hawking, Scientist

8. *"If you can't fly then run, if you can't run then walk, if you can't walk then crawl, but whatever you do you have to keep moving forward."*

Martin Luther King Jr, Civil Rights Activist

9. *"Let us make our future now, and let us make our dreams tomorrow's reality."*

Malala Yousafzai, Activist for Female Education

**"I get to live
my life just once:
if I can
achieve something now,
or if there is any
kindness I can show
or any
good thing I can do,
then let me do it
right now,
for I will not pass
this way again."
SEIZE THE OPPORTUNITY...**

Be a STAR and get the job you want

Whether you're writing an application form or going to an interview the STAR method can help you.

To build a **STAR** answer to an employer's question you need to tell a story. Every good story starts with setting the scene, then introduces the characters, explains the challenge they were facing and how they overcame the challenge. Follow this method:



When answering a question choose a real-life example of something you have done. Employers don't mind whether your examples come from school, college, volunteering, a part-time job, or a club you go to.

The information above is adapted from Young Enterprise which run Employability Masterclasses.

Find out more about Young Enterprise on the Partnership programmes page of our website www.jackpetcheyfoundation.org.uk

Situation

Where were you?

My answer:

S

Task

What was the challenge you faced?

My answer:

T

Action

What did you do?

My answer:

A

Result

Did your solution solve the problem?

My answer:

R

Skills Shortlist!

Transferable skills are skills and abilities which can be carried over from one role or task and used in another.

These are skills which are not job specific but are wanted by employers across all careers.

Download the full table to see which transferable skills you are strongest with and which skills you need to develop.



Transferable Skill	How can I develop or strengthen this skill?	When have I demonstrated this skill?	How strong am I with this skill?
Teamwork	How could you get more experience using this skill? What opportunities are available for you to use your skills?	When have you used this skill? Can you think of any specific examples?	On a scale of 1-10, how would rate your level of experience in the skill?
Leadership and Management			
Organisation			
Communication			
Problem Solving			
Time Management			
Inter-personal			
Initiative			
Networking			
Analytical and Research			

Step towards the career you want

You don't need to plan your whole life now but it might help you to make a flexible plan to move you towards the general area you are interested in.

"A journey of a thousand miles begins with a single step..."
Lao Tzu, Chinese Philosopher
(604 BC – 531 BC)

When I was starting my business, I found it useful to make an action plan of what I needed to do now, in the short term and in the long term in order to step towards the career I wanted.

Now

- Education to get the qualifications needed
- Volunteer to help others and gain experience
- Join a club to develop my interest
- Start saving for my business

Short term

- Work experience
- Part-time job
- Apprenticeship
- Develop my business idea

Long term

- University
- Set up my own volunteering project
- Full-time work
- Promote and launch my business

Lessons in life:

It's not luck, it's pluck!

My car business proved so successful I continued expanding it. I bought more cars, then property, then businesses. Eventually, I became a successful businessman. This success wasn't luck though, I had to work hard. I remember sleeping on the floor of my taxi business just so I never missed a call. In business, there's no room for missed opportunities.

If things don't go quite to plan

Sometimes setbacks happen, but hopefully these five tips will help you get back on track.

5 Ways to Sort Your Setbacks

1. Plan for them

Don't approach life expecting to fail, but do have a backup plan in case things do go wrong. In business we call this contingency planning.

2. Talk to someone

Share your problem with someone. They might be able to offer some useful advice and help you overcome the setback.

3. Focus on the future

Don't get stuck looking back, but do learn from the past to make the future brighter.

4. Don't focus on blame

Don't waste time looking to blame yourself or anyone else. Spend that time and energy on dealing with the setback instead.

5. Embrace it

Treat failure as feedback and see the setback as a learning opportunity. What went wrong? What could you do differently in the future?



Full circle: Sir Jack drove taxis from the docks as a young man and now the Jack Petchey Foundation is in Dockmaster's House.



Sir Jack and HRH, the Duke of Sussex, Prince Harry both want to give young people opportunities.

Volunteering

How to start volunteering

1. Ask yourself:

- What kind of environment do I want to volunteer in?
- Who or what cause do I want to help?
- What useful skills, knowledge or experience do I have that I could use to help others?
- What skills, knowledge or experience I would like to gain?

2. Log onto

www.do-it.org

www.ncvo.org.uk/ncvo-volunteering/find-a-volunteer-centre

www.redcross.org.uk/get-involved/opportunities-for-young-people
or

contact your local volunteer centre by visiting
www.volunteering.org.uk to find out what volunteering opportunities are available.

3. Choose an organisation and start volunteering!

To maximise the benefits of your volunteering you can use it to help you achieve other awards such as the Duke of Edinburgh Award (dofe.org.uk).

Volunteering is one of the most important things anyone can do. And anyone can!

It's a great way to meet new people, learn new skills and gain valuable experience. By helping others you will also be helping yourself.

Download your Volunteering Log on the Jack Petchey Foundation website.



"Volunteers are not paid – not because they are worthless, but because they are priceless."

Unknown

Valuable is the work you do
Outstanding is how you always come through
Loyal, sincere and full of good cheer
Untiring in your efforts throughout the year
Notable are the contributions you make
Trustworthy in every project you take
Eager to reach your every goal
Effective in the way you fulfil your role
Ready with a smile like a shining star
Special and wonderful—that's what you are

Lessons in life:

Big or small, everyone can give!

By the 1990's I had become a successful businessman but I never forgot my working class roots. In 1999 I set up the Jack Petchey Foundation so that I could give back and support young people. So far the Foundation has invested over £124 million doing that.

Volunteering abroad or in the UK? Apply for an Individual Grant for Volunteering



The Individual Grants for Volunteering programme encourages young people across London and Essex to get involved in volunteering projects overseas or in the UK. We've helped young people to travel all over the world to help local communities, support schools, improve access to health services and contribute to conservation projects. If you are going to be volunteering either abroad or in the UK (and have participation costs such as accommodation or travel) we could help with a one-off grant of up to £400 per person.

Find out more on the Grant programmes page of our website www.jackpetcheyfoundation.org.uk

Achievement Log

Your achievements do not stop at an Achievement Award.

Use this page to keep track of your achievements. Download extra pages from the Jack Petchey Foundation website.

Don't stop believing!

Don't stop achieving!

You're going to need them!

DD/MM/YY

DD/MM/YY

DD/MM/YY

DD/MM/YY

DD/MM/YY

Download your Achievement Log on the Jack Petchey Foundation website.



Make a reminder

Something which you may not know about me is that for most of my life I have kept a small cut out cardboard disc in my pocket!



On this disc I have scribbled a few messages to myself, including “If you think you can, you can”. Some people think it is strange; however, it constantly reminds me of the behaviour or idea I want to cultivate in myself.

Every time I put my hand in my pocket, I remember the disc and its messages. Other messages I have scribbled are: “Don’t criticise, complain or condemn” and simply “SMILE”.

These little messages to myself help me to develop as a better person. Even now at my age if you stop me and ask, I guarantee I will have a little message on a disc in my pocket. It might surprise you that a big businessman carries a piece of cardboard around but it really works. You know what they say, if it ain’t broke don’t fix it!

**“Happiness doesn’t depend on any external conditions, it is governed by our mental attitude.”
Dale Carnegie, American Lecturer and
Motivational Speaker**

Your reminder?

I've carried my disc for over 60 years. It is a constant reminder of the positive messages I want to follow.



Do you have anything that you could use as your disc? It doesn't have to be an actual disc, just something symbolic that means something to you. Something that reminds you to keep smiling and think positive.

If you don't have a disc, make one! Cut out a disc from a piece of cardboard. On the back of the disc write your favourite inspirational message or reminder.

Your notes

A large rectangular area for taking notes, featuring a solid blue border and horizontal dotted lines. The top right corner is rounded.

What next?

You've won your Achievement Award but it doesn't stop there.

I want you to keep on achieving to the best of your ability and I hope this little book has helped you on your way. Here are some useful sites and books which can also help you to keep achieving!

Positive Thinking/Personal Development

- **Action for happiness:** www.actionforhappiness.org
- *How to Make Friends and Influence People* (book), Dale Carnegie
- *Notes from a Friend* (book), Anthony Robbins
- **I Don't Stink:** <http://www.idontstink.com>

Volunteering

- **Do-it:** www.do-it.org
- **Volunteers centres:** www.volunteering.org.uk
- **Scouts:** www.scouts.org.uk
- **Girl Guiding UK:** www.girlguiding.org.uk
- **Duke of Edinburgh Award:** www.dofe.org

Careers/Education

- **National Careers Service:** www.nationalcareersservice.direct.gov.uk
- **Prospects:** www.prospects.ac.uk
- **Seetec:** www.seetec.co.uk
- **Apprenticeships:** www.apprenticeships.org.uk

Also visit: www.jackpetcheyfoundation.org.uk for more advice and information.

Lessons in life:
"If I think I can, I CAN!"

You can order a copy of *50/50 Man*, the story of Jack Petchey's life (all proceeds to the Foundation) or download a free copy from our website.

Tel: 020 8252 8000
mail@jackpetcheyfoundation.org.uk
Registered Charity No: 1176221

www.jackpetcheyfoundation.org.uk



@JPFoundation



jackpetcheyfoundation



@JackPetcheyFoundation



PetcheyFoundation