

The Complete Self Development Book

International Edition

Welcome to Success! Farewell to Failure!

A Complete Guide
for
Success and Happiness
with
Interesting Anecdotes &
Illustrations

*A Step by Step Preparation for
Success and Happiness*

**Winners
Never
Quit
Quitters
Never
Win**



Vishwanand Pattar

THE COMPLETE SELF
DEVELOPMENT BOOK

**WELCOME TO SUCCESS!
FAREWELL TO FAILURE!**

*A STEP BY STEP PREPARATION FOR
SUCCESS AND HAPPINESS*

*“Winners Never Quit
Quitters Never Win”*

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Dedicated to my parents
For being a guiding light in my life
My wife for her sincerity, love and
affection



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Detailed Contents of

Success and Happiness

Preparation 1. Preparation for Success!

What's success? What's failure? Learn from yours others failures, Nothing succeeds like success! Success means: Achievements of desired end or fame, wealth or social position by choice. Failure means: make another decision, try again harder & better, and do it in a different way, start afresh, try something new, be positive and wait a little longer. Never believe in fate or luck, believe in pluck, work works, risk carries reward so take risks. Create competition, Do ordinary things in extraordinary ways, minimize your failure rate to double your success rate, strengthen your strengths and weaken your weaknesses, have a burning desire to go all out, up beyond the limits.

Preparation 2. Turning Weakness into Strength

Convert your greatest weakness into greatest strength, make practical use of the greatest talent that you possess, Eliminate the word impossible from your vocabulary. Success comes before work only in dictionary. Plan your work and work your plan. Dream it and Do it. Why can't you? You can do it too. Get courage and encourage.

Preparation 3. Goal Setting and Achieving It

Why goals are vital? Kick your ball of ambition into the goal of success, Deserve before you desire, make dreams come true with action, various types of goals, Get set go...to achieve success.

Preparation 4. Personality Development, Effective Communication, Public Speaking

Making a striking impression with effective communication. Methods of expressions, channels of communication. How to develop courage and confidence, positive attitude? Secret of public speaking.

Preparation 5. Human Relationship Skills

Kill with kindness, Smile all the while, forgive and forget, live and let live, Discuss don't argue, develop sense of humor, agree to disagree. No lip service, call by names to create impression and attention. Criticize the action not the person, Praise in public, criticize in private, show empathy not sympathy, Step into the shoes of others, don't humiliate and retaliate. Honesty is the best policy.

Preparation 6. Develop Super Memory

There is no good memory or bad memory, Trained memory and untrained memory, we remember what interest us, Observe like an artist, Practice and develop interest, Kinds of memories, Learn and retain with your senses. Impress others with super memory, success with super memory.

Preparation 7. Effective Decision Making

Decision after thorough consideration, Solve the problem and resolve difficulties, plan it to make it happen, take as decision and put in action without hesitation, secret of decision making.

Preparation 8. Examination, Interviews and Group Discussions

First impression you can't create second time, so be careful, Good appearance is a recommendation letter, scout what are the abilities needed for the job. Know what duties and responsibilities the job entails. Survey about the organization to show initiative and interest in job. Show them that you could fill their requirements; make a good resume and face with race.

Preparation 9. Earn More and Achieve More

No pain no gain, looking for new challenges and potentials, be always a step ahead, Go beyond limits, find the need fill it up. Show the benefits, give your best leave the rest, little things do counts, go extra mile, Be interested in others Take help of other person because they are going to make you rich, give name and fame. You gain by giving.

Preparation 10. Anger, Stress and Worry Management

Anger is one letter shorter than danger. Idle mind is devil's workshop, Hope for the best and prepare for the worst, if you can't cure it endure it, If you don't have what you like, then like what you have. They who live in worry invite death in hurry.

Preparation 11. Enjoy the Work and Lead Happy Life

To be happy make others happy, Count your blessings, happiness shared is happiness doubled, sorrow shared is sorrow halved, Never abandon hope, Feel healthy and happy, don't worry be happy,

satisfaction is mental attitude, learn to enjoy everything in life.
Sound mind makes sound body.

Preparation 12. Moral and Spiritual Success

Everyone for himself, God is for all. God is Good God. Pray as if everything depends on God, work as if everything depend on you, God helps those who help themselves, Love for all hate for none, Moral life is foundation for spiritual life, Meditate in silence, Let noble thoughts come from all sides.

**“WINNERS NEVER QUIT”
QUITTERS NEVER WIN”**

Preface

Every individual has a profound interest in personality development, but he doesn't know how to do it. He is searching for the meaning of real personality – an all round development of the physical, mental, intellectual and spiritual faculties, which is based on character. Though a person is small or big, rich or poor he can shape the destiny of mankind. Some names remain imprinted in the heart of millions of people forever. For instance, Thomas Alva Edison, Sir Isaac Newton, George Bernard Shaw, Mahatma Gandhi, Swami Vivekananda, the list is endless. They are not born great but their character, quality and their achievements in life certainly made them great and their thoughts are a source of inspiration, to shape a real personality.

A harmonious growth of the physical, the mental, the intellectual and the spiritual dimensions is essential for the all round development of personality. Striving for perfection in all these aspects will ultimately lead one to the development of the real personality. So one must strive for sound health, strong mind, pure intellectual and spiritual growth simultaneously.

Sound mind in a sound body—A healthy person always keeps his mind cool in all circumstances, he performs his duties efficiently, enthusiastically and cheerfully by channelizing his physical energy into constructive purposes. Next is a strong mind, which welcomes challenges in life and faces them with

boldness, courage and confidence. Intellectual strength is superior to physical and mental strength because intellect can discriminate between right and wrong and good and bad. This intellectual strength is that which brings happiness to oneself and to others. Last but not the least is spiritual dimension which is the superior to all other aspects of personality; from it springs all divine qualities, such as love, compassion, service, purity, truthfulness, fearlessness, etc. Most of the people of gross men and dull intellect neglect their spiritual dimension, thinking that it will hamper their worldly affairs.

One cannot be happy and successful in life with physical strength or mental strength alone or only with intellectual strength. Such success and happiness derived in life will be incomplete. So for complete, real success and happiness one must prepare for perfection in all aspects. Once we succeed in doing that, there will be a tremendous qualitative change in our lives, which brings success and happiness forever. That is the true step to welcome success and bid farewell to failure.

Vishwanand Pattar

Author's Note

What kind of book is this?

The book “Welcome to Success! Farewell to Failure!” is a complete self development book. It is a unique contribution conveying a valuable message for self-improvement. It is thought provoking and ethical inspiring, giving time tested, proven practical ideas and tips for leading a successful and meaningful life which is not only entertaining but also instructive.

Welcome to Success! Farewell to Failure! is written in easy, simple and lucid language, lavishly decorated with meaningful illustrations to make reading wholesome fun and imparts morals. In addition this book contains interesting moral anecdotes, sayings, proverbs, and maxims, which will capture the mind of readers. Thus the subject contained in it teaches a remarkable lesson to readers. All these facts make this book unique and beautiful.

This book is designed for students, employees, unemployed, housewives, businessmen and elderly persons in fact for all individuals who want to be successful and happy in their lives.

How this book can help you

Welcome to Success! Farewell to Failure! enables the reader to concentrate on practical application of theory. I developed the

twelve preparations for success and happiness and personally used the ideas and concepts and have been fortunate with them.

The preparations described in this book will

1. Improve the performance of an individual in personal, social, family life.
2. Provide methods for assessing strengths and weakness and transform weakness into strength.
3. Build self image and self confidence for visualizing success.
4. Help you to set your goals and give personal planning to achieve it.
5. Develop your communication skills and explain how to converse with associates and helps you to move easily into a new social circle.
6. Makes you fully confident and develop courage to combat any obstacles.
7. Help you to move easily into a new social and work environment. Show how interpersonal skills play a role in your way to success.
8. Help you to improve your memory power, in daily life in remembering – your friend's names, phone numbers, your schedules, special occasions like birth dates, anniversaries of near and dear, ones-anything which you intend to remember.

9. Help you to solve your problems effectively by taking systematic steps in decision making.
10. Tell you how to earn more and achieve more in your professional and personal life.
11. Help students to improve their reading, writing, listening and speaking skills to score more. Help the unemployed to prepare for interviews and group discussions and help them significantly to improve their chances of finding and getting the right job.
12. Help you to overcome the barriers of success viz. anger, worry and stress.
13. Last but not least the book will develop divine qualities to lead life successfully, happily and more meaningfully.

How to read this book

- This book has been written in a logical order. It is made up of twelve preparations for success and happiness.
- Whenever you have a few minutes to spare you can just go through the summary of any chapter.
- Every preparation is very interesting with anecdotes, quotations, realizing that readers have less time and resistance to reading.
- You can directly go to any chapter of your interest and need whenever you want. But try to read the entire book in sequence, since the chapters build upon each other.
- There are many stories and analogies throughout the book to drive home ideas, systems and messages that leads to success and happiness.

- Each preparation is clearly set out and contains success tips and reminders at the end to reinforce the technique throughout the book.
- This book is lavishly illustrated with meaningful quotations to make reading fun and impart morals which will remain in the mind of the reader.
- Also do not forget that knowledge multiplies by sharing, so share whatever you have learned from this book with others, this not only helps you to revise mentally what you have read, but also helps the person you are sharing with.

Working with the work sheet

Each preparation consists of a work sheet at the end. After you finish reading each preparation, fill up the work sheet meticulously. This would help you see what you have understood from the particular preparation and how you plan to apply it in day-to-day life. This work sheet will be a great asset when you analyze yourself later.

Acknowledgments

I would like to take this opportunity to thank a few people who assisted me to make this dream a reality. Firstly, my parents for their continuous encouragement and guidance.

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Vishwanand Pattar

WELCOME TO SUCCESS

FAREWELL TO FAILURE

“WINNERS NEVER QUIT”

QUITTERS NEVER WIN”



Preparation

1

PREPARATION FOR SUCCESS

Preparation for Success

What is success?

Success means: achievement of desired end or fame, wealth or social position by choice, not by chance. Success means different things to different people.

Success for the student means passing the academic courses in school, college or university. Success for an unemployed person would be to gain the desired job with a good package. Success for an employee is to achieve targets and objectives and getting rewards and recognition or elevation in his position.

Success for a businessman is to generate more sales or render service to improve business. Success can mean acquiring more money or material things.

Success can mean overcoming or coping with problems, worry or illness. Success means attaining good health, wealth or position.

Whatever it might mean to you, this book will help you to achieve your desired goal on your own terms.

*To me **SUCCESS** means:*
Strive Until Confidence, Courage & Efforts Substantiate
Success

So what then is failure?

Failure means unable to achieve desired objective, forget, neglect or be lacking while still needed or expected by somebody, become weak, shortcomings, fault, attempts or things that fail, state of being inadequate to achieve desired things. Failure too means different things to different people.

Failure can mean you should make another decision to try again harder and better, failure can mean you should try something new by being positive to be perfect.

*To me **FAILURE** means:*
You should make a Faithful Attempt In Life Until Results
Ensure

I assure you *success without fail* provided you put the things into action. The best way to succeed is by failing and learning from failure. For every success there is a failure behind, so learn from your failures. Most people fail in their attempts not because of lack of knowledge or ability it's only because they fail to attempt.

Your attempts may fail but don't fail to attempt. We only fail when we don't try - when we don't dream it, when we don't do it. A person who does things, makes many mistakes, but he never makes the biggest mistake of all - doing nothing.

*“Sitting still and wishing
Makes no person great.
The good God sends the fishing,
But you must dig the bait”.*

You need to go on and on and dig the bait to finally get the catch.

Thomas Gray’s poem “Elegy” written in a country churchyard may be seen in the British museum. The poet did not like the way he wrote it, the first time nor the second nor the third. He was satisfied only when he had written the poem over and over 75 times.

It is obvious that he had failed in composing the poem but he had not failed to attempt, otherwise he wouldn’t have given his masterpiece.

Holman Hunt who painted “The light of the world” was once asked by an admirer the technique of drawing freehand circles as perfect as his. “All you need to do”, he replied, “is to practice eight hours a day for forty years”.

So for success you need to work hard and persevere. Success comes before work only in the dictionary but not in real life.

A woman once asked Thomas A. Edison to write a motto for her son and Edison wrote:

“NEVER LOOK AT THE CLOCK”.



“Never Look at the Clock”.

—Thomas Alva Edison

You need to work because *work works*. Do quality work and learn from your mistakes and improvise it to be perfectly successful in your attempts. Don't fear about failure because fear of failure attracts failure. You need to attract success, so be hopeful, be courageous. Courage is hope, hope is courage.

*"Problems are the prices of progress"
"Don't bring me anything but trouble,
good news weakens me"*

—Charles F. Kettering.

What an attitude! Feel, the bigger the obstacle the bigger the opportunity.

*"If you think you can - you can do it.
If you think you can't - you can't".*

Everything is difficult before it becomes easy. We are all far more capable than we ever imagine.

Pythagoras, one of the greatest teachers of all times, insisted that every night before retiring, his disciples should ask themselves the following questions:

*How did I succeed in my studies today?
Could I have learned more?
Could I have studied better?
Is there something I neglected?*

This explains why the disciples of Pythagoras became famous for their scholarship.

Work works

The only way to reach the heights of glory, name, fame and success is through diligent work. This is an open secret of success. The path of duty is the way to glory, because work works. Miracles, at times do happen if you put in your best efforts and you will reap the best results.

Here is a story to prove the same. It had been a long and hot summer without any rains for many months. Looking at the clouds, one farmer said, “There is no sign of rain this season, what shall we do now?” To this another farmer replied “We should do our duty and sow the seeds”.

Though all the ponds and lakes had dried up, this farmer did not lose hope and even in such adverse conditions he sowed the seeds, put fertilizers and pesticides and sincerely put in his best efforts to reap a rich crop. The other farmers criticized him constantly for putting so much of labour on his field. However, he did not lose faith and without paying any attention to their ridicule, he continued to work on his field diligently and worked as if everything depended on him.

All of a sudden one day it started raining only in his field whereas there was not even an inch of rain in any of his neighbour’s fields. All the other farmers who witnessed this miracle were stunned and they learnt a lesson that God doesn’t help those who do not help themselves.

Hence, success is bound to knock at the door only when one works hard. A result—good or bad of is our own making. If it

is good, it is the fruit of our efforts. If it is bad, it is the evidence of our inability.

Charles Dickens was asked to reveal the secret of his success in life and he said, "Whatever I have tried to do in life, I have tried with all my heart to do the best; whatever I have devoted myself to, I have devoted myself to completely".

Nehru ended his speech: "Success often comes to those who dare and act; it seldom goes to the timid who are afraid of consequences, we play for high stakes and if we seek to achieve great things it can only be through great danger".

Henry Ford gives the tip for success: "Before every thing else, getting ready is the secret of success".

So gear up to succeed in life and in your career with perseverance.

We are all far more capable than we ever imagine, because we will never know unless we try it. If some one asks you to lift a huge bag you may feel you cannot because you are prejudiced with the thought, that it is difficult to lift it even without trying. It may contain cotton or iron - it is not our position, but our disposition that limits us from trying. So

TRY IT AND SEE IT.



Never Believe in Luck
Believe in Work

Losing doesn't make you a loser unless you think you're a loser. Losers are those who don't try to attempt anything special or challenging with their life. People who have tried and are willing to try again to achieve success belong to an elite group. We only fail when we don't try - when you don't dream it and do it. Never give up. Feel stronger all the time, the future looks so much brighter.

You need to understand what was wrong with your attempts, and try again by rectifying your mistakes, why not at least try again to realize your dreams to achieve if you have failed once. If you think you have a great idea, try it. You could be whatever you want to be. You need to attempt and learn from your mistakes and improvise them to succeed.

***HARD WORK + SACRIFICE + PREPARATION
= WELCOME TO SUCCESS.***

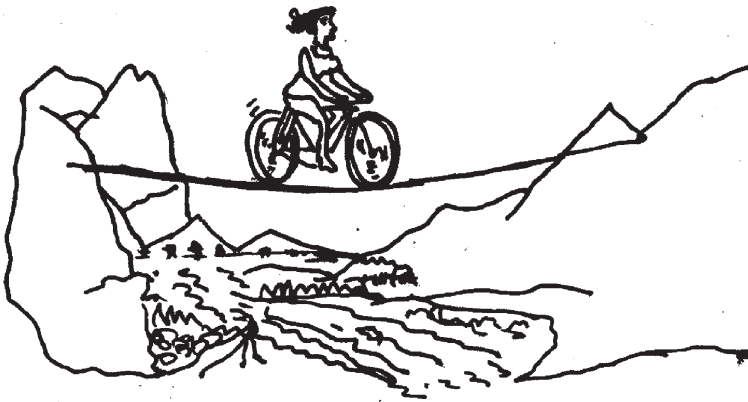
***NEVER BELIEVE IN LUCK,
BELIEVE IN WORK AND
BELIEVE IN YOURSELF***

*"I am a great believer in luck and I find the harder
I work, the more I have of it"*

—Stephen Leacock.

The harder you work the luckier you get, You could invite luck with your preparation. Because luck is what happens when preparation meets opportunity.

Most people underestimate the value of preparation for success. The difference between success and failure lies in the way of



Risk Carries Reward

preparation. Most people fail because they have not done their homework. They are not prepared to work harder to be luckier.

So one has to prepare in such a way to be the luckiest person with one's hard work. A student might have put in lots of effort to get a good score in an examination but not gained the expected result. On the other hand a student who had just put a little right effort could achieve more scores. This is just because of luck where his preparation meets the opportunity, whatever he had learnt, the same thing was asked by the examiner, that is what luck is! You have to prepare in such a manner to be luckier. Your preparation for success should correspond with requirements to fulfill your objectives; your preparation to work hard should make you stand out among a thousand others on the race to win. Thus you work more to get more luck, if your preparation is good you're bound to get good luck, if your preparation for success is bad then you would get bad luck, so choose whatever luck you want to get.

I wish you the best of luck for your preparation for success where your preparation meets with opportunity; one reason is that new opportunities are being created all the time. There are plenty of opportunities available for everyone in every field, you just need to grab them, meet them to get the luck. I hate to believe in fate, people who believe that they are weak don't have enough guts to be lucky. Ordain your luck. So prepare to fulfill the requirements of opportunity to be the luckiest person on the earth.

Luck is yours, wishes are mine, may your future always shine!

Risk carries reward, so take a calculated risk

You can't get success or reward without taking any risk. Risk involves the possibility of meeting failure or danger or loss, but if you are prepared to take calculated risks, you are going to be successful, provided you judge the situation well and prepare to sacrifice your comforts and security, then you would be successful, no doubt about it. Fear not that you might fail. Fear rather that you might never succeed if you never dare to take risk.

There is a story about a man who doesn't take risks. He is a science graduate doing nothing. An elderly person asks him why he is not trying to do post graduation. He replies, "there is a lot of competition and there is not much scope even if I do post graduation, so I didn't do". Then the elderly man asked, "Why don't you try to get a job in computers?" He said, "Now computers industry is in slump, so I don't want to take chance". The elderly man asked him, "Why don't you do some marketing job?" He said, "It is very difficult as now the market is saturated". Then the man asked "Then what are you doing?" The graduate replied, "I don't want to take any risk". Then the man replied, "At your own risk".

What I mean by this is if you don't dare to take any risk you achieve nothing. In this competitive world you need to take risks with confidence to achieve success.

NO RISK NO REWARD!

*“Unless We Take A Risk Or Two
In Order To Begin, There’s Nothing We Can Hope To
Gain, No Reward That We Can Win”.*

Create competition

In every event people compete and contest; competing against somebody or everybody for securing admission in school, college, university, or for government or private jobs, in sports, in business everywhere there is competition: the list is endless. So you need to have a strong urge and do very well or better than others. In this competitive world, you need to stand out of the crowd. The world market has to separate the grain from the chaff; the ‘lucky’ few are those who are on the right side of the dividing line between the grain and chaff, which in many cases is extremely thin. I assure you one thing, if you give more than what others require, you would get more than what you require.

Students in a class room are taught by the same teacher, from the same text book, in the same class room, but every student gets different marks. The teacher awards more marks to the student who wrote relevant answers, more than what is required, may be with a beautiful diagram, or introduction of author, deriving the formula, quotation anything more which is related to the question that is not asked. Teachers would be impressed to award more marks and remember the student’s name who has done something more than others, who stands away from the crowd.

Similarly in an interview, the employer selects the person who has done better than others, who has exhibited the extra

Competition is Everywhere



Many Many Happy Returns of the Day

qualities than others would be selected. The same way our human tendencies work. If somebody offers extra for the same price we get attracted to buy it impulsively. So to eliminate the competition you need to do something extra for the same price to achieve desired objective.

By this you will be eliminating competition, in fact you will be competition to others, then you compete against yourself and can always do better in the next race, so you're always a winner. Thus you can eliminate the competition, enjoy the competition and be competitive forever.

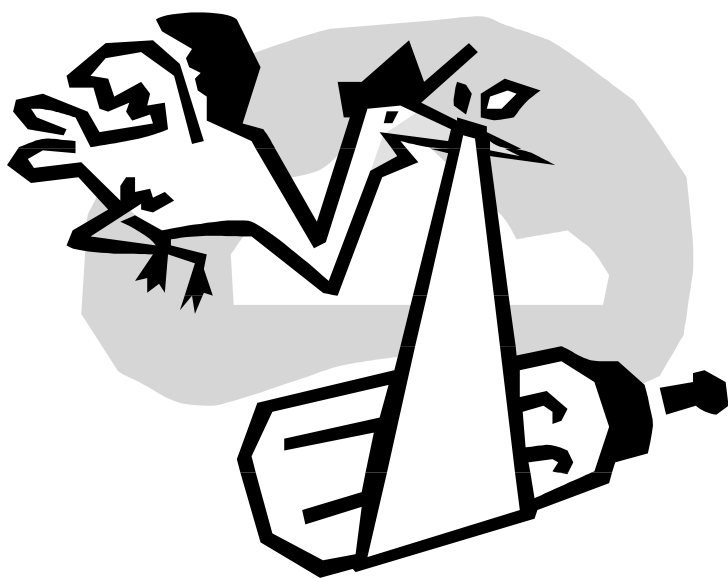
*“Successful People Don’t Do Extraordinary Things.
They Only Do Ordinary Things in Extraordinary Ways.”*

Go all out, up and beyond your limits to be successful

You can make impossible to possible, only when you go all out, up and beyond your limits. The reason why people are stuck in the way, neither go up nor down, is because they limit their potential, they don't go all out. They don't think big, they don't do anything challenging or special with their life and career.

If you ask any average student to try to get school first or at least class first they say it is difficult only scholars could get that, they don't realize that they can do it too. The reason for failure is that they limit their growth and potential. Their minds have preconceptions, because of being complacent or contented with what they are, because they don't dream it, so they don't do it.

Opportunities are Everywhere



Just Grab the Opportunity

We are all far more capable than we ever imagine, we could be whatever we want to be. So why not at least try to realize your dreams what deep down you would truly achieve by unlocking your true potential?

Never quit, because.....

*“WINNERS NEVER QUIT,
QUITTERS NEVER WIN”*



SOME SUCCESS TIPS TO REMEMBER

1. PREPARATION FOR SUCCESS

- For every great Success there is a great failure behind.
- Failing forward.
- Pythagoras Principle.
- Try it and See it.
- Never Believe in Luck, Believe in Pluck.
- You can go all out, up and beyond the limits.
- Easier ways are always toughest in the long run.
- Risk Carries Reward, so take it.
- Work Works.
- Failure means: Make another decision, Learn Something, Have faith, Try again harder and better, Do a different way, Be perfect, Start afresh, Wait a little longer, Try something new, Be positive.
- A failure uses up as much energy in his work at failing as a successful person uses in winning.
- Man should not be proud of temporary success but should work hard for further success in life.
- We should learn from successes to repeat them, from our failures not to repeat them
- Throw out failure once and for all.
- Every successful man may not be intelligent, every intelligent man may not be successful.
- The secret of success in life is for a man to be ready for his opportunity when it comes.

Hardwork + Sacrifice + Preparation = Welcome to Success.

***“YOUR ATTEMPTS MAY FAIL,
BUT DON'T FAIL TO ATTEMPT”***



Success is a Journey not a Destination

WORKING WITH WORKSHEET

1. PREPARATION FOR SUCCESS

1. *What are your success stories?*
2. *What was your secret of success?*
3. *What does success mean to you?*
4. *List down your failure incidents and reasons for your failure.*

5. *Why did you fail in your previous attempt?*
6. *What did you learn from it?*
7. *What special talents/skills do you think you have that you can develop and encash?*
8. *What desirable thoughts, actions, habits would you like to acquire?*

9. *If you have failed in an endeavour, could it be because you lack something?*
10. *What skills do you possess?*
11. *What additional skills will you need to acquire?*
12. *Do you have confidence in your abilities to do what you decide to do?*

13. *Do you possess any outstanding qualities, not possessed by others in your life of work?*
14. *What are the things you have noticed and planned to welcome success and bid farewell to failure?*
15. *List down the risks you have taken and what the results are.*
16. *Did you ever create competition for others? If yes, how?*

Preparation

2

TURNING WEAKNESS INTO STRENGTH



Turning Weakness into Strength

Alter your weakness into strength by altering your attitude of mind

Nobody is perfect, ideal, exact and precise on the surface of the earth, having everything needed, complete without any faults, flaws or deficiency. We all have our weaknesses and strengths. It's the law of nature which always has two sides to animate and inanimate things.

But our human body has one great ability not possessed by any machine - the ability to repair or mend itself. So any weakness, lacking strength, power, deficiency, not achieving a high standard of performance is only because of emotions, fear, illusion, lack of faith, lack of confidence or lack of continuous efforts.

People who are weak or powerless are therefore easily infected with failure just as a weak patient is susceptible to infection and disease. Similarly a person with a weak mind gets infected with failure. If they are less determined or uncertain about themselves to achieve great things.

A change for better always starts with change of thinking - so we must always change, renew, rejuvenate ourselves, otherwise we harden. Those who cannot change their mindset, cannot change anything; as things do not change, we need to change to turn our weakness into strength and failure into success. That desire to change is a sign of success and strength. Let us change ourselves if we wish to change the world the way we want.

A majority of people are still under the illusion that they would compensate for weakness in studies in the last days of the competition. We all have our ups and downs, our pains and pleasures, success or failure. This chapter is about how to turn weakness into strengths or anything which can be a barrier to achieve success. So we need to develop a passion for perfection and turn the weakness into strength. This weakness prevents us to be successful in life to achieve something great and to accept challenges that make us unable to attain the desired objective.

So develop positive success attitude; if you think about yourselves positively, you become positive, weak of course we become more weak. Our thought process is continually self destructive. Weakness is such a negative word, if you tell yourself you are weak, you naturally dwell on it and become more weak. Delete the word weakness from your mind and it will respond more effectively. It becomes creative and proactive and further more. Turn weakness into strength, weakness is inhibitor of success, so take action and be positive.

The one, who are most handicapped are those who don't want to do anything special or challenging with their lives. So

do not lose heart or faith in yourself, if you think you have a good idea or plan - try it and achieve it, if you run the race with weakness it would be as if you drive the car with the brakes applied. You never move ahead, so keep off your foot from the brakes and ride smoothly further, release weakness and strengthen your strengths, weaken your weakness, feel stronger all the time. The future looks so much brighter, if you increase the inner strength by making up your mind strong - you can do anything and achieve everything. Even if you are physically weak it is not a hindrance, but if you are mentally weak you cannot achieve anything great in life or career.

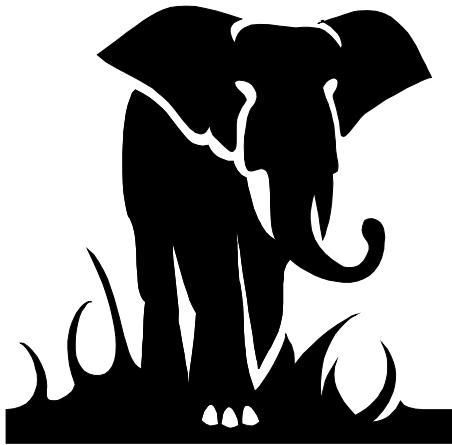
A weak mind leads to lack of determination or resolution eventually becoming mentally deficient. A strong mind leads to strength that will indicate an internal quality of a person, which will show the way to success. Many fail in their life because they are unable to overcome their personal deficiency and weakness.

Preparation to turn weakness into strength

Prep 1. Have faith

Faith is an attitude of a strong mind, a special way of thinking, a deep inner conviction. Faith or lack of confidence is the deciding point between success or failure of any undertaking. Limitation and problems in your life indicate that you are lacking a strong belief. Faith can move mountains, when you really believe you can remove inner mountain of fear, frustration, tension and anxiety and leave the way clear for creative accomplishment.

Have Strong Faith



He Who Has Faith Has All, And
He Who Lacks Faith Lacks All.

In India they tie an elephant with a rope. The elephant has enough strength to lift logs but still won't break the rope to run free. Why? When the elephant was a baby the mahout first tied it with a rope. At that time, it was not strong enough to break the rope. The young elephant tried and tried but didn't succeed, so it formed a belief that it is not possible to break the rope. Isn't it fascinating? But sadly we all do the same thing. So let us have faith in ourselves, our intelligence and intuition.

So the strong heart of the faithful does not despair in the midst of trials and persecutions, but the man of weak faith is shaken, even by the most trifling cause.

Prep 2. Be brave

“Fortune favors the brave”. Bravery doesn't mean valiance at the war front. It has now come to mean courage to put up with the hardship, trials and tribulations of life and the indomitable will power to achieve anything under the sun. Weak, faint-hearted people confine their activities to a limited range and will never be able to make their mark in any field. They are successful neither financially, academically or socially. For instance Sir Richard Atten boraugh made a brave and continued effort for twenty years and invested more than 15 crores of rupees on making a movie on Mahatma Gandhi. The movie was an immediate hit at the box office and Richard made a fortune on it. Timid people have no existence on the surface of this earth, they remain poor, weak and submissive lifelong. It is only the brave who live a life which others are envious of and even dying leave their name behind.

Be Inquisitive



Sir Isaac Newton's Law of Gravitation & Motion

Prep 3. Be inquisitive

“HE WHO ASKS MAY SEEM A FOOL FOR ONCE, BUT HE WHO DOES NOT, REMAINS A FOOL FOR LIFE.”

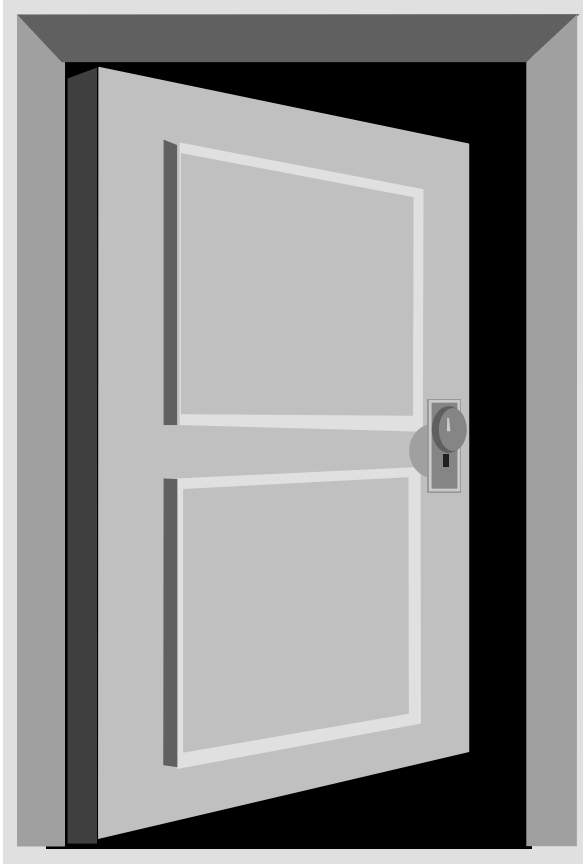
One of the most powerful tools is that urge to know, eagerness to learn. Sadly we lose curiosity as we grow. The curiosity of a kid is what has made him to learn. For hundreds of years men had seen apples falling but there was only one young boy who asked a different question - why did this apple fall down? While sitting under an apple tree he began to wonder why objects always fell down instead of going up. His mind dwelled on this subject for a long time, as he grew older he started to investigate the phenomenon of gravitation. The person was Sir Isaac Newton, the English physicist and mathematician who laid the foundation of modern physics. It was he who discovered the law of gravity which is the result of being inquisitive.

One of the primary reason why people don't ask is that they fear embarrassment. Definitely there must be many people who would have similar doubts - only that being ordinary, they lack guts and creativity and curiosity, so they do not achieve anything in their life. Hence, the whole point of asking questions and being curious leads to accomplishment.

Prep 4. Perseverance

Steadfastness and continued steady efforts to achieve an aim is very vital, without perseverance one cannot progress. Thomas Edison was busy perfecting the phonograph and there cropped up the problem of removing muffled low tones and hard high tones. He entrusted this task to one of his assistants.

Ask, You shall Get it
Seek, You will Find it
Knock, It shall Open



After working at it for two years the assistant approached Edison and said, “Mr. Edison, I have spent thousands of your dollars and two years of my life and have accomplished nothing, surely, if there were a solution to this problem, I would have found it by now, I wish to resign.” To this Edison replied, “George I believe that for every problem God has given us, he has a solution, we may not find it, but some day someone will. Go back and try a while longer and harder. In other words one must not give up at any cost, one should persevere till his objective is accomplished if you don’t somebody will”.

Nobody can become great overnight. Years of hard work precedes such greatness. There is no instance in the history of the world where something great has been achieved within no time. One should not feel sad for not having attained great things within a short span of time, it takes time. There is hope for everyone to become great. We should only be patient and continue to make ceaseless efforts, *so stay with it - you’ll make it*.

Napoleon Hill wrote “Whatever the mind of man can conceive and believe, the mind can achieve”.

MAKE IMPOSSIBLE INTO POSSIBLE

Eliminate the word impossible from your vocabulary and achieve excellence with vision.

Blind with vision

One should have ability to view a subject problem, imagination, foresight and wisdom in planning, dream or similar trance like state. Things seem vividly positive in the imagination.

“The blind leading the blind” David Hartman at the age of 13 years had a vision to become a doctor and a psychiatrist. He was is blind from birth, unable to see understand or notice what is obvious to others. He had schooling in a local blind school and later enrolled at Havertown’s high school. He got good marks, won a place on the wrestling team, and was elected vice president of the student council. He began preparing for his career. At college his biology professor suggested to him. “Why not settle for something more within your capability like history or psychology?”

He was not held back by the discouraging remarks of his professor. “Look”, he said, “I’m no different from any body else. It’s true I can’t see but I can do it. Blindness is not a handicap - It is a minor inconvenience. But everybody has some kind of disability. I believe that the ones who are the most handicapped are those who don’t want to do anything special and challenging with their lives. I want be a psychiatrist because I happen to believe I’ll make a good one. Especially in helping to rehabilitate people with problems similar to my own. So I want to go to medical college”. He had applied to ten medical colleges. Eight had turned him down, a ninth rejection came from a medical college that he had counted on the most. Dave was crushed, he broke down and wept. But at one institution which Dave had not heard from - Temple University School of Medicine in Philadelphia, Dr. M. Prince Brigham, assistant dean in charge of admission and student affairs, was putting the same case most forcefully to fellow and admission board members. “If we were on the Olympics Committee”, he said, “and a one-legged man came along who was hopping the 100 Mts. Dash in ten

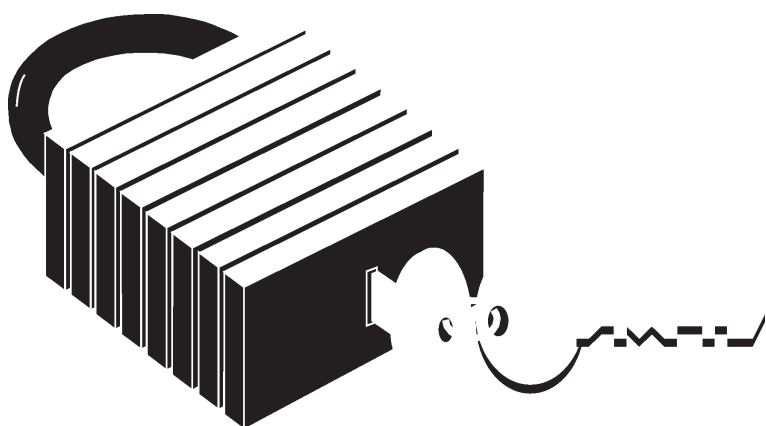
seconds. I think we'd have to let him run". The other board members agreed and accepted Dave at Temple University School of Medicine.

Even the anatomy and introductory course held severe problems for him. By plunging his rubber gloved hands into the cadavers, Dave could easily feel the locations and shape of the large organs. But to identify smaller more elusive things like nerve plexuses, he had to use his bare hands. This involved him in a race to learn all he could before his fingers became numb from the formaldehyde preservative in laboratory specimens.

For histology he had to depend on his teacher and classmates for the description of what they saw through the microscope. He had to keep up with six lecturers a day, he was taping them happily into a recorder, and at home, he would replay them and dictate summaries into a second machine. But this system was taking him 2 hrs. For every 1 hour lecture, a total of 12 hrs of homework everyday.

He could not read x-rays and he couldn't examine the ear or eye or mouth. He couldn't see the color of skin rashes and had to take the help of colleagues, depend on the description of a nurse or the patients themselves.

But Hartman had the ability that made up for such shortcomings. With his keen hearing he was especially skillful using a stethoscope, with his highly developed sense of touch, he could feel subtle abnormalities on the chest and abdomen. Most important, he was an excellent listener. He had proved himself by getting the highest marks in his class in the final exam in physical diagnosis.



Unlock your Potential

On May 27th, 1976, David Hartman received his medical degree. In his view he had proved the most important thing, that he was no different from anyone else. Many professors declared “Hartman’s not normal, He’s super normal”, and Recording for the Blind (RFB) praised him for exhibiting the triumph of the human spirit. David Hartman made his impossible dream possible with his inner strength and conviction and achieved excellence with vision. Anything and everything is possible when you have vision and are mentally strong through perservance even though you have weakness.

Make your greatest weakness into greatest strength

If you want to be successful and achieve something great then you should turn your weakness into strength. Most people think that because of their weakness they cannot go ahead and they limit their growth. But if you determine to succeed, no one can stop you.

Once I was asked to conduct an interview in a Pharmaceutical Company. I found one candidate who had lots of enthusiasm and dynamism to work. But my other board members were against me because the candidate was stammering, infact in marketing they need people with effective communication skills, but I insisted them to recruit him for sales job. Eventually he got the job and started performing within a short span. His customers started recognizing him because of his stammer. Likewise there are many examples. One with a dingy face got break in the cine field because of his talents and skills not because of his face value. Indeed this recognition is very important in the marketing field; once the customer recognizes, one can build rapport and get good business. His weakness has become his strength for recognition and reward.

What I mean to say is:

“Do not worry about your weakness. Strengthen your strengths and make your greatest weakness into your greatest strength.”

“WHY CAN’T YOU? YOU CAN DO IT TOO.”

There are a number of illustrations and success stories where people have proved themselves and achieved great things by turning their weakness into strength. John Milton was blind but he was written some of the best poetry on nature. Beethoven was deaf but he had composed some of the best music. Larry Alfred lost his left hand in an accident. But he has not lost his heart and faith. One night in November 1992 to 20 children gathering in Ham Tom Church he said, “Don’t think of your missing limb as something that makes you a lesser person”. Larry told his audiences, “Think of it as something that makes you stronger. I would love to be the first professional golfer with a prosthetic hand. But I also know that if I don’t succeed, I won’t be a failure. We only fail when we don’t try, when we don’t dream, when we don’t do.” Larry Alfred was successful though he lost his left hand.

Robert Fraters at the age of 59 could not use his right hand but he learnt a number of things with his left. He always wanted to paint. With a lot of struggle and self discipline he learned to paint with his left hand which was painful. It was a challenge he enjoyed. He had completed 300 paintings and his favorite subjects are landscapes; he had received number of awards and

rewards. He was able to develop latent talent and enjoy his life deeper and in a more satisfying way.

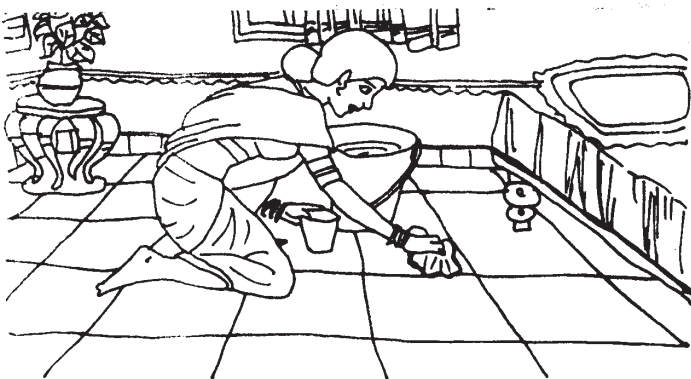
People who are blind, deaf, lame or handicapped in some form could achieve great things in spite of being physically weak. Through mental strength they were able to make impossible things possible. When people who are physically weak can do, then why can't you? You can do it too, only you need to be scientifically strong.

Be creative

Earlier dust had to be cleaned out physically. It was a laborious task and resulted in the rest of the places getting dusty. In the early 1800's several inventors tried making various household equipments. Most of the work done then was by trial and error. The earliest electrical cleaner worked on a different principle. They blew out air in order to dislodge the dust. This was not a very successful household appliance as the dust blew out all over the house.

In 1901 H.C.Broth, a Scot, came up with another creative idea. He felt that the cleaning would be more effective if the process were reversed. It would suck the air in instead of blowing it out. He lay down on the floor and began sucking through a handkerchief. To his delight, the method worked. He set about perfecting his idea and built the dust vacuum cleaner.

A vacuum cleaner motor turns a fan, which creates a partial vacuum inside. The air outside rushes in bringing the dust together with it through a tube into a bag. Then dust is trapped here while the air escapes. It very conveniently removes dust



An Idea Behind the Vacuum Cleaner

even from all the hidden corners, furniture, carpet even nooks and corners of the house; it can even suck up wood shavings, broken glass and even liquids. This was possible to Broth only by being creative, doing the thing in a different way.

Never hold back

The teacher of a class of boys called them out one by one to demonstrate on the blackboard to find the solution to a problem he had set them. After the first boy had spent a minute or two on it the teacher interrupted him, “No, you haven’t got it, that is not the way”. The boy returned disappointed, to his seat. Another boy came up and no sooner had he started then the teacher cut him short. The boy looked puzzled. But accepted the verdict and gave up. Number three had a go. “No”, said the teacher, “you are going the wrong way about it”. But the boy kept on regardless of the discouraging remarks, and continued to do so until the solution was clearly set out on the blackboard. All three pupils knew the right answer, but only the third followed his conviction regardless of opposition. The teacher’s attitude was a test to see how the pupil reacted to such a situation. We may ask ourselves, “Are we being held back from doing things we know we can do because of others’ discouraging remarks?”

Courage and encouragement

A group of frogs were travelling through the woods, and two of them fell into a deep pit. All the other frogs gathered around the pit. When they saw how deep the pit was, they told the two frogs that they were as good as dead.

Struggles Strengthen your Wings!



Suffering Makes a Man Great

The two frogs ignored the comments and tried to jump out of the pit with all their might. The other frogs kept telling them to stop, that they were as good as dead. Finally, one of the frog took leed of what the other frogs were saying and gave up. He fell down and died. The other frog continued to jump as hard as he could. Once again the crowd of frogs yelled at him to stop the pain and just die. He jumped even harder and finally made it out. When he got out the other frogs said, "Did you not hear us?" The frog explained to them that he was deaf. He thought they were encouraging him the entire time.

The moral of story is that encouraging words to someone who is down can encourage him to achieve his goal; otherwise if he is discouraged, criticized then he needs to get courage; it means one needs to improve and not to quit to pursue one's goal.

Strive and struggle

A life without struggle, a game without opposition, a lake without ripples, a journey without ups and downs, gives no self-confidence, provides no physical and mental growth and consequently a smooth success is a painful failure.

Men who come up "the hard way" usually try to make things as easy as possible for their children, thus denying them the disciple of struggle and self-establishment that worked so well in their own cases.

Such parents remind me of the kind-hearted amateur who raised butterflies as a hobby. He was so touched by the difficulties they had in emerging from the cocoon that once, out of mistaken



Turning Weakness into Strength

kindness, he split a cocoon with his thumbnail so that the tiny inmate could escape without any struggle and difficulty. The butterfly was never able to use its wings.

When you want to be successful in life, you have to strive and struggle, that will give you strength and develop your abilities to perform well. A life without struggle gives no success. Whatever you do today, do it better tomorrow with sheer struggle. To lead a full and successful life one has to make the maximum use of all the strengths and weaknesses. Then one can achieve whatever one desires on the surface of earth.

Most of us yearn for this, especially when we are young, but somehow, with every passing year, we lower our sights we allow ourselves as Rabindranath Tagore put it, to enter the “dreary desert sand of dead habit”. And before we know it, we are trapped in a mediocre unsatisfactory life to reinvigorate ourselves, to once again reach out for the stars.

There are people who triumphed despite all odds. We have seen so many famous personalities. But all have this in common - they lived with every fiber of their being and achieved great things by strengthening their strengths and weakening their weakness and turning their weakness into strength. I hope that their stories will stir you to do the same.

SUMMARY

2. TURNING WEAKNESS INTO STRENGTH

- Alter your life by altering your attitude of mind, Dream it and do it.
- Curiosity, confidence, courage and constancy.
- Nothing impossible, Eliminate the word *impossible* from your vocabulary.
- We don't achieve excellence because of our lack of vision.
- Make your greatest weakness into your greatest strength.
- Why can't you? You can do it too.
- We are all gifted with some strength.
- Plan your work and work your plan.
- Have the pride of performance.
- Bigger the obstacle, the bigger the opportunity.
- Capacity to be Creative.
- Knowledge can be inherited or acquired.
- Positive attitude is more important than knowledge.
- Fear that you might never succeed.
- You can be more than you are, do anything special and challenging.
- Get courage, encourage and be SELF MOTIVATED, Inject faith to replace fear.

- Whatever you do today, Do it better tomorrow.
- Strive and struggle.
 - S → Start Small*
 - T → Think Possibility*
 - R → Reach a Little Further*
 - I → Invest Wisely*
 - V → Visualize Success*
 - E → Expand Carefully*
- You need to understand what was wrong with you.

***“WINNERS NEVER QUIT
QUITTERS NEVER WIN”***

WORKING WITH WORKSHEET

2. TURNING WEAKNESS INTO STRENGTH

1. *What are your strengths?*
2. *How can you they be built upon?*
3. *What are your weaknesses?*
4. *How can these be improved?*

5. *What kind of skills and talents do you need to turn your weakness into strength?*
6. *How do you think you could gain these extra skills?*
7. *Does defeat/failure cause you to stop trying?*
8. *If you fail in a given effort, do you keep trying?*
9. *Is temporary defeat the same as failure?*

10. *Have you learnt any lesson from failure?*
11. *Do you know how weakness can be converted into strength that will lead to success?*
12. *Pick up your weakness that you want to turn into strength, describe it as clearly as possible.*
13. *Write down the new behaviour that you would replace this old behaviour with.*

Preparation

3

GOAL SETTING AND ACHIEVING



Goal Setting and Achieving

One should have a strong ambition, desire, aim, intention, wish or purpose in life to achieve something great. One should direct one's effort, feelings, thoughts, action towards an object with an intention and purpose in specified direction to pursue and hit the target to attain one's goal in life.

Goals are stimulants for success

Have you ever seen a football or a hockey match? What is the ultimate objective of such a match? It is to kick the ball into an open goal i.e. one temporarily unprotected by the goalkeeper in order to score when the ball goes into the goal. What would have happened to the match without a goal at all? It would be no fun to play, as would do not know where to hit the ball because we get disoriented just running around aimlessly. If you have a definite destination or goal, you will move faster and further. Therefore you must have a goal in life. It draws you towards itself like a magnet.

What do you want to become when you grow up? We've all been asked this question from our childhood but unfortunately we never answer it to ourselves. Most of the time our choices



Kick Your Ball of Ambition
Into Goal of Success

are guided by circumstance or chances rather than our own decision or choice.

Most of the people will settle for what they get by chance and crib about their fortune and luck. Do you want to be one of those who dream of changing the destiny of the world by achieving the objective? Do you have the courage to pursue your dream? Do you have it in you? Do you have the burning desire to achieve something great? Do you have any interesting objective in life?

If the objective itself is not attractive enough, how will the effort be strong? If your destination is not appealing, why will the journey be interesting? So reframe your ambition/goal today and aim to be the best. As it is said, aim for the stars. Even if you miss, you will land at the moon. Goals motivate you to work harder. For those who want to desperately change their present state and, desire to make a positive change, goal is the fuel that propels them.

Goals have a magnetic effect. They attract/draw you to themselves. So one should have a definite goal.

Goal setting

Goal setting starts with brainstorming. List five things that you love/desire to do. List what your dreams and wishes are. Do not get disappointed or discouraged by people who laugh at you. If you dream it, you can do it. That's it.

Deserve before you desire

Before you desire, analyse yourself to see you possess the required qualities or have done something for which you should receive a



Aim at the Stars
You May Land at the Moon

reward, special treatment; to be entitled to merit, do you deserve a reward for your efforts or are you worthy of praise? Most of the people have lots of desires in their life. Some desire for wealth to get rich. Some desire for happiness and health. Some desire to score more marks. Some desire to achieve dignity. Some desire to get a good job. That's good, nothing wrong in desiring for something. But if you don't possess the qualities required to achieve your objective or if you don't put required efforts to achieve them there is something seriously wrong with you.

Whatever you may be in life, ask yourself: Do you have all the qualities required to achieve, is there anything that you are lacking? Is anything there to improvise or is any other skill that needs to be sharpened? Many of us dream and for some it remains a fantasy. Before knowing what you want to do rather think what is right for you which you enjoy doing.

So, for pragmatic reasons and for your own personal happiness it is worthwhile to find out what you really desire to do. Most of us need to rethink our desires several times in our lives to enjoy life.

It is a good idea to begin with self-examination, which does not involve any special skills. Rather it is a first principle approach to attain your goal.

You are what you do. The best of all possible situations is to be able to do what you like, not just for your enjoyment, but because you learn faster and simply do better if you enjoy the work.



“If you Want to go Everywhere
You Can’t Go Anywhere”

Obviously in order to attain your goal you also need to match what you enjoy doing with your accomplishment, skills, work, experience, and educational background. In other words you need to evaluate yourself in order to determine your skills and potentials.

What do you like doing? Do you enjoy travelling, teaching, training, developing others, collection of information or research, business or working with people? What are your strengths and achievements? Are your skills relevant? Do you need education further? Are you sure you have made the right decision? Will your dream balance your personal and professional life? So consider and evaluate your options carefully. Deserve before your desire. List down the various goals without any hesitations, which you deserve and determine.

Types of goals

- Personal - related to learning and doing.
- Financial - earning and owning.
- Contribution - helping and spiritual goals.

Terms of goals

Daily goal	Weekly	Monthly
Quarterly	Half yearly	Yearly
Short term	1 year	
Midterm	3 years	
Long term	5 years.	

Types of goals

Family life,

Social life

Personal life,

Other avocations

Academic : Skills to achieve required degree, course

Professional : Career option, Employment Business etc.

Finally break these goals into steps or parts. Convert the parts that you plan to do daily, weekly, monthly, yearly; this will make sure that you keep track and ensure that some improvement and success happens on a regular basis to achieve the main goals.

A goal is best achieved when split in parts. (Story of bunch of sticks).

STRIVE to achieve your **GOAL**.

S - *Specific*

T - *Time bound*

R - *Realistic*

I - *Inspect progress*

V - *Visualize success*

E - *Expand further*

A goal setting program

Many people do not set or create any goal for their lives because of ignorance or fear. When you don't plan a goal in life, you cannot achieve anything special. So, you must develop definite goals. Goals direct, motivate, reinforce self-esteem. When test animals run through a maze, the closer they get to a goal, the faster they hasten towards it. When you take a trip, you become more excited as you near your destination.

If you set a goal, as you approach it, you gain greater motivation to succeed. Achieving a goal strengthens your desire to achieve other goals. As a result you attain a feeling of movement and a higher sense of accomplishment throughout your life.

How to set goals?

1. Set your long-term goal: Ask yourself, what kind of life do you want to lead? What would you like your life to be like ten years from now? Consider family and social life, professional aim, avocation, interest.
2. Set up a series of sub goals: If you select a very distant goal without sub goals, you fail to see progress, and become discouraged. With them, not only do you see progress but also the achievement of each sub goal provides a sense of accomplishment to achieve the main goal.

Even a gigantic animal like an elephant can be tied to a post by a rope spun with straw. The story of the bundle



Goals are
best achieved
when
S-P-L-I-T
in parts

of sticks is familiar to all. A frustrated father brings a bundle of sticks tied with a rope to teach his sons a lesson. When he asks each son to break the bundle, they fail. Eventually, when the rope is opened and the sticks are given individually to his sons, they are able to break the sticks.

Hence, if the work is split, the task can be achieved easily. Similarly, big goals can be achieved easily if they are split into small goals.

Close your eyes and imagine your idealized self with all the traits and qualities you would like to possess. Sit down and write down a description of the kind of person you want to be. Elaborate this.

Make up a checklist of the traits belonging to the kind of person you'd like to be. List them in order of their importance to you so you know where to give emphasis. Work on your idealized self-image. Do you think you have any of these traits now? What can you do to develop those desired traits?

Know your limitations: Make your goals realizing your essential abilities. Do not set goals that are impossible for you to achieve. Many people do this and wind up doing nothing. Knowing their aims are out of range.

Realize you cannot be everything simultaneously. You must have an order of priority and may have to drop some goals completely for some time.

Accept the limitations of goals in terms of talent and age. At fifty you can learn to play the piano for pleasure but no matter how great your skills, you have started too late for a concert career, but you can still set a goal to play or learn for fun.

As you redefine yourself through action and living, your long-term goals may change. “Start with what you can reasonably do now, and then progress to more difficult tasks later.”

Set a deadline to your goals: Share the assignment with a friend or spouse, so you know you will have to report to someone. If you don't do an assignment for two consecutive weeks, do not make the assumption that it was too difficult, panic and substitute another. Go back and repeat the assignment again and again. This gives you the feeling of being in control.

Strive to achieve your goals

I would like to illustrate goal setting and achieving. This is only a simple example and the same can be applied to other fields also whether it is an examination, getting a good job, getting promotion, acquiring capital for a business venture or to be a super performer, etc. It is the strategy that works.

KICK YOUR BALL OF AMBITION INTO GOAL OF SUCCESS

A businessman has a target to achieve Rs. 3 crores turnover in five years. Now, this is a long-term goal. This goal has to be split into mid-term and short-term goals or further into weekly or daily goals.

To achieve the goal he has to

Specific

Time-bound

Realistic

Inspect progress

Visualize success

Expand further

The businessman's mid-term goal would be Rs.1.5 crores and his short-term goal will be Rs.60 lakhs per annum. Suppose the businessman has 5 sales executives, he has to split this annual sale of Rs.60 lakhs into Rs.12 lakhs per person, i.e., Rs.5 lakhs per month. Hence, each executive's per month target would be Rs.1 lakh which can be further divided into Rs.50,000 fortnightly or Rs.25,000 weekly or a daily target of about Rs.3,571.

The call average of the sales executive is 35 retail calls, i.e., for every call he should be able to sell at least Rs.100/- worth product to the customer. The strategy may be different for every representative and differ everyday, but ultimately the objective is to achieve his daily target of approximately Rs.3,500. This achievement of daily goal is possible if the representative does his homework, i.e., planning for the day properly.

Hence, the long-term goals can be best achieved if they are split into smaller goals.

SUMMARY

3. GOAL SETTING & ACHIEVING

- Goals are important, be ambitious - The guiding factors give sense of direction.
- Dreams & wishes à Desire à Goal.
- Deserve before you desire.
- Limited thinking prevents us from progress.
- Goals are dreams with a deadline and an action plan.
- **Types of Goals**
 1. Personal - related to learning & doing.
 2. Financial- earning & owning.
 3. Contribution—helping.
 4. Spiritual.
- **Terms of Goals**
 5. Short Term—1 year
 6. Mid Term—3 years
 7. Long Term—5 years
- Unachievable goals are unlikely to be achieved.
- Where will you be, what will you be doing 10 years from today if you keep on doing what you are doing now?
- 5D's - direction, dedication, determination, discipline, deadline.

- Write down each goal, setting a deadline for reaching each of them, inspect your progress and written statement doing?
- Your goals should be “S M A R T”

S – Specific

M – Measurable

A – Achievable

R – Realistic

T – Time Bound

“Have a purpose in Life and Having it, throw into your work such strength of mind and muscles as God has given you”.

“KICK YOUR BALL OF AMBITION INTO GOAL OF SUCCESS”

WORKING WITH WORKSHEET

GOAL SETTING & ACHIEVING

1. *Have you selected some definite, specific, desirable, measurable and achievable goal?*
2. *What are the qualities you possess to pursue a goal?*
3. *What are your academic, personal, professional, family, social goals?*
4. *Have you set a time limit for reaching your goals?*

5. *Describe your specific plan for achieving your goal in life.*

6. *Have you determine what definite benefits your goal in life will bring you.*

7. *List 3 of your major goals in your life*

1.

2.

3.

Now in the line with these lists the three most important yearly goals?

1.

2.

3.

8. *Convert the parts that you plan to do in the month as monthly goal, list 5 of these here.*

1.

2.

3.

4.

5.

9. *Track your progress report.*

Goals

Things to do

Daily

Weekly

Monthly

Yearly

3 Years

5 Years

10. *Describe clearly your plan of action to achieve your goal.*

Preparation

4

**PERSONALITY
DEVELOPMENT,
EFFECTIVE
COMMUNICATION,
PUBLIC SPEAKING**

Personality Development

Positive attitude—Attitude determines altitude

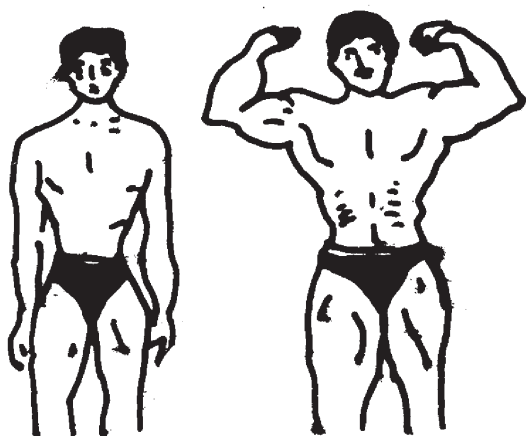
Thomas Alva Edison lost two million dollars worth of equipment and the record of much of his life's work when the Edison Industries were destroyed by fire in 1914.

Edison's son Charles, rushing about to find his father, at last spotted him standing near the fire, his white hair blown with the winter wind; his heart ached for his aged father.

Edison saw Charles, "Where's your mother"? He shouted. "Find her. Bring her here; she will never see anything like this again as long as she lives".

The next morning, walking among the ashes of so many of his hopes and dreams, the 67 year old Edison said "There is great value in disaster. All our mistakes are burned up. Thank God, we can start anew."

Pseudo Personality Development



Before

After

What an attitude! It is certain that an optimist sees an opportunity in every calamity and a pessimist sees a calamity in every opportunity.

Success and failure, happiness and sorrow, good and bad, pain or pleasure are the things that go hand in hand. So one should not worry about the hurdles, obstacles and barriers as more things are going to change and problems are only temporary. One has to always take things positively.

One day it began to rain heavily as William Dean Howell and Mark Twain came out of the church in the morning. “Do you think it will stop?” Howell asked his friend. “It always has,” simply replied Twain.

Even though you may have little money, knowledge or ability, never mind; go ahead with positive attitude, you will attain success definitely.

The great St. Teresa of Avila, who accomplished big things with small means, once wanted to build a large orphanage. She had only three shillings to start with, some friends told her that she should be more prudent and wait for more funds before beginning the construction. This is the answer Teresa gave: “With three shillings Teresa can do nothing; but with God and three shillings there is nothing that Teresa cannot do”. It is true that everything is possible, the only thing is one needs to have a positive mental attitude.



Attitude Determines Altitude

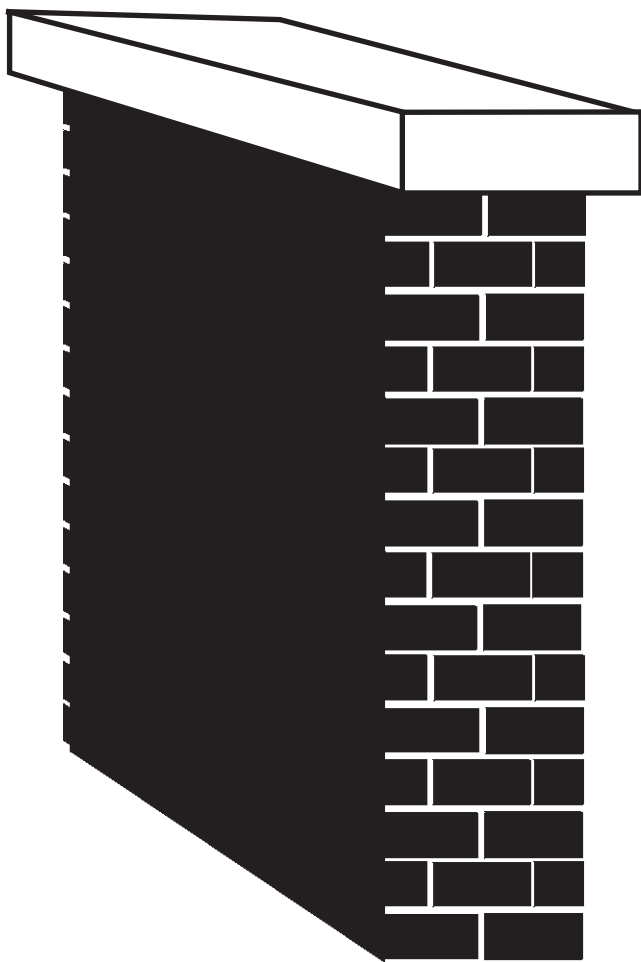
Stay away from negative influence and criticism— Discard negative thought

Sibelius, the famous Finnish composer was counselling a young musician, among other things he said: “Never pay attention to what critics say. Don’t forget that there has never been set up a statue in honor of a critic”.

Anybody can give lots of comments, criticism and discourage your plans, but only a few can give you a better one.

A young painter had made a masterpiece painting. He wanted to know what the flaws were in his painting. He tried and tried and was unable to find one. Then he decided to display it at the junction of a road under a tree and wrote on the top of his masterpiece - please find out mistakes wherever and whatever in this painting - and left for the day. Next day morning he went with a lot of enthusiasm to see the flaws so that he could improve the quality of his painting. To his surprise he found so many mistakes, which put him down. He went to his master and explained the situation to him and expressed his annoyance.

His master consoled him and suggested him to erase the all mistakes in his painting that were commented by the public and display his painting again at the same place and ask the people to correct whatever mistake was there; he did the same and left. Next day morning he went to see his picture and he was shocked as he could not find anything new. No one even touched his painting. He got the message of his master, “Never pay attention to what critics say”.



“A successful man is one who can lay the foundation
with bricks that others throw at him, and does not quit
from pursuing his target”

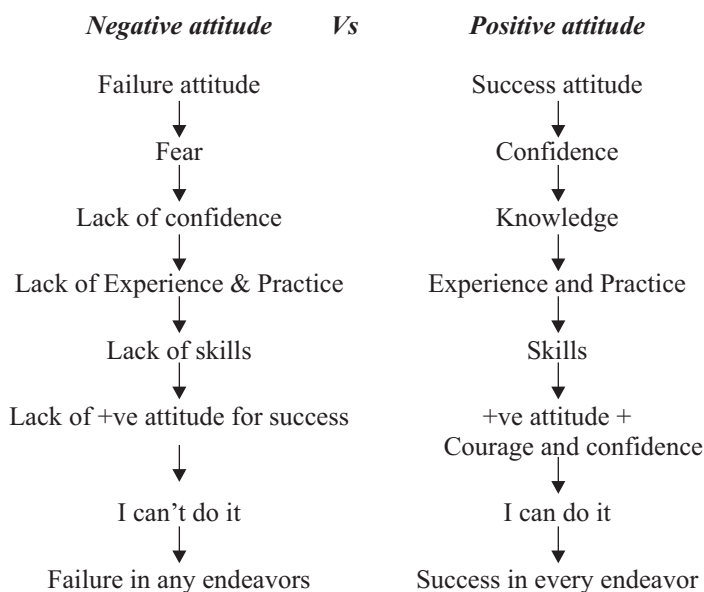
Even if someone criticizes, it means you need to improve and not to quit. When Plato was told that the boys in the street were making fun of his singing, he said: “Ah, then I must learn to sing better”. Another time the philosopher was reminded that he had many critics. He calmly observed: “ It is no matter. I will go like that none shall believe them”. Again Plato was informed that a fellow citizen was broadcasting detractions about him. And the response was: “I am confident he would not do it if he had not some reasons”.

A successful man is one who can lay the foundation with bricks that others throw at him, and does not quit from pursuing his target.

Just do it now (procrastination is the thief of time)

Marshal Lyantey was visiting a forest that had been devastated by fire: “We must replant cedars”. “You can’t mean that: they take two thousand years to grow to their full height!” “Two thousand years? In that case, my friend, there’s not a minute to lose. You must get on with it right away”.

One should learn from one’s past mistakes of procrastination to improve in the future. Always look on the brighter side of life. What shall be the future? Instead of worrying about it, get busy in your work to make your present successful. Like a busy bee has no time for sorrow, we should keep ourselves busy in work. This involvement in work develops positive attitude that makes us to achieve our objectives.



Developing courage & confidence

This book is all about success. But now come the hazards to succeed - worry, fear, and lack of confidence or courage. They destroy happiness, relationships, achievements. The list is endless. Failure experience is a result of lack of confidence and faith. One should remove the subconscious thoughts such as “I can’t do it”, “I am no good”, “I am unfit”, etc. These thoughts damage the positive brain cells. This preparation is about how to manage fear which is a barrier and destroyer, demotivator of our success which would prevent us to progress and succeed. Then we will see as to how to develop courage, confidence and achieve success in what we desire or dream.

Why fear?

Everybody is afraid of something or the other. What are you afraid of? Are you afraid of death, poverty, failure, ill health, rejection, loss of love, mistakes, being criticized or laughed at public speaking, exams, not able to achieve your targets or objectives? Now let's concentrate on how to overcome unusual fears. In many cases, fear can be used as a stimulant and motivator to our advantage. Make this fear as the greatest motivator to achieve success and happiness. There is nothing wrong with fear of failure. We can see this in the animal kingdom. Fear keeps wild animals alive and alert. Fear of the predator, the slightest movement or unusual sound causes instant flight. An animal will run faster or jump higher if it is frightened to save its skin.

Similarly, fear can be managed if used positively. The best way to overcome fear is to keep doing the thing you fear to do. We all know this is true and all it needs is to take that first step, that first little bit of courage. Now having participated in an activity that has previously been a fear, one's confidence grows and becomes easier the next time. One needs to develop courage to tackle fear or any problem. What used to be a fear at one time, with regular practice, it will no longer be a fear. We all have our fears, for whatever reason, but if we truly want to overcome them, overcoming fear really is an achievement.

To develop courage and confidence, start with a strong and persistent desire and arouse your enthusiasm for it. Remember upon the depth of your desire will depend the swiftness of your progress and success.

Why Fear?

*The moment you fear, you are nobody.
It is fear that is the great cause of misery in the world.
It is fear that is the greatest of all superstitions.
It is fear that is the cause of our woes, and
It is fearlessness that brings heaven in a moment.
Therefore,*



*ARISE, AWAKE, AND STOP NOT TILL
THE GOAL IS REACHED.*

To feel brave, act as if we are brave. Courage replaces fear. Fear is the result of a lack of confidence and a lack of confidence is the result of not knowing what and how you can do and that is caused by lack of experience. So get a record of successful experiences behind you and your fear will vanish.

Preparation + Planning + Assemble + Arranging + Assimilating your ideas and thoughts + practice with perseverance develops your = Courage, confidence and above all develops the positive attitude and real personality.

Effective communication and public speaking

Effective communication means conveying one's ideas, feelings, opinions, news, information, views, convince or entertain etc., clearly to create favourable, desirable and striking expression in the mind of the receiver. It is a positive symbolic interchange, resulting in a workable understanding and an agreement between the sender and the receiver.

Effective communication is very important in all walks of life. It is an indispensable activity in all organizations too. I remember one anecdote of a young motorcyclist who had bought a new motorcycle and went for a long ride. He saw an elderly person driving a car and asked him "Did you drive a motorcycle any time"? The elderly person was shocked as to why the motorcyclist was asking him like that. He just ignored and again after some time the motorcyclist asked him the same question, "Did you drive a motorcycle any time?" And went off



Effective Communication

in a zoom. The elderly person got vexed and he decided if the motorcyclist came again, he would take him to task.

All of a sudden the motorcyclist came in at full speed and hit a lamp post and fell. The elderly person felt pity, pulled towards him and stared at him to enquire. The motorcyclist asked him again the same question, “Did you drive a motorcycle anytime?” The elderly person got wild. Here, what I mean to emphasize is that wrong communication leads to confusion, irritation and leads to severe consequences. In fact the motorcyclist wanted to know where the brakes were, as he was driving the motorcycle for the first time in his life.

Effective communication means conveying the right idea to the right person at the right time in the right situation in the right way that brings expected results.

The success of anyone depends on how clear he is in his mind about his basic functions and how effectively he can transfer his thoughts distinctly to others. Moreover, effective communication is important in executing a plan or a programme and then controlling the activity with the help of feedback information.

In fact, communication is quite indispensable for the management in getting things done by other personnel in the organization. The success and effectiveness of the operation of the organization would depend on how timely adequate and appropriate this flow of information in the organization is. An

effective communication system is essential to pass messages, ideas and information for explaining objectives and plans, controlling performance and taking corrective actions in many organisations because nothing happens in the world until communication takes place. The success of anyone who manages depends a great extent on his ability to communicate effectively. If communication is not effective, it does not produce the desired response or result and one should be careful in communications.

Effective communication

Words cannot be retrieved, So be careful while communicating!

A student slandered his classmate. Realising his mistake, he went to the teacher to ask for forgiveness. The teacher told him to take his school bag full of papers and drop them from the school building. The student did as he was told. Then the teacher asked him to go and collect the papers and put them back in the bag. The student tried, but could not put all the papers in the bag because they blew away in the ground. When he returned with the empty bag, the teacher said, “The same thing is true about your words”. You dropped them rather easily but you cannot retrieve them. So be very careful in communication.

What you say is not always important but how you say it always is. Anything said in a roundabout way loses its cheer. As far as possible in public, we should try to be brief in our

communication, loose talk is foolish talk. An idea expressed in a simple, sweet, sharp and short way is said to be witty.

Once G.B. Shaw while delivering a speech to an audience in America said that half of the Americans were fools. This remark created a furore in the gathering. Shaw correcting himself immediately said that half of the Americans were not fools. The audience immediately calmed down as each one was feeling that he/she belonged to the latter group. What Shaw said was the same, but how he communicated diplomatically is to be noted.

Methods of communication

1. Oral communication
2. Written communication
3. Gestural communication

1. Oral communication

Communication with the help of spoken words is oral communication. It may take place by face-to-face conversation or through mechanical devices like telephone, intercom or electronic device. One has to be careful in oral communication because the other person can judge you by your communication. It expresses your confidence, your views, your attitude and your emotions.

2. Written communication

Comprehensive devices for written communication are in the form of letters, circulars, bulletins, manuals, handbills, notes,



One should not hurt others even by words.

One must not speak even an unpleasant truth unnecessarily.

By indulging in rude words, one's nature becomes coarse. One's sensibility is lost if one has no control over one's speech.

orders, information etc., to give information or to receive information or to read, recommendations and decisions of meetings or to give orders and instructions to people. One has to be more cautious because written communications are stored in records and files and can be read any number of times. So written communication should be informative, legible and appealing.

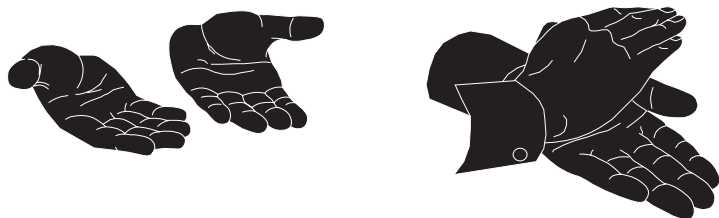
3. Gestural communication

Communication through gestures or postures is often used as a means to supplement verbal communication. If there is a face to face communication between two persons, they can better understand the feelings, attitudes and emotions of each other. For instance, a handshake or a pat on the back of a subordinate helps the communicators to know their reactions and feelings. Even though it seems simple, it plays a vital role in influencing people.

Building effective communication

The message must be clear as far as possible. The communicator must know clearly the purpose of his communication before actually transmitting the message. Understanding the receiver is the main aim of any communication.

The message to be communicated should be consistent with the plans. The message should be adequate and complete. It is much better if communicated in a two way process and providing



Gestural Communication

opportunity for suggestions and criticisms. Last but not the least, information should be communicated at the right time in the right situation, in right way that brings expected, desired results.

In a nutshell, effective communication is essential for everyone whether it is a student, employer, unemployed, businessman etc., in order to achieve the expected result. One more very important thing in developing effective communication, one needs to have effective listening skills too.

Secrets of public speaking

- 99.99% of adults suffer from fear of public speaking.
- So overcome fear and timidity with positive attitude.
- Never worry about delivery.
- Be enthusiastic, act enthusiastic.
- Always keep a smile on your face.
- Don't worry about Grammar, Syntax, Vocabulary, and Composition.
- Always think positive.
- Discard negative thoughts.
- Rehearse your talk with your friends and your family members.



Pay Attention Listen Carefully

- Make only very important notes.
- Don't imitate others. You are unique, just be yourself.
- Speak loudly, rapidly and emphasize on important points (words).
- Secure the interest and attention of audience.
- Confidently state the facts and answer the queries or problem, appeal to motivate that makes the audience act.



Public Speaking Tips

Let us know that all that is negative, all that is destructive is bound to pass away.

It is the positive, the affirmative, the constructive, that is immortal, that will remain forever.

SUMMARY

4. PERSONALITY DEVELOPMENT

Developing courage, self confidence

- Fear → lack of confidence
- Lack of confidence → Lack of knowledge, experience, practice, communication skills
- Knowledge + communication skills + Preparation → Positive attitude
- Positive attitude + Courage + confidence
- Preparation → Effective Communications & Public Speaking
- Preparation → Assembling + Arranging + Assimilating your own things + Independent thinking + library books etc., (planning+practice+perseverance)
- Be enthusiastic, act enthusiastically
- Always keep a smile on your face

Positive attitude

- Attitude determines altitude.
- Start your day with a positive note.
- Believe in yourself and take initiative.
- Stay away from negative influence. Negative people always criticize.

- An optimist sees an opportunity in every calamity. A pessimist sees a calamity in every opportunity.
- Be positive & proud of yourself.

Effective communication

- Communicate effectively to convey one's ideas, feelings, information, news, opinion, views. Convince, entertain etc cleanly to create favorable, desirable, impression in the mind of receiver.
- Right idea to right person at the right time in right situation in right way brings expected results.
- Method of transmission or expression
Oral * Written * Gesture
- Effective communication need effective listening skills.
- What you say is not always important but how you say it always is.
- Communicate with authority from knowledge with confidence.
- Spoken words can't be retrieved so be careful.

WORKING WITH WORKSHEET

PERSONALITY DEVELOPMENT

1. *Do you have confidence in your ability to do what you decide to do?*
2. *Do you control your mental attitude?*
3. *Do you know how to detect a negative mental attitude in yourself and others?*
4. *Do you know how to make positive mental attitude a habit?*
5. *How would you describe your personality?*
6. *Are you inclined to abandon your ideas, aims, plans when you meet opposition?*
7. *Do you adjust your enthusiasm towards carrying out your plans?*
8. *Do you adjust your attitude according to circumstances?*

Developing courage and confidence

9. *Pick up a behaviour/habit that you want to change.*
10. *Describe it as clearly as possible here.*

11. *Write down the new behaviour that you would like to replace the old behaviour with.*
12. *List down any 5 things that can act as reward for you.*
13. *List down the things that you are afraid of.*
14. *Describe your plan to overcome fear.*

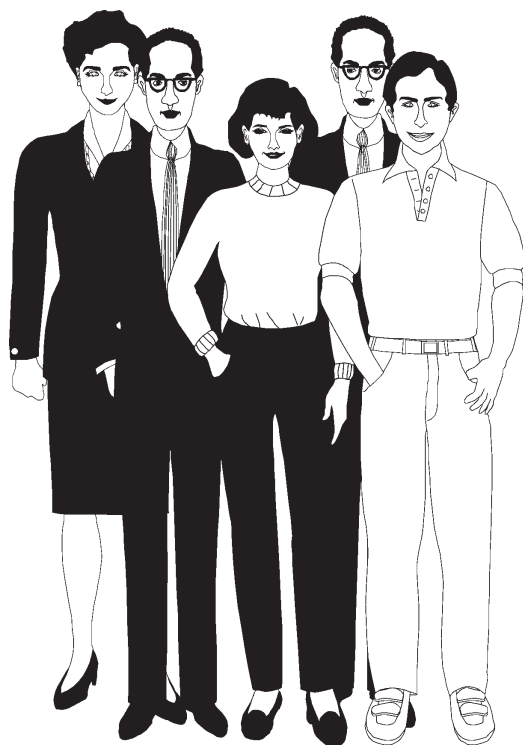
Effective communication

15. *Are you well prepared when you communicate?*
16. *Do you plan what you want to put across your ideas and achieve your objective?*
17. *Do you communicate in a relevant and logical order?*
18. *Do you view communication as a two way process?*
19. *Do you respond favourably to questions and objections?*
20. *Do you see them as an opportunity to clarify correct or reinforce your message?*

Preparation

5

HUMAN RELATIONSHIP SKILLS



Human Relationship Skills

Human relationship skills denotes

Having or showing that the better qualities of man like kindness, goodness, consideration, understanding and forgiving are really quite human and relations existing or done between two people.

Man has consistently tried to change, to grow and to enlarge his value. If the quality of humans is good, the individual and the organization will survive and grow in the long run. L. Urwick has rightly remarked, “Business houses are made or broken in the long run not by market or capital or patents or equipments, but by men”.

Therefore, it is of utmost importance that the right and good type of persons are selected for the organization and they are given adequate opportunities to develop themselves.

Human resources denotes the total knowledge, skills, creative abilities, talent and attitude of an organization's workforce as well as the value, attitude and belief of the individual involved.



Better Qualities
Better Relations
Better Results

Productivity of an organization or individual is directly proportional to the quality of its human resources.

It is important not only for an organization, but also for the entire nation. A nation can't develop its economy unless it is able to develop its human resources and better its human relationship skills. Knowledge and skills represent the talents and aptitude of the individual. Your skill and talent with people to get the best out of a relationship determine the quality of your family life, professional life, business life and your special life.

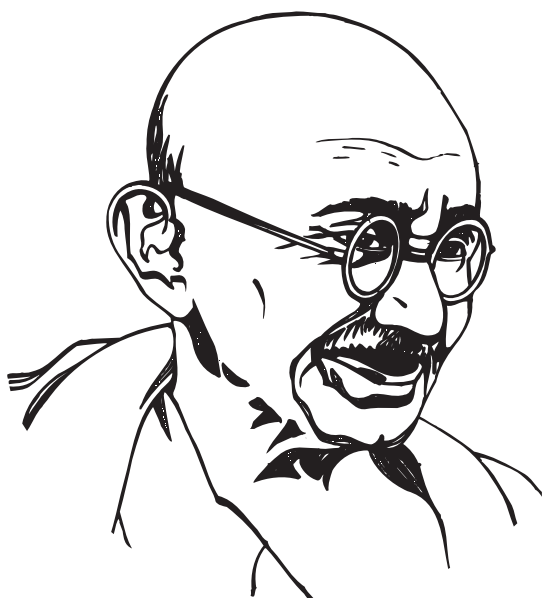
***BETTER QUALITIES—BETTER RELATIONS—
BETTER RESULTS***

Kindness

Being friendly and thoughtful to others are very important qualities. One should always have a kind word or action for everyone, to help others. Always show kindness to every living being. Do it entirely out of kindness, not for money or anything else.

The great leader of the confederate army, Robert Lee, was journeying in a train together with some of the officers and soldiers. At one station a poor woman entered their compartment. There were no empty seats and no one cared to offer his seat to the lady.

At last she came to where Lee was sitting. Rising gallantly, Lee offered his place. At once everyone in the compartment



Be Kind to Others

stood and offered his seat to the general. “No, gentlemen,” said Lee, “If you cannot give your seat to a poor woman, you cannot give it to me.” One should be kind in act as well as in words.

Kill with kindness

In 1922 Gandhi was sentenced to six years imprisonment and sent to the Yeravada jail. The jail superintendent, knowing that Gandhi was deeply beloved by both Hindus and Muslims, chose for the prisoner's service an African convict who knew no Indian language properly and therefore, was less in danger of being “corrupted” by this “Enemy of the Empire”. And thus the prisoner and the attendant had to get on with each other chiefly by means of gestures.

One day the African was stung by a scorpion and came running to Bapu, holding an agonized hand. Without wasting a moment, the Mahatma sucked the poison out of the sting and the poor man began to feel better. Then Bapu applied various other treatments and the African was relieved of his pain. It was the first time in his life that the unfortunate wretch had received so much love from any one. And he served Gandhi with unflagging zeal and devotion.

Be cheerful

Being cheerful means to be in good spirits: happy always, wearing a cheerful smile and disposition, not grudging.



Be Cheerful

A newspaper that was violently opposed to the election of Theodore Roosevelt gave one of its expert photographers the task of obtaining a picture of the president that would show him in a repulsive pose, a picture that would cause the voters to form an unfavorable impression of him.

At last the desired photo was taken and duly published; then the President met the photographer who admitted that he had taken the picture and described the difficulties he met with, in photographing the President in such an ugly attitude. "How long did it take you to get that photograph?" The President asked in his characteristically direct and pointed way. "Seven weeks", the photographer almost groaned. "Then I will not worry", said the President with his famous smile. "If I look that way only once in seven weeks, I cannot look so bad most of the time".

Humility

It means having a humble attitude of mind, and modesty. Newton was a person of great humility. When Newton lay dying, a friend said to him: "It must be a source of pride and gratification to know that you penetrated so deeply into the knowledge of Nature's Laws." "Far from feeling proud", spoke Newton, "I feel like a little child who has found a few bright colored shells and pebbles while the vast ocean of truth stretches unknown and unexplored before my eager fingers".

Honesty

A person telling the truth, not cheating or stealing, making an honest living, speaking frankly and truthfully is honest. Everyone knew that Abraham Lincoln was a capable lawyer. But he was very partial towards fair cases and accepted only such ones. One day Lincoln listened to a client for some considerable time and then, gazing abstractly on the ceiling, he swung around in his chair and declared: “Well, you have a pretty good case in technical law, but a pretty bad one in equity and justice. You will have to get some other fellow to win this case for you. I couldn’t do it. All the time standing talking to the jury I would be thinking, “Lincoln, you’re a liar,” and I believe I should forget myself and say it loud.”

HONESTY IS THE BEST POLICY

Honesty is one of the noblest of human virtues. An honest man is not a weakling. He is in fact, the strongest man. Dishonesty may bring short-lived recognition or gain. An honest man may receive temporary setbacks. But, in the long run, he will be victorious.

Hospitality

This is friendly and generous entertainment of a guest or stranger, especially in one’s own house. Lord Peterborough, a non-Catholic, wanted to see for himself the goodness of Fenelon when he called on the renowned Bishop. The latter received him kindly and made him feel completely at home.

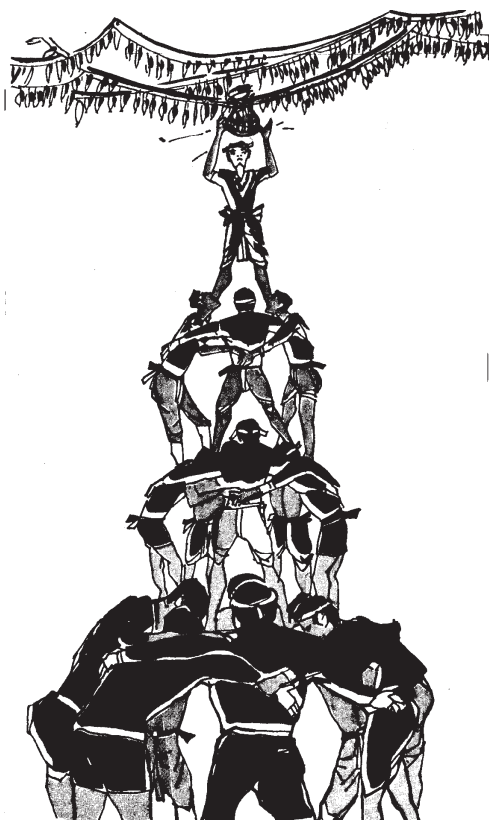
Lord Peterborough remained a few days and then prepared to leave before the end of his intended visit. When asked for an explanation he confessed, “I cannot stay here any longer, because if I do, I should become a Catholic in spite of myself.”

Courtesy

This is having or showing good manners, politeness. An eminent scientist was at dinner with the Prince of Wales and a group of friends. When coffee was served, the guest drank from his saucer. There were suppressed remarks and giggles around the table. The perfect gentleman that he was, the Prince took in the situation. He solemnly poured some coffee into his saucer and then drunk it just the way the guest was doing. The rest of the company took the cue from the prince and followed suit.

Compliments

This is expression of praise, admiration, approval. Almost everyone likes to hear compliments on their appearance. So pay a very charming compliment on qualities or skills one possesses to get productive results. Hobhouse who was visiting Byron at his villa near Genoa, was one day walking with him in the garden. Byron, who was embarrassingly conscious of his deformed foot, suddenly turned upon his guest and exclaimed, “Now I know Hobhouse, you are looking at my foot”! “My dear Byron,” Hobhouse replied, “nobody thinks of or looks at anything but your head.”



“Coming Together is a Beginning,
Keeping Together is Progress,
Working Together is Success.”

Co-operation

This is acting or working together for a common purpose, willingness, to be helpful and do as one is asked to. Marcus Aurelius thought out the following: “We are made for co-operation like feet, like hands, to act against one another is, then contrary to nature”.

Henry Ford, the builder of an automobile empire, once declared:

“Coming together is a beginning,

Keeping together is progress,

Working together is success.”

Co-operation is part and parcel of any organisation. Team work is very essential for better results in every aspect.

Encouragement

This is giving support, confidence or hope or help to somebody or something, to develop; stimulate.

Lord Erskine, who became a famous lawyer, had to struggle to support a wife and several children. One day he was called upon to handle a celebrated case. He had to plead before eminent persons. He spoke with such eloquence and force that a friend sitting next to him asked, “Erskine, how did you manage to speak so clearly and brilliantly before such an assembly?”



Lend a Helping Hand

“When I rose to speak,” replied Erskine, “I thought I felt my little children pulling my gown and saying, “Daddy, speak well you are to make our bread now.”

Nathaniel Hawthorne, having lost his government post went home dejected and on the brink of despair. His wife leaving the reason for his bad state of mind instead of nagging, got pen and ink on the table, lighted a fire in the grate, put her arms about his shoulders and said, “Now you will be able to write your book.” Hawthorne took heart and what he produced is “The Scarlet Letters”.

Every individual has skills and latent talents. One needs to encourage to get the best of any individual, enhancing his performance for productivity.

Forgive and forget

Stop being angry or bitter towards somebody or about something; stop blaming or wanting to punish somebody and fail to remember or recall our differences and mistakes.

Voltaire was more than witty when he said: “To forgive our enemies their virtues, that is a greater miracle.”

General Paulte Hamolte was one day walking along a street of Lyons, France, when he met a soldier who was dead drunk. The general slapped him in the face, but at once he was very



Global Friendship

sorry for what he did. The following day he called the soldier and asked:

“Do you remember what I did to you yesterday?” “Yes, Sir.” “I too. Now, suppose I give you five francs?” “I would not accept them.” “Ten?” “Still no,” said the soldier “A slap cannot be repaid with francs.” “You are right.” Said General Paulte Halmolte. “I will embrace you.” “Yes, Sir, let us embrace each other and forgive and forget.”

Friendship

A friend is a person one knows and likes, but who is not a relation, he is a helper, supporter and patron of something who behaves in a kind and pleasant way. Lincoln used to receive thousands of appeals for pardon from soldiers involved in military discipline.

Each appeal would usually be supported with recommendations from influential people. One day there came an appeal from a soldier who had no friends to back him up.

“What!” Exclaimed the President, “Has this man no friends?” “No, Sir, not one,” said the adjutant. “Then,” said Lincoln, “I will be his friend.”

President Lincoln made friends in a very unusual way. He once spoke kind words about his political opponent. A woman questioned how he could speak kindly of his enemies when he should rather destroy them.

“What, Madam,” the president retorted, “do I not destroy them when I make them my friends?”

Gratitude

Albert Einstein speaks: “A hundred times a day I remind myself that my inner and outer life depends on the labour of other men, living and dead, and that I must exert myself in order to give in the same measure as I have received and am receiving.”

Greatness

Michelangelo was once walking down a street when a child approached him with a big sheet of paper and asked him to draw a picture on it. The artist stopped, sat down on the side of the street and drew a sketch on the spot. Like all the truly great, Michelangelo could not refuse a child.

According to the custom of those days in Illinois, Abraham Lincoln and his political opponent were travelling near the district together to engage in a joint debate. The carriage belonged to the opponent.

When they met a group of farmers, Lincoln said: “I am too poor to own a carriage, but my friend has generously invited me to ride with him. I want you to vote for me if you will, but if not then vote for my opponent for he is a fine man”.

The human touch

One day Dwight, L. Moody heard a knock at his study door. Moody was busy and called out in an annoyed tone, “What do

you want?” “I don’t want anything, Daddy”, came his little son’s voice, “I would just like to be with you”. Those words did warm Moody’s heart.

Liberality

This is free giving, generosity, quality of being tolerant and open-minded.

Dr Will Mayo of the Mayo clinic used to make his own financial arrangements with his patients. Once a seriously sick boy who had just finished his schooling needed an operation, but he had no money and he told Dr. Mayo so.

“Do you think,” asked Dr Mayo, “you could earn some after you get well?” The boy was positive about that. “Well then”, concluded Dr Mayo, “see if you can send me 10 dollars a month until you have paid 100 dollars.” Once out of hospital, the boy was faithful in sending the 10 dollars each month, when the last 10 dollars arrived, Dr Will Mayo sent the boy a note saying, “You have shown yourself and me that you would do it, now put this in the bank and make it grow.” A cheque for 100 dollars plus interest was enclosed with the note.

Aristotle gave alms to a man who had a bad reputation, someone found fault with the philosopher for doing so. “I did not give it to the man”, the philosopher said, “I gave it to humanity.”.



Human Touch

Love all hate none

St. John, apostle and evangelist, lived to a great old age. In his old age he often preached to his people, but he always kept on saying the same words, “Little children, love one another.”

His disciples again and again begged him to tell them something more about Christ whom he had known in the flesh, but St John kept repeating: “Little children, love one another, there is nothing more.”

Love the person—hate the action

“I remember,” wrote C.S Lewis, “when a Christian teacher told me long ago that I must hate a bad man’s action but not the man, I used to think it was a silly straw-splitting distinction: how could you hate what a man did and not hate the man? But years later it occurred to me that there was one man for whom I had been doing this all my life - myself.”

Anger

Anger is one letter shorter than Danger. When an officer had disobeyed or misunderstood an order, Secretary Stanton stormed: “I believe I’ll sit down and give that man a piece of my mind.” “Do so,” said Lincoln, “write him now while you have it on your mind, make it sharp, cut him all up.” Stanton wrote the letter and it was a furious one indeed. Stanton then mused around,



Love All, Hate None

“Whom shall I send it by?”. “Send it!” Exclaimed Lincoln. “Why, don’t send it at all, tear it up, you have freed your mind on the subject and that is all that is necessary, tear it up. You never want to send such letter, I never do”.

Perseverance

Paderewski had a weak musical memory, therefore even at the height of his success, he had to practice from eight to ten hours a day, he said, “I can truthfully say that if I neglect it for one day, I can see the difference: if I neglect it for two days, my critics discover it: and if I neglect my practice for three days the whole world knows it.”

Sacrifice

This is offering of something valuable, often giving up something usually in return for something more important or valuable King Alfonso of Spain was both courageous and strong in defending the capital against the Mohammedan sieges, but by some fluke the enemy succeeded in kidnapping the king’s son.

The sultan had gallows built in full view of city, he forced the prince to mount it. And the king received the message: “Alfonso, either the city or your son!”. A breathless silence descended on the court, everyone watched the king’s face. “Will he allow his people to be murdered or will he give up his dear son?” King Alfonso was not long in



Develop Horse Sense

deciding, the sultan received the prompt reply: “Let my son die that my people may live”.

Service

This is the performing of duties, ready to assist somebody in a useful and helpful way.

The Polish patriot and general, Kosciusko, was outstandingly kind to the poor. One day an urgent message had to be sent, as there were no other horses, the messenger was ordered to ride the general’s horse. When the messenger returned he told his general that the next time he went on an errand, he would take a different horse, because Kosciusko’s steed insisted on stopping at every poor home and with every beggar along the way. The horse had got accustomed to stopping for every needy home and every needy person.

Sympathy

Sharing the feeling of others, feeling of pity, sorrow for somebody or expression of sorrow, showing support or approval for a cause is sympathy.

Abraham Lincoln declared at the conclusion of the civil war: “I have never suffered by the South, I have suffered with the South, their pain has been my pain, their loss has been my loss”.



Step Into the Shoes of Others

Tolerance

Tolerance enduring somebody or something without protesting. Brahms never used to lock his room and one day his gold watch was stolen. When the police came and urged him to take the matter up officially, he simply said, “Leave me in peace! The watch was probably carried away by some poor devil who needs it more than I do”.

Wit and humour

While speaking in a marquee at Bridlington, during a torrential rain, Dr. McNamara said to the audience, “I am afraid I have kept you too long”, and a voice in the rear replied, “Go on sir, it’s still raining”.

President Roosevelt enjoyed repeating this story. When he was police commissioner of New York, he was asked to examine an Irish applicant for the police force. “Suppose,” asked Roosevelt, “that a mob had gathered and you were asked to disperse it. What would you do?” “Begorra,” came the prompt solution, “I would pass the hat around for a collection”.

SUMMARY

5. HUMAN RELATION PRINCIPLES & INTERPERSONAL SKILLS

- Smile and be kind.
- Life is Echo.
- You'll like the subject if you like the teacher.
- Be a good listener and be enthusiastic.
- Be understanding and caring.
- Practice courtesy, humility,
- Honesty, integrity, sincerity on daily basis.
- Develop a sense of humor.
- Forgive & forget. Avoid keeping grudges.
- Be grateful. But do not expect gratitude.
- Discuss - don't argue.
- When you make a mistake, accept it immediately.
- Give honest and sincere appreciation.
- Step into others' shoes.
- Remember don't complain, criticize, condemn. Do adjust, accept, and appreciate.
- We see the things not the way they are but the way we are.
- Show interest in others / be interested in others.
- Give respect and take respect. Make people feel important.
- Accept responsibility, consideration. Think win.

"If you win the argument, you will lose the sale"

WORKING WITH WORKSHEET

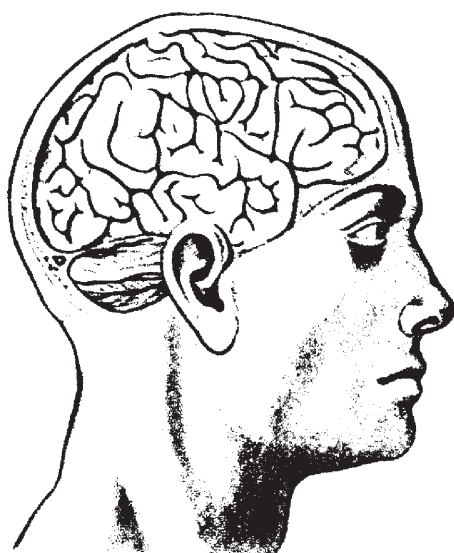
5. HUMAN RELATIONSHIP SKILLS

1. How do you get on with your colleagues, friends, associates?
2. How well do you get along with your manager?
3. How well do you mix with other people?
4. How could you improve your relationships with others?
5. Do you encourage and acknowledge the progress and success of others?
6. Do you lose your temper/patience easily?
7. Is it your habit to allow your emotions to overpower you?
8. Are you liked by those with whom you work?
9. Pick up the 5 best persons in your life.
10. What do you like in them?
11. This will give you a rough idea of what you look for in a person.

Preparation

6

DEVELOP SUPER MEMORY



Preparation 6

Develop super memory

Memory is the power of mind by which facts, dates, data, faces, figures, things and events can be remembered, the faculty by which things are recalled or recollected. The power is inherent in the mind of everyone. Unfortunately some complain that they have a bad memory. There is nothing called bad memory or good memory. It is only trained memory and untrained memory. The human brain has infinite capacity to retain and recall. One should develop super memory by training and by practising the techniques. In this chapter you will learn to develop super memory. Super memory is useful in every walk of our life: for students to perform better in academics, for employers, businessmen in remembering customer details etc. This helps in student, official, personal and professional life enormously.

We remember what interests us

Once I was conducting a workshop on memory management. One young student said he had bad memory and he wanted to develop good memory; when I asked

him, “Who is your favourite actor?”, he said “Amitabh Bachchan”. Then I asked him what his first movie was, next movie and so on. He replied to all the questions promptly without any difficulty. He could even remember all the songs, name of the heroine, name of Amitabh’s character, etc. Then I told him that he didn’t have bad memory, if he had had bad memory he would not have remembered the details of his favorite actor’s movies accurately. Then he asked me a question, “If you say that I have good memory, then why don’t I remember my subjects?” I said “If you have interest, you will develop good memory - the same way that you recall your favourite actor’s details.

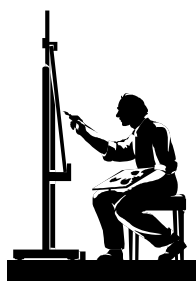
You are failing to remember things only because of lack of interest in the subject or the subject was taught by a teacher who was not interesting, one should make things interesting to remember. What I mean to say is, if we are interested in any topic, automatically we will remember all the minute details and facts, on other hand it is difficult to remember if we do not have interest. If you ask a guy to tell his girl friend’s date of birth he will immediately tell, but he may fail to tell his granny’s birthday.

Practise

One needs to practise to develop good memory on daily basis. If you do not practise you do not remember even simple things. It works on the principle **USE IT OR LOSE IT**. If you practise

consistently your memory develops, like a weight lifter who wants to lift heavy weight. It is just like a little extra weight every day, which makes him to lift a huge weight. Similarly, if you want to develop your memory, you need to put little extra efforts to improve it. Suppose you have got acquainted with someone and exchange all the details about interests, occupation, etc., and left, in case you want to make a call or write a mail you need to look at the dairy or visiting card. If you keep communicating regularly with the friend you don't need to look into a dairy or telephone index or visiting card. You remember the number without reference or assistance. On the other hand, if you don't practise regularly you tend to forget and remember the things ambiguously, then you need to look into a dairy or telephone index or a business card.

In other words what I mean to say is that the more you practise, the more you remember the things. But one thing you should bear in mind that one should not give a **BIG GAP**. If you do, then you will come back to previous state. For example, if you are pushing a car on an up road and have almost reached the top. If you want to take rest to breathe air, for a long time, the car would come back to the previous state from where you had started pushing it. Initially, what all efforts you have put go in vain. So if you want to develop super memory, you need to practise regularly and should not give a **BIG GAP**. A little extra effort everyday makes things memorable, *an inch by inch everything is cinch!*



Painter



Dancer



Artists are Good Observers



Dancers



Violinist

Suppose I ask you to learn or improve your vocabulary 1000 words per year, you may find it difficult and some may find it impossible. But if I ask you to remember three words per day, in fact everyone feels comfortable and feels it is easy to memorise.

I meant the same thing in both the cases. If you learn three words per day, you will end up learning approximately 1000 words per year. If you practise a little extra everyday, without big gap, you can learn and remember. In other words, practise makes memory perfect. After we memorize a thing, we forget as much as 80% during the first 8 hrs, so practise, but don't forget to remember.

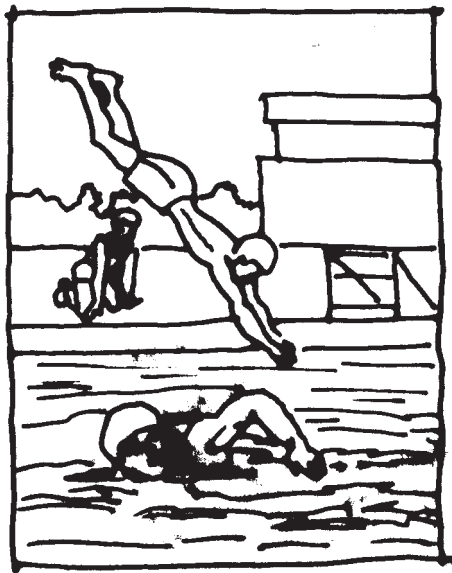
Observation

Observation is another very vital technique to improve memory. Artists are good observers, all artists as a matter of fact whether a singer, dancer, painter are all very good observers, that is the reason they are able to perform well. Good observers have good retention and recalling power. All artists observe things keenly with their senses, eyes and ears to recollect the things which they have observed in tranquility and reproduce the same. A youngster is able to pick up a song he just heard or a dance he just saw and reproduce it in exactly the same way he observed. He has not taken any singing course and dancing course. It is merely with keen observation that he was able to perform well, no doubt, for keen observation one should have keen interest and practise. In other words good observation improves good memory.

Procedural Memory



Cycling



Swimming

We never forget any beautiful and favourite movies, do we? Because, we have seen the movie with great interest. We go to a movie with interest to see our favourite star's performance. We buy the ticket in advance and get into the theatre and we keenly observe the movie. The situation and conditions are congenial—all lights are off with good stereo effect and no interference from anyone. We just focus on the screen and prepare all our senses to observe which rouses our interest and we observe carefully so that we don't miss anything, that is the reason we remember the things perfectly.

So if you want to develop super memory, you need to focus by observing keenly, then you will not have any difficulty to recollect or recall the desired things.

Procedural memory

A procedure means to go on, make one's way to do action, be carried on like riding a bicycle or swimming. One will not learn any skills overnight; for instance riding a bicycle, car or swimming one might have tried and tried going on making efforts and performing continuously and learned the desired things by regular interest, practise and observation. These things get registered in our mind permanently because of our interest and practise; that experience, efforts, and techniques are so well registered in our brain, that even we stop riding, swimming and start riding after 10 years still we will not have forgotten. This type of memory is called procedural memory.

The moment we start riding we recollect how to ride or swim though we have stopped practise. The procedure is registered in brain, that becomes procedural memory; isn't it interesting to learn with this method?

STM & LTM - Short Term Memory & Long Term Memory. Sometimes, memory retention is only for short period. We may not recollect things very important nor know things for quite a long time, that is short term memory. One might remember the Hall Ticket No. of Graduation Exam or any Entrance Exam for a couple of months even though it is 6 digits or 10 digits number because we are interested and supposed to write the hall ticket number in our answer sheets and moreover to check our results in newspapers or on display board. The moment we get through the exams we tend to lose interest in the hall ticket number, so we forget the hall ticket number. In other words we tend to forget the things as soon as our objectives are accomplished. On the other hand we remember our marks of memorandum and percentage of marks obtained right from SSC to Graduation or Post Graduation without any difficult or tenure of employment in various companies because we have been making C.V. or resumes and we have been asked our achievement in interviews or by friends.

We have been repeating and recollecting the percentage of marks and divisions all the time so we remember for a long time, that's how long term memory will be developed. Even sometime if we don't practise repeatedly long term memory may turn into short term memory.

Concentration by paying complete attention

Concentration is to bring our mind to or towards a common center: focus (attention), keep mind or attention intently fixed, that will increase the strength of comprehension.

The secret of developing super memory is by concentration, by paying complete attention to the object. We tend to forget the thing only because of lack of concentration and by lack of complete attention, if the mind is calm like a pond even a pebble dropped in it will produce ripples and be noticed; on other hand if mind is agitated like the ocean even when you drop a stone it goes unnoticed. In other words one should concentrate and keep mind fixed on the subject intent to learn or remember by focusing full attention towards the object - that will increase the strength of comprehension without apprehensions.

Why do we forget?

We forget most of the things, even the names of the people whom we meet; as soon as they depart we forget their names, the reason why we forget is just because of interference, distraction and deviation. We don't listen properly with interest, we don't focus keenly so, we don't absorb or assimilate. When one gets excited, distracted, anxious, full of self doubt or defensive, learning and retaining proves to be difficult. If we have cool and calm mind and pay attention and listen carefully we can register things in the mind.



Concentration by Paying Complete Attention

If you pay complete attention without any interference your learning and retention capacity will elevate; that is the power of concentration, as Vivekananda said the difference between men and men is power of concentration. For instance we have seen this in any class room of students. All the students were taught by the same class teacher, same book, same chalk, same board and same attention to every student but when the teacher conducts exams and gives same question paper for all students every student performs differently and everyone scores different marks. When everything is same then why shouldn't everyone get the same marks? It is only because every student's concentration differs that the score differs. It is only the power of concentration which makes the difference in comprehension, retention and learning. One should pay complete concentration with attentions for complete comprehension and for complete memory retention. So, relax and be calm, that helps in giving complete attention for better retention.

*I don't want to forget the important things,
that is the reason I don't get nervous.*

I am scared to be nervous because I tend to forget

The brain has an infinite capacity, we often use less than 10%. So concentrate and use as much as possible. No limit for space, no charge as in the internet for memory space.

Sharpen your Senses
to
Learn & Retain



Visual Sense



Auditory Sense



Olfactory Sense



Tactile Sense

Sharpen your senses to learn & retain

The ability of living organisms to respond to stimuli such as light, sound, heat etc., in co-operation with the nervous system detects what goes on outside or inside them. They are of different kinds, each sensitive to a specific stimulus. When a stimulus of sufficient intensity affects an appropriate receptor, the latter influences the behaviour of the human by sending impulses through the nervous system. Certain parts of the body, for example eyes, ears, skin, nose, tongue that are sensitive to particular environmental stimuli are called sense organs or receptors. The responses made by an organism constitute its behaviour.

<i>Sense</i>	<i>Stimulus</i>	<i>Receptor</i>	<i>Memory</i>
smell	chemical	nose	olfactory
taste	chemical	mouth	—
touch	contact	skin	tactile
hearing	sound	ears	aural
light	light	eyes	visual

Among different kinds of memory we remember most by visual sense and aural memory. Between the two visual memory is more predominant than aural. Almost 80% we learn through visual memory. What we read and what we hear are through these two senses.

Another receptor that helps us is sense of smell. Dogs are far superior to humans in this sense. Some may have good memory in respect of the taste buds of tongue and some may have a good sense of touch. The blind person usually has a highly developed tactile sense that tells the exact nature of objects.

One picture says a thousand words; we remember more when we see rather than hear because when we view an object it gets registered in our mind; we get exact picture easily when we see things. The visual memory is longer than aural memory; we may easily forget what we have heard. The best way to develop memory is to do the thing practically that will have more impact than all.

I hear and I forget

I see and I remember

I do and I understand

So next time when you want to remember or understand things you need to observe the thing carefully, not just merely see it. We can remember things when we hear not just by hearing but by listening carefully and above all doing the thing. Practise makes you learn and retain much better.

Techniques to develop super memory

A.I.R. Method

Association: Memory depends on what psychologists call “the association of ideas”, that is if two ideas are placed together in the mind they tend to set up a connection between them. In

future, whenever we are reminded of one the other tends to be remembered. The only way anything could possibly be remembered, recollected at all is by associating it with some other fact, it is as the associate of something already there. The one who thinks over his experiences most, and weaves them into the most synthetic relation with each other will be the one with the best memory.

When you wish to associate one fact with another already in the mind, think over the new fact from all angles. Ask such questions as these: “Why is this so? How is this so? When is it so? Where is it so? Who said it is so? What is this so? Association strengthens memory. You can use association to remember many facts and ideas. New ideas and facts can be remembered more easily if they are related to or associated with the old ideas or facts.

For several days, you might have never thought of Nobel prize, but the moment you heard or read the word, noble, you were reminded of Alfred Nobel, weren't you?

You can remember any facts, figures, dates, with association as our memory is stored as association of ideas; so to develop super memory he needs to transform ordinary, dull information into interesting, vivid and meaningful material in our mind.

Impression

An impression is a deep lasting effect on the mind or feeling of something or somebody, ideas, opinion appearance, effect, imitation of the behaviour or way of talking, mark left by pressing



Alfred Nobel

an object hard into surface of mind; to make a good impression one should have good concentration and focus on the object by paying close attention. Daily practise is needed to establish it firmly; for half an hour a day force yourself to read it and force yourself to follow facts. Bring your will power into play and hold your attention to its task inspite of all temptation to the concentration. It will not be easy at first to take complex impression in a glance, it needs constant practise and attention. Choose a quiet place free from interference. Don't even neglect your bodily attitude be comfortable see that you have a good light, see that your mind is free from care and worry before you begin. Make it as easy and pleasant for if you can pay continuous attention to anything it is a matter of memory discipline. The power of applying attention, steady and disciplined to a single object, is a sure mark of a super memory.

Your mind should be relaxed and clear to take a complete impression of an object as an agitated mind cannot take an impression quickly of the surroundings and the mind plays a vital role in the quality of the picture; the right kind of training can help us get a much better picture from our brain. Just as a camera won't take picture in a fog; neither will your mind retain a foggy impression. So pay clear attention and take complete impression for complete retention or recollection.

Repetition

We can memorize anything within reason if we repeat it often enough. But bear these facts in mind as your repeat. Repeat a

thing over and over until you have it engrained on your memory, go over it once or twice, then drop it. Come back later and go over it again. Repeating at intervals. That manner will enable you to memorise a thing in about one half the actual time. This step hammers the material in your memory. Once you've read something you need to speak out loudly, the points that you've learnt giving a double effect.

Linking method: Stacking method—make up a story

This is one of the good method of memorys training. The best thing about this method is that it can be self learnt. However, the important thing is that you need to practise to gain mastery over them and in the process of training your memory, you will surely develop super memory.

If you close your eyes and remember any favourite scene you will recollect. All the bits of memory are linked in your mind. So it is with many experiences, pleasant or unpleasant linked together.

Ex: the link method can help to establish strong links.

Mnemonics

The word **VIBGYOR** is a mnemonic and that helps us to remember the colours of the visible spectrum in the proper order.

Violet, Indigo, Blue, Green, Yellow, Orange and Red. Take the first letter from each word and make a letter chain. A letter chain is a real or made up word or abbreviation based on the

first letters of the word/name you have met in a group. Forming a letter chain from the first initials of each word, it can be helpful in remembering up to 9 to 10 word/names.

You must think that this method will work only if the letter chain spells out an actual word, but this is not necessarily so.

Let's say the names are Madhu, Bhanu, Anita, Phil, Harry and David (MBA Ph.D.). To remember the names they don't have to be only in this order.

Letters can be combined in any sequence that helps you give an order to the names and trigger recall; the more you repeat the name/words/facts, then stronger they will stick in your mind.

Combining several techniques

Make up a strong chains

A story chain is an effective technique for remembering words. Suppose you have selected five words, names or objects. Now picture/imagine yourself a story with the first word and add the next word to your story and visualize yourself and add the next word, the story can go on and on.

After completing the story, repeat the story chain in your mind and review the word, object or name. To remember the fourth word for instance, all you have to do is to go through the story and stop at the fourth word and chances are you will recall this word.

Combining several techniques

You can use a combination of several methods you have learnt to remember the things you desire.

You can combine or associate anything whatever way you wish and the method can go on and on.

You can visualize or link anything. There is no limit or no rule and nobody knows what you are thinking or how you are recollecting.

You can startle people if you recollect precisely at the right time.

So let us start using the memory machine—remember that it works, it helps.

***LET US DEVELOP MEMORY TO FORGET SO THAT
WE DON'T REMEMBER BAD THINGS OF LIFE.***

SUMMARY

6. DEVELOP SUPER MEMORY

- There is no such thing as bad memory
- Trained memory and untrained memory
- We remember what interests us. Interest and practise improves memory
- Use it or lose it. No big gap.
- It is just a little extra weight every day
- Artists are good observers (songs and movies)
- Types of memory of Aural of Visual of Audio-visual
- Procedural memory ex: Riding a bicycle, swimming etc.
- Fact memory-information
- Short term memory & long term memory
- The link method => Stacking
- Brain has infinite capacity. We often use less than 10% (GIGO)
- After we memorize a thing, we forget as much as 80% during the first 8 hours. So practise. Don't forget to remember.
- Use imagination that exaggerates imagine and visualize
- AIR Method - Perception, attention, reorganization, training, harmony and association; other techniques, mnemonics.
- We learn and retain through our senses (sight, hearing, touch, taste, smell).

*“Try to forget useless things, to remember everything
is to make your mind a dustbin”*

WORKING WITH WORKSHEET

DEVELOP SUPER MEMORY

1. *List down phone numbers of your old friends.*
2. *List down dates of birth of your near and dear.*
3. *Recall marriage anniversaries of your near and dear.*
4. *Recollect how you learnt cycling, driving, swimming etc.*

5. *List down your favourite songs.*

6. *Try to recollect your admission number in your school.*

Preparation

7

EFFECTIVE DECISION MAKING

Preparation 7

Effective Decision Making to Solve any Problems

Once Pundit Jawarharlal Nehru visited Madras in connection with the election campaign and addressed a public meeting on the sands of the Marina.

One remark he made during the course of his speech was: “There are three hundred and sixty million problems in India”, because the population was three hundred and sixty millions at that time.

It is true! Each and every individual has one problem or the other. Everyone, from a Prime Minister to a peon, has problems big or small, one or more; only the true attitude decides the quality and quantity of the problems.

When there are no problems to solve, then there would not be any thrill in living and there would not be any progress or development in our life.

In fact, problems are the challenges in life and they are the essence of motivation.

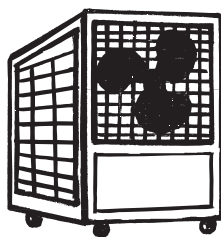
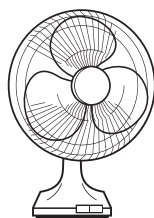
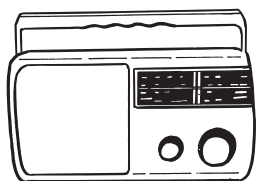
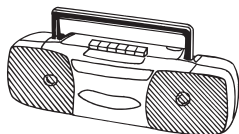
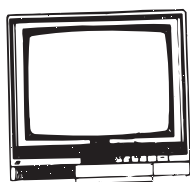


Look at the Problem as an Opportunity

Problems are opportunities

Everyone has problems; that is good because problems are a sign of life. What is a problem? A problem is nothing but a conflicting idea, thought or situation which requires a solution. It can be anything relating to money, relationship or a difficult situation that causes discomfort and disturbance, problems vary from person to person and place to place. But most of the problems can be solved. In other words problems are really the absence of ideas, and alternatives, for every problem. Think of as many ideas or alternative for solution as possible. Otherwise problems cause fear and only action can make them disappear. If you have a problem, you need to make a decision. Decision making is a human process; when one decides, he chooses a course which he thinks is the best. Decision making is a blend of thinking, deciding and acting.

Any problem - one has to face it to resolve it. Whether attending an examination, interviews, business deal, family problem or social problem. One alone can solve it. One might seek counsel from others but the solution is in his own tact and talent. One has to be wise enough in taking decisions with a positive attitude approach. There is no point in accusing others. That will not solve any problem. Problems are there for generations, our fathers, forefathers and people who lived even before them had problems. We have some problems and they are being solved by us. We have some problems and they may increase, problems too grow and multiply like people.



Problems of olden days.

Transformed into
products of modern days.

Just imagine where we would be if there were no problems at all, in the past people had the problem of living in darkness, so light was invented. People had the problem of reaching places, quickly. So bus, train, plane and other means of transport were introduced, people had problem of cooking food with firewood, so electric stoves were invented. People had ample leisure in those days and they had the problem of spending time. So dramas, cinema, radio, television were invented. People had problem in washing their clothes and now we have washing machines. People had problem in communicating with others and now we have mobiles, phones, fax, e-mail, many more can be added to the list. The list is endless. All these inventions and innovations were brought into our lives just by solving problems and to live in comfort. Problem should therefore be considered as challenges and not as obstacles. Problems create an opportunity to put to use those qualities such as efforts, tact and talent that lie dormant in all of us. Problem give us an opportunity to work for betterment of ourselves and for the society in general. Problems motivated and moulded the destiny of people. Moving or running away from a problem, may give only a temporary relief, but that is not the permanent solution. Those who faced a problem with faith and courage and those who have taken initiative have succeeded in their efforts.

When you are confronted with a problem do not get discouraged, be calm, first determine what is it that you wish to achieve or accomplish. Do not be afraid of the problem

because fear is negative thinking and it will elaborate the problem rather than solving it.

There is no harm in seeking the advice of a friend or a well wisher but there is no short cut in solving problems. Some problems may seem difficult to be solved. Even then do not despair. Have faith in yourself, that will not only give enough courage and confidence but also guide you towards the solution. If you believe you can solve any problem definitely you can. I like to interact with business-men because I learn so much from their alive creative minds that teach me a great deal about problem solving.

So, don't waste energy on postmortem when troubles or even disaster hits, but immediately start looking for the best solution, know that there is always a solution. J.C. Penney a businessman truly said, "I'm grateful for all my problems. As each of them was overcome, I became stronger and more able to meet those yet to come. I grew on my difficulties and problems".

Charles F. Ketting, famous research scientist was a wise man, a natural-born philosopher. He was an inventive genius, especially in the automotive field. He said "I could do nothing without problems", he declared emphatically. "They toughen my mind." In fact he said, "I tell my assistants not to bring me their success, for they weaken me, but rather to bring me their problems for they strengthen me".

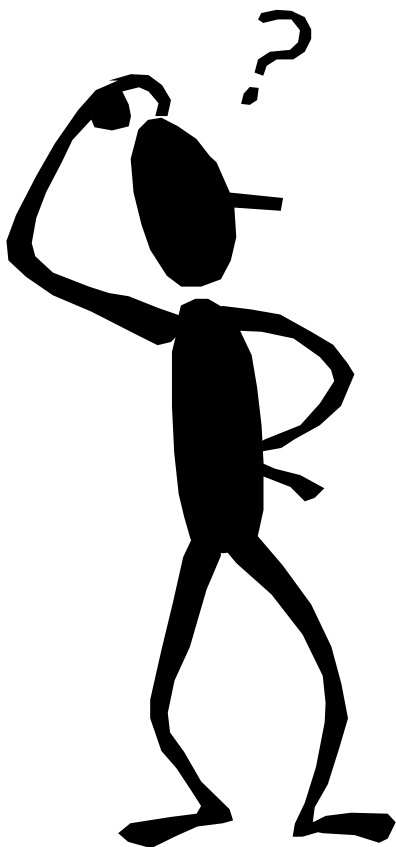
W. Clement Stone, President of the Combined Insurance Company of America, is another with a great attitude towards problems. He got a telephone call at his Chicago office about a matter. “We have a problem,” the other declared.

“That is wonderful”, he shouted back. “That is good,” a problem is always good because it means we may find a better way of doing things”. He believed every problem has its solution and that anyone can find it who really believes that he can.

Another gem from Rob Raw Ballons, a man of strong faith. You would do well to write it on a card and carry it in your wallet. Paste it on your mirror, take it above the kitchen sink. But better still, imprint it in consciousness until it really takes hold and starts motivating you.

No longer are you going to tell yourself what you can’t do, that you are an inferior person lacking in ability, not capable of overcoming your problem. From now on you are striking the “t” in that word “can’t” so that it stands out clear and strong.

“I can because I am”. One who is intended not to be dejected by life but to master it. And to fortify your upgraded spirit you change your attitude, your new self image, imprint on your mind. Another statement, that great and strong affirmation, “I can do all things through God”.



What is the Problem?

Decision making is a process of selection from a set of alternative courses of action which is thought to solve the problem more satisfactorily than others to achieve the desired result.

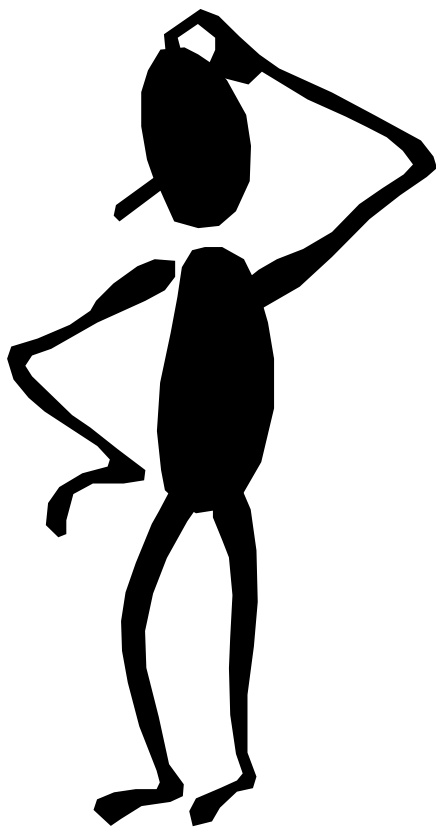
Defining a task or problem, searching for alternatives and developing a plan in order to find the best solution or answer to the problem is decision making.

Steps in the decision making process

1. Defining the problem
2. Analyzing the problem
3. Developing alternative
4. Selecting the best alternative
5. Putting the decision into action
6. Follow-up

1 Defining and diagnosing the problem

It is true that a problem well defined is half solved. But one should not confuse the problem with the symptom. Like a doctor who has to take into account all the symptoms and diagnose the patient thoroughly before deciding to prescribe medicine to the patient. Sometimes symptoms may look like problems or problems may look like symptoms.



Analyse the Problem

2 Analyzing the problem

After clearly recognising the problem. The next step of decision making is the analyzing the problem. Which involves classifying the problem and getting information without proper classification, the effectiveness of the decision may be jeopardized. The problem should be classified keeping in view of the following guidelines. Problem can be broadly classified into following types:

1. Personal problems
2. Family problems
3. Social problems
4. Profession problems
5. Learning & academic problems

3 Developing alternatives

After defining and analyzing the problem the next step in the decision making process is the development of alternative courses of action. Consider other alternatives otherwise you cannot reach the decision which is the best possible. Effective planning involves a search for the alternative towards the desired goal. To define them more imagination is required, but it certainly helps in weighing one alternative against others, and thus, minimizing uncertainty. While developing alternative, the principle of limiting factors has also to be taken care of and overcome such limiting factors by selecting the most favorable alternative.



Selecting the Best Alternative

4 Selecting the best alternative

In order to make a final choice of the best alternative one will have to evaluate all the possible alternatives. The most common method is through intuition. Another way is to weigh the consequences of one against those of the others. Consequences of various alternative are risk, economy of efforts, situation or timing, limitations of resources problems, expenses, experimentation, research analysis.

5 Putting the decision into practice

The choice of an alternative will not serve any purpose if it is not put into practice. One should be concerned not only with taking a decision but also with its implementation in systematic steps to overcome resistance. The very effort consumed in solving problem will go waste. So put the decision into practice immediately before it aggravates.

6 Follow-up

It is better to check the results after putting the decision into practice. If the decision is a good one, you will know how to solve the source problem again in future if problem arises. If the decision is the bad one, one will know what is not to be done the next time and one follow up soon enough correcting action may still be possible. Feedback is breakfast for champions. This information will be very useful in taking the corrective measures and in taking the right decision to solve any problem in the future.



Decision should be taken after thorough consideration

But once a decision is taken there should be no
hesitation in action.

So, now let's see—What are causes of the problem?

Some of our greatest problems are self-inflicted. In fact studies show that roughly one third of human problems fall in that category. One third are there just because we are alive. And another third can be traced to greed and ego.

So, next time when you face any problem remember the following things. Make an effective decision to solve your problems by defining/diagnosing the problem, analysing the problem, developing different alternatives, select the best alternative and put the right decision into action to overcome any problem in your life and follow-up to make any amendments if required for perfection.

Decision making

Almost every problem has a solution. We readily jump to conclusions that so and so has no solution whatsoever. This only speaks of our haste or lack of patience to think and lack of positive attitude. Solutions sometimes may not be apparent, this doesn't mean that there is no solution at all.

It is only a pessimistic attitude of life to think that certain problems have no solutions. Every problem is bound to have a solution, otherwise it is not at all a problem. We have to only search for it and solve it.

SUMMARY

7. EFFECTIVE DECISION MAKING

- Everyone has a problem. That is good.
- Problems are solvable, manageable, exploitable and temporary.
- Be thankful for the problem, if they were less difficult, someone with less ability might have your job.
- State the problem and analyze it and adopt the positive mental attitude.
- What are the causes of problems?
- What are the best possible solutions?
- Change adversity into seed of prosperity.
- Plan it that way, plan to make it happen.
- One good idea followed by action can change failure into success.
- Look into the future. Don't be near sighted.
- See another person's abilities, capacities and viewpoints.
- Strengthen your faith to succeed.
- Do it now! (Now is the time to act)
- Motivate yourself and others.
- Conceive, believe and achieve.
- Inspect your progress daily.
- Decision should be taken after thorough consideration, but once a decision is taken there should be no hesitation in action.

"The best way to escape from a problem is to solve it"

EFFECTIVE DECISION MAKING

1. *What is your problem?*
2. *What are causes of your problem?*
3. *What are the solutions for your problem?*
4. *What is the best solution?*

5. *Do you make your own decision?*
6. *Are you creative, positive and inventive towards problems?*
7. *When desirable, do you seek expert advice?*

Preparation

8

**EXAMINATIONS
INTERVIEWS &
GROUP DISCUSSIONS**

Examinations, Interviews & Group Discussions

Examination

It is the testing of knowledge or ability of a person by means of questions, practicals, exercises etc.

We all take examinations in our life i.e. have one's knowledge tested by written or oral examination or an entrance exam e.g. to test the fitness of an applicant to enter a school, college or a job. These examinations assess how well you can understand and use your knowledge or ability. When you are preparing for an examination, you need to develop four basic skills - reading, writing, listening and speaking.

You will need to understand the subject taught through lecturers, and seminars. How much you can listen and understand is important as a student. First thing we learn by listening to lecturers in the classes, next is reading.

When you study you will not have time to read all the books on the reading lists, so you must be able to find important



How to Score More

information quickly and accurately from a number of sources. The reading component is also very important to enrich your knowledge. When you have collected your information and your thoughts you will be asked to present your ideas in a formal essay or report or a simple answer. So the writing component is also important to present your knowledge and ability. Last but not least you will also need to talk about yourself and to express your ideas on a variety of topics especially in viva-voce or interviews, so speaking is also a very important skill to be improved.

While you are studying, researching or working you will constantly be under great time pressure to find information, think quickly and respond appropriately. Your success depends on how well you can do all of these actions. This chapter provides advice and prepares to improve all the skills you need to do well in your examination. Lastly, timing is also very important, particularly since you will always be told how much time to spend on individual questions.

This book helps you in preparation for examinations. But you can and should continue to work in whichever way suits you. This preparation gives you a general overview and simple tips in common for all students irrespective of subject or standard.

1. Reading skills

Reading skills are very important as they assess how well you can understand the type of text you will find in the course of your studies. Every subject consists of passages (text) sometimes



Developing Reading, Listening, Speaking,
Writing Skills

illustrated with graphs, tables, or diagrams. The texts may tend to increase in difficulty in the books. Varying in length, there will be a wide range of different question types you may be asked to answer e.g. give short answers to questions or essay type answers or objective type.

At school, college or university, a student has to develop the following four skills:

1. Listening, for information in lectures, seminars and tutorials, etc.
2. Speaking, when taking part in seminars, tutorials, practical viva voce tests, etc.
3. Reading of text books, journals and handouts.
4. Writing for essays.

For academic examinations, you are not reading for pleasure. You must identify what the question requires, write the information quickly and answer accurately. This means that you must develop ways to read quickly and efficiently. The first thing to do is to look at text passages to survey and to find out what it is about in very general terms. If you understand the general theme of a subject it will help you later when you look for detailed information. You will know what to look for and where to look for it.

Survey the text, look at the title, section heading and special prints, illustrations, graphs and tables. Build up an idea of what the text as a whole is about. Then look at each paragraph. There is often one sentence which will summarize what the paragraph



How to Read

is about. This sentence is often the first or last sentence in the paragraph which are very important to be noted.

Analyse the question before your answer

Ask yourself, “what is the purpose of this question?” If you can recognize if the question is asking about the general theme or if the question is asking for specific information, make sure you are clear what that information is before you write your answer for that.

Analysing the question has another meaning too, it means read it carefully to see what form your answer should be in. Do not read every word and do not worry if you do not understand everything. Remember you are reading for a purpose, be clear about what information you need to find for that question and you need to do this quickly.

Exam tips

1. Analyse question. (Read all the instructions again and make sure you have followed them exactly)
2. What is relevant answer?
3. Check your answer.

These are all the major skills you need to know and the things you need to do for reading.

Concentrate on identifying the key phrases and ideas. Look at the title and heading when you survey the text as well as any

special prints such as **CAPITAL LETTERS**, Underlining, *Italic* etc. and any figures, graphs, tables etc., when you are reading.

- *Check that you have understood exactly what the question wants.*

If you are not certain about the answer to a question be sure to write something. There are no penalties for an incorrect answer.

Tips to improve your performance

1. Increase your reading speed, eye movement
 2. Skimming method
 3. Scanning method
 4. Vocabulary to express precisely
 5. Be vivacious reader to enhance your knowledge
 6. Selective study
 7. Group study
- } to search the relevant information
without wasting much time
- } if you have less time

Skimming method

This method is to move or glide lightly over a surface not touching it or only occasionally touching it. This is useful to read something quickly, noting only the main points.

Scanning method

To scan is to glance at a document or text quickly, but not very thoroughly, but very important topics are looked at carefully.

Speed reading

This is one of the best ways to save time. When one reads fast, a rough idea of what material is presented can be got. The eyes need to be trained for this. The optimum speed of 600wpm and this can be increased with dedicated and sustained effort.

Reading

The rate at which any text is read will depend entirely on the speed of the reader's eye movements. In fact, increasing reading speed may actually improve understanding. The reader should be receptive and extract the meaning as quickly and as effectively as possible.

Eye movement

The eyes must follow the print on the page. The eyes and brain are so efficient that each fixation lasts no more than a quarter of a second.

Skipping back to re-read words is usually a result of anxiety and a feeling of insecurity, with confidence it can be eliminated almost entirely, instantly increasing reading speed.

It is very inefficient to read one word at a time. As mentioned above, collocation is very important. With practice, up to 5 words can be taken in at each fixation. Clearly this will increase reading speed. Increasing the speed



Writing Skills

of movement of eye thus increases the amount of text taken in at one fixation.

By reducing back skipping and the number of fixations per page, the eyes will actually be doing far less work.

Skimming and scanning

With so much to cover, it is vital that students are selective in what they read. Skimming is a technique used in previewing or getting an overview of a text. The eyes ‘skim’ rapidly over the page, just picking out the main ideas and topics.

Scanning also involves rapid movements through a text, but looking for specific key information rather than the gist.

As with any skill, the more one practices, the better one becomes. Success comes with practice, confidence and motivation.

2. Writing skills

In your examinations you may be asked to write descriptions, discussions, short notes, comprehension, contrast etc. about an object, a set of data or procedures, argument, discussion or report whatever it might be. You need to present the description in a clear, logical and appropriate way and you are expected to support your ideas with evidence and examples from your own knowledge and experience.

Before you write an answer, it is very important that you analyse the task carefully. You will not get marks for irrelevant materials, no matter how much you write, it is equally important to control your time.

Write short notes

Once you have analysed the task and know what you need to do, the next step is to write short notes. This is an essential part of organising your writing and you should spend up to 5 minutes on this. Choose relevant material that you need to complete the description. What you choose must be relevant to the question.

Arrange your notes under headings and order them

Number your notes or mark them in the same way to group them under a main heading, this means putting your material into a logical order. How you do this will depend on the question type. For example in the case of a process the logical order is to start at the beginning and follow the stages of the process till the end. In case of an object it is best to start with a general description and then focus on special features; with a set of data, you would generally describe the overall trend and then look at specific features. However you choose to do it, it is important to get your ideas organized, otherwise you are not be able to write clearly. Use your notes and pay particular attention to what has been said about organising your ideas clearly. You should make sure to allow yourself a

short time at the end of each question to check your answer. You should use the time particularly to check that you have correctly answered.

In nutshell, plan it, write it and check it, perhaps the most important is the planning process so make sure you analyse the task properly and spend some time making notes. Concentrate on questions which carry more marks.

- Brainstorming is a technique to collect and put all your ideas in a place.
- Good presentation is a must.
- Spell check.
- Write examiner friendly answers.
- Handwriting should be legible.
- Compact and comprehensive answers.
- Give example, illustration, diagram wherever necessary.

Brainstorming

This is a method of solving problems in which all the members of a group suggest ideas, which are then discussed in a brainstorming session. Unless someone has a very good solution, the problem cannot be solved.

Once relevant ideas are thought of, they need to be organized and prioritized and on this a list of solutions can be developed. Another way of developing the ideas is to



Speak & Listen Carefully

make a list of “pros and cons” or points “for” and “against” on the topic.

One can develop ideas on any topic that has a central theme by brainstorming.

3. Listening skills

Listening is very vital as it assesses your ability to understand the language and subject usually in education and training. Here you have to listen to a lecture, pick out relevant key information from it.

So when you are in class room pay attention. You are listening for a purpose. Your purpose is to identify what is important information and make notes of what is relevant to the topic.

In listening you must understand what the subject is, what to expect from the lecture and then very quickly to build up an idea of what it is about. What is the topic, what is the situation? What is that you are learning, what is important? Once you have established the general content of the lecture then you will be able to listen for key words and phrases in the lecture. This helps in many ways. You will know what to listen for, you will know when to listen intensively for the specific information you need. Do not worry if you do not understand something in the lecturer. You may be able to guess the meaning of an unknown word from the context.



How to Face Interview?

4. Speaking skills

Speaking skills are very important as this assess how well you can communicate in any language. Whether it is for viva-voce or interviews one looks at your communication skills.

The first part in the interview will be on familiar topics such as your work or study experience, your family or home culture and your interest or hobbies. Next will be on any particular topic and lastly move on to abstract discussion on related issues. You are assessed on your ability to communicate fluently, clearly and accurately using appropriate grammar and vocabulary.

Your fluency is being assessed so it is important to say as much as you can as well as to speak spontaneously and what you are going to say. It may seem difficult at first, it will actually make the test easier for you if you relax and speak naturally.

Speaking fluently is very important in communication. The only way to improve your fluency is by setting a lot of practice in speaking. Be confident, think about what you want to say. The important thing is that you should speak and listen. You should enjoy using your English to communicate with others.

Earning your living for a job application

Writing a covering letter and C.V. is the most usual method of applying for one of the better openings, provided that the applicant's qualification for a particular job is satisfactory.

His letter of application will probably be the deciding factor while screening in an interview. The immediate purpose of the application is to secure an interview, for the applicant hopes that by means of personal contacts, he will eventually obtain the job he wants.

The written application has two advantages over other means of requesting employment:

1. It provides a permanent record to which the employer may refer to as often as necessary,
2. It enables the employer to determine the value of an interview with the applicant.

Types of application letters

These can be divided in two categories:

1. Solicited and
2. Unsolicited

1. Solicited letters

A solicited letter of application is written in response to an invitation, usually in the form of an advertisement from

the employer. The primary advantage to the applicant in writing a solicited letter of application is the certainty that an opening exists and that the employer is anxious to fill it. Furthermore the writer is aided considerably by the employee's statement of the qualification required for the job.

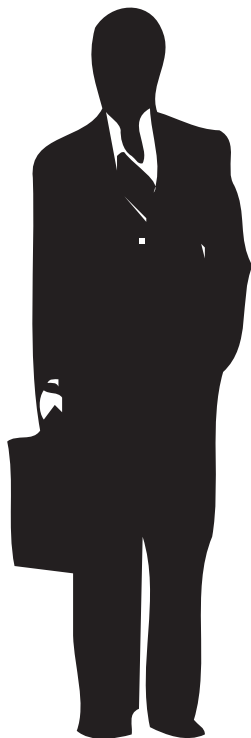
The main advantage of a solicited letter of application is that in most instances, it is just one of many written in response to the same advertisement. If it is to be read, it must be better than average. If it is to be requested favourably, it must be one of the best received.

Unsolicited letter

An unsolicited letter of application is written to a prospective employer who has not advertised to fill up a vacancy. The primary advantage of writing an unsolicited letter is the likelihood that it will not have to compete with other applications. Also, the writer is able to send similar, if not the same letter, to a number of prospective employers at the same time.

The chief disadvantages of the unsolicited letter are:

1. There is a possibility that no job is available, and
2. The writer must determine for himself the qualification in which the employer will be most interested.



Get Ready to Face the Race

Other considerations

In the case of writing a letter for a job, the applicant will undoubtedly meet problems not already discussed in this chapter. These include salary and previous employment.

Salary

The subject of salary is rather delicate. Therefore the applicant would be wise not to mention it unless the advertisement specifically asks that salary be stated. The employer will not approve of the applicant who either over values or undervalues his services.

Previous employment

If the applicant has a job at present, he should state why he wants to make a change. If he has had a job in the past but is now unemployed, he should explain why he left his post. Since certain reasons are more acceptable than others to prospective employers, the applicant should exercise extreme caution in this part of the letter.



Don'ts in preparing your letter of application

- Don't give details of your family background, childhood and early school.
- Don't brag or boast. If you have some outstanding ability, simply state the facts and let the employer draw his own conclusion.

- Don't be a bore; when you've written what you have to say, close the letter, don't add postscripts.
- Don't refer to yourself as "the writer". It is not the best form to say "the writer has had five years experience". Say, "I have had five years experience".
- Don't ask for a job because you need it. Because your father died.. Or your sister's marriage etc., is an invalid reason. Never base your appeal for work on sympathy, but only on ability and what you have to offer.
- Don't offer to work for very little "to get experience". It's unwise to sell yourself as a bargain. People take you at your own estimate of yourself' and if you don't think you are worth much, no one else will.
- Don't say you are not interested in salary; that makes it sound as though you are.
- Don't discuss or disclose "secret" ambitions, or plans, concentrate on selling your abilities and qualifications.
- Don't use vague and ambiguous answers for example don't say "I can typewrite, operate a switchboard. I know computers, etc". Enumerate all your capabilities.
- Don't complain about, or criticize, a former employer, that hurts your chances more than it helps them.
- Don't apply for a job for which you are unsuited, or for which you have inadequate qualification or experience. Go after the kind of job you know you can do well and fit well.

- Don't use unfamiliar words in an effort to make an impression. Businessmen like terse, to the point language.
- Don't make demands, don't write in an aggrieved tone, as though the world owes you a job and you are determined to get it.
- Don't emphasize your needs, your hopes, your plans what you expect or want from the job. Keep the employer's interest foremost tell him what he will get and how he will benefit.
- Don't be satisfied until you have written a letter you feel is original, interesting and forceful enough to stand apart from others. Attract attention.

Tips for interview

- Prep 1 - analysis yourself
- Prep 2 - C.V. & C.L.
- Prep 3 - analyse employer
- Prep 4 - prepare for the interview
- Prep 5 - pre-interview analysis & post interview analysis.

Tips to face an interview & group discussions

- First impression you cannot create second time
- Interviewer would look at your age, educational qualifications, family background, appearance, manner, self-expression and following things.



Group Discussion

- Ambition
- Interest in the job
- Motivation
- Attitude
- Oral and written communication skills
- Result orientation
- Initiative
- Strength & weakness
- Responsibilities
- Confidence
- Stability
- Judgment
- Decisiveness
- Experience—fresher
- Mobility, hard work
- Maturity level, aggressiveness

Group discussion

Types,

- Structural G.D.
- Unstructural G.D.

Qualities

1. Be clear about your objective.
2. You must be noticed.
3. Make a meaningful contribution.
4. Attempt to build consensus.

Now-a-days group discussions are used as an admission criterion to a business school and as a part of the recruitment process in organizations. In fact this is one method of shortlisting the candidates for employers.

The topics selected for group discussions are usually common controversies so that participation can be taken 'for' or 'against' intelligently.

The panel looks for the following attitudes in any G.D participant.

- Initiative
- Intelligence
- Communication skills
- Knowledge
- Listening skills
- Creativity
- Cognitiveness

In order to succeed in any G.D., one has to be clear about the objective, must be noticed by making a meaningful contribution and attempt to build consensus.

Tips

- If you do not get a chance to speak, you have to make your chance.
- You must make positive contribution every time you speak.
- You must demonstrate the fact that you are capable and inclined to work as part of a team.

SUMMARY

8. EXAMINATIONS, INTERVIEWS AND GROUP DISCUSSIONS

Time management tips

- Early to bed, early to rise, makes a man healthy and wise.
- Bit by bit, inch by inch everything is a cinch
- Procrastination is the thief of time
- Allocate quantity not time.
- Keep reserve hour.
- Take a break, don't break your head.
- Manage time as money.

*“TODAY IF YOU RUIN TIME,
TOMORROW TIME WILL RUIN YOU”*

*“If you have not sowed the seed at proper time,
you cannot reap at harvest time”*

Controlling distractions and deviations

- Control your Circumstances, otherwise Circumstances control you.
- Cardboard technique to remind you.
- Avoid, Adopt, Accept (A.A.A)
- Make TV, PC, NP, movies as friends.
- Pain first, Pleasure next.



Study Techniques

STUDY TECHNIQUES

- Know why to study? What to Study? When to Study? How to Study?
- Be inquisitive, “He who asks may seem a fool for once, but he who does not, remains a fool for life.”
- Develop rapport with teachers.
- Study a little daily.
- Keep learning all the time.
- Be equipped.
- Practice for perfection.
- Learn from the best.
- Skills to be improved (Reading, writing, listening and speaking)
- Reading: readers are leaders, improving reading speed, vocabulary, be a voracious reader. Books are best friends.
- Writing skills:
 1. Good presentation
 2. Check spelling
 3. Write an examiner friendly answer
 4. Show importance to writing skills
 5. Improve handwriting
 6. Answers should be compact and comprehensive.
- Selective study
- Do intelligent guessing and bluffing.

- Using the net, newspaper, journals etc.,
- Don't miss to understand or misunderstand.
- Reading without thinking is like eating without digesting.
- Learn by listening, understand by reflecting.
- Group Study (Teach me - Teach you) with good friends.

"I hear - I forget,

I see—remember

I do - I remember."

WORKING WITH WORKSHEET

Preparation for examinations

1. Make a time-table for your examinations.
2. Write down your plan of preparation for your next examination.
3. Plan your answers to impress the examiner, with examples, diagrams, quotations etc.
4. List down the best books for each subject.

Interviews & group discussions

1. Analyse yourself before you attend an interview.
2. Make an appealing resume and covering letter.
3. Analyse employer before you attend an interview.
4. Know the products and services of the employer before you attend an interview.
5. Know what the employer is looking at and prepare yourself in such a way to fit into their requirements.

Preparation

9

**EARN MORE
AND
ACHIEVE MORE**

Earn More and Achieve More

Everyone wants to achieve more and earn more in their life in terms of name, fame, money or score more in exams or get a good job or anything desirable to individuals. Sometime they fail to achieve more and earn more; the only reason for this is lack of efforts, precisely, lack of consistent efforts. Everyone has desires and dreams to achieve great things; they want to do so many things, unfortunately they don't make their dream come true because they don't take initiative and pursue it.

As Thomas A. Edison rightly said, "Getting started itself is success." So whatever your plans, desires and dreams can only be achieved once you get started. As well begun is half done, to start well you need to plan well.

Plan your work and work your plan

Planning is very important to perform any task effectively with efficiency. Success of any individual depends on his preparation and planning. One who doesn't prepare and plan spends his time and efforts in a futile way. They move disorientedly, they



Every Idea is Like a Son
Always Have a Father

do the thing in a disorganized way and eventually land up in difficulties. The easiest job will become tough if one doesn't plan and prepare well.

On the other hand people who plan efficiently design the project excellently. That is not enough, one should plan the work and work the plan, which is very crucial to progress. Many people have great ideas, plans and desires.

These plans and ideas will only become products and performances when one puts extra efforts to make them true from imagination/visualization into reality.

Everything is possible only if one transform his/her plans into action with sheer dint of effort. So to achieve anything great and earn more one needs to meticulously and scientifically plan before putting one's efforts into action. Plan your work and work your plan to achieve more and earn more. Plan thoroughly. Ask yourself such as when, what, how, where, why etc. These questions may help you to plan your work diligently and help you to achieve more and earn more.

If you have planned your specific destination and taken the first step you are on your way to achieve more and earn more. Then the next step is analyzing yourself, self-examination is the best examination to know strengths and weaknesses. Thus turn your weaknesses into strengths. Besides knowing strengths and weaknesses one should also know what opportunities are available which coincide and meet with one's strengths and abilities.

There are a number of opportunities in the world which are drifting all the time. As a wise man said one should grab the



Did an Optimist Invent the Aeroplane

&

A Pessimist Invent the Parachute?

opportunities. Do not wait thinking that opportunities will knock twice at your door. Success occurs when opportunity and preparation meet. Great minds must be ready not only to take opportunities, but also to make them. The purpose of your life is to create opportunities, if they are not available. One would be successful if these opportunities are best utilized in time.

Once you get through your self examination, then you should know what threats are in your way to progress. One should analyse carefully threats, by not only looking at things that are going to happen, but also knowing what one's threats or problem are. Once you have done **SWOT** analysis, that is analysis of Strength, Weakness, Opportunities and Threats, then you go one step ahead on your way to success. Set your target and keep trying until you hit it.

Be optimistic

Obstacles and difficulties you will find in large numbers but you have to be positive and optimistic to achieve your goal. You will see obstacles everywhere, with a positive optimistic attitude you find opportunities everywhere and look for new challenges and potentials.

Once Vivekananda was asked to prove in the congress that God is everywhere. One of his opponents had written on the board that God is 'no where' Vivekananda had proved that God is everywhere by just putting "W" beside "O". It has become God is 'now here'. It is true that an optimist looks at every calamity as an opportunity. I remember the story of the salesman of a shoe company. The manager asked one of his salesman to

visit a village to find out the potential for their business. That man returned saying that in the village people are not even wearing slippers. So there was no scope for selling shoes. Then the manager sent another person for a survey. The person did the survey and returned. When his manager asked him for feedback he replied, “No one is wearing even slippers. This is the right place to sell shoes. There is a lot of potential for the business”. He got selected to handle the project at the town. So be a optimist and always see the obstacle as an opportunity and look for new challenges and potential everywhere and anywhere.

Sharpen your skills

Be prepared for the Competition

Once a wild boar was sharpening his horns against a tree in a forest. A fox passed by and stopped, to watch what the wild boar was doing.

“Why are you sharpening your horns?” Asked the fox. “I don’t think any hunter is coming today. You are only wasting your time”.

Just then from behind the tree a group of hunters came charging. The wild boar fought valiantly and with his sharp horns managed to drive them away.

“Now my friend do you see why I had sharpened my horns?” Said the boar.

“It is always better to be prepared for any danger that may come”.

Moral of story is—it is too late to sharpen your sword when the danger is near. So always be prepared, this will help you when you are in need.

Create competition

Most people complain that they are not successful because of competition. Some even don't attempt for the fear of competition but competitive people grow because of competition. They never worry about competition. You will find a number of competitors everywhere in every business at every place and in every activity.

There is competition. People who are positive and competitive take part in the competition and win the competition. I have seen a number of book shops, readymade garments shops in the same line. They continue their business and never worry about their competitors. In fact the competition makes them more competitive. Even new shops are going to open in the same lane. They do business in spite of huge competition.

So one should not worry about competition if you worry about competition you will never make any attempt. But if you are positive you can join the competition and create competition for others. With your own skills and talents, by doing something more in your duties than your seniors you will be able to win the competition.



“Going the Extra Mile Puts you
Miles Ahead of your Competitors”.

Be always a step ahead—Go the extra mile

If you have an intense desire to achieve more and earn more than others, you need to be always a step ahead of others by giving extra service, or put in extra efforts or give extra benefits. People get attracted if someone is offering something extra for the same cost and take it and appreciate it. So be always a step ahead of others by offering some thing extra to them. Add extra value to the object or persons. If you offer more than what others expect, then definitely you will achieve more and gain more.

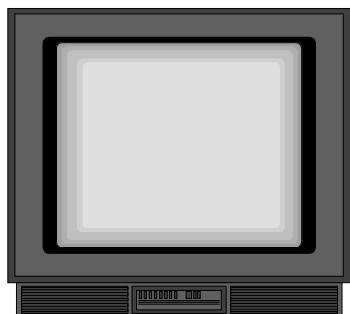
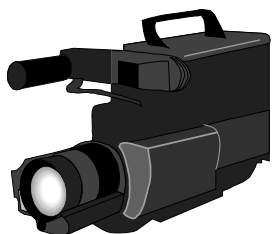
*“GOING THE EXTRA MILE PUTS YOU
MILES AHEAD OF YOUR COMPETITORS”.*

So offering some extra benefit to everyone is your way to success and being always a step ahead.

Find the need and fill it up

The basic fact is that human wants are unlimited. When wants are unlimited then their needs would be unlimited. One should find the needs of the people. If you are able to find the needs of the people, then you are on your way to achieve more and earn more by filling the gap. Great inventions are possible only by transferring the needs into products and make our life more comfortable and happy.

Right from toothbrush to telescope, electricity, aircraft, telephone, television, electric bulb, elevator, washing machine,



Necessity is the Mother of Invention

vacuum cleaner, plastic, etc, these are all needs transformed into product by great scientists. In this growing competitive world needs will be always growing with days. One should find out the need and fill it up with relevant solutions/inventions.

As the proverb goes. *“Necessity is the mother of invention”*. Most of the amazing inventions of science were there in great need at the time of their invention. When there is no other go man tends to invent something new. Acute necessity compels us to do so.

No matter how many inventions have been made, there is an ever growing necessity of more and more of them. New problems and necessities keep continuously cropping up, and a way has to be found out for them. This process never stops.

The world's nations are now seriously engaged in inventing a substitute for petrol and plastic because they are experiencing acute scarcity and pollution crises, and are even trying to find a vaccine for **AIDS**.

So find the need and fill it up with things that makes life easy. One should not leave the pursuit of finding out the needs and busy oneself with the invention of things and services to promote human welfare and make life more comfortable and happy.

Show the benefits

Everyone is interested in benefits, advantages, merits and profit. One always looks for benefits in product or services.

These benefits attract people to buy the product or utilize the services. Hence one should always show benefits to others. So to achieve more and earn more show the benefits to others. Not only to buy the product but also to render the services. For instance, when an individual applies for a job, the employer looks for the benefits and only then offers him or her a job. He looks for the benefits, the advantages that he is going to get by employing the candidate. Similarly to get a contract or tender, one should offer benefits to the person or organization; by showing the benefits one would sell the products, render services, procure job and get the things done definitely.

By this method you gain by giving. Unless you show the benefits, you will not gain the benefit out of the deal. The more you give the benefits, the more you gain benefits. Give more than what others expect from you. Thus give and take is always the best policy. A good deal is mutually beneficial, so always remember to show the benefits and then to get benefits.

Be interested in others

Every individual is interested in himself/herself, not in others. So it is necessary to understand people's nature and their interests.

It is as simple as: you are more interested in yourself than any other person in the world.

One would act by these thoughts and interests. People will perform only because of their interests. Once you know what interests others it will be easy to deal with any person or any situation. When you talk with any person on a topic in which he is interested he will be happy to share his ideas and views spontaneously. But if you talk on the topic which you are interested, he may be repulsed. If you show interest in others, things will go smoothly in the long run. Suppose if you ask anyone about their success, achievement, interest and how they perform things perfectly, they will be pleased to answer all of them quite patiently. That shows you are interested in them and interested to learn the things about their family, profession, anything which is of their interest.

By doing this you can become a most interesting conversationalist. To get things done easily and efficiently one needs to get interested in others to fulfill their interests, because they are going to make you rich, give name and fame indirectly.

Seek expert advice

Whenever you want to venture into any endeavour it is better to take expert advice, that will reduce your chance of failure. Almost everyone has acquaintances, friends, teachers, professors, elders, seniors, boss, experts or even well wishers.



Always Seek Expert Advice

You need to just state the facts, what you are planning to venture and seek their advice. There are lots of people who want to share their knowledge and experience. When you seek their advice they feel elated and advice or suggest you to their best of their knowledge, which will give a great deal of benefit for your attempts.

Whether it is seeking for a job, admitting your ward in school or investment of your money or for any other reason, seek expert advice, analyse the pros and cons, come to a conclusion and then take a decision to implement into actions. Remember most of good things come free of cost, you just need to take right advice from the right person and at right time to achieve more.

Take time to engage in study, thinking, planning regarding personal, family or business life. This will help you to be creative. By study, thinking, or doing research you will get lots of novel ideas to perform your project efficiently. You would be able to look at the problems or your project from different angles. Even small ideas can be transformed into great ideas. Keep working on new ideas all the time. Great ideas make you great.

Customer delight

Customers are paramount in any business. The strength of the business is known by the number of customers and their patronage. The objective of any organisation is to retain the loyal customer, improve or increase the number of new customers. To do this, one has to delight the customer with one's service



If you Can't Smile
Do Not Open the Shop

and product. Gone are those days of customer satisfaction, this is the era of customer delight.

Customer delight is more important than mere satisfaction. Understanding the needs, likes, requirements and affordability, convenience of the customer and by fulfilling their needs, you can make them delighted. Remember, the secret of retaining and improving the customer base is to make the customer delighted. A delighted customer makes you delighted. A businessman has to make his customer delighted to run his business.

Ways & means are very important

Whatever you do or to achieve, or to succeed the ways and means should be good. Not only your intention should be good but also your approach should be good. Otherwise the whole purpose of your achievement is lost, you will not relish/enjoy the success.

A sense of accomplishment will be lost if means and ways are not noble. Even if you do not succeed in your attempts, if your ways and means are good they will give you utmost satisfaction that you have run the race in the right way.

Dishonest, selfish, crooked ways and means may give a temporary success, but in the heart of hearts you suffer. The foul ways and means rankle in your heart all the time which will not allow you to enjoy for a long time.



Ways & Means are Very Important

So always whatever you want to achieve in your life think of good ways and means which are more important than the objective.

No compromise on quality & build brands

Good quality is the essence for any product or an individual. Everybody is interested in a quality product or service and willing to pay more. No one wants a substandard, low grade product. Good quality builds loyalty. People will not change the brands if quality is assured and maintained forever.

If the product has good quality, it will speak for itself and one need not do much publicity. One who has used and noticed the quality product will buy again and again. They get addicted. So to achieve more and earn more one should not compromise on quality. Though the price is high, people would like to buy because they know the good quality product lasts long. One who buys a good quality product will suffer only one day because of the cost. On other hand, one who buys the product of poor quality at low price would suffer everyday. The best way to sell more and earn more is to offer good quality product at affordable cost effective price.

Even avocation pays

Everyone has some talent and every individual is unique in the world. That is the law of nature. Every individual has varied interests in terms of hobbies, extra curricular activities other

than the professional and academic qualifications. Someone is good at singing and another at painting, the list is endless. These hobbies and avocations give lots of fun, help in relaxation and give satisfaction. One can transform one's hobbies and extra curricular activities into a profession as a side business to make one's living. For instance, conducting dance schools, painting classes, cooking classes, anything in which one is good at.

This not only gives you satisfaction, enjoyment and entertainment, but also helps you in earning. So never undervalue your talents/skills. They may be very minor things, but can help in a major way. Even avocations or hobbies pay. Try it and see it.

Build relationships

Building relationships help in a long way. Friendships and relationships take you to great heights to accomplish your objectives. Build relationships with all your study-mates, colleagues, teachers, customers, employers and anyone with whom you interact.

Everyone remembers and recognises and lends a helping hand, if you maintain a good relationship with others. Bad relationships spread faster than good relationships. So, one should be cautious. Even if you cannot maintain a good relationship it does no matter, but one should not have a bad relationship with anyone anytime.

One should remember the important dates and occasions of important customers or important people and wish them on

their birthdays, inauguration day/wedding anniversary. People get delighted and feel that they are given importance. This is one way of building a good relationship by wishing them, greeting them on new year or festivals or on their achievements. By doing this you are going to be in the good books of the receiver, and they are going to reciprocate in a similar way and extend their support.

It really works if you greet or wish sincerely and honestly. So make a list of very important persons in your life who are going to play a vital role to your success. Build relationships to build your business.

SUMMARY

9. EARN MORE AND ACHIEVE MORE

- Sharpen your axe (skills).
- Competition makes a competitive student grow.
- Eliminate competition, be the competition.
- It's little things that makes a big difference.
- No pain no gain.
- If you want 100% success put 200% efforts.
- Greatest buildings have the strongest foundations. So build a strong base.
- Focus your mind on the thing you want and off the things you don't want.
- Sky is the limit, strive for the stars, at least you will land up at the moon.
- Know your strengths and weaknesses.
- Keep working and new ideas to impress.
- Take time to engage in studies, thinking and planning to score more.
- Give and take policy (A good deal is mutually advantageous)
- By all means try harder.
- Set your target and keep trying until you hit it.
- Seek expert advice.
- Make notes (tabular, diagrammatic tree, linear), plan your work & work your plan.

- Remember very imp. things—themes, concepts, principles, theorems, headings, subheadings, diagrams, formulae etc.
- Dress best for best occasions (give best presentation)
- Write examiner friendly answers.
- Write what they want to see, say what they want to hear.
- Work more to achieve more.

*“Going the extra mile puts you
miles ahead of your competitors.”*

WORKING WITH WORKSHEET

9. EARN MORE & ACHIEVE MORE

1. Plan your work & work you plan.
2. List down creative ideas to create competition for others.
3. List down the skills you need to sharpen.
4. Write down your plan to go an extra mile.
5. Think of creative ideas to fill the needs of people to transform into products and services.
6. List down benefits of your products and services to achieve more and earn more.
7. Find out what the things your customer or associates are interested in.
8. List down names of the intelligent people to seek expert advice.
9. Think of different innovative means to make a customer delighted.
10. Write down how you can improve your products and services.
11. Write down how you build you brands.
12. Write down your extra-curricular activities, skills which may pay you.
13. Note down your important customers or associates' anniversary dates to build relationships.

Preparation

10

ANGER, STRESS AND WORRY MANAGEMENT

Preparation 10

Anger, Stress and Worry Management

We worry at every step in our life. We worry about events that do not materialize. But nothing can be achieved by worrying, we only torture ourselves. We should drive out depressing thoughts from our minds instead of worrying; by sitting down and weighing the pros and cons to find out a suitable solution to our worry.

Adversity affects even great men, but they do not worry. They carry on with their work. Don't keep any spare time for worry and worry will spare you. Believe in God and listen to the inner voice, you'll definitely attain peace. Get rid of worry. "Why worry for the things that are possible, natural and normal?" Wise people say that a worrier is as good as a dead person. We weave around ourselves a knot of worry and despondency and alarm ourselves with imaginary disasters. In fact, what is ordained by God will happen. No one knows what will happen tomorrow. Then why torment ourselves with imaginary fears? There is a silver lining to every dark cloud! Never lose heart. Be cheerful.



Whenever you are depressed, fearful and are worried, do not panic. Think coolly. The first question one should ask oneself is “What is the worst thing that can happen?” Then prepare for the worst with a cool and composed mind. Once you do this, half of the worries are solved. After preparing yourself for the worst, think over for the best solution. Consult friends, elders who will help and give sound advice. If we act on sound advice, a solution will emerge.

“What is the worst thing that could happen to me if I lose this job? Can’t I get another one?” The answer will be an instant “Yes”. The worry evaporates and one feels better.

Those who remain occupied are uncomplicated and possess self-confidence, have control over their minds. Keep yourself busy. Only those who are busy can do some good work.

Keep cool. Pray.

- Go for a walk in the garden
- Watch birds, flowers, trees, the sky.

Be a nature lover

- Listen to devotional songs.
- Relax regularly.
- Love your fellow human beings.

As a result, your power and peace of mind will increase. Be Peaceful. Those who are peaceful and humorous can concentrate

better. Their veins, arteries and nerves function efficiently. They do not have any problems.

Undesirable troubles, fear, worry and unnecessary anxiety cause cardiac diseases. One should constantly keep the mind under control and drive away negative thoughts.

One should be in constant search for peace of mind and keep it free of turmoil. Nurturing unrealistic high expectations causes tensions and not realising them causes extreme disappointment which causes negative consequences. If you expect nothing from others, your problems will be solved.

If unfounded fears/worries are haunting you, search for some diversion. Have some good hobbies. Try to divert to a pleasant subject and have self-confidence. That way you will get some relief.

Have faith in yourself and faith in God, that alone is the key to success in life. Drive away worries. For a successful man, it is necessary to exercise self control. Pray to God to give courage to face negative replies. Never be dejected by rejections. Do not lose hope and heart. But at the same time keep on improving your mind and body that react to each other. People who are not at peace with themselves cannot take any decision. It is important to have a peaceful and undisturbed mind to achieve success.

Drive out negative thoughts from your mind and always entertain positive ideas. Peace with oneself leads to a happy and healthy life. Spiritual power increases and by and large, they are optimistic and happy. Positive thinking is a cornerstone for

success. One should try to maintain peace of mind and rid oneself of fear and worry.

A person with courage, will power and high morale, positive attitude, self-confidence, discipline, devotion, patience, perseverance, dedication, determination and hopeful spirit can reach great heights. After every sorrow happiness follows. Therefore never despair. Cheer up! Stress and tension can be alleviated by praying regularly, practicing meditation and introspection.

“The wise man in the storm prays to God, not for safety from danger but for deliverance from fear”.

—Emerson

Do not grieve over your present state and do not worry. If you refuse to worry and make the right effort, you will remain calm and will surely find a way to reach your goal. Remember that every time you worry, you put on a mental brake and in struggling against that resistance, you place strain on your heart and mind. You wouldn't try to drive off in your car with your foot on the brake as you would know it would severely damage the mechanism. Worry is the brake on the wheel of your efforts. It brings you to a dead stop. Nothing is impossible unless you think it is. Worry can convince you that it is impossible to do what you want to do.

Worrying wastes time and energy. Use your mind instead, to try to make a positive effort. It is foolish to try to flee from your worries, for wherever you go, worries go with you. You must learn to face the problem fearlessly and with a clear conscience.

Even if you love and the trust is betrayed by somebody, don't worry. Always be yourself. You are what you are. This is the only sincere way to live. Love all, keep your own counsel and do not worry. Why suffer and die everyday from worry? No matter what you are going through - poverty, sorrow, ill health, etc - remember that somebody on the earth is suffering a hundred times more than you are.

Practice mental neutrality. If you think you can't do something, your mind is a slave, free yourself, whatever may be your troublemaker make a supreme effort to remedy it without worry. If you think that in winter you are bound to catch cold, you are not developing the mental strength and you have already communicated yourself to a certain weakness. When you feel you are susceptible to catch a cold, mentally resist it. "Get away!, I am following commonsense precautions, but I will not worry about it to invite the illness by weakening my mind". This is the right mental attitude. In your heart sincerely do your best at all times, but without anxiety. Worry only paralyzes your efforts. If you do your best, God will reach down and give his hand to help you.

Sleep is a blessing, because no matter what your troubles are, you are free from them when you are asleep. Learn to be free, consciously control yourself in the way I have suggested you today that if you do not acknowledge weakness in the face of trouble and if you refuse to worry about your problems, you will find how much more successful, peaceful and happy you

are in every challenge of life. Do your best without worry about the future. Jesus was badly treated, his life was filled with problems, obstacles and uncertainty - yet he had no worries. You should never worry, don't grieve for what you don't have. I have seen people in humble little huts who did not have even a begging bowl but are richer and happier than the world's millionaires.

I saw one saint in the Himalayas, who had nothing on. "Won't you catch cold?" I said. Sweetly he answered, "If I am warm with God's love, how can I feel the cold?" If without food, without any visible means of security such men can be like kings, happy and peaceful, without worry, why can't you? "In life and death, health, sickness, I worry not O'lord, for I am thy child ever more".

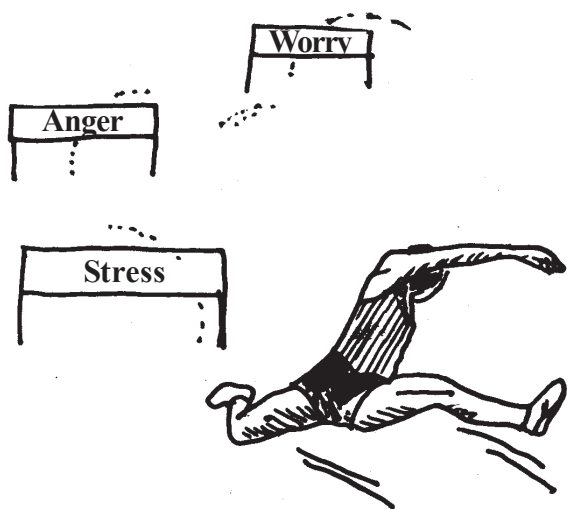
"As a cure for worrying, work is better than whiskey"

—Thomas A. Edison

Anger

One develops attachment to sense objects by thinking about them. Desire comes from attachment (towards sense objects) and anger comes from unfulfilled desires.

Delusion arises from anger. The mind is bewildered by delusion. Reasoning is destroyed. When the mind is bewildered, one falls down from the right path. The supreme lord said: It is karma, the passionate desire for sensual and material pleasures. The unfulfilled desire becomes anger. Lust



Overcome Hurdles of Life

is insatiable and greets the devil. Know this as an enemy. Free yourself from attachment, fear and anger. Take refuge in God and purify by the fire of self knowledge, to have attained God.

One who is able to withstand the impulse of lust and anger before death is a yogi and a happy person. The self realized person who is free from lust and anger and who has a subdued mind and senses such as an ascetic attains supreme bliss hereafter.

Lust, anger and greed are the three gates of hell leading to the downfall of man. Therefore one must learn to give up these three. Relinquishing egotism, violence, pride, lust, anger, desire for possession; free from the notion of 'my', and by being peaceful: one becomes fit for attaining oneness with Brahman.

One who offers anger freely and smiles rarely makes the smile cheapest and anger expensive. If you resist cold, it does not persist. If there is no resistance in the body, you cannot survive. Where resistance is weak, persistence results. A strong resistance erases the opposition. It creates in you the strength of a warrior. Nothing can obstruct you and victory is gained without fighting. Prompted by anger man kills his own mother, father, brother, friends and relatives. He will often have occasion to repent of actions done under the impulse of anger. Anger, it is that destroys one's virtues. So, give up anger.

Anger indeed is Yama—the great enemy.

—Shri Rama

From anger comes delusion which results in loss of memory. Loss of memory causes destruction of discrimination and from the ruin of discrimination the man perishes.

—Shri Krishna

The man who gets angry at the right things, with the right person, in the right way, at the right time and for the right length of time is commended.

—Aristotle

Lack of idealism is the cause of depression among young people today. Life appears to be so meaningless to these youngsters who are either too scared of the competitive world or bogged down by too much stimulation. They need inspiration. Depression sets in if there is a lack of zeal to fight. Aggression is the antidote for depression. Depression is lack of energy. Anger and aggression are bolts of energy. If you are depressed, just fight for any cause.

Stress management

Stress is a pressure or worry resulting from mental or physical distress or difficult circumstances. All of us suffer from stress in one way or the other and the need for relaxation and adopting constructive strategies for trying with negative stress is increasing recognised.

When you've stressed out the most probable reason is apparent too much burden on your shoulders. The strategy is very simple - just sit and plan your work and work your plan. Gradually, as you will achieve you will see your stress coming down.

Be positive, an activity of cheerfulness and having good social support are necessary for the management of stress. In fact it is noted that smokers with few friends and less number of relatives were developing lung cancer in large numbers than the cheerful smokers who have a large circle of friends and close relatives.

In fact the real change needed is in the person concerned only. His inability to understand himself is mainly responsible for his psychological imbalance. Hence stress management is essential in personal stress which has to be developed over a period of time through training and practice.

One has to identify the behaviour pattern requiring change and prepare a strategy to overcome the defect with progress taking corrective steps to achieve normalcy.

Other techniques

Muscle relaxation is one of the techniques to defuse stress and tension. Rhythmic breathing exercise are good for the management of stress. Developing interest in ring hobbies, games, music, reading, writing will keep one occupied constructively.



Exercise Regularly

In the nutshell there is no short-cut for the management of negative stress. An individual must identify the source and cause of stress and design his own strategy for relief. The best way is to prevent stress rather than managing it.



Relax on the Top of the World

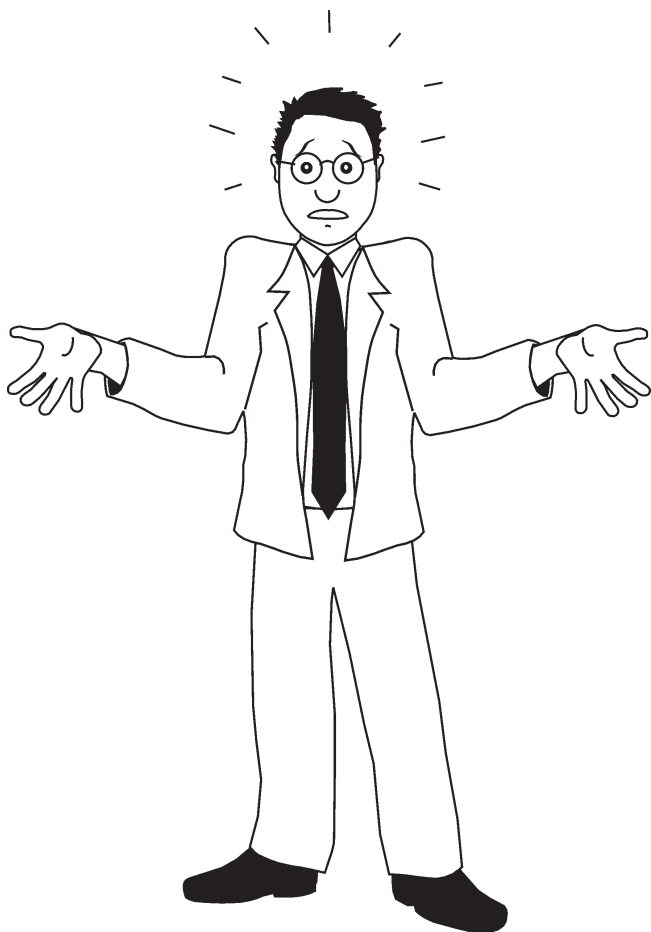
SUMMARY

ANGER, STRESS & WORRY MANAGEMENT

- ANGER is one letter shorter than DANGER
- Live in a day-tight compartment
- Ask yourself what is the worst that can possibly happen
- Hope for the best, but be prepared for the worst
- What kind of skill and talent do I need to turn this problem into a possibility?
- Keep yourself busy - your body, your mind
- Don't worry about petty things
- If you can't cure it, endure it
- If you don't have what you like, then like what you have
- Develop a sense of humour
- Control your emotions and ordain your destiny
- Feel that you are getting better and better day by day
- Criticize the action not the person
- Don't worry unless worry worries you
- Be cool
- Think before you act
- Idle mind is devil's workshop
- Sing and dance to relax tension

"THEY WHO LIVE IN WORRY, INVITE DEATH IN HURRY."

"MORE PEOPLE ARE KILLED BY WORRY THAN WORK."



Don't Worry

Take it Easy

Relax

WORKING WITH WORKSHEET

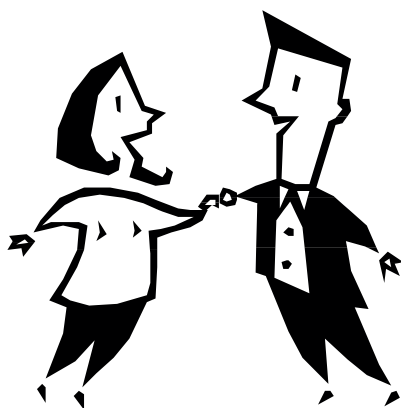
ANGER, STRESS AND WORRY MANAGEMENT

1. List down the things which worry you.
2. Write down an action plan to overcome worry.
3. List down the actions which you love to do in leisure.
4. Write down an incident when you got angry.
5. Relax, when you are stressed by doing the activity which you love (listening to music, watching TV, reading books, going on long rides, meeting friends).

Preparation

11

ENJOY THE WORK
AND
LEAD A HAPPY LIFE



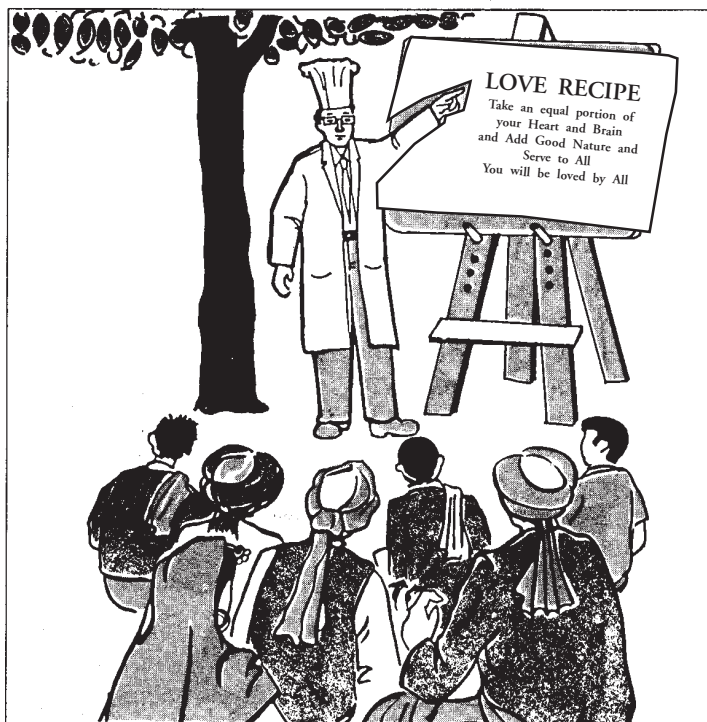
Preparation 11

Enjoy the Work Lead a Happy Life

The great German poet and philosopher, Goethe, gave this recipe for happiness.

There are nine requisites for contented living.

1. Health enough to make work a pleasure.
2. Wealth enough to support your needs.
3. Strength enough to battle with difficulties and overcome them.
4. Grace enough to confess your sins & forsake them.
5. Patience enough to toil until some good is accomplished.
6. Charity enough to see some good in your neighbour.
7. Love enough to make you to be useful & helpful to others.
8. Faith enough to make real the things of God.
9. Hope enough to remove all anxious fears conceiving the future.



Love Recipe
Take an equal portion of your Heart and Brain
and add Good Nature and Serve to All
You will be loved by All

Happiness shared is happiness doubled. Sorrow shared is sorrow halved. Happiness increases by sharing it with others. Therefore to be happy you have to first make others happy and always be happy. Whenever we help others, or make them comfortable, without any selfish motive, we are rewarded by true joy. Let us extend a helping hand to a co-traveller in life, let us give relief to a needy person. In this lies our own good, even though we may not expect any benefit. Even small things can give us great happiness.

We may not be able to do grand acts of service but we can always perform small acts, which give joy. Just as for leading a moral life there are certain pre-requisites, for living an ideal life one should help others, be optimistic and overcome mental tension. Learn from your mistakes. If necessary seek pardon and if essential make up for the loss. Try and help always.

Keep learning: People should spend their leisure time in social service or reading books, listening to music or any activity which pleases. Busying oneself in work or hobbies all the time makes one happy.

Sense of humor

Just as trees give fruits and shade, man should also selflessly serve others such as people with golden a heart; according to our abilities do something for others. “He who gives is great” said Swami Vivekananda.

After every sorrow happiness follows, therefore never despair-cheer up!



Forget Every Sadness
Remember Every Pleasure
Enjoy Every Moment

Goodness is infectious, just as the tides are influenced by the moon, mankind is influenced by goodness. There will be vibrations of goodwill and peace in the place by doing a good deed. We not only give comfort to others, but we also derive peace and happiness.

Count your blessings, Not your troubles: It is only when we see others suffer that we forget our own sorrows and worries.

Lead a healthy life:

“Look upon God as friend”

and

“pray to God for others”

Happiness is within us not outside. By all means earn name and fame through your activities but peace of mind can only be achieved by sharing your prosperity with others. Only then you can be termed as very a successful person. Gandhiji said: “Not only the end but also the means should be good.”

The greatest problem of the modern world is how to live our life, enjoy the work and how to feel happy in life. Many people have health, wealth, position, power, beauty and other assets, but they do not know how to use their assets for their happiness in life. There are many others who do not possess any of the above assets and whose lives are miserable but they know how to make their lives happy.



Best Way to be Happy is
To Make Others Happy

There are certain individuals who feel happy in life in spite of misfortunes and calamities. There are people who succeed and prosper in life, while there are many who fail and suffer miserably.

We find certain people in the world who appear to make their own destiny whereas some people, make their destiny with their own hands and feel unhappy. All this seems to be rather strange and inscrutable. We find the play of good and evil in human affairs. We feel the pricks of our conscience when we fail to perform a certain act, and at the same time, we feel a sense of satisfaction when we are able to perform another act.

In this chapter I have tried to answer all possible questions which arise generally in the common mind and also in the great mind of every individual in his journey in life. But the greater problem is how to live our life and how to feel happy.

If one follows the line of thought and action, as suggested in this chapter, one will be able to lead one's life more happily and reduce much of the real sorrow and misfortunes of one's life.

The world is the same in which we all live and therefore if we can correctly prepare for opportunity in the world, we can discover true happiness in our lives by following my advice and guidance.

My best advice to readers is that they should not attach any undue importance to joy or to sorrow, to failure or to success to hope or to despair, to fortune or to misfortune. Life should be taken as it comes according to one's wish or imagination. There should be no undue rejoicing and no undue regretting.



Do Not Make Much Evil in this World

Pains and sorrows follow only from great expectations and from positive attachments. The mind should be sportive, the heart should be forgetful and body should be just alive and not sensitive. Extreme callousness to the joys of life is as much a source of human unhappiness as acute sensitiveness to the sorrows.

Do not make much evil in this world

Even if there is good or evil in the world take them as they are, as they come to you, but never magnify them or anticipate them. What appears to be an evil to you, try your best to turn it into good and it is only then you can get happiness out of unhappiness. But to do so requires considerable discipline and control of mind.

Regard life as a journey and the human race as your co-traveller. Universal brotherhood and citizenship of the world are the only ways to an individual collecting happiness and the only means of attaining world peace and harmony. Make sincere efforts to bind individuals with one common tie of love, friendship and fellow-feeling.

Think twice (*Look before you Leap*) before you act, but never regret afterwards. Most of us act hastily and when we find that we have acted wrongly, we regret and feel unhappy. Failure is not always the cause of our unhappiness nor success the cause of our happiness. It is the regret for our wrong action and the satisfaction for our right action which are responsible for our happiness and unhappiness in life. That is why young people



Look Before you Leap

feel unhappy when they fail, but old people do not feel so unhappy when they cannot succeed. Because old people are slow and cautious in their actions.

To think only of the present and not to worry about the future, to love everybody and not to hate anybody, to think of good only and not of evil, to feel contented with one's life in every possible way, and yet not to feel sorry if one fails, to perfect it and love all, to think of god and of man together and to serve them equally one through others.

Look before you leap

Before leaping to conclusions, one should look whether there is anything that could cause injury—for oneself and for others. If there is a well and we leap blindly, it will cause fatal injury. Cool thinking and thorough consideration of the pros and cons of a thing places us in an advantageous position. Adverse consequences can be easily avoided this way.

All are ready to die any moment for a noble cause. The real psychology of such a mind is that, those who are attached to bodily enjoyment and material prosperity are most unlikely to die, while those who love spiritual life are ready to give up life any moment.

Those who hate life do so simply because they are unhappy at heart for some reason or other. While those who love life feel unhappy because they have failed in their mental ambition or in bodily enjoyment.



Leisure Activity

Keep your heart clean and calm

If you speak something and do something else you can never feel happy at heart. Duplicity, hypocrisy and other means may lead to mental problems and could make one unhappy. It is very difficult to smile when one has no reason to smile or to weep when one has no cause for tears.

Pettiness of mind is the root of all unhappiness, jealousy, rivalry, hatred, quarrel and enmity. Our weakness, anger, hatred, and revenge which are provoked by an unforgiving spirit will slowly get into the body and soul and makes one's otherwise happy life most miserable.

We should always believe that the world is a real world, this life is a real life and that we shall reap as we shall sow in the very life. It is only then we can guard against erring steps and cure our wicked mind and also lead ourselves into harmony, peace and happiness. We should try to make the earth a paradise and life an eternal bliss making ourselves happy permanently.

Variety is the spice of life

Doing the same work, eating the same dish, meeting the same people and staying at the same place becomes monotonous. It is very difficult to bear. Our hearts yearn for some variety or deviation from the routine.

It is difficult to imagine how life would be in the absence of variety. It will be dull enough to drive one mad. If spices make a cookie all the more tastier, variety makes life worth living.

Little interruption in the routine hurly-burly life for enjoyment revives our failing spirits and makes life meaningful and worth living.

Familiarity breeds contempt

At times, it so happens that we get bored with the person, place or things we see everyday. However beautiful our place may seem to an outsider, we ourselves do not see any beauty in it. Initial charm and attraction soon fades away and temporary separation gives rise to love to enjoy again.

Forgive and forget

Humans are prone to commit mistakes. Forgiveness is a virtue. Greatness lies in forgiving our enemies when they do us injury, forgive the errors of our near and dear, kith and kin and those whom we love.

Love and forgiveness can easily win people. Vengeance begets greater vengeance and there will be no end to hatred and animosity.

Forgiveness is the best revenge. It is a divine quality if divinity is taken to mean whatever is good, noble and great.

Love conquers all things

What cannot be won by force can be easily won by love. It is a powerful force binding one person to another. Love is the vital thread that binds all humanity together. There is nothing that love cannot win.

Do unto others as you wish them to do unto you

The significance of the above statement is fully understood only if we treat others as we treat ourselves. Great people of the world have already realized the need of showing care, compassion and respect towards others. They were hailed for greatness and looked up to by all young and aged.

But, we rarely recognize the fact that we can have these things from others only if we give them to others. Solid relations these days are based on the principle of “Give respect and take respect”. We would like to make fun of others, but flare up at one who tries to do the same with us.

A sound mind in a sound body

For achieving anything, good physical health is needed. Mind is a part of the body. If rest of the body is hale and healthy, mind also will be healthy and one who has a sound mind is an intellectual.

The realization of the importance of health teaches us to maintain it by doing physical exercises, taking fresh food and having sound sleep.

SUMMARY

TIPS TO ENJOY LIFE HAPPILY

1. Change your thinking
2. Remember good things that happen in your day/life
3. Don't worry about petty things
4. Do different things
5. Change your routine
6. Live differently
7. Remember to love your near & dear
8. Help others
9. Phone, call, write to old friends

Preparation

12

MORAL
AND
SPIRITUAL SUCCESS

Preparation 12

Moral & Spiritual Success

One has to renounce or abandon all attachments. One who is free in the highest metaphysical sense has ultimate wisdom. For every individual called upon to act in society, who longs for spiritual life, it is an important work of study. We get confused at first, the desire to neglect one's duty or responsibilities to the infinite vision of the lord as a consequence of total surrender to the will of God. This rendering takes the reader from duties and misgivings to perform efficiently in all that one undertakes.

Free yourself from attachments, selfishness, greed and delusion with a joyous heart. Dedicate every action as an offering unto God, the manifestation of your love and devotion. All these divine qualities dwell together. Love, joy, peace, wisdom, devotion, service, light. We are all spiritual beings.

Arise like a warrior and cut the bands of ignorance with the sword of wisdom. Fight on, O beings of clear light! We must not succumb to the defamation of egotism. We can all gain insight into our own struggles.

A repeated reading of inspiring books on faith will reveal all the sublime ideas contained in them which deal with the most sacred metaphysical science.

It imparts the knowledge of the self and answers two universal questions: who am I and how can I lead a happy and peaceful life in this world of duality? It is a book of moral and spiritual growth for mankind based on the cordial principles of Hindu religion.

Fight for your right as a matter of duty or run away from war and accept defeat in the name of peace and non-violence. Every human being faces dilemmas - big or small in their everyday life. When performing your duties, attainment of freedom or happiness from the bondage of life by doing your duty, always remember the glory and greatness of the Creator and do your duty efficiently without being attached to or affected by the results, even if that duty may at times demand unavoidable violence

Some people neglect or give up their duties in life for the sake of a spiritual life while others excuse themselves from spiritual practices because they believe that they have no time. Sanctify the entire living process itself. Whatever a person does or thinks, ought to be done for the glory and satisfaction of the maker. No effort or cost is necessary for this process.

Do your duty as a service to the Lord (or humanity) and see God alone in everything with a spiritual frame of mind. Personal discipline, austerity, penance, good conduct, selfless service, meditation, worship, prayer, rituals and study of scriptures in a

guru-disciple tradition as well as the company of holy persons, pilgrimage, chanting the holy names of God, self-inquiry are needed to purify the intellect.

One must learn to give up lust, anger, greed and establish mastery over the six senses (hearing, touch, sight, taste, smell and mind). One should always remember that all works are done by the energy of nature and that he/she is not the doer, but only an instrument.

One must strive for excellence in all undertakings, but maintain equanimity in success and failure, gain and loss or pain and pleasure. The ignorance of metaphysical knowledge is humanity's greatest predicament. A scripture being the voice of transcendence, cannot be translated. With faith and devotion one shall attain 'Nirvana' by the grace of God and bless those who repeatedly need this with peace, happiness of the true knowledge of the self.

Self realization/God realization

- Do your duty to the best of your abilities, without any selfish motive and remember God at all times before starting a work, after completion of a task and even while inactive.
- Practice to look upon all creatures as God in thought, word and deed and mentally bow down to them.
- Awake your dormant kundalini shakti (using kriya techniques) and perceive that the power of God is within

you at all times through the activities of the mind. Senses destroy the emotions by constantly doing all the work using you as a mere instrument.

- God is in everything as well as above everything. So, if one wants to realize him, one must seek and see him in every atom, in every matter, in every bodily function and in every human being. This is self-realization.

God helps those who help themselves

We must not go on depending on others for everything. It is better to do everything as far as possible on our own. We need not face disappointments by depending on ourselves. God's grace is also said to go with a person who does not rely on others.

These days we cannot trust anybody. Self is the first consideration for everybody. We will think of helping others only after our needs are catered to. If we ourselves are in need, there is no question of helping others. Helping one's self is the best of all helps. Dependence is detestable. It is the other name for slavery.

Fortune favors those who help themselves

A flood was threatening a small town and everyone was leaving for safety except one man who said, "God will save me. I have faith". As the water level started rising, a jeep came to rescue him. The man refused, saying, "God will save me. I have faith". As the water level further rose, he went up to the second story of the building.

A boat came to help him and again he refused to go saying the same thing, “God will save me. I have faith”. A helicopter came to rescue him and still he did not get into it, saying, “God will save me, I have faith.” Finally he drowned. When he reached his maker, he angrily questioned, “I had complete faith in you. Why did you ignore my prayers and let me drown?” The lord replied, “Who do you think sent you the jeep, the boat and the helicopter?”

God gives us lots of opportunities. One has to avail the opportunity and help oneself.

“Pray as if everything depended on God and work as if everything depended upon you”.

There is a story of two little girls who were in danger of being late for school. “Let’s stop and pray for God to get us there in time” one of them said. “No”, said the other, “Let’s run with all our might and pray while we are running”.

Very true indeed! One should do one’s duty to the best of one’s ability for the Lord without any selfish motive and remember God at all times before starting a work or at its completion and even while being inactive too. “Do your best and leave the rest to the lord”.

God is always a good god

One night I had a dream. I dreamt I was walking along the beach with God and across the sky flashed scenes from my life. For each scene I noticed two sets of footprints in the sand, one



Pray as if Everything Depends Upon God
Work as if Everything Depends Upon you

belonged to me, the other to God. When the last scene of my life flashed before us, I looked back at the footprints in the sand. I noticed that many times along the path of life, there was only one set of footprints. I also noticed that it happened at the very lowest and saddest times in my life. This really bothered me and I questioned God about it.

“God! You said that once I decided to follow you, you would walk with me all the way. But I noticed that during the most troublesome times in my life, there is only one set of footprints. I don’t understand why in times when I needed you most, you would leave me?”

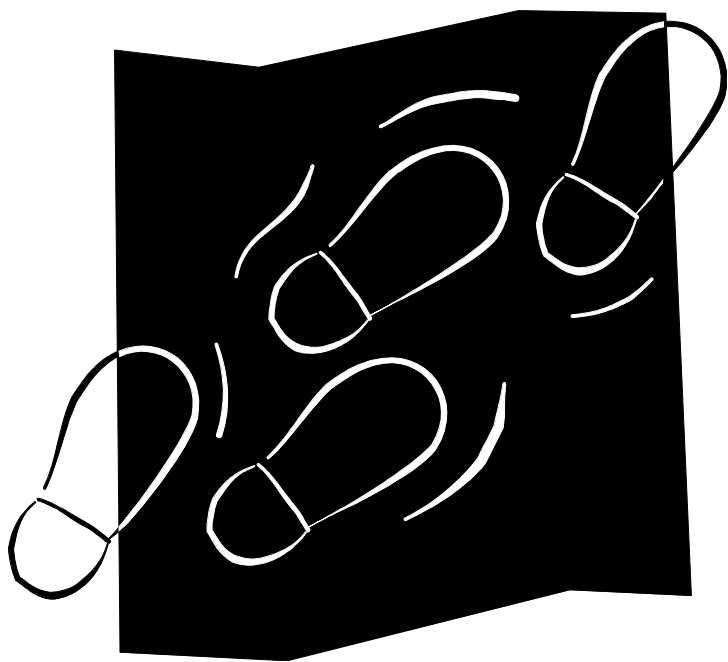
God replied, “My dear precious child, I love you and I would never leave you during your times of trials and suffering. When you see only one set of footprints, it was then that I carried you”.

Faith, faith in ourselves, faith, faith in God—this is the secret of greatness/success.

Better be alone than in evil company

Once upon a time in a jungle there was a cunning crow who always used to cheat and bug other birds and would feel happy by troubling them, unlike a goose who was very kind, just and friendly, who always by its kind nature, would help others and feel happy.

One day the crow and the goose crossed each other and gradually became friends. The other birds in the forest warned



When you See Only One Set of Footprints,
it Was Then That I Carried you

the goose not to be the cunning crow's friend. However, the goose did not pay heed to it and continued its friendship with the crow and even built its nest on a tree close by.

One hot summer day, a tired hunter who was passing by the same tree, sat down in the tree shade and soon fell asleep. The sun rays were directly falling on his face and making him uneasy in his sleep. The goose saw this and went and spread its wings and stood right in the way of sunlight so that the hunter could sleep peacefully. Though its wings were paining, it did not mind.

While he was asleep, the crow thought that it could have some humour and threw a bone at the hunter. It fell right on the hunter's forehead and he started bleeding profusely. Maddened by pain and anger, he saw above and saw the goose and thought it was its deed and shot it down. Tears rolled down its eyes as it realized its mistake of making the crow its friend. The goose died, but it was too late. Hence, it is better to be alone than in evil company.

Prayer of devotion

This is my prayer to thee, my Lord -

Strike, strike at the root of penury in my heart;

Give me the strength lightly to bear my joys and sorrows

*Give me the strength to make my love faithful in
service*

*Give me the strength never to disown the poor, or
bend my knees before insolent might*

*Give me the strength to raise my mind high above
daily trifles; and*

*Give me the strength to surrender my strength to thy
will with love.*

—Rabindranath Tagore

Come to God anyway you can; only come.

But in coming do not push or hurt anyone down.

Sidney Walker, famous lightweight boxing champion was an illiterate shoeshine boy before he rose to fame. W.C. Heinz once asked him in his dressing room, “I understand you pray before every fight”.

“That’s right”, he said grinning. “I pray that nobody get hurt, then I pray that it be a good fight”.

*True prayer is a way of life; the truest life is literally
way of prayer.*

- Alexis Carroll

Prayer is the most powerful form of energy that one can generate. The influence of prayer on the human mind and body is as demonstrable as that of secreting glands. Its results can be measured in terms of increased physical buoyancy, greater intellectual vigor, more stamina and a deeper understanding of the realities underlying human relationships.

Moral values which unite mankind

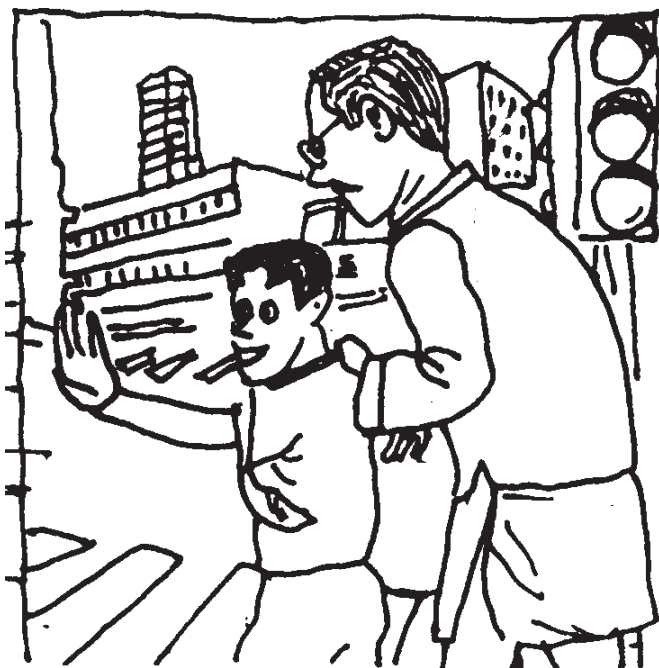
Balfour, the British statesman and premier was giving a lecture at Edinburgh University and the topic was “The moral values which unite mankind”. A student from Japan was seen busily taking notes. The masterful Balfour presented to the audience the different factors that bring people together—commerce, communication, a spirit of brotherhood. When Balfour had finished, a storm of applause broke forth. The chairman arose to thank the speaker. Before he would utter a word, a voice was heard from the audience: “But Mr. Balfour, what about Jesus Christ?”

Love and unselfishness

Producer Eddie Doweling had the same test for all his interviewers. “When I interview actors and actresses for roles in my plays,” he said, “I ask them to say only two lines: ‘I LOVE YOU’ and ‘I BELIEVE IN GOD’. If they can read these two lines well, they can play any role”.

The British poet, George Herbert, was hastening to a musical concert. On the street he saw a poor truckster whose horse had fallen under its heavy load. The poet stopped to help unload the beast, get it to its feet and then reload. He then gave some money to buy food for the animal and its owner.

When he reached the concert hall, his friends were shocked to see his dirtied and disarrayed clothes. When the poet told the company what he had done, someone remarked that he had lowered himself by doing such a menial task. “What I have



Moral Values Which Unite Mankind

done”, replied Herbert, “will be music to me even at midnight. On the other hand, if I had not done it, my conscience would have sounded a continuous discord”.

Work is worship

The only way to reach the heights of glory, name and fame is through unqualified devotion to work. It is an open secret. God will not help those succeed who do not work. Work is something more than worship.

Miracles, at times, do happen. But it is foolish to expect a miracle that brings us fame to happen in life. Success achieved through hard work gives us utmost satisfaction. Satisfaction brings peace of mind. Life appears meaningful for there will be complete involvement in it. Shirks are the most restless people. Additionally they remain poor and obscure. None of the great ones of the world became famous overnight. It took years of hard work, devotion and dedication to reach that elevated position.

Success is bound to knock at our doors only if we work hard. It is sheer dint of labour that makes us great one day or the other.

Meditation and its methods

Meditation calms the mind, brings self-composure, and enables one to concentrate one’s mental power that is a great blessing on humanity that such a life is possible.



Work is Worship

Buffeted by tension and anxiety, temptations and frustrations of the world around, meditation is the power which enables us to resist all this. At this time one needs freedom, joy, poise and peace within. This can be achieved through meditation.

Meditation is the supreme means for attaining peace and directs the aspirant towards his goal.

Meditation is the gate that opens that infinite joy to us.

If the mind acquire concentration on one object, it can be so concentrated on any object whatsoever.

There are many methods of meditation, one having some object and an other objectless. The simplest is of course focusing on breath, since your breath is always with you. It can be done anytime, anywhere. But the best is to settle down in a cool place that has dim light and is relatively quiet. You must focus all your attention on your breathing, close your eyes and observe your breath as it comes in and goes out. You will see that your mind will tend to wander a lot, but soon you will be able to bring it back on breathing. Don't obstruct your thoughts. All you need to do is to keep your focus on breathing, initially you may find it a bit difficult but with practice you can gain mastery over it.

Another method involves focusing your vision on a particular object something like a black dot on white paper or on the flame of a candle. Focus on the object with full concentration without blinking.

Another method is to think of a space in your heart and in the midst of that space, think that a flame is burning, think of

that flame as your own soul and inside the flame is another effulgent light and that is the soul of your soul, God. Meditate upon that in the heart.

Now pray! Mentally repeat again and again.

Let all beings be happy

Let all beings be peaceful

Let all beings be blissful

The more you do that the better you will feel yourself. You will find at last that the easiest way to make others healthy is to see that others are healthy and the easiest way to make ourselves happy is to see that others are happy. After doing that one should pray not for money, not for health not for heaven; pray for knowledge and light; every other prayer is selfish.

The power of meditation

The power of meditation get us everything; if you want to get the power over nature, you can have it through the power of meditation. All scientific facts are discovered that way they study the subject and forget everything, their own identity and everything and then the great fact comes like a flash. Some people think that is inspiration.

There is no inspiration. Whatever passes for inspiration is the result that comes from causes already in the mind. One day, flash comes the result! Their past work was the cause.

Therein also you see the power of meditation. The intensity of thought of these men churns up their own souls, great truth

comes to the surface and becomes manifest. Therefore the practice of meditation is the great scientific method of knowledge.

There is no limit to the power of the human mind. The more concentrated it is, the power is brought to bear on one point - that is the secret.

Moral values

Moral values regulate human conduct at much deeper levels of our personality than most other values do. Moral values tend to take precedence over other values. They define the nature of our intentions and action so subtly that they may disappear behind our everyday choice and tasks

Through moral values the world becomes meaningful and relevant, without them the world would be a formless chaos. Assimilating these lessons will enrich our lives and help us create a more wholesome value system capable of standing new pressures, facing new challenges and making everyone of us a better person. No material wealth is greater than moral virtues, no price is too high for moral perfection.

Every thoughtful person will agree that well calculated steps must be taken to improve the quality of national human resources. It must have a strong moral base.

Only good can remove evil first as only light can remove darkness. To combat evil forces good force has to be modified. "Deluge the country with spiritual thoughts, Swami Vivekananda had once said. This is what needs to be done to save society from moral decay.

*May we follow the path of goodness
As the sun and the moon follow the path
May good thought come to us from every side pure
Unobstructed, over flowing
May we, with our ears hear what is good and
With our eyes, see what is good*

—Vedas

*Do not do to others
What is disagreeable to yourself, that is virtue*

—Mahabharatha

*True happiness comes to those
Who live at peace with their fellows
The aim of all should be to learn peace and
Live peacefully with all men*

—Buddha

*Let no one deceive another,
Let no one despise another,
Let no one out of anger or
Resentment wish to harm another*

—Buddha

*Develop the courage to act
According to your conviction,
To speak what is true, and
To do what is right.*

*The most happy is he who
Most promotes the happiness of others*

*Throw yourself wholeheartedly into your work,
Take up your daily work cheerfully and enthusiastically
Whatever the nature of your work may be”*

—Zarathushtra.

*Every good tree brings forth good fruits,
But a corrupt tree brings forth evil fruit,
A good tree cannot bring forth evil fruit,*

*Neither can a corrupt tree bring forth good fruit,
Every tree that bring not forth good fruit is
Hewn down, and cast into the fire.
Therefore, by their fruits, ye shall know them.*

—Christ

A good man out of the good treasure of his heart brings forth that which is good; and an evil man out of the evil treasure of his heart brings forth that which is evil, for of the abundance of heart the mouth speak.

*When you speak,
Speak the truth;
Perform when you promise;
Discharge your trust:
Be chaste in all actions:
Have no impure desires:
Withhold your hands from striking and
from taking that which is unlawful and bad.*

*He who helps his fellow-creature in the hour of need,
And he, who help the oppressed,
Him will God help in the day of travail.*

*What actions are most excellent?
To gladden the heart of a human being,
To feed the hungry,
To help the afflicted,
To lighten the sorrow of the sorrowful, and
To remove the wrong of the injured.*

—Mohammed

*“IT IS YOUR OWN CONDUCT
WHICH WILL LEAD YOU TO
REWARD OR PUNISHMENT.”*

*Renounce, we must, and through renunciation gain,
that is truth of the inner world.*

*Where the mind is without fear and the head held high,
where knowledge is free.*

*Where the world has not been broken up into fragments
by narrow domestic walls;*

Where words come out from the depth of the heart;

Where tireless striving stretches its arms towards perfection;

*Where the clear stream of reason has not lost its way into
the dreary desert sand of dead habits;*

*Where the mind is led forward by thee into ever widening
thought and action, into that heaven of freedom,*

My father, let my country awake

—Rabindranath Tagore.

*What the world requires today is spiritual orientation.
 We have done so many things in this world, and yet
 We are afraid of what is likely to happen,
 That is because man is a duality
 He is capable of doing great things and capable of doing
 very low things.
 He is at once the scum of creation and the crown of it
 This duality, this dichotomy, in his nature has to be
 overcome.
 I only wish to say that when we are in doubt the spiritual
 outlook will give us the courage and the compassion to
 denounce everything, which goes against these fundamentals
 - the verities of truth, love and goodness.*

—S.Radhakrishnan.

Let a man be

A CHRISTIAN

In the matter of mercy

A MUSLIM

*In the matter of strict observance of external forms
 and*

A HINDU

*In the matter of universal charity towards all living
 creatures*

—Ramakrishna

*The secret of religion lies not in theories but in practice.
 To be good and To do good
 That is the whole of religion.*

—Swami Vivekananda

*Let us perfect the means;
The end will take care of itself.*

All that we call ethics, morality, and doing good to others is also but the manifestation of this oneness.

*“ IF LOVE COMES OUT FROM YOU,
IT IS BOUND TO COME BACK TO YOU.”*

*Morality, an ethical code, is derived from religion
and spirituality.*

*“In helping the world
We really help ourselves”*

*“The calmer we are and
The lesser disturbed our nerves.”*

*Love everyone as your own self.
Because the whole universe is one.
In injuring another
I am injuring myself.
In hurting anyone
I am hurting myself
In loving anyone
I am loving myself.”*

SUMMARY

SPIRITUAL DIMENSION

- Know yourself.
- Try to read all the epics—religious and spiritual.
- The greatest sin is to think ourselves weak.
- No action can give you freedom, only knowledge can make you free.
- Do not spend your energy in talking and gossip.
- Meditate and relax in silence: a tool for betterment, concentration and self improvement (focus, mantra, trataka).
- The environment & circumstance may be disagreeable and disturbing. But as long as our inner equipment is healthy and strong none of them can influence or disturb our peace, stability and tranquility.
- God helps those who help themselves. **GOD IS ALWAYS A GOOD GOD.**
- We only get what we deserve.
- Be not weak Physically, mentally, morally and spiritually.
- We must do our best in whatever field places us to fulfill our duties.
- Daily prayer and sincere devotion to the lord makes us achieve everything in life.
- Love for all and hate for none.
- Moral life is the very foundation of spiritual life.
- We must give up evil company.

- Happiness depends on what you can give, not on what you can get.
- Fill the personality with vitality.

Recipe for successful achievement

To my mind, there are just four essential ingredients:

1. Choose a career you love
2. Give it the best there is in you
3. Seize your opportunity
4. Strive for it to achieve it.

*“The world’s most powerful tool will be of no use,
till we put it to some use”.*

WORKING WITH WORKSHEET

12. SPIRITUAL & MORAL SUCCESS

1. Write down an incident where self help worked.
2. Write down negative things which you intend to avoid.
3. Write down the plan of action to serve humanity.
4. Practice meditation.
5. Pray at least 5 minutes daily.



“The World’s most powerful tools will be of no use,
till we put them to some use”

Afterword

SUCCESS WITHOUT FAIL

This book has discussed about preparations for success. It has talked about important values like optimism, acceptance and co-operation and many more things. This knowledge information itself is of no value. It is the use of this knowledge that makes it valuable. You need to know how to use a tool rather than just have it. This tool will do no good until and unless you use it.

It is said that:

“The worlds most powerful tool will be of no use, Till we put it to some use”.

We may derive lots of knowledge, experience and information in our life - it does not pay off for you on what you can do; life pays off for you on what you do. So, put this knowledge to work for you in your life. I am sure it works. Do use them. I hope you do.

I wish you good luck in your preparation for success.

VISHWANAND PATTAR

“The World’s most powerful tools will be of no use,
till we put them to some use”



I Hope You Do

One Day Personality Development Training & Seminar

by Vishwanand Pattar

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