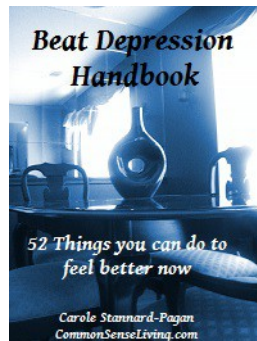


# Beat Depression Handbook

**52 things you can do to feel better now**



*By Carole Stannard-Pagan*

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## **Forward**

Times are tough. The economy is *still* hurting. People are hurting. After years of prosperity, we seem to have forgotten how to get along in hard times. We've been spoiled.

Many lost their jobs. If you still have a job, you're probably feeling uncertain about your future. If you've gotten a job, for many people it is less than what they had before.

Many of you feel anger and/or depression. You just don't know how to cope anymore. You ask yourself, how could this happen?

Well, those are the emotional responses. The fact is, life goes in cycles. We've gotten through bad times before. We will again. It is temporary.

Let me say that again, It Is Temporary.

That doesn't make it any easier to deal with on those tough days though, does it?

You can wail and moan. You can let yourself go. You can let your house go. You can be unlivable and terrible to be around.

Or you can hold your head up and make positive changes.

When these situations turn around, will you be ready?

There is an old saying that I have seen attributed to both Abraham Lincoln and Thomas Edison. I don't know which one actually said it, but here it is:

"All things come to those who hustle while they wait."

That's what this book is all about. Things you can do to not only keep yourself going, but to come out better than before.

That's right. You can come out in better shape, with a cleaner house, more knowledge and skills, and ready for the new challenges in your life.

That sounds really corny, doesn't it? But isn't that the ideal that we all picture? Being in great shape? The perfect home? The perfect business? The perfect job?

Can we achieve all that perfection? No, of course not. But we don't have to settle for less than we are capable of. We have choices.

It all depends on what you choose to do with your time.

That's right. It's your choice. Choose to be better. You will naturally feel better. Here are some tips you can use to change your mood when things are getting the best of you.

Inside the e-book are 52 tips that you can apply to get yourself moving and improve your mood. And that is the first tip, once you are moving- your mood will improve.

Read on.....

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In this sad world of ours, sorrow comes to all, and it often comes with bitter agony. Perfect relief is not possible, except with time. You cannot now believe that you will ever feel better. But this is not true. You are sure to be happy again. Knowing this, truly believing it, will make you less miserable now. I have had enough experience to make this statement.

- Abraham Lincoln

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## **Introduction**

There are so many negative things in our life everyday it's a wonder we're not all depressed zombies.

So many things that we just take for granted and shrug off; "Oh well, that's life."

But once you start to become aware of the negative impact of little things that are so easy to change, you start to open the doors and windows to let positive breezes flow in.

I will show you how to set yourself up to have a positive start to each day. What kind of impact would that have on your life?

Let me tell you the tale of two neighbors:

First we'll start at Mary's house. She's hit the snooze button one too many times. She stubs her toe rushing off to the bathroom.

There is "stuff" splattered all over the mirror and the counter. Ick. She doesn't want to touch anything. She just rushes through her shower.

Now it's off to the kitchen. The sink is full of dirty dishes. They smell. The garbage is overflowing, again. She spills her coffee on the newspaper.

Grumble, Grumble, Grumble. Life is so unfair.

Now let's go next door.

Bob gets out of bed and heads to the sparkling bathroom. There's a nice clean smell in the air. He takes a nice hot shower and heads for the kitchen.

The kitchen is clean. He is greeted by the smell of freshly brewed coffee. He has 15 minutes to sit and drink his coffee, go over his "to-do" list for the day, read the paper, pray, reflect, or whatever else he does to start his day off on the right foot.

Bob strolls into the office. Grabs another cup of coffee and sits down with his "to do" list.

Mary rushes into her office, 5 minutes late. Drops her stuff and grabs for the ringing phone.

What a difference.



You can start everyday positively. All it costs you is a little discipline and a little preparation.

Fantasy you say? No Way. I start my day like this everyday.

Just 15 minutes effort the night before will change the picture entirely. Such a little effort will have this kind of impact.

Now, let me ask you this;

Which person is more likely to reach their goals?

**WHOA!** What?

You may not have thought much about how your home life would have such an effect on your professional life, but it does carry over.

There are so many little things you can do to reduce the negativity in your life.

You have to master the small things before you attempt the big things.

One day at a time.

One step at a time.

One success at a time.

One building block at a time.

What about advantages?

Will it matter that Mary has a degree and Bob doesn't?

Nope.

Will it matter that Mary's parents have money and Bob's don't? Nope.

What will matter?

Mary is undisciplined and unorganized. Her life runs her. It is filled with negative bombardment.

Bob has control of his life. He will get where he wants to go.

OK, I hear what you're thinking - "But, I'll bet Mary has kids and Bob doesn't. Bob probably has a wife to keep the house clean."

Okay, let's change Bob's name to Carole. I'm a single mom, doing it solo. No husband. No family support. No college degree.

Ask successful people you know if they roll out of bed and into the car in the morning. You'll find that they all have a routine that sets them up for a successful day.

You see, it doesn't matter. Either you control life, or it controls you.

-----  
Fortune favors the bold.

Virgil

## **How to Use This Book**

This book contains different building blocks for you to start using to shake off depression and start building your positive lifestyle. Some are tips or tidbits. Some are longer and take some time and reflection. Some will apply to your current situation, some won't. Come back anytime you need and pick up a new tip.

The magic is in the application.

It only works if you work it.

## **#1—Gratitude**

Don't just forget about all of the good things you have in your life. Start each day with gratitude. No matter how bad things seem, they can always be worse. Be grateful for even the smallest things:

- \* Were you warm and dry when you woke up?
- \* Was the sun shining?
- \* Did you see beauty when you looked out the window?
- \* Did your kids go off to school healthy?
- \* Did your puppy make it through the night without messing on the rug?
- \* Do you have food to eat?
- \* Do you have family that cares about you?
- \* Do you have good friends?

The point is, we all have things to be thankful for. It's human nature to dwell on the bad rather than focus on the good. We think more about what we don't have instead of being thankful for the good things that we do have.

If you take the time to look at the good things that you have, many times you will find that things maybe aren't as bad as you first thought they were. You'll find it's difficult to think with gratitude and bitterness at the same time.

## **#2—Start Each Day**

If you are working, get up at least 15 minutes earlier. A half hour earlier would be even better. Don't set yourself up for a rush fest. Give yourself time to look your best and to have a nice tranquil and positive start to your day.

If you are not working; get up by 7 every morning. Shower, shave, put on your makeup, and put on your clothes.

*WHAT!@* Why bother?

The easiest thing to do is just lay in bed, pull the covers over your head and hide. Then when the day passes without any accomplishment, you feel even worse. The next day is even harder.

If you're rushing off to work with barely enough time to brush your hair, you have set yourself up for disappointment every time you look in the mirror.

Don't let the cycle start. If you are already in the cycle, Stop It.

You are still asking, Why Bother?

You'll feel better if the reflection looking back at you in the mirror looks good. Looking at a tired, depressed, raggy looking face is not going to do much for your moral. Make the effort to look your best – for you!

You'll be mentally ready to start doing something. It's kind of like giving yourself this thought, Well, I'm ready, now what do I do?

It starts a chain reaction; look better-feel better, feel better-look better.

When you're stuck in the opposite mode; why should I get dressed? I'm not going to do anything anyway... guess what? You won't do anything.

Why should I care about how I look? No one sees me anyway. Hmmm. No one sees you? Even if that's true, which is unlikely, you see you.

This way, you'll be ready for anything that comes up today. When that call comes for lunch, or a great interview, you'll be ready to go at the drop of a hat. If you have an errand you need to run, or a whim - something you'd like to get out and do, you'll be more likely to get out and do it.

Do this. Honestly. Don't give yourself easy excuses to not live your life. Looking your best goes a long way toward helping you feel your best.

### **#3—Don't Neglect Relationships**

When you're not feeling too good about yourself, you tend to not want other people to see you. We put ourselves into a self-induced quarantine.

This distances people, which is what we think we want at the moment. Then when we're wallowing in our sorrow and lonely, we wonder why no one cares enough to call.

It's silly, the things we do to ourselves sometimes.

If someone calls and offers to take you out to dinner, GO. I mean unless it conflicts with something important. But more times than not, we just choose to stay in solitude.

Okay, on the other side of the coin, I'm not saying you should be out partying every night either. We do have important things that need to be done.

I'm just saying that we need to keep the doors to our important relationships open. People don't think as badly of you as you are making yourself feel.

Besides, when the shoe is on the other foot, how do you respond? Would you take your friend out for dinner or lunch? Why do you feel so badly when it's your turn? Would you feel badly if they turned you down?

You need to talk to people. And you need to think about something other than your problems. Talking about other things helps take our mind off the problem for a while. Sometimes the best solutions come to mind when we walk away from a problem.



Quit beating yourself up and get out of the house.

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There are days when solitude is a heady wine that intoxicates you with freedom, others when it is a bitter tonic, and still others when it is a poison that makes you beat your head against the wall.

Colette, *Earthly Paradise*

**#4—Remember that all things are temporary:**

Whatever problems you have, this too shall pass. It will change. Not as fast as we would like maybe, but it will change never-the-less. How it changes will largely be up to you.

We have such a tendency to take a problem and expand on it. We look at all of the bad things that could happen. We make up these stories of how awful it is going to be when....

How about taking the positive track? You know things will change. One way or another, it's going to change. This you know for sure.

Weave yourself stories of how good it will be when....

And then take the actions you need to, to make it so.

-----

There is nothing permanent except change.

Heraclitus

## **#5—Don't Give In To Despair**

Succumbing to despair will not do anything to improve your situation.

You can stare at the ceiling. You can moan in despair. You can cry all day. What good will this accomplish? Will it change anything?

Cry when you need to. We all need to release it. Give yourself an hour. Cry it out. Clean your face and get on with life.

While we have to acknowledge the fact that we are hurting, we don't want to become so wrapped up in the hurt that we can't move forward.

Find a way to make something positive come out of the situation. People can always find ways to bring out something good even in the worst of situations.

Focus on the solution instead of the problem. Spending your time wailing about why this happened is not going to solve anything and will just keep you feeling bad. Instead, focus on what you're going to do about it. Just that little shift in thinking will feel better.

Spend your energy taking action to change things instead of using it to keep yourself locked up in the cellar.

-----  
Don't focus on the heartache,  
For it will go away.  
Focus on the positive things  
You need to do Today.

Carole Stannard-Pagan

## **#6—Turn off that TV!**

Your time is valuable. Use it wisely. You have things to accomplish. Whether it's exercise, taking advantage of some extra time to get some cleaning or other things done, learning new skills, even taking time to help at the school or see old friends. There are better things to do.

How many hours have you spent living the lives of people on TV? I watch people do this all of the time. And why would you want to watch murder, deceit, and all that other crap. My God, isn't life bad enough without filling our heads with this stuff?

I had a friend that wanted a baby so badly, but couldn't have one. She constantly mourned the fact that she could not have a baby. She loved babies. She loved to baby sit.

I watched her baby sit once. She spent the entire time trying to keep this baby asleep so she could watch a show about babies being born in a maternity ward. Do you see the irony? She had a baby right there that she could interact with.

Live the life that's in front of you.

-----  
There is no medical proof that television causes brain damage – at least from over 5 feet away. In fact, TV is probably the least physically harmful of all the narcotics known to man.

Christopher Lehmann-Haupt

## **#7—Exercise**

Exercise is a great release. You can come out in great shape and energized, or fat, dumpy and feeling lousy. Again, it's your choice.

Exercise helps you build up brain chemicals that naturally fight depression. Plus, it helps you work your way through things mentally.

Do some sort of exercise everyday. Even if it's as simple as taking a walk or dancing in front of the stereo.

Even if you only get 15 minutes in a day, do it. Even 15 minutes every other day. OK, twice a week. Just do something.

That something can be walking, gardening, cleaning out the storeroom... I find that for me - heavy physical work takes my mind off the problems, and I might be tired when I'm done, but it feels a lot better. Its sort of a double whammy – getting a lot of exercise, and accomplishing something that has been put off for a long time.

You will feel better. You will look better, which will make you feel better. See how the cycle starts?

We want to stay in a positive cycle. Letting your weight go and feeling run-down will only reinforce a negative cycle. You need to look in the mirror and feel positive.

Be ready to step out into the light and shine when the time comes for you.

## **#8—Eat Healthy**

It is so easy to just grab donuts, candy, and cookies. Make sure to have easy healthy snacks on hand, washed and ready to eat. Try fruits, vegetables, cheese, peanut butter, and crackers.

But I have to admit; we have to have a certain amount of chocolate on hand. It has been proven as a mood enhancer.

My daughter's theory is that because it comes from a coco bean, it is therefore a fruit. Hmm. I don't know about that. But like anything else, we can't overdo it.

Junk food is expensive! It totally amazes me what people spend on this stuff. I am basically pretty cheap. I can't stand spending money on stuff like this. It will only make you look and feel worse, and broke. Not Worth It! Focus on healthy foods that will make you look and feel a hundred times better.

Change your attitude about the food you allow into your body. You'll feel better, have more energy, be healthier, and lose weight. Find out more [inside the members area -](#)

## **#9 - Flush out the bad stuff-**

Don't forget your water.

This is a critical area that too many people ignore. Dehydration causes fatigue and health problems. It decreases your mental ability. Put yourself on a timer if you have to. Drink 8 oz. at about every 2 hours.

I've heard that most of us operate at 25% less than our full capacity just because we're dehydrated. You can't afford that. You need to be in control.

Just an interesting side story: My niece had heard me talk about the water thing. I had brought them a filtering water pitcher, so she was drinking more water.

She actually started losing weight and getting better grades in school. When her mother asked her how she suddenly got so smart, she replied, "I drink water."

Unscientific, but what the heck. It can't hurt.

Water also flushes lots of bad stuff out of your body. Practically every diet tells you to drink water. Drinking water also helps skin tone and muscle tone. It helps your kidneys function properly. The list of benefits goes on and on. And it costs next to nothing.

### **#10 - Take your vitamins!**

At the bare minimum, everyone needs to take a good multi-vitamin and mineral supplement. It's good to add additional vitamins C,D, & E to your line up. Women, add calcium with Magnesium and Zinc.

You know and I know that you are not eating right. Give yourself some nutrition insurance with vitamins.

It all goes back to that positive cycle that we are building for our lives, feel better, look better, feel better.....

The better you feel, the less depressed you'll be.

These are things that are easily in your control. Take care of yourself.



## **#11 - Depression Fighting Foods**

Certain foods are thought to have depression fighting qualities. Some of these include:

- \* Omega 3 fatty acids found in salmon, halibut, bluefish, mackerel and herring.
- \* Leafy green vegetables, lettuce, spinach, broccoli.
- \* Flaxseed and canola oil.
- \* Flaxseed oil and fish oil supplements.

I got lost on the blueberry studies. I know they were found to increase the memory of rats. Berries are always good. That alone should up our spirits, shouldn't it?

And of course, we can't forget about Chocolate! (Just remember to not overdo it.)

Suddenly I have a taste for chocolate covered strawberries! That should cover it, don't you think? 😊

You can find the power packed foods, what foods have great nutrients and healing powers, and tons of fast easy recipes [inside the members area -](#)

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If you want to do really good in life, You have to feel really good.

## **#12 - Keeping Home a Castle**

This is something you can do that will give you a sense of accomplishment. The more chaotic and cluttered your surroundings are, the more stress you will feel.

It may sound silly to you, but you cannot find tranquility when you're surrounded by a mess.

When your desk is cluttered, you can't concentrate on the job at hand. Time management experts will tell you to organize, put things in folders. It makes you more efficient. Concentrate on one job at a time. Use a vertical file holder to keep things in order.

This is another area where you can have some control. Remember that even small accomplishments help to build your self-esteem.

It feels so much better to sit down in a clean room. You can drink your coffee, read the paper, turn on the TV, OOPs, we are turning off the TV!

But the point here is that you're not constantly bombarded by things that need to be done. Clutter is a constant reminder of the things that we have let get out of control. It eats away at us.

If you need more help in controlling this area, you can find [my secrets here -](#)

Your home is your castle. Your sanctuary. You need this to be the one place on earth that you can go to find peace. It is the place to escape the rest of the world.

This is so important for you and your family.

Surround yourself with things that make you comfortable. Make it a place where you will enjoy spending time with family and friends.

And don't forget to carve out a place that you can enjoy alone. Whether it's a comfy chair in front of a window or a chair on a balcony where you can read a book or have a cup of coffee or stare at the stars. Find some places of refuge.

---

Where we love is home. Home that our feet may leave, but not our hearts.

Oliver Wendell Holmes, Sr.

### **# 13 - What's that saying? The Nose Knows.**

What hits you when you open the door to your home? Is it pleasant? Inviting? Does it beckon you to come on in?

Make your home smell inviting. There are so many things you can use, from plug in units to candles, to potpourri, to fresh cut flowers. I haven't intensively studied [aromatherapy](#), but I do know that lavender has tranquil qualities. Scents like ocean mist or ocean breeze have a clean smell. They remind me of bath soap.

It's really a matter of taste I think. My favorite flower is the Casablanca Lily. It is huge and very white. Its fragrance is very strong. One stem usually has 3 flowers on it, and the smell will cover the entire house. I love it. My daughter hates it. My daughter likes the orange scents, I don't. Regardless of what aroma therapists would tell you, we are all individuals.

You know if you have ever walked into a model home that they use scents to make the home seem more inviting. It makes you feel comfortable.

Some of the best smells are home cooking ;)

Treat yourself. It's cheap. It makes you feel good. It makes others feel comfortable and welcome.

-----  
Nothing awakens a reminiscence like an odor.

Victor Hugo, *Les Miserables*

**#14 - Pick up Before you go to Bed.**

Don't leave a sink full of dishes and overflowing garbage to greet you first thing in the morning. How depressing is that?

On the other hand, when you walk into that clean kitchen to grab that first cup of coffee, doesn't it feel better?

Take the extra few minutes and clean it up before you go to bed.

Take the extra 2 minutes and wipe down the bathroom counter and mirror too. You will thank yourself in the morning.

Honest. Try it for a couple of days and see if it doesn't make a marked difference in how your days start.

---

Good order is the foundation of all good things.

Edmund Burke

## **#15 - Bedtime**

Go to be at a reasonable hour. I know- you know that.

Do it even if you're not working.

Don't fall into the temptation to watch those late movies. I have a friend that keeps doing that to me. I hate it. They are usually bad movies to begin with. I get up the next morning feeling groggy and unmotivated. Just a waste.

How much sleep you need is a personal thing. You know how much sleep you need to be at your best. Make sure you get it.

It's all these little bits of discipline that will get you where you want to go.

-----  
At 50, everyone has the face they deserve.

George Orwell

## **#16 - Don't Drink**

- \* Drinking is a depressive.
- \* It costs a lot.
- \* It leaves you feeling worse the next day.
- \* It raises your blood pressure.
- \* It's dehydrating. Makes you wrinkle faster.
- \* It's very high in calories, it will make you fat.
- \* Drinking is dangerous to yourself and others.

Eat some chocolate instead.

Having grown up in an alcoholic household, and having been a heavy drinker myself, I know what I'm talking about. Don't do it. It causes more pain and harm that last longer than the problem you are avoiding.

Yet it's the first thing everyone wants to do after a hard day. Let's go have a drink. It's Miller time! Take someone in a bad mood, mix in a few beers, and an angry spouse, and you've got yourself the recipe for disaster.

I had a boss that used to get so mad at me when we were at business functions because I wouldn't drink. I would finally have to relent and get a Baily's on the rocks. I do like that sometimes. Yummy. He wasn't happy with that, but it was a compromise.

Sadly, he has died.

So has my mother.

Once you've become a heavy drinker, it is very, very hard to stop. I know.

Don't Do It.

Okay, Okay, is that too hard line? They do say that a drink a day can actually be good for you. Especially if that drink is red wine.

If you do drink, drink responsibly.

Most successful people do not drink to excess. Look at successful people you know. Model their behavior.

-----  
'Tis not the drinking that is to be blamed, but the excess.

John Selden

Drunkenness is nothing but voluntary madness.

Seneca



## **#17 - Don't Do Drugs**

See all of the reasons listed under drinking, plus...

### **Illegal Drugs**

I'm sure I don't need to say much on illegal drugs. You know not to do it. This is a sure fire way to totally devastate yourself, your family and your home.

The agony of drug abuse will go on far longer than any problem you are facing now.

Just Please, Don't Do It.

### **Legal Drugs**

Legal drugs are also a crutch. Things like sleeping pills and anti depressives will not help you get through the situation and come out stronger.

If you honestly cannot find the strength to get through the day, seek help. Sometimes people get to that point where they cannot bring themselves up out of the hole without outside help. If when you have finished this book, you feel that you still cannot find the strength, please help yourself and get help.

But, unless you have been diagnosed with clinical depression, and a Doctor has prescribed medication for you, stay away from any crutches.

Even if you are on medication, remember that it is a temporary solution. You need to learn how to manage without drugs.

Use this time to come out better and stronger.

You can do it.

---

What is dangerous about the tranquilizers is that whatever peace of mind they bring is a packaged peace of mind. Where you buy a pill and buy peace with it, you get conditioned to cheap solutions instead of deep ones.

Max Lerner

## **#18 - Listen to Uplifting Music**

Whether this is Christian, classical, dance; - listen to whatever it is that gets you singing. Dance with the vacuum cleaner. This is not the time for the cry in your beer stuff.

Now for those of you who are old enough to remember the movie Shampoo. Do you remember the scene where Dom DeLuise is driving in his convertible with the top down and the classical music blasting, singing at the top of his lungs?

That scene is permanently embedded in my head. I think that's when I actually started enjoying classical music. People think you are really weird when you blast classical music. It's fun.

What kind of music makes you feel good? Put it on, crank it up.

Dance.

Sing.

---

Extraordinary how potent cheap music is.

Noel Coward

## **#19 - Laugh Everyday**

Watch a cartoon. Watch a comedy. Laugh at your kid's jokes. OK, even laugh at your spouse's jokes.

Heck, even laugh at yourself. Don't take everything so seriously!

I used to make it a point to watch Jay Leno every night, at least through the monologue. Then I rarely went to bed depressed.

I had an employee once who was a real jokester. Thank heaven for him. We were working in a cable TV office. Very stressful.

He would crack stupid jokes at the most inappropriate times! He would transfer the joke of the day to your phone line in the middle of an outage.

But he broke the stress. We could all laugh and felt like we were together in this thing. And we loved our job.

A little laugh goes a long way.

-----

The most wasted day of all is that in which we have not laughed.

Sebastien-Roch Nicholas Chamfort

## **#20 - Hugs**

Hug your kids. Hug your spouse. Your mother, your grandmother. It'll make you all feel good. Even when you're feeling lousy.

Good times and bad, and all that. We all need to be there for each other, and we need to be willing to not only give, but also accept support when it is our turn. What better way to communicate that than through a hug?

Plus, it has been proven that hugs are good for us. They say it releases those "feel good" brain chemicals. So make sure you get plenty of hugging in.

And it feels so good.

It's a very important thing for your children. Hugging is the best way to show them how you feel. Somehow nothing is as reassuring as a hug.

And those who have not been exposed to hugging have a harder time forging relationships. If you're like me and came from a family that did not hug, it takes a real effort to get used to it. But it's worth the effort.

## **#21 - Pet Your Pets**

Funny how your pets know when you are upset. They study you. They try to crawl up in your lap. And what's the first thing we want to do? Shove them off. Don't.

Accept the love that they are giving you.

Just having them by your side can be a comfort. Show them appreciation, and they will be right there for you.

Studies with pets in nursing homes have suggested that petting your pets actually decreases blood pressure.

Go ahead and smother your pets with affection. It's good for both of you.

(Don't show your affection by overfeeding them though.)

-----  
The great pleasure of a dog is that you may make a fool of yourself with him and not only will he not scold you, but he will make a fool of himself too.

Samuel Butler

When I play with my cat, who knows whether she isn't amusing herself with me more than I am with her?

Michel DeMontaigne

## **#22 - Surround Yourself With Positive People**

If you have a friend that seems to always make you feel good, that's the person to call when you are feeling down.

If you have a friend or a family member that always makes you feel badly about yourself, try to stay away from them right now.

How about the bunch that's always complaining? You need to stay away from them too. You need as much positive input as possible. And you need to filter out negativity.

It's very hard at first to separate yourself from the whiners and complainers. And it's so easy to fall into their conversations.

As you start to change, you will find that their conversations annoy you. You will see how destructive this is to a company and to other people's lives. And you will find that the people complaining the loudest are the ones who want to do the least to change things.

Is that who you want to be associated with? Your mother was right. Choose your friends wisely.

Hang around people with good attitudes. Good attitudes are contagious. Soon you can be spreading yours too.



### **#23 - Pray, Meditate, Read your Bible.**

Whatever your religion is, find ways to make it meaningful in your life.

It is statistically proven that people who practice their religion are happier and healthier. There are tons of documented cases of people pulling through probable fatal diseases through their intensive religious beliefs.

Praying doesn't have to be some drawn out formal affair. Just talk to your god. Open up about how you are feeling and what you would like to happen. You might be surprised at the answers you receive.

I've even heard of cases where people who were unsure that a god even existed; called out saying, I don't know if you are really there, but this is how I feel. I need help Lord.

Read your bible for direction, understanding and comfort.

Go to your church or temple. Become part of a larger family. Get involved in activities. What have you got to lose?

---

Faith is the substance of things hoped for, the evidence of things not seen.

Hebrews 11:1

**#24 - Use the Internet to it's fullest potential.**

When you have a situation facing you; death, divorce, illness, unemployment, finances, addiction, there are places to get information to help you understand and cope with the situation.

Do research on your particular problem, you can find an email discussion group or forums where you can talk to others in your same situation.

Often websites dedicated to a particular problem will also have a discussion group available. Even the job sites have discussion groups.

-----  
For knowledge, too, is itself power.

Francis Bacon

(Misquoted as, there is power in knowledge).

### **#25 – Positive Input**

Listen to motivational audios or CDs over and over until the message is embedded in you. If you don't own any, go to the library and check some out. If you talk to successful people, you will find that this is one thing they all do. They feed themselves positive motivation regularly.

### **Use Motivational Quotes**

Place motivational quotes that speak to you around where you can see them regularly. Put one on your refrigerator. Use a motivational calendar on your desk. Carry your favorite uplifting quotes with you.

Keep the negative input down to a minimum. Keep filling yourself with positive input.

-----

What the mind can conceive and believe, it can achieve.

Dr. Norman Vincent Peale

Such are your habitual thoughts, such also will be the character of your mind: for the soul is dyed by the thoughts.

Marcus Aurelius

## **Positive Input = Positive Results**

It may seem as though you are trying to brainwash yourself. I suppose in a way you are. You need to listen to motivational audios and read motivational quotes until the message becomes embedded. I like to think of it as retraining.

You have been bombarded with negative input for years. That we don't even think about. Why then is it that people are so resistant to positive input? Makes no sense, does it?

Even later on, you will find that you will need to go back and listen to those audios again. There is so much negativity around us everyday, that it can be quite the battle to stay positive. We need to constantly use whatever tools we have at our disposal to stay above it.

-----  
Every day, in every way, I'm getting better and better.

Emile Coue

There's only one corner of the universe you can be certain of improving, and that's your own self.

Aldous Huxley

## **#26 - The Power of Attraction**

Did you ever notice that people who are always moaning seem to always have more to moan about?

When you approach someone with a bad attitude, how do they react?

When someone approaches you with a bad attitude, how do you react? Not good, huh?

When you approach someone with a positive, upbeat greeting, how do they react?

When someone approaches you with a big smile, how do you react?

Be mindful of how you approach things. If you approach a task thinking that you can't do it, you're already defeated.

Even if you have to say, Well, I know this is going to be hard. I know I'll need some help. But I know that with the right help I can do it.

When you have positive expectations, you are more likely to get positive results.

## **#27 - Positive Power**

The old cliché's. From the Bible to today's motivational speakers we hear there is power in positive thoughts. You are what you think about, or the power of attraction. Positive thoughts bring positive reactions and results. Negative thoughts bring negative reactions and results.

More hogwash you say? OK, try this experiment. Today when you come across a potentially explosive situation, try applying a positive spin instead of a negative spin.

For example, if you have an overweight friend who's health is affected by their bad habits, would you say, my gosh, you eat enough for four people. Money is tight. Why can't you eat like a normal person?

Or could you try, you know, you are my dear friend. It really bothers me to see you doing this to yourself. Can I help you make changes in your diet that will make you healthier? Maybe we can exercise together. It would be fun.

Or here's another good one that I have witnessed too many times: What are these grades? What are you, stupid or something? Why can't you...?

Instead of; you know, if you really want to be a vet, you have to have good grades. Let's work on the areas where you are having trouble.

Did you try it? Did positive input bring more positive results?

If it works in just this little experiment, then why won't it work for the bigger picture?

Let's look at it logically:

Positive thoughts make you feel better about your abilities. Positive thoughts set the stage for success.

Take for example a bowler. A professional bowler stands at the line and rehearse the entire throw before they take the first step.

They don't stand up there thinking, Oh; I'm never going to make this shot. I'm going to throw my wrist, the ball is going to curve too much, and all these people are watching. Sort of a self-fulfilling prophecy, don't you think?

No, they go through the steps; at the line I will release the ball. My wrist will be straight, I will follow-through, I will be bent down far enough, I will keep my eye on the target, and BAM. Success.

Create a positive cycle for yourself. Picture doing what it is you want to be doing. Picture how it will feel when you have achieved it.

Don't limit yourself with negative thinking. People stay stuck in the same ruts because they have scared themselves with their negative thinking.

They think that they are not capable. They think it is too risky. Sometimes it is, but most of the time the risk is not as great as people make it out to be.

I read a story the other day about training elephants. It seems that when elephants are very young, they chain them with strong chains. After awhile, the elephants figure out that they can't escape, so they quit trying. (unlike my pets!)

By the time the elephant has grown to full size, they can be restrained with just a thin rope. They are convinced that they cannot escape, so they don't even try.

Don't let a thin rope hold you back.

---

Nature never deceives us; it is always we who deceive ourselves.

Jean-Jacques Rousseau



## **#28 - Journaling**

This has been used in therapy for many, many years. Why? It's effective. It helps us get rid of those things that can stay bottled up inside and fester.

There are many different techniques. You will need a spiral notebook to get started.

One technique is to just write the feelings down as they come to you. Just get it all out on paper. Then read over it. Rip the paper out, crumple it up, and throw it away. You are throwing away all of the bad thoughts and feelings. Letting your subconscious ignore them should they arise again.

Another technique is to write a diary. Write down what happened today and how you felt. Read back over previous days. Are you starting to see improvement? Are your feelings getting less severe? This is also a good barometer to measure if you may need some outside help to cope with your situation.

-----  
A moments insight is sometimes worth a life's experience.

Oliver Wendell Holmes, Sr.

-----  
Another technique is to write a letter directly to someone who has made you angry or hurt you. Write every scathing thing you feel about the situation. **BUT**, don't mail it. When you have done a marvelous job of venting, rip it up and throw it away.

**NO**, you can't mail it. No, don't even think about it! Throw it away.

-----  
A man that studieth revenge keeps his own wounds green, which otherwise would heal and do well.

Francis Bacon

The best way of avenging yourself is not to become like the wrongdoer.

Marcus Aurelius

Revenge, at first though sweet,  
Bitter ere long back on itself recoils.

John Milton

## **#29- Find Non Destructive Ways to Vent**

Journaling is one way to vent, but sometimes we need something more physical. Here are some non-destructive ways to vent:

- \* Yell (when you are by yourself) in the privacy of your car or home.
- \* Run around the block.
- \* Exercise
- \* Bowl
- \* Tennis, racquetball, basketball, football, soccer.
- \* Play Darts. (I would suggest using a dartboard.)
- \* Go to a driving range
- \* Go to a batting cage
- \* Vigorously clean something. Garage, basement, anything that takes physical effort.
- \* Beat a rug.
- \* Hit a mattress with a broom or baseball bat.
- \* Move your furniture around.
- \* Do yard work
- \* Build something

I'm sure you can come up with some physical activities that help you relieve stress.

-----  
Noble deeds and hot baths are the best cures for depression.

Dodie Smith

### **#30 -How Not To Vent:**

DO NOT:

- \* Say things you will regret later.
- \* Hurt or scare children or animals.
- \* Drive at high speeds.
- \* Break things
- \* Vent at work
- \* Hurt yourself or others
- \* Pick fights

There are days when I would love nothing better than to throw something breakable, or throw this computer right out the window.

First off, if you do, guess who gets to clean it up?

Need I say more on this subject? Think about the repercussion before you do something.

-----  
Anger makes dull men witty, but it keeps them poor.

Elizabeth I

### **#31 - Clear Your Head**

When you're feeling frustrated and overwhelmed, walk away:

Go out for a walk. If you have one, take the dog for a long walk every afternoon. It will be good for both of you. If you have a child, take them for a walk.

I go for walks with my daughter often. When I was young, my grandmother would take my sister and I for walks. It got us out of the house. We had something different to look at and talk about. If you are alone, take the ipod and the hand weights and go.

Or -

Take your kids to the park. Go on the monkey bars, swings, slides. Have fun with them.

Play Frisbee.

Fly a Kite.

Rake Leaves.

Pull Weeds

Plant something, indoors or out.

Decorate for the next holiday.

---

Beyond his strength no man can fight, although he be eager.

Homer

### **#32 - Be an Example**

How do you want your kids to handle adversity? If you don't have kids of your own around, you may be an example to other kids, teens, or younger people in your neighborhood.

You can choose to be a wailing mess that no one wants to be around, or you can show courage in the face of uncertainty. Sometimes it takes a lot of courage and grit to act like an adult. Don't you wish more people would do it?

Think about someone you may have known in the past that had these characteristics. Someone who seemed so strong and wise. Decide how you would want to be remembered.

Think about that fool down the street that's always yelling and complaining about how unfair life, the government, and everything else is. Full of bitterness and hate. Do you find yourself getting sucked into that vacuum?

Think before you speak. As your mother said: "If you can't say something nice, say nothing at all." Still good advice.

-----  
Courage is the price that life extracts for granting peace.

-Amelia Earhart

### **#33 - Help Someone Else**

Often, helping someone else becomes therapeutic for us. Not only does it help our moral, it also gives us a break from our own problems.

Visit someone in a nursing home.

Do an errand for someone.

Volunteer to help with a school event.

Offer to baby-sit for someone.

Putting others first can have more benefits than we ever could have imagined.

I can't begin to tell you how many people have changed their lives just by putting their children first. They became less selfish, more caring, more responsible, more productive, and more successful.

Zig Ziglar says something to this affect: You can get what you want in life if you help enough people get what they want.

-----  
Always do right. This will gratify some people and astonish the rest.

Mark Twain

### **#34 - Positive Journaling**

Once you have started moving past the anger and bad feelings, start to reflect.

- \* Make a list of all of your good qualities.
- \* Make a list of your skills.
- \* Ask yourself:
  - \* What do you want from your life?
  - \* What kind of job would you like to have?
  - \* What skills do you need to get that job?
  - \* Where would you like to live?
  - \* What kind of house would you like to live in?
  - \* What kind of hours do you want to work?
  - \* How much money do you want to make?

Start to visualize the life that you want. Gather pictures of the house you want to live in, the car you want to drive, and the area that you want to live in. Put these pictures in your journal.

The one thing that this exercise does is to keep your dreams alive. It gives you something to strive for. Whether it's mystical universal laws, or just your hard work, you can achieve them.

Without our dreams and hopes, we simply exist. As human beings, we need something worthwhile to work towards. Some reason for existing.

So now ask yourself these questions:



- \* What do I want for my family?
- \* What values do I want to teach my children and other young people that I come in contact with?
- \* How would I like to spend my time?
- \* How would I like to help the world?
- \* What can I do to make this world a better place?
- \* Who's life can I make a difference in TODAY?

You see, many people make the mistake of focusing only on money. Yet when they get it, they find that it is shallow and empty. That's why so many celebrities commit suicide.

You need to fill in what you will be, and what you will do when you have the resources. What good is the money if there is no good to be done with it?

Some of you may think that you want to make enough money to live in a big expensive house and golf or fish the rest of your days. Is that really all there is to it?

If you dig deeper, maybe you will find that the real reasons are that you would like to have more time to spend with your family and friends.

Or you would like for your family to not have to deal with financial strain.

Maybe you would like to have the time to appreciate a beautiful sunrise without having to rush off to work.

That's the turning point. When you realize worthy intentions for your goals, they somehow become more important.

You have to feel worthy of success. For most of us, it is almost impossible to reach if we don't feel like we deserve it. If we are willing to do what it takes, then gosh darn it, I deserve it! You deserve it!

---

We have no more right to consume happiness without producing it than to consume wealth without producing it.

George Bernard Shaw

The ambitious climbs up high and perilous stairs, and never cares how to come down: the desire of rising hath swallowed up his fear of a fall.

Thomas Adams

America...It is a fabulous country, the only fabulous country; it is the only place where miracles not only happen, but where they happen all the time.

Thomas Wolfe

### **#35 - Now Set Your Goals**

The problem that people have when setting goals is that they set one goal, to be reached at some date in the future, with no road map to get there.

I want to be a millionaire.

OK, How? When?

I know where I'm going; I just don't know how to get there or when I will arrive.

It makes no sense. Is it any wonder that people say goal setting doesn't work?

You have to have a plan. When you were in school, there were certain things you had to accomplish to reach the goal of getting the diploma. Imagine if you went to school with no plan. I'm just going to let things happen, and read whatever, and someday I will get my diploma.

It just doesn't work.

Your plan has to include all of the smaller goals that it will take to reach the ultimate goal.

Our lives have more than one facet. So in setting your goals you cannot forget time with family and friends, spiritual goals, and health and fitness goals.

Too often people close themselves up, working on one goal: Money. That's not what it's all about. It's about the lifestyle that the money can provide. It's about setting your priorities for your life.

In your Journaling, you asked yourself a number of questions about what you want for your life. Here is where you work out the plan to get there.

This takes a lot of thought, and a lot of time. It will be a worthwhile investment. If you skipped the Positive Journaling Section, please go back and do the exercises.

Your Goal Sheet should look something like this:

- \* I want to make \$\_\_\_\_\_ per year
- \* I want to live in (*town*)\_\_\_\_\_
- \* I want to live in (*type of house, with as much detail as you can*)  
\_\_\_\_\_
- \* I want to have \$\_\_\_\_\_ saved for my  
children's education.

Make these goals as concrete as you possibly can. Make them goals that are believable. A reach, but believable.

When I was 20 years old, I told my mother that I would make \$40,000 by the time I was 40. She rolled her eyes and said good luck. Now mind you, when I was 20, making \$40,000 was a lot of money.

From time to time she, and my grandfather would laughingly ask me how I was doing on my goal. I would shrug and say, not so good, but I'm working at it.

I did make it. But it turned out to be a let down. I could have done it much sooner if I had a plan, and if I hadn't limited myself by setting the goal so far out, and so small.

But this story also brings out another point. No one will believe you. That's OK as long as you believe you can do it. There are thousands and thousands of people out there that are proof that you can do it.

So don't do it the way I did. Chart the plan for reaching the ultimate goals.

If you need to save \$200,000 for your children's education, how much do you need to start putting away now? Is there a plan in your state that allows for prepaid tuition? Can you put money away tax-free?

If you want a certain type of house, what type of income will you need to be able to afford it? How much of a down payment will you need? How much is your current home worth? What would it be worth fixed up?

If you want to start a business, what type of equipment do you need? What kind of funding do you have available? Is there less expensive or used equipment you can use to get by until you are making money? Do you need additional training?

If you want to get out of debt, first assess all of your total debt and payments. Is there a way to consolidate the debt at a lower interest rate? Can you afford to make a little more of a payment each month?

Try putting an extra \$5 on each payment every month. Or take an extra \$20 and put towards the one with the lowest balance each month until it is paid off. When one is paid off, take the total amount that you were paying previously, and now pay it towards the next one.

I know, everyone else is telling you to start with the highest interest, or the highest balance. The reason you should start with the smallest balance and pay

it off quickly is so that you have a feeling of accomplishment. Once you can say you've paid off a couple – you have gained real momentum. Now you know for sure you can do it!

So you see, you have to have a plan. How are you going to get where you are going?

Set daily, weekly, monthly, and yearly goals.

Go over your goals regularly and make adjustments where you need to.

If it looks like you can reach a goal earlier than you thought, reel it on in!

If you're not quite where you need to be, readjust and keep going.

---

Make no little plans; they have no magic to stir men's blood.

Daniel Burnham

It is a bad plan that admits no modification.

Publilius Syrus

### **#36 - Plan your day, and Work Your Plan**

One of the most important aspects is your daily work plan. What will you do today to get you closer to your goal?

List all of the things that you want to accomplish the next day. Then put them in order of importance. Also take note of your most productive hours. If you are most productive in the morning, plan to do the tasks that involve the most effort during that time slot. But, make the list reasonable. Don't put more than you know you can do. Have honest expectations of yourself.

Throughout the day, as you finish each task, cross it off. Not just a checkmark, really cross it off. It feels good. By the end of the day you should have a list of crossed off things you did. What an accomplishment!

As a matter of fact, if you just do this one thing, every day without fail, you will never need another self-improvement book ever again. It really is that powerful.

Nothing is accomplished without action. Work your plan to the best of your ability. Go to Bed Knowing That You Did the Best You Could Do Today. Leave the rest to your higher power.

### **#37 - Get Rid of the Time Wasters**

There are sacrifices that you will need to make along the way. When I first started out in this motivational stuff, it was hard to come up with the time to listen to the tapes and fit in that hour a day to read.

Then Zig Ziglar got a hold of me. Somehow I got one of his tape sets. If you have ever listened to Zig, you'll know what I mean when I say that he got a hold of me.

Well in Zig's ranting style, he made it quite clear that if you want to be a success, you have to do what is necessary. You won't become a millionaire staring mindlessly at your TV for hours every night.

To put it in a nutshell, you need to get rid of anything that doesn't contribute to what you want to be.

It took a while for me to work through that. I was in my 20s when I started this journey. I was baptized at 27. Yet still I was spending time in bars and watching mindless junk on TV.

I needed the bigger purpose that we talked about earlier. In my case, it was the birth of my daughter. What kind of parent did I want to be? What kind of life did I want for her?

Did I want my daughter to be another child raised in an alcoholic household? No. I gave up drinking.



Did I want her watching Seinfeld? No. Well, that meant I couldn't watch it either. I finally gave up TV. I rarely watch TV.

I have too many things to do. I'm busy working, raising my daughter, finding time to spend with family and friends, taking my daughter to neat places. I don't have time for the garbage. It doesn't fit into what I want my life to be.

How about you? Where are you wasting time that could be better spent?

Make positive choices. Is that TV program that important? Would spending time with your friends or your kids be more enjoyable? Could the time be better spent learning something new? Completing something?

Remember, we are all given the same 24 hours a day. Spend them wisely.

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Take care of the minutes, for the hours will take care of themselves.

Lord Chesterfield

### **#38 - You can't make the choice for others**

In our newfound purpose and zeal, we tend to want everyone to come along with us. The sad truth is most people don't want to come.

Do you have friends that spend countless hours of front of the TV eating away? I do. Will they ever make much more than they are currently making? No they won't.

As much as you want them to do better, raising the subject over and over again will only strain your friendship. Lead by example. When and if they are ready, then they will come.

#### **Why won't they come now?**

- \* They don't believe you can do it.
- \* They don't believe they can do it.
- \* They don't want to leave their comfort zone. Even if it is detrimental.
- \* They don't want to put in the effort.

It's a sad statistic; only 5% of the population will become successful. The good news is you are now joining that elite group.

Who Me? But...

Yes YOU.

It has nothing to do with education, wealth or poverty, or any other circumstances. There are just as many losers that were brought up in wealthy homes as there are successful people brought up in poor homes.

Think about that.

Only 5% of the people have what it takes deep down inside. That willingness to do whatever it takes. You can't drag people. Either they have it or they don't.

You can however, spark their interest by doing it yourself. Leaders breed leaders. People love to follow the leader.

So ignore the nay-sayers and work on your own success. There will be time to help them later on – when they actually want your help.

In the meantime, as the old saying goes: Save yourself first, then save the world.

---

New opinions are always suspected, and usually opposed, without any other reason but because they are not already common.

John Locke

### **#39 - Look for Your Value Within**

Not only will your friends and family not come with you, they will do everything in their power to dissuade you. Especially if you are trying to work at home.

Why don't you get a real job?

Come on, you're not working, let's go shopping.

Honey, come watch TV.

Hey, come one, let's go to the bar.

NO ONE will believe in what you are doing. I'm telling you this now so you'll be prepared.

I had total strangers that I have never met telling me that I could do it. They did it. I knew that if they did it, I could too.

But let me tell you, it's really hard sometimes when they (people near and dear to you) look at you in total disgust. Keep going. Don't even say anything. It's not worth the energy. Just keep going.

This will be your hardest challenge. If I would have listened to what everyone else thought I would be, I would be an office clerk who drinks every night and neglects and beats my kid. After all, that's where I came from.

Even when I started seeing success, my mother would tell me, "I'm really surprised that you've done as well as you have, considering where you came from. But it is going to level off one day. You won't be able to keep up like that."

Honest, she said that. And that was a compliment.

My mother would always tell me that I needed to learn how to type because secretaries made good money. I would reply that I wasn't going to be a secretary, I was going to have a secretary. My mom said I was flippant. Hmm. What do you think?

So how do you react when you hear, You can't, You won't, You'll never be able to? Just say to yourself, "WATCH ME".

I Can. I Will.

### Why Won't They Believe in Me?

People tend to judge based on their own knowledge and abilities. They think they could never do it, so why would you be able to? You're just like they are.

Besides, if you did do it, maybe you won't like them anymore. They are afraid that the relationship will change.

In some cases, there are people who feel they are better than you. If you really did do this, well, they would lose their position of perceived power.

"And you know, when people get rich, they just dump everyone. They don't care about us anymore."

Come On, You know, nothing can be further from the truth.

Now, if you do start acting like this, then you haven't listened to anything I've tried to teach you. You'll drive your real friends away. You might die with your money, but you'll die lonely. Take heed.

You have a hard enough battle fighting your own beliefs. You can't worry about battling other people's beliefs. The important thing is that you know you can do it, not whether someone else believes you can do it.

It certainly helps if you have some support, but many times we are on this road less traveled by ourselves.

## **# 40 - Judging Others**

It's about at this point that many people start to get cocky. "Oh, I'm better than 95% of the people."

There is no better way to commit success suicide.

The first thing that you need to remember is that everyone has his or her own individual skills, talents, and dreams. Not everyone wants what you want. Not everyone wants to put forth the effort to get what you want.

On the other hand, they might be working at a purpose that you know nothing about. And it might be something that you would never consider doing.

Spend so much time improving yourself that you have no time to worry about what others are doing.

-----  
If a man does not keep pace with his companions, perhaps it is because he hears a different drummer. Let him step to the music he hears, however measured or far away.

- Henry David Thoreau

### **#41 -The Responsibility of Success**

Part of what drives successful people is the burning desire to make things better. Isn't that what you want too?

Jesus said something to this effect: to those who have much, much is expected.

We all make fun of Scrooge. There are a lot of movies that take off on the original movie, showing how various characters are also Scrooge-like.

Oh, but that's a fairy tale.

Remember what happened to Bill Gates? You may be too young to remember how everyone picked on him so for not giving. He was very selfish. I was blown away the other night when a newscaster referred to him as generous.

The point is; it's expected that when we are able to, we help our fellow man. Whether he was forced to or not is really immaterial. The money is doing good things. We can only hope that his heart is in the right place.

Warren Buffet and Sir Richard Branson give much of their money away. Did you know that?

One of the teachings in the Bible says that if you faithfully give your tithe that your warehouse will be overflowing.

---

Down in their hearts, wise men know this truth; the only way to help yourself is to help others.

Elbert Hubbard



## **#42 - Bad Days Happen**

There will be those days where no matter what you do, you feel like you can't do anything right.

Another piece of bad news, the computer crashes.

The dog gets sick. Your kid is sick.

On those days you feel hopeless. It's like it will never end.

But it will. Tomorrow is another day, and it will be better.

I wish there was a magical cure, but there isn't. You just have to get through it. Do the best you can. Keep at your exercise. Eat. Take Action. You have to do it.

It's either that or a life of Prozac. I don't mean to be harsh here. But we have to take some responsibility. We have to forge our own destiny. Yes, bad things happen. But overall, we really have more good than bad. We can't let the few bad things defeat us.

I know how hard it is, but we have to stay above it. When those days happen, do your best to do something productive.

Keep those days to a minimum. I know myself, I have had a string of these days when I felt I just didn't have the strength to go on. But giving up is not an option.

So little by little, you'll pull yourself back out and get back on track. Use your "to-do" list everyday to keep you moving. When you're focused on your list, you leave little time for feeling sorry for yourself.

Focus on your reason for making it. In my case, it's my daughter. What's your larger purpose?

What is the ultimate reason for doing this in the first place?

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*Where I am, I don't know, I'll never know, in the silence you don't know, you must go on, I can't go on, I'll go on.*

*Samuel Beckett, The Unnamable*

*A champion is someone is surpasses personal limitations.*

*Jacques Rogue  
President, International Olympic Committee, 2002*

**#43 - Employment:**  
**Reinventing Yourself**

For most of us, it's employment and/or finances that bring us to this point. Remember, it will get better.

Finding your niche

For many of us, our old field is no longer viable. It is one thing to be out of a job with marketable skills. It is quite another when the skills you have worked so hard to hone are no longer needed. So now you need to focus on making yourself marketable.

Get on the computer. Read want ads. Talk to recruiters and agencies. What kinds of positions are open? Which ones interest you?

Now make a list of all of your skills. Don't make the list industry specific.

Have you done any accounts payable?

Receivables?

Collections?

Cash handling?

Profit and loss reporting?

Troubleshooting?

Dispatching?

Managing?

Customer Service?

Payroll?

Negotiation?

What are your computer skills? List each program that you are familiar with. So on and so forth.

When you break it down this way, you will be surprised how many skills you have developed.

Be sure to site examples of achievements. I increased sales by \_\_\_ % in the 2<sup>nd</sup> quarter, or I improved policies that in turn decreased customer complaints by \_\_\_%.

Go back to the open positions. How do your skills match up against the job skills being sought? Rewrite your resume with that focus. Market your skills, not your industry.

Look to online resources for tutorials on resume writing and cover letters. Get feedback from recruiters. They make money by placing people. They will give you advice.

You may find yourself changing your resume everyday. Most people have more than one resume, each targeting a different skill set.

### **#44 - Reading Your Way to Success**

When you have some time on your hands, is there a course you can be taking at the local college to hone your skills, or learn a new skill? Can you learn something online that will help fill in some gaps in your knowledge base? And certainly don't forget your library.

Another tidbit that I find interesting is that homes that cost over \$250,000 always have room for libraries. Why do you think that is?

Simple. The people who make enough money to buy these homes read every piece of information they can get their hands on about their field. I was attending a seminar recently. The speaker said that he has an entire wall in his living room filled with books on marketing. He has more stored in boxes.

Make sure you are grooming your kids to be successful at the same time. They will be more likely to read if they see you read. If your children are small, read to them every night.

Research a field that you would like to be in. Start reading up on it. Now I want to make it clear that if you are 30 or 40 years old, it is unlikely that you will become a brain surgeon or a pro football player. Make your goals realistic and reachable.

The late Earl Nightengale, a renowned motivational speaker and coach, said that if you spent one hour a day reading something related to your field, within five years you would be an expert. I've taken this advice a number of times in my life.

Now you may not have 5 years to get a better job. But you can make a start at learning additional skills. If they are related in any way to skills that you already have, you will find the progression easier. Regardless, make sure it's something that you enjoy. Then the study won't be such a chore.

Read one hour a day. And apply what you learn. Once you make this a habit, you'll be amazed at how fast you start progressing.

All wish to know, but none want to pay the fee.

-Juvenal

## **# 45 – Time Management**

Seems like there's a lot of work to be done, and only 24 hours to do it in. How do you manage it all?

You have to make the best use of your time. Especially for the next year or two.

Figure your daily schedule will look something like this:

Work:	8 hours
Commute:	2 hours
Read:	1 hour
Housework:	1 hour
Family:	2 hours
Sleep:	7 hours
Spirituality/Meditation:	1 hour
Exercise:	½ hour
Work on goals, play, Or relax:	1 ½ hours

How do you like that? You CAN fit everything in except TV!

Try to keep your weekends as free as possible for family time and recreation. You need that too. We've become so focused on money, that we've forgotten how to play. And it's making us sick!

You can find more ways to get more done in less time

<http://CommonSenseLiving.com/members>

### **#46 -Victim Mentality**

Sometimes it seems that no matter how hard we try, we are just treading water. That's when the words, "I just Can't" or "I'll never be able to" or I'm just not meant to" seem to pop into our lives.

We have tried to learn as much as we humanly can;

- \* We have applied for 200 jobs with no luck.
- \* We have approached 100 people about our new business with no results.

You find yourself saying, "I knew this wasn't going to work."

Your friends and family all told you it wouldn't work. Guess they were right.

**WAIT JUST ONE DOG-GONE MINUTE!**

You have worked hard all this time trying to achieve this goal. Are you just going to throw in the towel now?

Are you really going to just quit?

I have heard it said that many people have reached this point right before they achieved success. If they would have quit, they would have lost out. Maybe it's that last test of our will. Who knows? Don't Quit!



### #47 - Get Angry!

That's right. Get angry.

I have worked hard up to this point, and I'm going to work even harder!

They are wrong! I **can** do this! I'm going to do this!

That's when the success will come. All this time you have still been harboring those little bits of negativity. Trash them! Dump them!

Replace it with fiery determination. That burning in your gut desire. Have you ever felt that? Have you ever wanted something so badly you wouldn't quit until you got it?

That's what you need to muster up now.

Remember the line - "I'm mad as hell and I'm not going to take it anymore?"

What is unacceptable in your life? What are you not going to take anymore?

## **#48 - Never Give Up**

Thomas Edison, Sylvester Stalone, Coronal Sanders, Stephen King, even Fred Astaire, are examples of people who would not give up.

These people stayed with it through obstacles, rejection, and mistakes until they got it.

Can you imagine the grief that Thomas Edison's family and friends must have given him? Yet he kept on. He finally got it right.

It's the people who relentlessly keep at it that achieve success. If it was so easy, wouldn't everyone be rich?

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Never, never, never give up.

Winston Churchill

## **#49 - Making Things Harder Than They Need To Be**

We do this all of the time. We blow up our vision of a situation or a task until we have made it so big, we are afraid to try to tackle it.

We let the house go until it is a massive project.

We wait until the night before a big event to start preparing.

When we are faced with learning something, we either don't start because it looks so overwhelming, or we read and read, trying to learn and get comfortable with it before we will take any action.

We put ourselves into information overload. We have all this information swimming around in our heads. It just leaves us overwhelmed and confused because we have never actually applied any of it.

The first step is to start. Take action everyday- no matter how little. Before you know it, you will have mastered it!

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Take care of the minutes, for the hours will take care of themselves.

-Lord Chesterfield

### **# 50 - Elusive Perfection**

Often times you will put off something until you have all the facts together. You want to know everything perfectly before you will start.

But the way to get through it is by doing. It will probably never be perfect. If it's not good enough, you can try again. The experience you gain by trying in the first place cannot be replaced.

Every time that Thomas Edison tried something that didn't work, well, he went back and tried again.

Every time Stephen King, Sylvester Stalone, and Coronal Sanders received a rejection, they would submit it again somewhere else.

With each mistake, they made improvements and tried again until they got it right. It was never perfect the first time.

How many tries does it take before scientists can come up with a cure for a pervasive disease?

You can read all the books in the world, but you won't really know if it will work until you try it, and try it again, and again.

## **#52 - Do Something!**

You need to break everything down into manageable tasks. Bite sized pieces. How do you eat an elephant? One bite at a time!

When dealing with housework, do a little something everyday.

When you have an upcoming event, an interview, meeting, holiday dinner, party; start preparing in advance. Do little things ahead of time to make sure that everything will be ready.

When faced with learning new skills (and we all have to), do each step. Don't just read it, do it. You will cut your learning time dramatically.

Even when using this book, for it to be effective, you have to actually do something.

The magic is in the application.

No matter what it is that's facing you, **Do** Something. Continue to do little somethings everyday. Before you know it, you will be farther along than you ever thought you could.

Even if you think you can't, start with one baby step at a time. When you have mastered that step, move on to the next one.

You will get better and better, and the effort won't seem nearly as daunting.

*Do Something*

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You are never given the dream without the power to make it come true.

Richard Bach

I want to leave you some very important points;

> Most of the people who have helped me the most, I have never met. I meet people on the Internet. I communicate with ezine publishers. Others meet people in forums and discussion groups. You never know where you will find your mentors. Keep your eyes open, and always be building relationships. You can never have too many friends!

> Don't look to others to measure your value. Many people don't understand what they are capable of, let alone what you are capable of. You do. Keep believing in yourself. Never give up.

> Our individual struggles make up who we are. While we may not relish the adversity itself, we can be thankful for the end result; the better, stronger person we become.

> Don't be so hard on yourself. Things take time. As much as we want everything to be instant, it's not. That sort of expectation will only keep you down.

> Do the best you can do, then give yourself a break.

> Don't lose your sense of humor.

> Don't lose your sense of wonder. There are spectacular things around us everyday, if only we would see them.

I think people give up too easily. Life can be a worthwhile journey, or it can be an existence. I hope you'll choose the journey.

*You can do it if only you will.*

***Carole***



This e-book is based on the lessons in the revolutionary self-improvement e-course – Whole Life Overhaul. You can find out more here –

<http://WholeLifeOverhaul.com>

Learn how you can get your home really clean, and keep it that way – without spending half your life doing it. It's easy once you know the secrets. Get Secret Confessions of a Clean Freak - <http://HowtoCleanHouseFast.com/>

Be sure to visit the [Blog](#) and [Free Members Area](#) for more helpful tips to help make your life better.

### **Read on for Bonus Chapters**

Fear of Success

The Emotional Roller-Coaster

Beyond Mamby-Pamby

## **Bonus Chapter 1 – Fear of Success**

Yes, there is such a thing. And that fear can stifle us just as quickly as any circumstance.

Tell me, can you really fathom making a million dollars a year? Can you imagine winning a championship? Can you imagine yourself as the CEO of a company? I'll bet right now you can't even imagine it.

Now suppose that it's becoming clearer to you that you actually could do this.

You don't dare say it. Everyone would think you're nuts. And besides, what if it doesn't happen?

It's at this point that people start to self-sabotage. What if it actually did happen? It's your wildest dream, and now it seems it can really happen.

Just imagine if you knew that the product you are launching, or the new sales job, or the new network marketing company was actually turning out to have that kind of potential. All you have to do is keep doing what you're doing. Keep on track and you're there. It's right there.

How do you feel?

Scared to death?

Now the-what ifs start.

What if I mess up my next presentation? You probably will.

What if my downline or my staff starts messing up? They probably will.

You suddenly are sending yourself negative messages. Your customers will pick up on it. Your staff or your downline will pick up on it. Up until now you have been the picture of optimism. Now something is different. It makes them as uncomfortable as it makes you.

But what is really behind this fear? It's not really that you would mess up. You know your stuff. You've gotten this far. What is it that kills people right before they reach the finish line?

3 things:

- You really don't believe it, even though it's right in front of you.
- You don't feel that you deserve it.
- The gut wrenching fear of not knowing just how this will change your life. Will your old friends and family still accept you?

You already dealt with what others thought a long time ago. That no longer matters.

You developed the skills and talents it took to get you here.

None of that matters now. What matters now is that you battle your fears before they destroy you.

You don't believe it, even though it's right in front of you.

Whether it's making a six-figure income, or getting a new house, or winning an Olympic gold medal, or a championship. You have worked long and hard. Even though it's about to pay off, it still doesn't seem real. It doesn't seem like it can really happen.

Remember, what you can dream and believe, you can achieve. Keep doing what you've been doing. Keep your eye on the goal.

This is a very critical time. You have to keep feeding yourself positive motivation. You have to stay in top shape, exercise, sleep and diet are all very important.

As long as you don't backslide, you will make it. If you give in to your doubts, you will self sabotage.

You don't feel that you deserve it.

This probably killed more successes than anything else. Whatever it is that you have aspired to, it just seems too big, too good for someone like you.

You need to reflect on all of the hard work that you put into getting here. You did what others would not.

But more importantly, you need to reflect on why you are doing what you are doing. What is the bigger purpose? What was it that drove you? When you answer this question, you will be satisfied.

But: What about life on the other side?

It's hard to imagine what life will be like once the goal is reached. There's so many things you don't know.

What will I do?

Will I change as a person?

How will my life change?

Will my friends still be my friends?

How will my family relationships change?

The rules for your life are about to change, forever.

That's a terrifying thought.

Of course you will change as a person. Success replaces struggle with responsibility. Where others who have been successful before you lent a helping hand, now it's your turn.

Where others have helped to build your community and worked in ways to make the world a better place, now it's your turn.

Yes, you will have a better house, a better car, more vacations, a better life. But it's not something to feel guilty about or be afraid of. It's what you have worked so hard for.

Now you can put your kids through college. Now you can help parents with their health and/or financial problems.

And as long as you keep building on your success, you can give freely for the rest of your life.

Oh, you thought this was the end of it? Oh no.

Now you have to set new goals. Find new directions. Improve your business or product. Granted, you probably don't have to work as hard anymore, but you will still need to have something constructive to do.

It's time to start reflecting on that.

## **Bonus Chapter 2: The Emotional Roller Coaster**

This journey will be one of tremendous self-discovery. You will discover strength you never thought you could have.

Your highs will be very high. Your lows will be very low.

You have to continually dig inside yourself. Your determination and faith will be tested time and time again.

You have to make up your mind what you will allow to affect you.

What makes it worse is that other people just don't understand. There really are not many people you can talk to about how you're feeling.

You have to let go of worry and doubt. You have to just focus. Clear, straight ahead, nothing can distract you. Not the bill collectors, not your friends and family, not the what ifs. When these feelings creep up, you just have to shake it off and keep working. It's not easy. If you let those feelings affect you, you will slow down your progress. Just keep at it.

This is why it is better to have a written plan. It's so much easier to stay on track when you have a list in front of you.

There will be many days when you feel like you've done everything right, and no results. As hard as it is, you have to just keep going.

If there is one key to success, it is persistence. Remember all of the people who came before you and tried and failed hundreds of times before they finally tasted success.

### **Bonus Chapter 3: Beyond Mamby Pamby**

All of the chapters leading up to this point have been encouraging, hand holding, and well, nice.

You know what it takes.

Do you have it in you?

Do you have the guts and determination?

Are you going to try?

You can waste time, make excuses, place blame. There are a multitude of reasons why you can't do it if you look for them. And they are all believable.

Success comes at a price that many are not willing to pay. It takes discipline. It takes hard work, for a time. It takes the willingness to not be one of the crowd.

If you are just starting out on this journey, this can be quite uncomfortable. Like anything else, it takes time and practice.

Anyone who puts his or her mind to it can do it.

Maybe you need to ease your way into it. That's OK. But always strive to improve yourself and your life. No matter how big or little the steps you take. Some improvement is better than none. And the little successes do add up.



And even if you're not interested in working hard to make major changes in your life, but you are willing to make some small changes to make your life a little better, isn't that worth it?

Maybe all you do after reading this book is make changes in your housework habits. And as a result you have more peace at home, and your mornings are not as rushed. What is that worth?

And maybe you start reading material related to your profession only a couple hours a week. In 5 years you get a job paying almost double. What is that worth?

Small consistent changes in your diet can make big changes in your weight and your health. What will that be worth?

Every positive action you take will have a positive result if you stick with it. The results will be in direct proportion to the amount of effort you are willing to take.

But you have to be firm with yourself. No one can make you do it. It's a choice only you can make.

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It takes a little courage, and a little self-control. And some grim determination if you want to reach the goal. It takes a deal of striving, and a firm and stern-set chin. No matter what the battle, if you really want to win. There's no easy path to glory. There's no road to fame. Life, however we may view it is no simple parlor game. But its prizes call for fighting, for endurance and for grit. For a rugged disposition, and don't know when to quit.

Anonymous