



# Insights Into Personal Growth

Perky's Help

## **Keys to Personal Growth**

The topics which follow are components of a holistic guide to self-improvement. They address issues such as trust, ethical behaviour, and the power of social connections, all of which should help in the building of a balanced and fulfilling life, and underpin personal growth.

Perky is a passionate advocate of simplicity and clarity and Perky's Help articles are designed to be accessible and engaging, providing inspiration to reflect, unlock potential, and grow.

## **Acceptance & Commitment**

- 1:1:1 -> 1:13:2

## **Developing The Mindset**

- 2:14:1 -> 2:25:1

## **Life Enrichment**

- 3:26:1 -> 3:36:1

## **Staying Grounded**

- 4:37:1 -> 4:44:1

## **Health & Wellbeing**

- 5:45:1 -> 5:52:2

## **Attention and Perception**

- 1:1:1 - Cultivating Attention to Detail
- 1:1:2 - Mastering Attention

## **Cognitive Behavioural Therapy**

- 1:2:1 - Overcoming Cognitive Distortions
- 1:2:2 - Defusing Thoughts

## **Culinary Arts**

- 1:3:1 - Mastering the Kitchen
- 1:3:2 - Cooking Creatively
- 1:3:3 - Discovering The Art of Cooking
- 1:3:4 - Cooking Simply

## **Mindfulness and Mental Health**

- 1:4:1 - Preventing Decision-Making Fatigue

## **Core Personal Qualities**

- 1:5:1 - Exploring The Essence of Trustworthiness

## **Family Psychology**

- 1:6:1 - Enhancing Family Communication and Bonding

## **Soft Skills**

- 1:7:1 - Embracing Adaptability
- 1:7:2 - Mastering Effective Communication
- 1:7:3 - Building Discipline
- 1:7:4 - Growing and Learning
- 1:7:5 - Making Decisions
- 1:7:6 - Managing Time
- 1:7:7 - Solving Problems
- 1:7:8 - Cultivating Social Awareness

## **Moral Philosophy**

- 1:8:1 - Understanding Moral Relativism

## **Positive Psychology**

- 1:9:1 - Building A Bright Future
- 1:9:2 - Cultivating Contentment
- 1:9:3 - Developing Essential Competencies
- 1:9:4 - Finding Freedom and Liberation
- 1:9:5 - Pursuing Happiness and Wellbeing
- 1:9:6 - Setting Meaningful Personal Goals
- 1:9:7 - Striving for Excellence
- 1:9:8 - Unleashing Personal Development Potential

## **Productivity**

- 1:10:1 - Mastering Productivity
- 1:10:2 - Maximising Efficiency

## **Skill Development**

- 1:11:1 - Developing Key Skills

## **Sleep Psychology**

- 1:12:1 - Balancing Life with the Circadian Rhythm

## **Social Psychology**

- 1:13:1 - Nurturing Social Connections
- 1:13:2 - Overcoming Social Anxiety

## **Interpersonal Communication**

- 2:14:1 - Projecting Confidence

## **Business Success and Entrepreneurship**

- 2:15:1 - Accelerating Business Success
- 2:15:2 - Igniting The Entrepreneurial Spirit

## **Curiosity and Learning**

- 2:16:1 - Cultivating Curiosity

## **Enhancing Concentration**

- 2:17:1 - Embracing Focus

## **Habit Formation and Behaviour Change**

- 2:18:1 - Mastering Habit Change

## **Mental Resilience and Psychology**

- 2:19:1 - Building Mental Fortitude
- 2:19:2 - Decoding Psychological Triggers

## **Mindfulness and Personal Growth**

- 2:20:1 - Embracing The Present
- 2:20:2 - Incorporating SLLS
- 2:20:3 - Fighting Boredom

## **Motivational Psychology**

- 2:21:1 - Achieving Success
- 2:21:2 - Breaking the Mould

## **Relationship Building and Communication**

- 2:22:1 - Living with Heart, Courage, and Vulnerability
- 2:22:2 - Navigating New Relationships

## **Self-Exploration and Belief Systems**

- 2:23:1 - Exploring The Depths
- 2:23:2 - Unveiling Core Beliefs
- 2:23:3 - Unveiling My Philosophy

## **Social Impact and Personal Development**

- 2:24:1 - Building A Better Future Together
- 2:24:2 - Discovering The Power Within
- 2:24:3 - Embracing Authenticity and Self-Acceptance
- 2:24:4 - Unleashing Your True Self

## **Time-Management and Productivity**

- 2:25:1 - Mastering Your Day

## **Emotional Wellbeing**

- 3:26:1 - Breaking Free: Escaping The Rut
- 3:26:2 - Confronting Inner Demons
- 3:26:3 - Discovering Meaning, Fulfilment and Direction
- 3:26:4 - Embracing Healing and Hope
- 3:26:5 - Embracing The Unpredictable
- 3:26:6 - Finding Light Amid Disillusionment
- 3:26:7 - Chasing Dreams
- 3:26:8 - Fuelling The Fire Within
- 3:26:9 - Harmony Within
- 3:26:10 - Taking Charge of Life With Purpose and Resilience
- 3:26:11 - Unveiling The Authentic Self

## **Communication and Connection**

- 3:27:1 - Making and Enriching Human Relationships
- 3:27:2 - Mastering Effective Writing
- 3:27:3 - Connecting With Others
- 3:27:4 - Mastering Hyperbole

## **Knowledge Sharing and Learning**

- 3:28:1 - Cultivating A Knowledge Sharing Culture

## **Mental Sharpness & Mindfulness**

- 3:29:1 - Sharpening The Mind

## **Future Generations**

- 3:30:1 - Nurturing Future Generations

## **Media Analysis**

- 3:31:1 - Exploring Jake Bugg
- 3:31:2 - Exploring Miley Cyrus
- 3:31:3 - Exploring Simon and Garfunkel
- 3:31:4 - Exploring South Park
- 3:31:5 - Exploring Tag
- 3:31:6 - Exploring The Art of War
- 3:31:7 - Exploring The Lion King
- 3:31:8 - Exploring The Office
- 3:31:9 - Exploring The Simpsons
- 3:31:10 - Exploring The Tao of Jeet Kune Do

## **Photography**

- 3:32:1 - Capturing The World

## **Productivity and Wellbeing**

- 3:33:1 - Fostering Productivity and Wellbeing

## **Resourcefulness and Adaptability**

- 3:34:1 - Applying Knowledge
- 3:34:2 - Gaining Valuable Work Experience

## **Trust, Integrity and Influence**

- 3:35:1 - Building Trust, Integrity and Influence

## **Weight Loss and Motivation**

- 3:36:1 - Finding Motivation for Successful Weight Loss

## **Building Confidence and Relationships**

- 4:37:1 - Building Strong Connections
- 4:37:2 - Navigating Interpersonal Discussions
- 4:37:3 - Navigating The Journey of Love
- 4:37:4 - Socialising



## **Emotional Intelligence**

- 4:38:1 - Guarding Your Mental Space
- 4:38:2 - Managing Intrusive Thoughts
- 4:38:3 - Rising Above Bad Days
- 4:38:4 - Finding Serenity
- 4:38:5 - Untying Emotional Knots

## **Educational Psychology**

- 4:39:1 - Cultivating A Learning Culture
- 4:39:2 - Diving into Deeper Thinking
- 4:39:3 - Understanding Cognitive Dissonance

## **Personal Attraction**

- 4:40:1 - Unveiling The Allure

## **Empowerment**

- 4:41:1 - Building Resilience
- 4:41:2 - Cultivating A Powerful Mindset
- 4:41:3 - Fostering Independent Thinking
- 4:41:4 - Finding Your Way
- 4:41:5 - Unleashing The Power Within

## **Personal Independence and Autonomy**

- 4:42:1 - Embracing Independence

## **Professional and Personal Success**

- 4:43:1 - Celebrating Consistency and Dependability
- 4:43:2 - Empowering Progress
- 4:43:3 - Exploring The Path of Therapy
- 4:43:4 - Finding Balance and Stability
- 4:43:5 - Balancing Dreams and Realism
- 4:43:6 - Navigating The Path to Success

## **Spiritual Growth and Success**

- 4:44:1 - Embracing a Life Devoted to Jesus

## **Interpersonal Relationships**

- 5:45:1 - Building Lasting Connections
- 5:45:2 - Embracing Diversity
- 5:45:3 - Exploring My Strengths and Weaknesses
- 5:45:4 - Keeping The Spark Alive

## **Communication and Professional Skills**

- 5:46:1 - Mastering Communication Skills
- 5:46:2 - Mastering Job Interviews

## **Financial Management and Efficiency**

- 5:47:1 - Steering Clear of Debt
- 5:47:2 - Unlocking Efficiency and Productivity

## **Mindfulness and Presence**

- 5:48:1 - Making The Best of Every Moment

## **Mental Health and Awareness**

- 5:49:1 - Getting Stuff Done
- 5:49:2 - Understanding Schizophrenia

## **Personal Growth and Initiative**

- 5:50:1 - Cultivating A Seeker's Mindset
- 5:50:2 - Embracing Positive Mental Health
- 5:50:3 - Embracing Proactivity
- 5:50:4 - Embracing Your Inner Strength
- 5:50:5 - Strategies for Coping and Finding Hope
- 5:50:6 - Unleashing Inner Confidence
- 5:50:7 - Unveiling The Self

## **Faith and Adversity**

- 5:51:1 - Exploring The Journey of Spiritual Awakening
- 5:51:2 - Embracing God's Trials
- 5:51:3 - Embracing Personal Growth

## **Goal Setting and Achievement**

- 5:52:1 - Developing Professionally
- 5:52:2 - Unveiling Success

# **1:1:1 - Cultivating Attention to Detail**

## **0.7% COMPLETE**

Attention to detail is a learned skill, which can be cultivated using organisational tools, limiting distractions, and giving the mind conditions it needs to focus. Organisation involves paying attention to small things and keeping track of appointments and tasks that must be accomplished within time frames.

Lists are helpful as they assist in ensuring everything comes together. It is less likely that details will be lost when they are tracked and recorded. Creating a routine that follows the same general pattern is helpful, as it helps the brain to notice when something may be amiss.

Distractions come in various forms, but the likelihood of forgetting things increases when they occur. Concentration is, therefore, key.

Multitasking spreads attention over a variety of tasks instead of the focus being on something specific. When distracted, paying attention to a single job may be hindered, and details may not be arranged correctly.

Exercise helps improve memory and concentration while being good for the body as a whole. To help improve levels of attention, engaging in 20-30 minutes of exercise each day is beneficial.

Taking breaks is an excellent way to keep the brain sharp and allow it to focus on more minor details. The brain is allowed to relax in readiness for its subsequent demands.

## **1:1:2 - Mastering Attention**

### **1.4% COMPLETE**

One of the best insights on productivity in the 21st century dates from 1890. In the book *The Principles of Psychology*, Vol.1, William James wrote: “My experience is what I agree to attend to.”

What a person gives to their attention determines the experiences they have, and the experiences they have determine the life they live. People must control their attention to control their life.

To be consistently productive and manage stress better, people must strengthen their skills in attention management. This is the practice of controlling distractions, being present in the moment, finding flow, and maximising focus so people can unleash their genius.

It is about being intentional instead of reactive. It is the ability to recognise when attention is being stolen (or has the potential to be taken) and instead to keep it focused on chosen activities. Rather than allowing distractions to dominate, people should work on attending to activities at any given moment based on understanding their priorities and goals.

Better attention management leads to improved productivity, which is much more than checking things off a to-do list. The ultimate result is the ability to create a life of choice around essential things. It is more than just exercising focus. It is more about taking back control over priorities.

Control technology and remember it is there to serve, not vice versa! Decide to take control by turning off email and ignoring notifications designed to steal attention. Disabling them will allow a person to engage in extended periods of focused work, tasks and chosen activities.

Control the environment and set boundaries with others, especially in an open-office setting. For example, use headphones or display a do not disturb sign when needing to focus.

If that does not work, try going to a different part of the office. If things are dreadful, people may try teaming up with colleagues to designate a day or week for a no-distractions day. On this day, everyone should do heads-down work.

Control behaviour and become accustomed to single-tasking: open only one window on the computer screen and give full attention to one task until it is complete or until a designated stopping point is reached. Take breaks throughout the day and step away from the computer.

Controlling thoughts is, for many, the most challenging thing to achieve, as minds are made to wander. It is advisable to practice noticing when the mind is veering off in a different direction and gently guide focus back to where it should be. If some essential work is transmitted to the individual while doing some focused work, they should jot it down on a notepad and return to it later.

Practising attention management eliminates distractions from the day. People also start recognising when they become distracted and building their attention muscle by embracing the above mentioned habits. People even begin reclaiming their lives and devoting more of themselves to what is essential. They should not allow distraction to derail their aspirations and intentions. Instead, they should control their attention to control their life.

## **1:2:1 - Overcoming Cognitive Distortions**

### **2.1% COMPLETE**

Cognitive distortion has a way of playing havoc with lives. A cognitive distortion takes place within minds when people experience an upsetting event in their lives. It could be a disagreement at work, an argument with a partner, a poor grade at school, and subsequently thinking about it in a way that reinforces negativity and feeling shamefaced as a result.

While some people may believe a negative mindset is a necessary component of learning from mistakes, many may get stuck in a repetitive, reinforcing pattern of feeling bad about themselves—the methods described below help to combat irrational, automatic thoughts and cognitive distortions.

#### **Identify the Cognitive Distortion**

The most critical step in fixing any problem in life is identifying precisely what the problem is and how extensive it is. Identifying and tracking the cognitive distortions may be necessary before changing them. This may be achieved by creating a list of the troublesome thoughts throughout the day. This helps when examining them later and identifying matches of cognitive distortions.

Additionally, this process allows people to think about their problems more naturally and realistically. It involves keeping a daily mood log, but nowadays, an app, or anything convenient to record cognitive distortions, can be utilised.

#### **Examine The Evidence**

The next step is to remove oneself from the upsetting event and irrational thinking to examine the evidence more objectively. A thorough examination of an experience allows people to identify the basis for distorted thoughts.

If they are overly self-critical, it is beneficial to identify several experiences and situations where they have overcome setbacks and achieved success.

One effective method for examining the evidence is to examine individual thoughts connected to the event and objectively decide whether they reflect an opinion or are indisputable facts. Segregating facts from views helps to determine the components of a cognitive distortion. The identified ideas then need focus and effort to undo.

### **Single Standard Method**

Talking to oneself in the same compassionate and caring way that they would a friend may be helpful. People are frequently much harder on themselves than those they care about, whether a friend or family member. They would never think of speaking to a close friend in the way they may talk to themselves in their mind.

Instead of treating oneself with a standard different from everyone else's, why not use one standard for everyone, including oneself? This is intrinsically fairer than using a double standard and allows individuals to consider themselves a trusted friend worthy of equal encouragement.

### **Thinking in Shades of Grey**

Learning to undo black-and-white (or polarised) thinking can be challenging. Minds take cognitive shortcuts to simplify the processing of stimuli to hurry the ability to make a decision or choose a response. Black-and-white thinking can sometimes serve a good purpose, but it may also lead to a path of irrational belief.

However, thinking in shades of grey requires evaluating things on a scale of 0 to 100. When a plan or goal is not fully realised, the experience may be assessed as a partial success on this scale.



**Re-attribution**

Engaging in self-blame for all negative things experienced is a mistake, as this tends to be irrespective of the actual cause. External factors and other individuals contributing to the problem or event are identified during re-attribution. Some blame may be deflected by assigning responsibility accordingly so that the unjustifiable degree of accountability is not attributed to the self.

**Cost-Benefit Analysis**

Listing the advantages and disadvantages of feelings, thoughts, and behaviours is helpful. A cost-benefit analysis will help people realise that there may sometimes be gains from feeling anxious and pessimistic.

## **1:2:2 - Defusing Thoughts**

### **2.9% COMPLETE**

Defusion is a helpful technique for those who struggle with depressive and anxiety symptoms. This skill is also beneficial for anyone, regardless of having or not having a psychological condition, as it is common to become confused by thoughts occasionally.

According to Russ Harris in ACT Made Simple (Acceptance and Commitment Therapy), cognitive defusion is:

- noticing thoughts rather than becoming caught up in them
- letting thoughts come and go rather than holding on to them

The aim of defusion is to:

- decrease attachment to experiences
- reduce the believability of thoughts
- decrease the influence of thoughts on behaviours and experiences
- increase the ability to be present and take effective action
- facilitate psychological flexibility

It also helps to ask:

- is holding on to this thought/belief helpful?
- am I suffering or hindering my effectiveness by retaining such thoughts?
- am I being unduly directed by my thoughts?

The answers to these questions help people better understand the concept of workability. It involves assessing whether what we do leads to a meaningful life.

## **1:3:1 - Mastering the Kitchen**

### **3.6% COMPLETE**

#### **Concentration**

Paying attention to the cooking process means keeping track of how long food is cooking and when it is time to be removed from the heat. It is sometimes difficult to maintain attention when distractions are present.

#### **Confidence**

Confidence is about feeling comfortable around a new recipe, appliance or ingredient. It is a belief about having sufficient know-how to make something taste incredible.

#### **Clock-watching**

This is especially important in a commercially-run kitchen and for home-entertaining situations. In these circumstances, the preparation of quantities of multiple ingredients may require time coordination for the end product to be presented at a specific time.

## **1:3:2 - Cooking Creatively**

### **4.3% COMPLETE**

Cooks develop and prepare creative and exciting meals using various skills and techniques.

a self-motivated attitude will serve to:

- maintain focus
- help maintain a clean and orderly kitchen
- maintain good hygiene standards and perform exemplary culinary practices

being detail-oriented to ensure nothing important is overlooked with regard to:

- sizing portions
- ensuring food is heated to and served at the correct temperatures
- measuring ingredients with care
- keeping food warm and knowing when to season to enhance flavour

creative abilities will come to the fore when:

- cooking without a recipe
- devising dishes
- converting a collection of random ingredients into something pleasingly palatable

## **1:3:3 - Discovering The Art of Cooking**

### **5.0% COMPLETE**

Whether one lives alone or is a busy parent, finding the time and energy to prepare home-cooked meals can seem daunting. Eating out or ordering in is the quickest, most straightforward option. However, convenience food can significantly affect people's moods and health.

Processed food is typically high in chemical additives, hormones, sugar, salt, unhealthy fat, and calories, adversely affecting a person's brain and outlook. It can leave individuals feeling tired, bloated, and irritable and exacerbate symptoms of depression, stress, anxiety, and other mental health concerns. It can also affect waistlines. A recent study showed that people who eat out consume an average of 200 more calories daily than those who prepare meals at home.

People can ensure they and their families eat fresh, wholesome meals through home cooking. This can help them to look and feel healthier, boost energy levels, and stabilise their weight and mood. Fresh, wholesome meals also improve sleep and resilience to stress. Personal food preparation makes people more aware of what they put in their bodies.

Cooking at home does not need to be complicated. The cornerstone of a healthy diet is to eat food as close as possible to how nature made it. That means replacing processed food with real food whenever possible and eating plenty of vegetables and healthy protein sources. It does not require spending hours in the kitchen combining hundreds of different ingredients or slavishly following elaborate recipes.

Simple meals are often the tastiest. People do not have to cook perfectly or make every meal at home. Cooking at home just a few times a week can reap the rewards.

Cooking at home only requires some of the skills of an accomplished chef and can also be a great way to spend time with others. Whatever abilities or experience a person has as a cook, they can learn to prepare quick and healthy meals that can most benefit their mental and physical health.

## **1:3:4 - Cooking Simply**

### **5.7% COMPLETE**

Embracing simplicity in the kitchen can lead to a fulfilling culinary experience. Complex recipes and gourmet creations often steal the spotlight, but mastering the art of basic cooking can be very satisfying.

Perky will admit to limited culinary skills, but he has learned to appreciate the value of simplicity and basic cooking and to make the most of his abilities in the kitchen.

Perky has sought to master a few fundamental recipes that provide nourishment and enjoyment. These basic meals serve as the foundation of his culinary repertoire, and he gains satisfaction from preparing them as expertly as possible. This includes carefully monitoring cooking times and seasoning meals with enough herbs and spices.

Perky is keen to prioritise his health and wellbeing and ensures fresh ingredients are incorporated into his dishes. This focus helps him maintain his energy levels and overall good health and provides a sense of accomplishment.

## **1:4:1 - Preventing Decision-Making Fatigue**

### **6.4% COMPLETE**

Decision-heavy days may give rise to decision-making fatigue, but there are ways to combat this.

#### **Pull back from the chaos**

Pulling away from the demands of daily life will free the prefrontal cortex, the ‘thinking’ part of the brain. This brain area is responsible for logical thinking and using willpower to overcome impulses.

This has implications for fighting decision fatigue. The brain subconsciously presents new and existing knowledge that a person may not have been able to tap into when surrounded by the buzz of the working day. Giving the brain breaks improves neural connections, and ultimately, better decisions are made.

#### **Establish daily routines that minimise decision-making**

There is a reason why great leaders often wear the same outfits daily. Steve Jobs was always shown wearing the same clothing type, which is not coincidental. Developing a routine for menial tasks, like getting dressed, conserves brain space and energy for more significant decisions.

Building a wardrobe with similar clothing combinations and picking out clothing the night before are great ways to follow in the footsteps of Steve Jobs. The most successful people conserve their willpower by developing effective habits and routines to help reduce the degree of stress in their lives.

A routine can include eating a healthy breakfast, running, reading a book chapter, or playing video games. Whatever routine is preferred, a consistent one at the start of the day helps combat decision fatigue.



### **Do work in batches**

A great way to boost productivity is by doing work in batches. It is practical to batch daily tasks by time blocks each day. A person may, for example, schedule an hour in their calendar to get to inbox zero by 10:00 a.m. every day.

Putting work into categories can remove the need to decide what should be done daily or hourly. It creates a consistent, daily routine that frees the mind of small decisions which may lead to fatigue.

### **Set deadlines for decisions**

Setting personal deadlines for making decisions allows the brain to know when to return to the thought and make the decision. This helps free the brain to focus on other tasks that require immediate attention.

## **1:5:1 - Exploring The Essence of Trustworthiness**

**7.1% COMPLETE**

Trustworthiness is admirable and desirable. Promises, for example, are often relied upon, and a hallmark of reliability is never to break promises. Being compassionate, kind and considerate are traits upon which the concept is founded.

It is great to be friendly to everyone, but having quality friends who are trustworthy, caring, and steadfast is also an asset. Such friends are mutually supportive and help each other to grow as sound human beings.

Deception, untruthfulness, gossip, rumours, and innuendo impede trustworthiness and are best avoided. Trust is often earned over time, and it is likely to go hand-in-hand with increased respect. A sound basis for relaying belief to others is an ability to love and trust the self.

# **1:6:1 - Enhancing Family Communication and Bonding**

**7.9% COMPLETE**

## **Know what's going on in family members' lives**

There is no need to know every detail of what a family member has been up to lately. Things of significance, however, should be on the radar, like holidays and career decisions.

## **Raise subjects that can invoke some form of passion**

Talk to family members about issues they may be interested in. Most parents are passionate about their family, so this is a good start.

## **Share things that matter on a personal level**

Learn to foster a two-way conversation about things that matter personally. People grow closer when they learn something about each other.

## **Add some emotion**

Share hopes, passions and interests. Sharing facts about life is great, but sharing feelings about what is happening is vital for connecting with others.

## **Care**

People care about their families and want what is best for them, so the ability to show care is vital. It is sometimes too easy to become self-centred and forget about others. This should be avoided, and care for others should remain paramount, especially within the family context.

## **1:7:1 - Embracing Adaptability**

**8.6% COMPLETE**

Adaptability allows for navigating changes more effectively and maintaining the ability to respond to environmental changes. This ability is vital as it allows for flexibility in thinking and responsiveness to changes.

Whether it is in a personal or professional setting, having the ability to adapt to changing situations can lead to increased success and satisfaction. Such changing conditions may include:

- any area of life that requires adjustments to behaviour, thoughts, and emotions
- the workplace where it is important to be flexible and adaptable. If desirable outcomes are not being achieved, adjusting the approach is often necessary
- goals, objectives, policies, procedures, or other factors are bound to call for adaptability in one form or another

Changing responses in a timely and effective manner can also help overcome challenges, adjust to new realities, and achieve goals. It is a valuable skill that can be developed and honed over time through experience, self-awareness, and continual learning.

## **1:7:2 - Mastering Effective Communication**

**9.3% COMPLETE**

Effective communication involves:

- The use of clear and concise language and the avoidance of ambiguity
- Maintaining eye contact to convey confidence and show engagement during the conversation
- Speaking with a clear, confident voice
- Listening actively to the other person's perspective, acknowledging their feelings and showing genuine interest in what is being said
- Staying calm even in stressful situations, without becoming defensive or attacking the other person
- Staying focused on the topic and avoiding getting sidetracked by unrelated issues
- Following up on the conversation to ensure the message was received and understood

## **1:7:3 - Building Discipline**

### **10% COMPLETE**

Discipline is an essential ingredient for success in most areas of life. It is especially vital to the process of realising full potential. To cultivate this attribute, mental and physical effort is required. Being focused and driven by a clear sense of purpose allows energy to be channelled and desired outcomes to be achieved.

Collaboration is a crucial part of discipline, as it can offer the support and accountability needed when working towards a common goal. Through collaboration, communication skills can be enhanced and lessons learned from each other's strengths and weaknesses, leading to personal and professional growth.

A commitment to personal growth and development is required. Such a commitment requires being purposeful with most actions. It is also about demonstrating the skills and habits necessary for cultivating success.

## **1:7:4 - Growing and Learning**

**10.7% COMPLETE**

A plan for seeking growth and learning can be found here:

1. Identify areas of development and learning to focus on.
2. Determine what is to be achieved and create specific, measurable goals for each development area.
3. Schedule a learning process, including courses, workshops, and participation in mentorship programmes.
4. Seek feedback from peers, mentors, or supervisors to gain new perspectives and insights into growth areas.
5. Practise new skills regularly and apply what has been learned in real-world situations.
6. Stay organised by keeping track of progress and gathering learning materials in one place.
7. Celebrate successes and achievements, no matter how small.
8. Make growth and learning a continual part of life by setting new goals, seeking new challenges, and embracing new opportunities for growth and development.

## **1:7:5 - Making Decisions**

**11.4% COMPLETE**

1. Identify and clearly define the decision to be made.
2. Gather all relevant information, including data, opinions, and perspectives from various sources.
3. Consider possible options for making the decision.
4. Evaluate options based on their potential impact and feasibility.
5. Make plans to implement the chosen option and allocate necessary resources.
6. Monitor progress regularly and make adjustments as required.
7. Reflect on the above processes. What worked well, and what could be improved in future?



## **1:7:6 - Managing Time**

### **12.1% COMPLETE**

1. Use a calendar to schedule appointments, meetings, and deadlines and track time.
2. Eliminate distractions that waste time, such as frequently checking apps or emails.
3. Use time-management techniques like the Pomodoro Technique or Time Boxing to increase productivity.
4. Delegate tasks that others can complete.
5. Review and adjust to ensure time is being used effectively.

## **1:7:7 - Solving Problems**

**12.9% COMPLETE**

1. Gather information related to the problem.
2. Generate a list of potential solutions to the problem.
3. Analyse each solution's pros and cons and determine which is most feasible.
4. Choose a solution based on the evaluation.
5. Take action and monitor progress.
6. Assess the effectiveness of the solution and determine whether further action is required.
7. Document and share results with relevant people.

## **1:7:8 - Cultivating Social Awareness**

**13.6% COMPLETE**

Social awareness has value, particularly in promoting social justice, equality, and human rights. It is about recognising the impact of social issues on communities of all sizes. Of major significance is the possibility of instigating positive change.

Reading books, articles, and research papers on social issues is an aid to understanding the challenges facing communities.

Becoming involved in the community and participating in local organisations/events means remaining informed about local issues.

Being party to diverse views helps broaden an understanding of different perspectives on social issues.

Raising awareness for social issues that are important to the self can be achieved through social media, community events, or political activism.

Identifying and supporting marginalised communities is a suitable means of opposing oppression and discrimination where it occurs.

## **1:8:1 - Understanding Moral Relativism**

### **14.3% COMPLETE**

Peter Hitchens is a favourite journalist/author, and what follows is my attempt to encapsulate his views on moral relativism.

Moral relativism is the belief that moral values and principles are not absolute but relative to individual, cultural, or historical contexts. It means there are no objective, universal ethical standards, and personal or cultural preferences heavily influence what is morally right or wrong. This undermines the basis for moral judgement and reduces clear moral guidelines, which may create confusion and moral decay.

Cultural heritage is linked to moral relativism because it provides a framework of shared values, norms, and traditions that give a society a sense of coherence and stability. It provides a connection to the past and a sense of identity, peace, and continuity in the present.

Moral values are essential, and if they are eroded, individuals are more likely to engage in self-destructive behaviour, leading to a decline in the health and wellbeing of society. Social problems such as crime, drug abuse, and family breakdowns may arise. Restoring traditional values can help to rebuild trust, stability, and a sense of purpose in society, allowing for a brighter future for all.

Personal accountability should feature in this brighter future, which involves taking responsibility for one's actions and decisions. Individuals should take responsibility for their behaviour and the consequences of their actions rather than blaming external factors or shifting the burden onto others.

Moral relativism has, unfortunately, contributed to a general decline in moral values and the spread of a me-first mentality that values personal pleasure and convenience over moral responsibility and obligation.

Government intrusion can also undermine individual freedom by promoting a “nanny state” mentality that encourages people to rely on the state for solutions to their problems rather than taking responsibility for their own lives. Tradition should also be respected as it provides a basis for moral values and helps to ensure that people have a sense of common purpose and shared values.

Moral relativism promotes subjectivity in moral values and absolves individuals of responsibility for their actions. It may also represent a threat to individual liberty and personal responsibility by promoting behaviour that is inconsistent with traditional moral values. The survival of Western civilisation may be linked to restoring traditional moral values and principles.

## **1:9:1 - Building A Bright Future**

### **15% COMPLETE**

Creating a bright future may require making life changes. Whether, for example, it may mean aspiring to have a family or gaining a highly-paid job of dreams, it is things done today that affect tomorrow. Making immediate changes to future life requires planning and deliberate action.

An individual's past does not necessarily define their future. Virtually everyone may have experienced personal dissatisfaction and failure in some aspects of life, but mostly, these experiences can be overcome. Previous mistakes in life invariably offer possibilities for learning.

It is better to accept that what is done is done, and the self can be forgiven for previous personal mistakes. Progress can be made by setting goals and ambitions in line with personal values. Leading a life with purpose is essential, for dreams are less likely to be achieved without this. A purposeful life will also need to include adopting a healthy lifestyle.

Being open and honest with others can be crucial, as they might be available and willing to offer sound advice on going about tasks efficiently and effectively.

The ability to save regularly is a virtue, though it is recognised that economic constraints and conditions limit this.

Habitual self-reflection can be beneficial, especially when it may involve gratitude for good health and occupation/social life benefits. It is good to remember to thank others for help and consideration virtually every day. Take time to relax, as this will improve creativity and productivity and lower stress levels.

## **1:9:2 - Cultivating Contentment**

**15.7% COMPLETE**

Even if people are not in despair, they may identify as missing something. Giving thought to what makes them contented may help. Here are three truths about satisfaction:

### **Contentment rests on loving one's essential self**

The greatest pitfall is trying to find happiness in achievement. If people define themselves by their goals and potential, they make themselves vulnerable to failure. It is like telling a child, "You are only great because you scored the winning goal at football," rather than, "You're great because you are special!" People should shift the paradigm of what contentment is. It is about radical self-compassion and acceptance.

### **Aligning with the self should be the definition of contentment**

The essential self involves admitting personal qualities that exist, not qualities that serve a specific goal. The essential self is creative and an excellent friend. It is not a university degree, a business plan, winning the school bake-off, or anything else to do with achievement or external validation.

### **True contentment overcomes setbacks**

Naturally, when life hits people with loss, trauma, or sudden difficulties, it is natural to react by feeling unhappy and, sometimes, deep despair. It is human nature to need some time to recover. Being content does not mean being impervious to pain or sadness.

Contentment has no expectations, and if people can re-think their entire ego away from a state of striving and accept themselves and their lives completely, then it achieves more than just releasing the stress of constant dissatisfaction. People will also develop the tools to find their way back to balance, especially when life does not go as planned.

# **1:9:3 - Developing Essential Competencies**

**16.4% COMPLETE**

Some professional competencies include:

## **Business Awareness**

Understands what the company does and how they do things. Is aware of competitors. Up-to-date with general business news. Aware of developments in the sector. Thinks about implications. Has worked in a commercial setting. Understands the importance of customer satisfaction and shareholder value.

## **Customer Orientation**

Identifies and prioritises customer needs and recognises constraints. Seeks to find out more about customers and provide a better service. Adopts a professional approach to customers. Is reliable and delivers on promises.

## **Quick Thinking/Learning**

Able to assimilate relevant information quickly and easily. Learns new tasks rapidly. Responds swiftly and appropriately. They can think on their feet in changing environments.

## **Teamwork**

Actively participates in a team. Encourages co-operation. Aware of the needs of others and responds flexibly. Shares information and supports other team members. Will get things done by working with others and setting realistic objectives. Seeks opportunities to develop others and prioritises team goals over individual goals.

## **Communication**

Able to communicate information and ideas clearly and articulately in oral and written form. Uses appropriate language, style and methods depending on the audience and the purpose of communication. Able to convey complex information. Anticipates the information that others will need.



### **Self Confidence/Resilience**

Measured confidence to accept demanding work or put forward views when they may be challenged. Stays calm in a crisis. Handles competing demands. Overcomes setbacks. Welcomes and learns from criticism.

### **Judgement/Decision-Making**

Takes a balanced view of situations incorporating different perspectives. Seeks alternative viewpoints. Recognises priorities, weighs up other options and evaluates risks. Reaches logical conclusions and decides on an appropriate plan of action. Evaluates previous judgements to improve.

### **Researching and Investigating**

Possesses the ability to recognise information needs and identify and utilise appropriate information sources. Persists in seeking information and adopts a variety of strategies. Questions, checks and evaluates information and sources. Pays attention to details.

### **Planning and Organising**

Able to achieve results in a quality, timely, and cost-effective way. Sees priorities, plans the efficient use of resources, and monitors progress against objectives. Anticipates crucial stages in projects. Formulates alternative means of achieving goals. Responds effectively to unforeseen events.

### **Results/Quality Orientation**

Sets high but achievable standards for self and others. Seeks opportunities to improve processes and outcomes. Constantly reviews performance to identify areas to develop.

### **Interpersonal Effectiveness**

Able to influence the views and behaviour of others through persuasion and encouragement. Manages conflict or other sensitive issues tactfully and effectively. Able to adapt behaviour to a wide range of people.

**Personal Motivation**

Sets personal goals which are challenging but achievable. Pursues these with energy, persistence and determination. Enthusiastic and committed to improving individual performance levels.

**Flexibility/Adaptability**

Has actively sought to learn new things on their own initiative. Has responded positively to change and adapted to new situations quickly. Able to perform a diverse range of tasks equally effectively.

**Initiative/Independence**

Able to work things out with a minimum of instruction. Takes responsibility for own time and effectiveness. Able to spot and implement opportunities for improving situations.

## **1:9:4 - Finding Freedom and Liberation**

**17.1% COMPLETE**

Simple methods exist to help individuals become free from anxiety, depression, addiction and other unwanted ailments. These methods work by tackling the root causes of their dissatisfaction. They also assist in the acquirement of peace and fulfilment. The key is to enable self-reliance, as well as utilising the mind.

### **Be mindful**

Being mindful involves focusing on everyday actions, something different from being on autopilot. By practising mindfulness, the mind concentrates on the task and averts feelings and thoughts that people may prefer not to have.

### **Become less attached**

There is nothing wrong with enjoying things in life, but becoming attached is about relying on something external to provide happiness, which traps the mind.

### **Declutter physical possessions**

A calming environment free from clutter can help achieve a more relaxed state of mind. An absence of clutter is less distracting, making focusing on more positive things easier.

## **1:9:5 - Pursuing Happiness and Wellbeing**

**17.9% COMPLETE**

Most people assume they know whether they are happy, though judging happiness levels can be challenging. There often needs to be more connection between what minds tell people and what they feel.

Perhaps a person thinks they are happy because they have landed their dream job, but in practice, are tired of the commute, have unfriendly co-workers and are spending less time with their children, or are unable to do other things they would prefer.

Other circumstances involve getting engaged, and in the flurry of congratulations, it may not register to them that they are anxious about committing one hundred per cent to their partner.

It could be concluded that thoughtful, driven people spend so long reflecting on what makes a meaningful life that they sometimes lose sight of what feels right for them daily. Paying attention to feelings on a day-to-day and moment-to-moment basis is vital.

Happy people pay attention to the everyday experiences that give them pleasure and purpose, then organise their lives so that they are doing more of those things. The problem is that so many people spend their lives on autopilot instead of consciously focusing on doing things that make them happy.

People are creatures of habit, and processes are automated very quickly. People do much of what they do because they have always done it, not because it is good for them or because they enjoy it. Two tangible ways exist for people to create more happy moments.

The first is creating a mental habit of paying attention to what makes people happy, and the second is designing experiences so it is easier to do those things.

It requires a great deal of energy to contemplate whether one is happy, and people adopt a philosophy about what goes into a meaningful life. These things include finding satisfying work, getting married, having children, etc.

It is not recommended to fixate on daily happiness levels but to take one day a week or month for self-observation. It is about tuning in to what is being done, who with and how it makes them feel.

It is worth confronting realities because escaping unhappy situations can have an enormous positive impact. It affects people's mood and health in the longterm. These benefits will eventually become a reality despite the short-term transition, which is often painful. The key is to be gentle with themselves and not rush into significant life changes.

### **Design a life for happiness**

One of the most intriguing questions is why people fail to do things that make them happy. Sometimes, it is about not perceiving what makes them happy.

Despite knowing that certain activities can increase happiness levels, ingrained habits sabotage efforts to do them. People may realise that taking an afternoon walk lifts their mood but do not do it because they are so used to working at their desks all day. It takes effort to move away from acting habitually.

The solution is deliberately to make it convenient to do the things that bring happiness. If an action seems complicated, the human brain will be inclined to avoid it.

If a person loves to spend time with a friend, they could set up a standing weekly or monthly date with that person. It is easy to keep scheduling a time to meet. If, instead, a person wants to take a daily afternoon walk, it should be shared.

If a person enjoys going to the gym, they should find the closest gym to their house and make friends with the people there. They can structure their time and make their surroundings quick and straightforward.

These changes are small and incremental, but they work well for this reason. People may sometimes think they need big solutions to solve the issue of happiness. There is a belief that anything worth having must be based on effort, but the opposite is true, and people should make joy as easy as possible.

# 1:9:6 - Setting Meaningful Personal Goals

**18.6% COMPLETE**

## **Authenticity**

Always stay true to the self, regardless of what others may think.

## **Creativity**

Express the self through one or several forms of art. Live like an artist, whether dancing, singing, writing, painting, or baking.

## **Health**

Devote time daily to caring for the mind, body, and soul.

## **Impact**

Be kind, helpful, and passionate about making a difference. Do not focus on creating an impression but on making an impact. Take a longterm view, not a short-term one.

## **Joyfulness**

Engage in fun things every day that bring joy. Read, write, nap, drink good coffee, watch the sunset, and spend quality time with friends and family. Life is meant to be enjoyed.

## **Optimism**

Continue believing that the future can still be beautiful, even if it is difficult to imagine today. Act wilfully and work today to manifest that future.

## **Self-sufficiency**

Be reliant on the self and no one else—financially, mentally, and emotionally. Self-sufficiency equals freedom. Achieve that freedom by practising habits that build real mental strength.

**Simplicity**

Simplify life. Avoid taking the self or everyday events too seriously, as this complicates things. Keep things simple without overthinking them. Simplicity is being mindful, aware, present, and observant.



## **1:9:7 - Striving for Excellence**

### **19.3% COMPLETE**

Although it is possible to scrape by at school and work doing the bare minimum, real success comes only from challenging the self and doing as well as possible. It is good to think about what achievements are desired and why. Selecting meaningful goals is recommended, followed by imagining how life will be different when they are achieved.

Projects should be carefully chosen, and to maximise energy levels and motivation, choosing just a few projects that matter most is recommended.

Pursuing the 'best self' is about pushing personal limits rather than trying to measure up to the achievements of others. It is better for goals to be set that are compatible with current skill levels. Plans may be broken down into a series of smaller goals. Following this, a list of action steps to achieve each small goal is helpful.

Working towards goals can be incorporated into everyday routines and 'to-do' lists, and time-bound goals are beneficial for staying on track. Celebrate small victories en route to goal achievement, and a measure of self-congratulation may be motivational.

Occasional failures and mistakes are inevitable, and adopting a tenacious attitude will often avoid becoming demoralised. Focusing on what has been learned and how improvements can be made will be beneficial.

It is good to maintain high standards, but this only sometimes involves perfection at all levels. Pursuing the latter can give rise to a fear of taking healthy risks, which may lead to procrastination and underachievement.

Track progress continually; the only comparison that needs to be made is the self that once was to the self that is now.

# 1:9:8 - Unleashing Personal Development Potential

**20% COMPLETE**

## **Small Steps**

Everything learned in each domain can be broken down into smaller components. When learning a new skill, break down the concept into parts and work out the necessary skills and behaviours. Focusing on each of these in small bites can help build a bigger picture more easily.

## **Practice**

Courses, books, and training are great traditional methods that can be used to pursue and expand skills. To supplement these efforts, incorporate practising these skills as realistically as possible. It is beneficial to the individual to build a portfolio of their work and keep track of their achievements.

Periodically going back and reviewing old work and comparing it to what is new is a good use of time. Whether any areas may be improved can be a valuable source of direction and motivation for what to do next.

## **Take time for self-care**

Self-care can involve taking breaks to engage with other people and activities, getting exercise, a change of environment, eating some food, or even shelving the task temporarily and returning to it until ready.

Self-care can prevent the burnout people experience when they push themselves to the point where they are overloaded and wish to give up. It also reduces the adverse effects of stress in both the short and longterm.

Finally, self-care helps to refocus energy. If people are stuck, they can walk away to refresh their minds. This may reduce pressure and give rise to a fresh perspective.

**Do what is possible, when possible**

People should schedule their time but be flexible when dedicating themselves to self-improvement. Having the ability to structure schedules is essential.

# **1:10:1 - Mastering Productivity**

**20.7% COMPLETE**

## **Avoid procrastination**

Admittedly, it is tempting to procrastinate at the office. It is even worse, however, at home, where there are many more distractions. It is too easy to put things off later in the day or first thing tomorrow because people are not bound by office hours. The problem is that it can cause further stress as people can quickly push themselves tight against a deadline, which may give rise to unnecessary stress.

## **Create a schedule**

A calendar should work the way its maker works. If the latter prefers to go with the flow, over-scheduling is unnecessary. Nevertheless, it is better to know what must be accomplished daily to stay on task.

## **Dress for success**

While there is no need for a three-piece suit or a pencil skirt and heels when not leaving home, there is a happy medium for getting dressed in the morning. Wearing what is comfortable, even before working, is recommended, as is maintaining this as part of a morning routine.

## **Enjoy breaks**

Learning how to take a break and for how long can be tricky. Too many breaks may lead to feelings of losing track, whereas too few may be counterproductive in terms of weariness mid-way through the day.

## **Get the right tools for the job**

No matter how organised a person may be or how comfortable their home office is, nothing can make a more considerable difference to productivity than having the right tools for the job. For example, having a suitable desk and high-speed Wi-Fi helps work go more smoothly, as the appropriate focus can be more easily achieved.

### **Have a longterm plan**

Tickling items off a to-do list is a significant aspect of working from home, but the big picture should still be in focus.

### **Know when to clock out**

The belief that working at home gives rise to more personal time and a better work-life balance is questionable. Work is work, and it still needs to get done. This thought notwithstanding, the worth of striving to forge a successful work-life balance and achieving a happy and contented life cannot be denied. However, with no physical barrier between home and work, such as a geographical distance, it can be easy to work too many hours, leaving less downtime for family and friends.

## **1:10:2 - Maximising Efficiency**

**21.4% COMPLETE**

### **Controlling Habits**

Creating habits is the easy part. If a person wants to work smarter, the secret is controlling individual habits. A good rule of thumb is for people to force themselves to commit to positive action every day without letting the day control them. They should take control by adopting habits that maintain and even improve their time-management skills.

### **Do One Thing at a Time**

Too many people think they will accomplish more if they simultaneously do as many things as possible. The truth is, however, that people are much more productive if they do one thing at a time. It is better to devise a to-do list, which helps focus on the most critical task first and then progress down the list.

### **Slow Down**

This may sound counterproductive, but slowing down and thinking about the approach to a situation will help a person to identify more efficient ways of accomplishing the same task or project. Just five minutes of thinking before doing will help a person consider the domino effects of their actions.

### **Follow Up on Tasks**

People should ensure they tighten any loose ends that could cause problems later. Following up on tasks ensures that the process is completed from start to finish.

### **Build Processes**

It is easy to run in circles without a clear and concise process to stick to. As a result, people tend to put in extra work, owing to needing to be more organised.

With a detailed plan in place for every project step, people can rely on this when problems arise, and it can help them work more efficiently.

# 1:11:1 - Developing Key Skills

## 22.1% COMPLETE

### **Communication**

- Telephone jobs help to develop verbal communication skills and build confidence.

### **Patience**

- Practice thinking before speaking, and consider making patience a goal for the day.

### **Creativity**

- Take up an artistic hobby, like painting, music or drama.
- Get used to sharing ideas and thought-showering whenever a problem occurs.
- Try to gain inspiration and take any opportunity to volunteer and learn from other creative people's approaches.

### **Enthusiasm**

- If having to do something boring, attempt to turn it into something it is possible to be enthusiastic about.
- Look for ways to go above and beyond. Take on extra projects, and show passion for whatever is done.

### **Confidence**

- Try new things and set personal challenges.
- Confident people can be themselves without worrying about pleasing others and fitting in. Be prepared to stand up for what is believed.

### **Conflict Resolution**

Many volunteering positions offer conflict resolution training, mainly if working with children or teenagers.

Be aware of how best to act towards others. If a conflict occurs at work or with friends during a project, sit down afterwards and consider the benefits of reacting differently next time.

## **Organisation**

Keep personal calendars up-to-date and plan how successfully to incorporate to-do list items into each day. Having a to-do list is often worthwhile.



# **1:12:1 - Balancing Life with the Circadian Rhythm**

## **22.9% COMPLETE**

Circadian rhythms are physical, mental, and behavioural changes that follow a 24-hour cycle. These natural processes respond primarily to light and dark and affect most living things, including animals, plants, and microbes. The study of circadian rhythms is known as chronobiology.

These rhythms help control the daily schedule for sleep and wakefulness, are tied to the 24-hour body clock, and apply to most living things. A circadian rhythm is influenced by outside things like light and dark and other factors. A person's brain receives signals based on their environment and activates certain hormones capable of altering body temperature and regulating metabolism. This will keep individuals alert or draw them to sleep.

A circadian rhythm is one of four biological rhythms in the body, and it comprises several components.

### **Cells in the body**

Cells in the brain respond to light and dark, with the eyes capturing such changes in the environment and then sending signals to different cells about when it is time to be sleepy or awake. Those cells then send more signals to other parts of the brain that activate other functions that make people more tired or alert.

### **Hormones play a role**

Hormones like melatonin and cortisol may increase or decrease as part of a person's circadian rhythm. Melatonin is a hormone that induces sleep and makes you sleepy, and the body releases more of it at night and suppresses it during the day.

Cortisol makes for greater alertness, and the body produces more in the morning.

## **Other factors**

Body temperature and metabolism are also part of a circadian rhythm. Temperatures drop during sleep and rise during awake hours. The metabolism also works at different rates throughout the day. Work hours, physical activity, and habits or lifestyle choices may influence the circadian rhythm. Age is another factor affecting the circadian rhythm; infants, teens, and adults experience circadian rhythms differently.

Circadian rhythms can become out of sync, and frequent causal factors include:

- overnight or off-hours work shifts that go against the natural light and dark times of day
- work shifts with erratic hours
- travel that spans the course of one or more different time zones
- a lifestyle that encourages late-night hours or early wake times
- medications taken
- stress
- mental health conditions
- health conditions like brain damage, dementia, head injuries, or blindness
- poor sleep habits, including lacking a sleep schedule, eating or drinking late at night, watching screens too close to bedtime, or not having a comfortable sleeping space

## **How to reset the circadian rhythm**

Disruptions to a circadian rhythm can be overcome, and a healthy 24-hour schedule may be restored by trying to:

- adhere to a routine each day
- spend time outdoors when it is light outside to boost wakefulness
- get enough daily exercise
- sleep in an environment that promotes rest with proper lighting, a comfortable temperature, and a supportive mattress
- avoid alcohol, caffeine, and nicotine in the evenings
- avoid screens well before bedtime and engage in something analogue, such as reading a book or meditating
- avoid napping late in the afternoon or evening

## **Sleep disorders**

Sometimes, a circadian rhythm may be upset by a more severe condition like a circadian rhythm sleep disorder. Two of these disorders are the advanced and delayed sleep phases.

Delayed sleep phase disorder occurs when a person goes to bed late and awakes two hours or more after most people.

Teenagers and young adults are more prone to this condition and may think of themselves as night owls.

Advanced sleep phase disorder is the opposite of delayed sleep phase disorder. Individuals may fall asleep a few hours before most people and awaken early in the morning.

Disorders related to your circadian rhythm may result in having difficulty falling asleep at night, waking frequently throughout the night, and subsequently being unable to go back to sleep.

Other conditions affecting circadian rhythm include:

- jet lag, caused by travelling over several time zones
- work shift disorder, caused by an off-hours job or a job with unpredictable hours
- irregular sleep-wake disorder, caused by an inability to set a regular sleep and wake schedule

### **Health effects**

Maintaining the circadian rhythm is vital to health, and disrupting it may cause both short-term and longterm consequences to health. In the longterm, disruption to the circadian rhythm can cause health conditions in several parts of the body, including:

- organs
- cardiovascular system
- metabolism
- gastrointestinal system
- skin

Increased susceptibility to diabetes, obesity, and mental health conditions may also occur. Short-term disruptions to the circadian rhythm may result in problems with memory or lack of energy. It may also take longer to heal an injury if insufficient sleep is regular.

### **Conclusion**

The circadian rhythm is the body's natural way of keeping to its 24-hour body clock, helping it to operate on a healthy sleep-wake schedule. Maintaining healthy habits, an active lifestyle, and proper rest will help preserve this vital body component.

## **1:13:1 - Nurturing Social Connections**

### **23.6% COMPLETE**

Social lives can improve, but a change of lifestyle or routine may be required. The first step is to make social life more of a priority despite any potential barriers.

Getting out of the house is essential for those who engage in only a few activities or have little social interaction. This will provide more opportunities to meet people, make friends, and develop relationships. Research shows that friendships develop naturally when people spend significant time together.

While getting out of the house allows for meeting people and making friends, success will only be gained by talking to them. Make a point of starting conversations with others, even to make small talk or to have a short, polite conversation. Being friendly and welcoming to others makes it easier to approach them and start conversations.

Making plans to see each other regularly and sharing fun activities are great ways to maintain close friendships. Being more open, genuine, and authentic can help transform casual relationships into close friendships.

A more robust social life can be developed by finding like-minded others, as friendships are more likely to become cemented when people have things in common. Investing time and effort into socialising, meeting people, making friends, and maintaining relationships is critical to improving the richness of social lives.

## **1:13:2 - Overcoming Social Anxiety**

### **24.3% COMPLETE**

Social anxiety is more than shyness; it is a fear that does not quickly disappear. It affects everyday activities, self-confidence, relationships, and work or school life. Many people occasionally worry about social situations. However, someone with social anxiety is likely to feel overly worried before, during and after various social gatherings. Coping strategies for stress are, however, available, including breathing exercises.

Alcohol, drug use, caffeine, or nicotine can cause or worsen anxiety. If there is an addiction to such substances, help should be sought to break the habit, which may significantly reduce stress.

One of the most helpful things that can be done to overcome social anxiety is to confront social situations rather than avoid them. It is better to consider participating in social situations as a measured process, hoping that comfort and confidence will gradually instil themselves into the persona. Avoidance is unlikely to alleviate social anxiety.

Be confident that there is an answer to social anxiety, as there is to most psychological problems, and anticipate that there will come a time when participation in gatherings involving relatives and people from different backgrounds will be eagerly anticipated rather than something likely to induce anxiety.

## **2:14:1 - Projecting Confidence**

**25% COMPLETE**

### **Carry yourself accordingly**

Arrogant people try to control a room by being the loudest person there. They draw attention to themselves and put others down to build themselves up. Those with natural confidence, however, earn a good reputation by not feeling the need to brag or boast. Cocky individuals seem to measure their worth based on how they compare.

### **Dress well**

The confident person knows how to dress well, but they wear what they like. People should develop more of their style as a means of communication and a sense of confident individuality.

### **Know your talents**

Many people who come across as overly confident are, in fact, deeply insecure. Their arrogance stems from the worry that they do not know as much as they should and are terrified of being found out, a psychological affliction known as Imposter Syndrome.

A person should know they have talents and use them. Invest in the skills they possess and bring them to the fore so they can be confident in what they bring to the table when they find themselves in a social situation.

### **Make eye contact**

When greeting someone, look them in the eye, shake hands and smile. Do not get into a staring contest, though. Eyes should be engaged but not locked in.

### **Take an interest in other people**

When conversing with someone else, ask questions about them, listen to their interests, and engage with them. People will appreciate a genuine interest!

**Try not to talk about oneself too much**

Let personal accomplishments speak for themselves. A confident person is secure without bragging about themselves or their achievements to others.



## **2:15:1 - Accelerating Business Success**

**25.7% COMPLETE**

A drive for results means maintaining high productivity, stamina, effectiveness, and determination. It also means not giving up when completing a task, even in adversity or resistance. It means taking personal responsibility and always looking for ways to improve.

Driving results has characteristics which include accountability, decision-making, and asking the right questions.

Driving results involves action designed to strengthen and 'grow' people, increasing their self-confidence. A driven person may become passionate about working and is motivated by success. Their work may become filled with optimism and tenacity, encouraging them continually to improve performance by taking personal responsibility.

A leader who drives results can focus on what is essential and create a sense of urgency. They ask the right questions and make decisions based on facts and risks. Such an individual may manage various priorities through tracking and follow-up mechanisms.

## **2:15:2 - Igniting The Entrepreneurial Spirit**

**26.4% COMPLETE**

Do not make excuses; instead, make improvements. Things will not always work out the desired way, but making excuses certainly won't help. Focus instead on solving the problems at hand. Although they may not be fixed immediately, gradual improvements can make a significant difference in the long run.

Do not stop when tired; stop when done. The moment someone chooses to stop is the moment they fail. Keeping going will see goals eventually being accomplished.

Work in silence and keep success to yourself. Just focus on the work without broadcasting success, as the last thing that is wanted is more competitors.

Refrain from becoming sidetracked by others who are not on the same level. It is easy to get sidetracked by others. Focusing on the self's core business model, however, is critical. Staying busy around accomplished people decreases the likelihood of getting sidetracked.

Behind every successful person are many unsuccessful years, and many fail before they succeed. Continuing to forge ahead increases the odds of success.

'Own' one's reputation and respect it. It is good to treat the personal reputation as if it were something very precious. Avoid speaking poorly of others and then expect the same from them.

Pursuing dreams can inspire others to follow theirs. Remember those who helped attain chosen goals and, in return, help them discover and realise their dreams. Just because the occasional failure is experienced does not mean continual loss.

## **2:16:1 - Cultivating Curiosity**

**27.1% COMPLETE**

Uncertainty may give rise to curiosity and empathy. Creativity and innovation may spring from this. How does one increase their interest?

- By making determined efforts to ask more questions in various situations. This will also often be an effective way to communicate and connect with others on a deeper level. It is a positive trait to inquire about others and carefully listen to them.
- Curiosity may also be beneficial in identifying and developing personal interests. The latter is another string to the bow when discussing everyday issues with others.
- Developing an increased sense of what is happening in the individual's world and engaging with things around, both mundane and complex, can ultimately be an enriching experience that makes a person more communicable to others.

## **2:17:1 - Embracing Focus**

**27.9% COMPLETE**

Here are some of the characteristics of highly focused people:

### **They do not act rashly**

Highly focused people take their time with things. They take the time to carefully consider and weigh options against their core goals and objectives. They know that all that glitters is not gold. Often, they take pleasure in their work, celebrate their accomplishments and relish the good fortunes to come. They do not abandon their projects and jump onto the next 'big' thing. They stick to their goals and stay committed to their dreams both through the sunny and rainy days.

### **They do not allow distractions to derail them**

Highly focused people remove all distractions that hinder them from completing quality work. Whether it is e-mail alerts, social media pop-up notifications, or people casually stopping by during work hours, they eliminate distractions before they can steal their productive time. They know distractions break concentration, cause stress and derail them from completing tasks and achieving their goals.

### **They do not compare themselves to others**

Highly focused people do not compare themselves to others because they are content with who they are. They know comparing themselves to others serves only to demoralise and make them feel inferior. They appreciate that they have equal capacity for growth and advancement in life, as much as anybody else, and they consider the achievements of others to determine what they need to do to replicate similar success. This ensures they are sufficiently motivated and energised to keep pressing towards their goals and dreams.

### **They do not dwell on the past**

They are not defined by what they did or did not do in the past but accept what is, let go of what was and have faith in what could be. Their desire to succeed is much stronger than their fear of failure. They also learn from their mistakes and maintain progress. Mistakes may damage a person for a short period, but they appreciate that it will make them more robust in the end.

### **They refrain from entertaining disorganisation**

Disorganisation is disliked, and they do not entertain it because they know it adds stress, blocks creativity and costs valuable time that could otherwise be used to get work done. Everything is appropriately kept so they can easily access information and quickly get things done.

### **They do not eschew risk**

Highly focused people are not afraid to take risks; they know life is a risk, and nobody is guaranteed tomorrow. They take their chances because those chances may never come again. Playing it safe can keep individuals safe for now but may hurt them more in the long run. Focused people take calculated risks and learn from positive and negative outcomes.

### **They do not make silly excuses not to work**

They know it is not feasible to wait for the perfect time and conditions to do things and refrain from saying such things as they do not have enough time.

### **They do not have unrealistic expectations**

Highly focused people are realistic and expect things to only sometimes go smoothly. They usually keep things in proportion, have realistic expectations, and are prepared for rough times. They appreciate that unrealistic expectations only lead to disappointment and frustration, mainly when things do not go as planned.

## **2:18:1 - Mastering Habit Change**

**28.6% COMPLETE**

### **Attend to one habit at a time**

Habit change is difficult, even with just one habit, so keep it simple for the best chance for success.

### **Start small**

The smaller, the better, for trying to address too much is a recipe for disaster. Want to exercise? Start by doing it for just ten to fifteen minutes. Want to wake up earlier? Just do it ten minutes earlier for now.

### **Consider a 30-day challenge**

Changing a habit takes about thirty days but requires focus and persistence. Recent research has indicated that sixty-six days is a good figure for the ongoing commitment to practices. Thirty days is, however, a good number to get started.

### **Make a plan**

The plan should include motivations, obstacles, triggers, available support, and anything that can disrupt or make it easier to stick to a project.

### **Know personal motivations**

It is essential to be clear about the benefits of any desired habit change, and writing down motivations is good. More is needed if it is just being done for vanity, while that can be a good motivator, something more substantial is required.

### **Do not start immediately**

Within the plan, write down a start date. It could be a week or two since the project was first devised. A plan needs to be accorded a level of seriousness for it to seem like an important event to pursue from the decided time.

### **Write down possible obstacles**

Failures and other things that may prevent habits from being maintained should be reflected on. Every obstacle that has happened previously, and others that are likely to happen, should be written down. The plan to overcome them can then be devised. The key is to have solutions recorded before obstacles present themselves.

### **Be prepared to confront negative people**

Negative people showing scepticism and opposition to a habit-change intention may need to be confronted but calmly and directly.

### **Visualise habit-change outcomes**

Visualise doing new things resulting from habit change and picture associated feelings and actions when the goal has been reached.

### **Renew the commitment often**

Be continually mindful of the previously planned commitment at the beginning and end of each day, and prepare for obstacles and urges. If something adverse occurs, attempt to understand what went wrong, review the plan and try again. Failure and guilt should never prevent a goal from being realised. If lessons are learned from failures, the latter become stepping stones to success, and obstacles can be overcome.

## **2:19:1 - Building Mental Fortitude**

### **29.3% COMPLETE**

Clearly defining values and goals and then taking consistent action towards achieving them is compatible with mental fortitude. This may help achieve a specific outcome of concepts such as autonomy, purpose and security and, in turn, lead to a more fulfilling and satisfying life. A clear plan for achieving goals can increase motivation and provide a sense of direction in life.

This plan can involve taking steps to learn from others, frequent reflection on personal actions, and setting specific and measurable goals. It is also worth considering the things being currently done that add quality and meaning to life. This could be as simple as caring for a pet or having an absorbing hobby.

A flexible approach and being open-minded to new ideas and perspectives can bring rewards, as can a commitment to seeking and learning new opportunities and skills. Being receptive to feedback from others, either positive or negative, also has merit.

Most people would wish their lives to be enhanced by success. Over some time, this might come about by taking calculated risks and having a mindset of being willing to try new things. It should, however, be borne in mind that success may take time and that setbacks may need to be absorbed as part of the process.



## **2:19:2 - Decoding Psychological Triggers**

### **30% COMPLETE**

Identifying triggers often takes much time and introspection. There are, however, specific steps that can be taken to identify triggers in life. A person may have one or more triggers of different types, and placing them is the first step in getting help, should it be needed.

A trigger may be difficult to pinpoint, though it is often much easier to observe the associated feelings at times of stress. When feeling overwhelmed by powerful emotions, identifying the triggering event will likely be made more accessible by examining physical and emotional feelings.

If a trigger cannot readily be identified, it is better not to be discouraged. The psychology of these feelings is often complex, so it is not uncommon to require multiple attempts to uncover a psychological trigger.

When mental health issues occur, a caring support group is dramatically beneficial. A group like this may not be accessible to everyone so professional help may be required.

## **2:20:1 - Embracing The Present**

**30.7% COMPLETE**

Living in the moment is about embracing the present and releasing the past and the future. It concerns fully engaging in whatever is happening and not worrying about what has occurred or is yet to come. Being mindful and aware of present surroundings, thoughts, and feelings is critical.

Living in the moment can bring peace and contentment and a deeper appreciation for the beauty and joy found in everyday experiences. It can also help reduce stress and anxiety, as the past or future is not dwelled upon.

One way to practise living in the moment is through meditation. This involves sitting still, focusing on breathing, and attention to the present moment. It can also be helpful to take regular breaks throughout the day to take stock of the self and personal surroundings.

Living in the moment may also involve:

- Giving time to savour small pleasures in everyday life, such as taking a walk in nature
- Enjoying a good meal
- Listening to music

These moments of joy can help bring a person back to the present and remind them of what is truly important in life.

Enjoying 'the here and now' can enhance creativity and problem-solving skills. When fully present and focused, the mind is better able to make connections and generate new ideas. Personal resilience can also be improved, helping adaptability and the ability to bounce back more quickly from difficult situations.

While living in the moment can have many benefits, there are also potential drawbacks. Focusing solely on the present can divert focus from essential responsibilities or goals. It is crucial to balance being present and mindful in the moment while planning and taking steps towards achieving future goals.

## **2:20:2 - Incorporating SLLS**

**31.4% COMPLETE**

**(stop, look, listen, smell)**

Stop what is being done and take an SLLS break. Smell the air, take in the scenery, and refocus. Focusing on what matters and being mindful of the environment makes paying attention to the present easier.

Monotonous work can lead to erratic focus, and attention can bounce from other people's conversations to mobile/tablet devices. Within five minutes of stopping and refocusing with SLLS, dealing with the work becomes more manageable.

SLLS... how to do it:

- stand and take a few deep breaths
- as visual information is taken in, look left, look right and identify what is seen
- close your eyes and listen to sounds
- identify the source of sounds
- switch awareness to smell and identify ambient odours
- think about body feelings, including any sore spots, kinks, or muscular tension
- inhale deeply, release any physical stress
- smile!

When this is regularly practised, it can relax the body and even change viewpoints.

## **2:20:3 - Fighting Boredom**

### **32.1% COMPLETE**

Explore different technological pursuits or games on days when the weather makes staying inside the only viable option. Games could be played solo or with friends.

Relaxation time can be aided by unearthing old TV shows, which display humour or acting styles of days gone by. Some tasks are necessary but tedious. Tedium, however, can often be alleviated by familiar background music.

Try a new dinner recipe, and invite friends. Baking is also often employed during boredom or stress, especially in the evening.

Reading is a consuming interest for many people, with the types of material being consumed too numerous to mention. There can be little doubt about the all-round value of reading, including current affairs and academic and mental health considerations.

Starting a writing project can exercise imagination and creativity. Writing is an activity that can usually be done anywhere. Engaging in online social platforms can lead to feelings of connection to others. This may involve scrolling through media feeds on social networking platforms like Facebook or X and chatting with friends and family.

Developing an exercise routine provides a suitable means of getting out of the house. Such a routine may involve pleasant daily walks or running/jogging for the more active.

Act spontaneously to break familiar habits or patterns. Overthinking situations may be a block to overcome boredom, and the value of spontaneity should not be underestimated. What is around the corner may bring joy and sparkle to an otherwise dull experience.

## **2:21:1 - Achieving Success**

**32.9% COMPLETE**

### **Being An Early Bird**

It indicates a successful lifestyle and personality when individuals jump out of bed, ready to face the day.

### **Being Assertive**

Demonstrating self-assurance and explaining reasons for things allows others to understand their thoughts and needs.

### **Having A Plan**

Structure and a longterm plan are essential for success. Having a framework to follow in life helps to reach life goals.

### **Managing Time Well**

Using time on any given day to be productive is a sign of a successful person.

### **Displaying Respect for Others**

Treating others with respect indicates an individual's character and is one of the most critical aspects of success.

### **Possessing Confidence Without Arrogance**

Showing genuine humility towards others while inspiring those struggling is just one component of the personal makeup of successful individuals.

### **Refusing to Blame Others**

This means owning personal actions and not targeting others for personal frustrations and failures.

### **Staying Positive**

When pursuing goals, it is essential to be both positive and honest. It helps unleash the true potential of the achiever.

### **Striving To Improve**

Longterm success results from constantly striving to improve past performances, even if they are already high quality.

## **Taking Care of Health**

It is imperative to avoid engaging in harmful activities which have significant health risks. Such activities include smoking, taking drugs, eating large quantities of saturated fats and sugar, and not exercising. Drive and willpower are beneficial in this respect.

## **2:21:2 - Breaking the Mould**

**33.6% COMPLETE**

Extraordinary success requires emotional competence, mental clarity, and a willingness to disrupt the status quo. It is necessary to release low-level thinking that holds people back. To stand out, a person must cultivate personal strengths and work through fear and doubt to manifest their ideas. Emotional competence and mental clarity come from using time and patience.

### **Emotional management**

To be successful, invest in internal growth and personal development. Be your own best manager. When mistakes happen, people should deal with the emotional consequences.

Mistakes are the first steps in learning what must change for someone to achieve emotional balance and self-management. The better self-knowledge a person has, the more successful they will become.

Fear can prompt action too soon. Balance is when a person manages the impulse to please others.

Emotional management is a delicate balance. Successful individuals know when to be flexible and when to set limits. Dynamic monitoring helps people become exceptional decision makers.

### **Have a purpose**

For people to be successful, they need a purpose. A vital mission provides the motivation and unwavering belief to be a standout success story. When a person is clear about why they are investing their blood, sweat and tears, there is no room for laziness or complacency.

Giving oneself time clears the mind and keeps a person more grounded in their overall purpose. It also prevents them from being impulsive decision-makers.



## **Rise above conformity**

Exceptional entrepreneurs are nonconformists who create new ideas, thoughts, and inventions. They are unafraid to face the ridicule, doubters, and rejections they will boldly confront as they put ideas to work.

Conformity can only succeed in getting an individual to where other people and ideas have already been. People need to think differently and learn to manage their worries and the unconscious ways they can sabotage their dreams.

Unless somebody can make something exceptionally better, there is no need to repeat what already exists. There is merit in finding the courage to formulate ideas that may seem crazy and make them possible.

## **Renew oneself**

It is easy for people to be passionate when starting, but successful entrepreneurs commit to keeping their energy levels high when they hit the inevitable, frustrating roadblocks. For people to be successful, they must care for themselves physically, emotionally, mentally, and spiritually.

It is also essential not to take things too seriously, which may weaken people's emotional reserves.

The brain needs quality sleep, proper nutrition, and physical exercise to manage thoughts and emotions at high levels. Taking a time-out is crucial to staying fresh. It is beneficial to stay healthy and focused, and it should be noted that there is a one-to-one relationship between what an individual believes and what they receive.

## **2:22:1 - Living with Heart, Courage, and Vulnerability**

**34.3% COMPLETE**

### **Live with heart**

Listen to and move towards desirable things. It is a voice that speaks from intuition, experience and things unsaid. Move towards what is sought, but be aware of the risks involved. When a person lives with a heart, they will feel a gap when something is missing, but it does not have to stay this way.

### **Live with courage**

What would be done if it were possible to act without fear of setbacks? Would they change jobs? Follow their passion? Tell someone they love them. Tell someone they miss them? People can't trust that there won't be rejection and disappointment. However, they can trust that they will cope if it happens.

### **Embrace vulnerability**

Those with a strong sense of love and belonging believe vulnerability is necessary. They think that within their vulnerabilities, there are the things that make them beautiful. And they are correct. Openness is vital to connection because it is the courage to be open to another human. They say the words pressing from the inside, representing a willingness to open up to somebody and get closer. It is letting them know and is about giving without expectation or agenda and receiving with an open heart.

### **Embrace uncertainty**

Sometimes, a position of uncertainty or discomfort is precisely where people need to be, for they often find clarity and insight. It is better, however, not to be too quick to move from uncomfortable feelings. They may provide insight into what is right and prove to be the richest source of growth.

## **2:22:2 - Navigating New Relationships**

**35% COMPLETE**

### **Focus on the present, not the past**

It is natural to bring fears and negative experiences to a new relationship as it is a survival mechanism to prevent getting heartbroken again. But even if old fears and insecurities may prevent heartbreak, they can also stop the possibility of being happy in a new relationship.

Likewise, while the dating history conversation is essential, avoid rushing into it. Spend the first few dates getting to know a prospective partner's likes, dislikes, dreams, and personality traits while they also get to explore your own, creating a space where both of you can openly share who you are and see if your values and goals align. There is no need to explain what went wrong in past relationships, particularly on the first date, or to find out about theirs.

### **Ensure the attraction relates to the person, not the idea of a relationship**

Sometimes, the desire to be in a relationship is so strong that there is a failure to realise that there is more of an attraction to the idea of a relationship than a prospective partner. This can cause overlooking flaws or red flags because the mind is already convinced that the relationship must work.

### **Meet each other's friends**

Meeting friends early on is crucial. Friends might see something a person does not or vice versa. If it is easy to fit in with each other's group, establishing a mutual friendship is a positive step.

### **Talk about the future early on**

Avoid focusing too much on the past rather than the future. Do not wait until after one year of dating to discover they never want to get married if marriage is non-negotiable.

It is not always fun to talk about things like life goals, religion, marriage, politics, etc., but try to weave deal-breakers into the conversation to ensure aspirations and outlook bear some similarity.

## **2:23:1 - Exploring The Depths**

**35.7% COMPLETE**

The shadow contains all the parts of people they do not want to admit to having within their personality. It belongs in the subconscious. It is only through becoming self-aware that people recognise it.

Although many people infer the shadow is ‘negative’, this is not always the case. The shadow is what people perceive as dark and weak things about themselves and think; therefore, it needs to be hidden and denied.

While for one person, their shadow might contain such classic elements as sadness, rage, laziness, and cruelty, people may choose to hide their personal ‘power’, independence, or emotional states.

### **Can a shadow side be eliminated?**

An individual cannot avoid having a shadow. No matter how ‘nice’ or ‘happy’ they may seem, everybody has a shadow like anyone else. Nor can a person ‘get rid of’ or ‘heal’ their shadow. It is an essential and valuable part of people.

A shadow can offer many gifts of insight and personal power, should people dare to understand it.

### **Jung and the Shadow**

The term ‘the shadow’ was made famous by Carl Jung. He saw it as the uncivilised and the primitive side of people’s nature. He believed that individuals need to understand the dark side of themselves if they are to be a fully integrated person.

He felt the shadow was not exclusive to individuals, and he also talked of the ‘collective shadow’, where people unite their shadows in groups or societies. He saw this as a great danger to civilisation when a collective shadow was ‘projected.’

## **Why do people need to recognise their shadow?**

When people recognise and face their shadow, they can become whole and balanced again and knowing the shadow improves individual relationships. What people can accept and understand about themselves will enable them to recognise and appreciate similar things in others.

If individuals believe they are unimaginative, working to understand their shadow might help. Jung connected the shadow to creativity. The freer people feel the more unrestrained they are in how they accomplish things.

It should be noted that when people repress and deny things about themselves, they do not disappear. Instead, they can grow in power and cause people increased difficulties. Often, the suppressed shadow will express itself via psychological projection.

## **The Shadow and Psychological Projection**

Psychological projection is when people attribute an unconscious thought, feeling or talent to another person. When it comes to the shadow, it is often an 'unacceptable' quality they see in another person, and the projection often comes couched in blame.

For example, they might feel that everyone around them is lazy and selfish. If people look at themselves honestly, however, they will find it is they who tend to be self-centred and inactive.

Projection of the collective shadow is seen in things like the horrors of World War II, where the Nazis projected specific attributes exclusively to the Jewish people.

## **Recognising the Shadow**

The shadow is usually one of the first things people face when they commence therapy.

Creating a safe space where people can talk to someone not invested in their life means they find themselves saying things they did not even know about or previously felt. Other ways to access the shadow include journaling and working with dreams to which people can relate.

How, what, and why an individual blames others is also a route into the shadow. The things certain people like least in other people can sometimes be a characteristic within themselves.

People need to recognise and understand their shadow. If an individual is experiencing low self-esteem or depression, for example, it is not the time for them to indulge in investigating their shadow. They need the headspace to recognise their strengths as well. It is wise to investigate the shadow with proper support in place.

## **2:23:2 - Unveiling Core Beliefs**

**36.4% COMPLETE**

Core beliefs are the general principles and assumptions that guide people through life. They can be positive, like “most people are good” or “I can do anything I set my mind to.” They may, however, also be self-limiting, tricking the mind into seeing the world as darker and less full of possibility than it is. There are three core beliefs about the self, others, and the world.

### **Examples of positive core beliefs about the self**

- “I am capable and competent.”
- “I am good enough the way I am.”
- “I can complete tasks as well as any other person.”

### **Examples of positive core beliefs about others**

- “Most people have good intentions.”
- “People can create positive opportunities.”
- “People deserve to be trusted more often than not.”

### **Examples of positive core beliefs about the world**

- “The world is better with me in it.”
- “The world is not beyond saving.”
- “There is justice in the world.”



## **2:23:3 - Unveiling My Philosophy**

**37.1% COMPLETE**

### **Apply what has been learned**

No matter how much people may think they know about a topic, it is only after they put the knowledge into use that they get confirmation of their understanding.

### **People should walk their own path**

People tend to judge others, which is not always constructive. Peer pressure can make individuals stray from the path they started to carve out for themselves and their future.

It is better not to ruminate about other people's aspirations and let someone else's goals and dreams influence the vision one has for themselves. Decide upon an idea, where it might lead, and how long it will take to see it through.

### **Live and let live**

When individuals are perceived to make mistakes, the ideas of others should not be forced upon them. Be ready to provide help and guidance to those seeking it, but be aware that it is sometimes best to stay away and let individuals live their own lives.

### **Make every moment count**

Life proceeds relatively quickly. Some may think they can stay there forever when in their twenties. But the next decade creeps up, and in their thirties, it may be too late to do things they wanted to do as a young person. Life is short, and people never know what tomorrow brings, so living life to its fullest extent is essential.

### **Act without hesitation**

People may fail to act owing to a lack of confidence or courage, but an often-quoted old Roman proverb is Carpe diem, meaning Seize the day!

Hesitation may prevent onward progress, as well as being a mental prison. When necessary, take the required action, no matter the outcome.

**Recognise that good things do not come easy**

Hard work is generally required for a successful career, emotional satisfaction, and trustworthy friends. Consider the effort put into each day, and learn from mistakes. Think and believe that vigour and devotion to a cause are personal and cannot be shifted elsewhere.

## **2:24:1 - Building A Better Future Together**

**37.9% COMPLETE**

Given the current widespread strife, the need for building a better world has never been more pressing. This requires focusing on the fundamental values underpinning human interactions in our communities, institutions, and personal lives.

### **Compassion**

Making a conscious effort to show kindness and empathy towards others, especially those less fortunate, is a sign of compassion that makes the world better.

### **Courage**

Standing up for personal beliefs and values is a hallmark of courage and integrity despite adversity. It takes tremendous strength to hold fast to convictions, especially when doing so may be uncomfortable or unpopular.

### **Fairness**

Treating others fairly acknowledges their inherent worth and dignity, regardless of race, gender, ethnicity, religion, or other characteristics. Only through this lens of fairness and equality can a genuinely inclusive and thriving community be built where everyone can succeed and reach their full potential.

### **Honesty**

Honesty and transparency create a foundation of trust that can lead to greater collaboration, understanding, and productivity. A commitment to these values helps build a world that values honesty and trust.

## **Responsibility**

Taking ownership of personal actions and accepting their consequences is fundamental to personal responsibility and maturity. When mistakes and their impact on others are acknowledged, respect for self and others is demonstrated. Such personal responsibility is also an ingredient for individual growth and development.

## **2:24:2 - Discovering The Power Within**

### **38.6% COMPLETE**

An individual's self-concept is a representation of their knowledge of themselves. This includes self-beliefs, personality traits, physical characteristics, abilities, values, goals, and roles.

By way of a bit of self-indulgence, Perky examines (below) their self-concept.

#### **Attitude**

- A generally bright outlook on situations, interactions, and self
- Faces adverse circumstances with optimism

#### **Experiences**

- Learning how to make a shepherd's pie was a significant developmental step
- Having a dog provides happiness, satisfaction, and a sense of care for God's fellow creatures

#### **Goals**

- To become a more seasoned cook (pun intended) and a continually well-balanced individual in terms of life skills and self-sufficiency
- To be more competent and confident in social contexts and situations

#### **Pleasures**

- Coffee in the morning
- Receiving unexpected compliments
- Sleeping in
- Taking a bath
- The sunset

## **Routines**

- Cooking every week
- Domestic chores, as required
- Writing whenever the mood occurs

## **Humour**

- Enjoys situational comedy as, for example, Gogglebox, Blackadder, Porridge, Dad's Army

## **Passions**

- Discovering new things, mundane or otherwise, especially where technology is or could be involved
- Learning and self-improvement in general

## **Personality**

- Ability to focus on essential priorities and achieve them
- A creative, often deep-thinking, person
- Widely regarded as an unpretentious, genuine and sincere person
- Tendency to overthink or dwell excessively on certain situations/circumstances
- Tries to avoid the above point by gaining a better understanding of everyday situations and coming to rational judgements

## **2:24:3 - Embracing Authenticity and Self-Acceptance**

### **39.3% COMPLETE**

Approval addiction is a constant need for acceptance and approval that drives daily actions to the detriment of individual needs.

Approval addicts usually wind up worn out and disappointed. They spend so much energy seeking positive feedback that they have less energy to care for themselves or work toward meaningful goals. Constantly seeking approval can cause people to become workaholics, suffer health problems, and make choices that result in less-than-ideal consequences.

Three strategies which may be tried for breaking approval addiction are:

#### **A Personal Audit**

The first step is to build awareness and adjust priorities accordingly. To begin with, ask yourself some tough questions. What are my primary goals? What do I want to do?

#### **Making One's Own Rules**

Use the insights from the audit to establish some personal ground rules and boundaries. Spend more time on the things that provide positive feelings and are focused on dreams, needs, and values.

Say “yes” to the tasks and activities that align with those goals. Guidelines will help control time and energy.

#### **Award a Personal Gold Star**

Now that living according to personal rules and values has been achieved, rather than those arbitrary measures and rewards bestowed by others, it is time to celebrate. This can be done by keeping track of wins, from big to small. Every time progress is made, messages should be communicated to oneself. “I’m capable. I’m productive. I can do this.”

Realistic goals can be set and monitored based on personal criteria. This goes a long way towards building a sense of self-worth and a sense of self-efficacy. It helps believe one can solve a task or problem, showing resilience and embracing one's purpose. People can have this right now. They do not need anyone's approval to get it.



## **2:24:4 - Unleashing Your True Self**

### **40% COMPLETE**

Authenticity is highly valued: people do not like or trust people who convey the impression of being phoney and false. Not surprisingly, such people are avoided. People seek friends and colleagues who are authentic.

#### **Authenticity is essential, but what exactly is meant by the term?**

Often, people judge a person's authenticity by their passion and commitment to what they say and do. Part of being authentic is standing up for what individuals believe in and speaking the truth, even if it is not what others want to hear.

People can be committed to and passionate about many things, but more is needed. The critical part of the authenticity issue is to look at the person's character. What is behind what they say?

Psychologists say that authentic people possess several common characteristics that show they are psychologically mature and fully functioning as human beings.

They demonstrate that they:

- have realistic perceptions of reality
- are accepting of themselves and other people
- are thoughtful
- have a non-hostile sense of humour
- can express their emotions freely and clearly
- are open to learning from their mistakes
- understand their motivations

## **2:25:1 - Mastering Your Day**

### **40.7% COMPLETE**

Making plans for the day ahead can be rewarding in several ways. Research reveals that it may have a relaxing effect on the planner, as well as others around them. A working time plan may also increase focus and provide clarity, leading to a boost in productivity.

#### **Some helpful guidelines are...**

- choose a planning tool that works best for the individual. Some prefer to handwrite daily schedules, while others prefer using software
- a good practice is to create a plan before the day begins; for example, the night before
- daily schedules often work best when they become habitual
- an overall daily goal may allow for it to be divided into smaller tasks throughout the day
- it often helps to create a schedule, knowing adjustments may be required. Unexpected things sometimes occur, which may take more or less time than expected
- review the day's procedures and explore whether tasks took longer or shorter than expected. This can help the creation of a more accurate future schedule

## **3:26:1 - Breaking Free: Escaping The Rut**

### **41.4% COMPLETE**

Over time, some people may begin to feel stuck in a rut. They might do the same thing daily, killing time and not accomplishing anything.

When every day feels the same, trouble may occur with merely remembering the day of the week. Is it Monday, or is it Friday? It does not matter because days feel indistinguishable from one another. Every day is the same.

The feeling of non-fulfilment is overwhelming. Life seems dull. There may be a desire to try something new, but where to start poses a problem. There may be an urge to change, but it could be accompanied by fear of the discomfort it will bring.

These feelings are often more than just being stuck in a rut; they might indicate another, more severe condition, such as persistent depressive disorder (PDD). This mild, chronic mood disorder causes symptoms less severe than depression but can last for months or years. Low moods, low energy, loss of interest, and loss of pleasure are common symptoms of PDD. Persistent suffering from PDD may necessitate a visit to the doctor.

### **How to Find the Source of a Rut**

Despite realising being stuck in a rut, the ability to move forward may need to be improved. Bear in mind that not all ruts are the same, and before drastic life changes are made, try to determine what is causing the discomfort. A host of reasons may be responsible, such as feeling stuck with a romantic partner or with a job. Health, family, friendships, hobbies, and your home can all cause unhappiness and a counsellor or behavioural therapist can be helpful in this respect.

## **Breaking Out of a Rut**

When genuine feelings are acknowledged, start looking for ways to get unstuck. Breaking the negative cycle and moving forward is possible in several ways.

### **Take care of yourself**

Taking care of yourself is critical to mental wellness. Start by assessing how well you have taken care of yourself. Are you eating well? Do you sleep enough? Do you spend enough time with people who care about you and support you?

If there is a need to address something in the self-care area, now is the time. Consider ways to improve physical and emotional health by eating well, getting enough sleep, exercising regularly, and maintaining social relationships. The energy necessary to stay focused and enthusiastic about life comes from caring for the self.

### **Make a change in your routine**

People are creatures of habit, and sometimes, feeling stuck results from boredom. In simplistic terms, attempt to find new things to do each day. Talking to new people is a great way to expand the social network and may open up new and exciting areas to pursue.

### **Have some fun**

Engaging in an activity that is loved is beneficial to health. In addition, discovering new places, watching new shows, or taking a class can add excitement to life.

Sometimes, boredom can be relieved by spontaneity and living in the moment. There is no need to plan everything and do not be afraid to try new things.

## **The Outdoors**

Being in nature has been found to affect the brain positively. According to one study, walking outdoors may help reduce thinking negatively about the self, a behaviour that can worsen depression. Another study found that nature walks reduced depression, lowered stress, and improved mental wellbeing. It is also found that being outside not only promotes mental wellness but also enhances creativity. Walking after feeling bogged down allows thoughts to drift and observe the surroundings. Relax, think of new things, enjoy the beauty seen, and the likelihood is that feelings of being mentally refreshed will be appreciated.

Make plans because anticipation can be a force for good. The release of a film or a holiday may be eagerly anticipated, but other things can be created. For example, calling or texting friends to make plans for Friday night can give rise to some excitement.

Serving others as a volunteer within the community provides a sense of purpose. Maybe attend church services and become involved in local politics.

## **Reward yourself**

Motivating the self with positive reinforcement can help. Allow a reward for getting started and maintain the rewards as progress continues until ultimate goals are achieved.

## **3:26:2 - Confronting Inner Demons**

### **42.1% COMPLETE**

Demons constantly tell people stories, sometimes to inspire action or prevent it. They sometimes imply that individuals are too weak, lazy, selfish, or stupid to deserve to get what they want.

#### **Resistance is futile**

It is natural for people to fight their demons or try to hide them. It can lead to people refusing to take the opportunities that come their way. People worry that their preferences could be exposed and decide to fight this pain and fear with drink and drugs. In my opinion, these are frequent attempts to fight what people are feeling with self-sabotage and destruction. This destruction makes the stories they tell themselves seem even more valid.

Everyone can do stupid or selfish things, but that does not mean they are fundamentally stupid and selfish. It is just people's demons that force them to act in a certain way.

#### **The Protection of Minds**

Demons ultimately do this in the name of people's protection. The unconscious mind strives to keep things familiar because familiarity feels safer than novelty. This feeling of safety remains even when people are familiar with misery, self-doubt, and shame. The demon considers itself a saviour, trying to protect people from the unknown.

#### **Give up the grudge**

How do people break the self-sabotage cycle if they cannot fight their demons and win?

The answer, of course, is acceptance. Instead of resisting them, embrace insecurity and vulnerability to help fearful parts let go of coping mechanisms.

When visualising a personal demon, people must open dialogue and rewrite old stories rather than compounding them.

Demons are a crucial part of being. They possess the key to a more productive, loving, and successful life. People must, however, make friends with them first.

## **3:26:3 - Discovering Meaning, Fulfilment and Direction**

**42.9% COMPLETE**

Having thoughts about life's purpose is something occasionally done by many people. Life feels more fulfilling when it has a purpose and where inherent abilities and skills may be utilised.

Life's purpose can be determined by examining things one desires to change. For example, when reading the news or browsing social media, attention can be paid to causes that touch the heart. There is a purpose in seeking ways to alleviate distress or unhappiness, wherever/however it may occur.

It may be helpful to look at life from a big-picture perspective and imagine the self as a central figure in a particular issue.

Everyone has a personal skill set, and life purpose could be enhanced by thinking about different hobbies that make good use of these skills. Using them regularly can develop natural talents that might otherwise have lain dormant.

There is much purpose in seeking opportunities to help loved ones. This may involve thinking about ways personal skills can be used to help enrich their lives. Good feelings may be experienced from the happiness that can be felt from brightening someone else's day.

It is good practice to recognise everything good that surrounds the self and to acknowledge kindnesses shown by others. Gratitude begets gratitude, and this adds to life feeling more meaningful.

Some individuals may describe themselves as adventurous, and this has merit.



Experiencing a degree of adventure may help a person break out from boredom and encounter new and exciting opportunities.

Finding purpose in life is not an overnight process but is likely to be achieved in stages. Taking advantage of opportunities to make small changes is recommended, as these are more likely to be positive steps toward feeling that life is fulfilling and purposeful.

## **3:26:4 - Embracing Healing and Hope**

**43.6% COMPLETE**

Mental health is essentially invisible, not always, but mostly. When passing someone on the street, it is improbable that their challenges are signalled in any way.

It is possible:

- to be successful in business and have anxiety
- to be surrounded by people and feel incredibly lonely
- to wear makeup and still be suicidal
- to have an eating disorder and be any weight
- to smile and be the happiest-looking person on the outside but have crippling depression

If it is suspected that a friend or relative is feeling low, it is good to ask friendly questions which might reveal their current mental state. It is good to scratch beneath the surface to check on another person's mental wellbeing, as resulting conversations may save lives.

It is possible to manage personal mental illnesses by:

- creating a healthy routine and developing healthy habits, which can help people feel more stable and improve their mental health
- eating healthily and regularly exercising
- getting adequate sleep
- quitting smoking
- taking medication regularly, as prescribed

## **Manage Stress**

Stress is a part of life, but too much can affect the body and make people feel run down. It is essential to understand the personal cause(s) of stress and find ways to help manage it through, for example:

- relaxation techniques, such as yoga, meditation, or breathing exercises
- talking to people in a personal support network
- being creative (writing poetry, creating art)
- listening to music
- writing in a journal
- doing other enjoyable activities

## **Avoid Alcohol and Illegal Drugs**

Using drugs and alcohol can worsen mental health symptoms and increase the likelihood of relapse or other physical health conditions.

## **Strive for a safe and stable home**

Not having a safe and comfortable place to live can contribute to health problems and make it difficult for people to stay on track with their recovery. Contact the relevant treatment team to find supportive housing to meet personal needs.

## **Reach out for support**

Connecting with others and developing positive relationships can help improve moods and help create a sense of wellbeing.

## **3:26:5 - Embracing The Unpredictable**

**44.3% COMPLETE**

Spontaneity allows the self to be opened up to new ideas and experiences that may not have previously been considered. This can lead to increased creativity and innovation in thoughts and actions. This concept can help people break out of their comfort zone and try new things, creating a greater sense of adventure and excitement.

Spontaneous decisions are often made quickly and without overthinking, which can result in more decisive and confident decision-making. Stress and anxiety can be reduced through spontaneity, as it allows for control to be let go and for the moment to be embraced. Being spontaneous can also help personal connections to be made on a deeper level, as it shows a willingness to be open and vulnerable.

## **3:26:6 - Finding Light Amid Disillusionment**

**45% COMPLETE**

Becoming disillusioned is a negative concept involving the disappearance of previous illusions. Disillusionment may give rise to acquired wisdom but not necessarily happiness. The lesson is that life is not always what is wished, but it is possible to mitigate feelings of disillusionment.

### **Find reasons for gratitude**

Recording and reflecting upon certain things that induce gratitude may be helpful. Self-reflection may reveal that the self has previously unsuspected grounds for appreciation. Space is then opened up for growth to become the 'deep down' desired person.

### **Shift perspectives**

It may be necessary to change perspectives, and a saying maintains that "what is focused on grows". Lives are full of great and not-so-great events. There is sometimes a tendency to focus on what is not in an individual's life, with the associated feelings being magnified so that the void grows. The good news is that this mindset can be used to shift focus on what is going well in their lives right now.

## **3:26:7 - Chasing Dreams**

**45.7% COMPLETE**

For dreams to be fulfilled, they must be specific, strongly desired and believed to be achievable. A strategic plan of action is also advisable. This plan will depend on the person involved and the goals to be accomplished.

Once goals are turned into a self-tailored plan of action, every opportunity to pursue the project can be utilised. Progress can be regularly reviewed, as it is crucial to gain a feel of what is being accomplished and a sense of moving forward.

Although it is crucial to follow dreams and achieve goals persistently, relaxation is also vital. It is best to take occasional breaks and allow the self to gain rest and calmness. Hurdles will sometimes present themselves, but a systematic approach to their removal can often overcome these.

Avoid excuses, for one of the essential traits of highly successful and goal-oriented people is that they pursue dreams no matter what obstacles initially stand in their way.

If, after time, it becomes evident that a dream cannot be fulfilled, goals may be modified or replaced on the road to living a happy and fulfilling life.

## **3:26:8 - Fuelling The Fire Within**

### **46.4% COMPLETE**

Ambition can be defined as striving for achievement or distinction. It involves the desire for accomplishment and the willingness to work towards it, even in the face of adversity or failure.

The motivation behind ambition is different for each person. Many ambitious individuals are driven by the need to feel like they have achieved something or to compensate for feeling inadequate in some area of their lives, whether personal or professional.

Ambitious people can be sensitive to criticism and failure. They often put their blood, sweat and tears into their work and, as a result, develop an attachment to what they produce. While it is not necessarily a bad thing, looking at achieved results with an objective viewpoint may be challenging for such people.

When people hold themselves to high standards, criticism can feel like they are not good enough. It can lead to the questioning of worth as sometimes individuals define themselves according to their perceived achievements, further compounding the problem. This impact on self-confidence may cause some people to withdraw, thus affecting their moods in social situations.

Ambitious people make sacrifices to achieve their goals, and merit is warranted once they are completed. However, detrimental effects may surface, and relationships can suffer. It is difficult for ambitious people to 'turn off' and put work out of their minds. Thus, ambition can cause rifts between people through insufficient time invested in a relationship.

In general terms, preoccupation with work may also mean some people being rebuked for not being fully invested in conversation with others.

Part of the challenge for ambitious people is understanding requirements in terms of their wellbeing. They often neglect their downtime, getting sufficient sleep and knowing when to relax. Driven people can become consumed by a task, meaning they may fail to take a break and relax. This can affect their creativity in terms of new ideas and creative solutions.



## **3:26:9 - Harmony Within**

### **47.1% COMPLETE**

Life can sometimes seem very complicated, and some may be adversely affected by a feeling that life is too much of a burden. Fortunately, some things can be done to cultivate peace of mind.

One of the best ways to experience peace of mind and happiness is to get into a flow state. In a flow state, someone is completely involved in an activity without overthinking things. A flow state can occur when doing what is loved and being challenged appropriately.

A recommendation is to cultivate gratitude. Being grateful for what life offers is a great way to develop peace of mind. Gratitude, which may take many forms, decreases stress and increases optimism and life satisfaction.

Express the self. Creative arts can be a powerful source of happiness and peace of mind. Employing different ways of expressing the self artistically can improve feelings about life.

Determine the areas of potential challenges. Discovering such areas might be a good idea if something impedes peace of mind. A strategy can then be devised to overcome the associated obstacles and reach a more peaceful state of mind.

Unresolved issues can sometimes block the peace of the present, and trying to deal with haunting past events/experiences will be time and effort well spent.

Attempt to maintain good relationships with others. If relationships with parents or loved ones are strained, repair these connections to accept the self and life as a whole fully. Sometimes, the best way to create peace of mind is to fix the issues that make it difficult.

Close relationships are, in fact, one of the most important sources of happiness and peace of mind.

It is a necessity to forgive others. Grudges may be easy to hold, but forgiveness is essential for sound mental health and better relationships.

Let go of bitterness towards past friends or acquaintances to achieve peace of mind. Be aware of the dangers of materialism and appreciate that buying things does not create peace of mind. A new possession may provide a brief surge of happiness, but it will wear off more quickly than other sources of joy, such as relationships.

Acquiring more material possessions increases competitiveness, possibly contributing to depression and marital dissatisfaction. Avoid buying things that may only temporarily induce good feelings.

## **3:26:10 - Taking Charge of Life With Purpose and Resilience**

**47.9% COMPLETE**

A man living alone has always been comfortable with this situation and enjoys independence. Lately, however, he has needed help with household tasks like cleaning, cooking, and shopping. He has avoided these tasks, hoping they will disappear, but things are deteriorating. There is a realisation that the situation can no longer be avoided and that he must take responsibility for the upkeep of his home.

He has now begun to confront the challenges, and the process of addressing them is underway.

Taking charge of the living situation shows a level of responsibility and capability. Caring for oneself and one's environment demonstrates maturity, reliability, and independence. Organisation and planning will sometimes be required; these transferable skills may be applied to other areas of life.

In essence, the approach outlined above is about self-growth. The challenges involved could lead to learning and developing new skills and interests, which may enhance and enrich a person's life.

## **3:26:11 - Unveiling The Authentic Self**

**48.6% COMPLETE**

### **A fast-paced lifestyle**

I am comfortable with being productive by having a schedule, setting goals and prioritising my activities.

### **A positive individual**

Maintaining a positive outlook on life allows me to cope well under stress.

### **A supportive family**

My family all benefit from mutual love, respect, truth, hope, and caring attitudes.

### **An individual who faces challenges**

It is sometimes challenging for me to maintain both healthy relationships and my mental wellbeing, but I think it is better to confront rather than avoid challenges.

### **Being flexible**

Those who are flexible are often versatile, resilient, and responsive to change, so this quality is something for which to strive.

### **Caring**

I care about others and, where possible, like to support them through my interpersonal qualities, specific skills (technology) and other means at my disposal.

### **Collaboration**

Collaboration underpins my daily activities, and it is not uncommon for me to make decisions that benefit more than one person at a time.

### **Engage with life**

Staying engaged with life improves my self-esteem. Feeling good about myself comes from finding purpose in life and contributing to the wellbeing of others.

**Friendliness is good**

I present a friendly and approachable demeanour.

**Motivation**

The prospect of trying something new regularly keeps me motivated and excited about doing things in general.

**Possessing integrity**

Being dependable and self-accountable are aspects of this.

## **3:27:1 - Making and Enriching Human Relationships**

**49.3% COMPLETE**

Relationships and nurturing harmony within them are fundamental to human existence. Recognising that no one is perfect helps foster relationships based on empathy and understanding.

Empathy helps break down barriers that separate people and forge emotional bonds. Genuine concern for others enhances the quality of relationships and enriches lives.

Active listening is a powerful tool for enhancing relationships. By truly hearing and understanding the experiences of others, feelings and perspectives are validated. This active engagement in communication deepens shared bonds. All individuals have vulnerabilities, and by sharing them with others, an environment of trust can be created, leading to deeper connections.

Demonstrating compassion is essential, as it can lead to the creation of a nurturing environment. Open communication further strengthens bonds, creating a fabric of genuine connection and support among people.

## **3:27:2 - Mastering Effective Writing**

### **50% COMPLETE**

Effective written-word communication requires specificity rather than vagueness or ambiguity. It is much easier to convey messages when using descriptive words. They help to create a clear idea of what it is that needs to be expressed.

#### **Pick a familiar topic**

Choose a topic with relevant knowledge, making conjuring specific images and facts easier.

#### **Think about length**

Consider using the inverted pyramid style, which prioritises the essential information and leaves less critical details for the end.

#### **Consider all the question words**

Unless the topic is very narrow, consider responses to Whom? What? When? And where?

#### **Avoid generalisations**

“Modern life has deteriorated because of technology” is a generalisation. Consider whether it would be better to be more precise and say, “According to some experts, technology has caused communication problems between people and increased loneliness.”

#### **Use adjectives and adverbs**

Descriptive words help readers understand exactly what is being talked about, making the prose more enjoyable for them to continue reading.

#### **Use proper nouns**

Referencing names, titles, and places whenever possible leaves less room for confusion.

**Show don't tell**

Use descriptive words and phrases for creative writing based on all five senses (sight, smell, taste, hearing, and touch). This can also be useful for other types of writing, as it allows audiences to experience situations and draw conclusions.

**Learn new words**

Accessing more words is easier with a broad vocabulary, and words that convey exact details may be chosen.

**Avoid over-complicated syntax**

Make sure to place words correctly and use proper sentence structure. Putting words in the correct order and using proper sentence structure helps make things seem more precise and concise.



## **3:27:3 - Connecting With Others**

**50.7% COMPLETE**

Connecting with others is undoubtedly worthwhile.

### **It helps to avoid feelings of loneliness**

It is normal to have felt lonely over the past few months. Chatting with a friend, however, can reduce the stress of feeling alone and provide a much-needed distraction.

### **It helps to increase self-love**

Everybody experiences situations where confidence levels have been depleted. But having friends can make people feel more confident about themselves. Being there for friends can provide a sense of purpose and boost positive feelings about themselves.

### **It helps others to remain motivated**

Many people enjoy learning new skills, and research indicates that it improves mental wellbeing and is likely to boost self-esteem. People are likelier to stick to their goals if they share thoughts and aspirations with friends or loved ones. It helps them stay motivated.

### **It helps lift moods**

During current times, it is normal sometimes to feel anxious, worried or sad. It is a testing time for many individuals, but good friendships may give people a pick-me-up when they need it most. Friends boost moods by being there for people.

### **It helps provide support**

It is crucial to receive support and guidance from friends when needed. Speaking to a close friend can be immensely therapeutic when feeling anxious, stressed or worried.

We can all provide friendship, even in the most minor way, so let us ease these difficult times by demonstrating it wherever/whenever we can.

## **3:27:4 - Mastering Hyperbole**

### **51.4% COMPLETE**

Hyperbole, from a Greek word meaning excess, is a language technique used in writing and speech to emphasise and exaggerate for rhetorical effect. It involves using exaggerated statements or claims that are not meant to be taken literally. The aim is to intensify the image created in a person's or audience's mind.

Hyperbole in speech tends to create humour and creates bonds between people. It can also indicate to listeners the seriousness or gravity of what is meant.

In literature, hyperbole functions to emphasise ordinary human emotions in a way that makes them extraordinary. This creates an effect that grabs the reader's attention more than everyday language. Hyperbole in literature can also create contrasts between a story's mundane and critical aspects.

Hyperbole also adds flair and colour to creative writing. It allows writers to show originality, creativity, and personal humour in their stories/poems.

There are many examples of hyperbole that are commonly used in everyday speech. For example;

- “I’ve told you a million times to clean your room!”
- “I’m so hungry I could eat a horse.”
- “I’ve been waiting forever for this moment.”
- “My backpack weighs a ton!”
- “I’ve got a million things to do today.”
- “The bus queue was a mile long.”
- “Their house is as big as a castle.”
- “The hill was so steep; we were walking at snail’s pace.”
- “The concert was so loud it could have woken the dead.”

Some famous writers have used hyperbole to great effect in literature and poetry.

- William Shakespeare's Sonnet 18 remarks, "Shall I compare thee to a summer's day? Thou art more lovely and more temperate."
- The famous opening line of Charles Dickens' A Tale of Two Cities begins, "It was the best of times; it was the worst of times."
- JK Rowling's Harry Potter and the Philosopher's Stone included the observation, "He ran as fast as lightning, leaving all the other racers in the dust."
- In Pride and Prejudice, Jane Austen observed, "She had a million things on her mind, each one more pressing than the last."
- John Muir, My First Summer in the Sierra, wrote, "The mountain stood tall and majestic, reaching up to touch the heavens."

In conclusion, hyperbole can be used in various contexts to make language more engaging and impactful.

Using exaggeration, hyperbole emphasises a point or feeling, making it stand out and catch the audience's attention. It can help drive home an idea or emotion in a more memorable way.

Hyperbole can be used to create humour and entertain the audience. By exaggeratedly presenting something, a comedic effect may be achieved.

When emotions are heightened/intensified through hyperbole, it can help readers or listeners better understand the intensity of a situation or a character's feelings.

Extreme exaggeration can sometimes simplify complex ideas or situations, making them more accessible to the audience.

In advertising and persuasive writing, hyperbole can be used to make a product or idea seem grander or more valuable than it is. This may have the effect of enticing people to buy or believe in it.

Hyperbole can be a powerful tool in communication and creative expression when used effectively. It is essential, however, that it is used judiciously. Excessive or inappropriate use may make the writing or speech seem insincere or melodramatic.

## **3:28:1 - Cultivating A Knowledge Sharing Culture**

**52.1% COMPLETE**

When dreaming of conquering the world and filling an agenda with daunting projects, it is often necessary to be equipped with a large mug of coffee and in the company of the right people. Any successful project, big or small, has one thing at its core: effective collaboration and people can achieve it with knowledge sharing.

### **It helps people grow**

It is not about whether a company's employees and leaders have the right skills; it is about whether they have the potential to learn new ones. Having a fixed set of skills makes people proficient in a specific area, but growth means continual development.

### **It helps people stay motivated**

Exposure to different skills and know-how from peers can help people want more for themselves. It works by engaging everybody in a game plan of acquiring knowledge and sharing knowledge practices to push people to improve at what they do.

### **Recognition**

So many studies underline the importance of recognition at work. It is one of the most potent motivators and will contribute highly to employee retention and engagement.

### **Generating New Ideas**

It is often said that two heads think better than one. When different skills and experiences collide, eye-opening ideas and solutions emerge. It helps support people in successfully achieving their tasks.

### **Limiting the Skill Gap**

A team is only as strong as its weakest member. Sharing knowledge and discussing certain decisions and procedures may facilitate new employees to acquire new sets of skills. Creating an environment where everybody is encouraged to ask questions is crucial.

### **Sense of Purpose**

There is a thin line between employees "sort of doing stuff" and those with a sense of purpose. By creating an environment where people feel like their knowledge makes a difference, they will see how their work fits into the organisation's bigger mission—working with purpose benefits both employees and the organisation.

### **Operational Efficiency**

Most importantly, sharing knowledge increases the team's productivity because people can work faster and smarter. As access is gained to an organisation's internal resources and expertise, projects are completed on time, and people get the information they need to do their jobs.

## **3:29:1 - Sharpening The Mind**

**52.9% COMPLETE**

Sometimes, difficult thoughts cloud the mind. Help is, however, at hand:

- A busy work schedule and too many uncompleted tasks may pressure the mind's ability to think clearly. Do not underestimate the power of technology to ease workload pressure
- A healthy mind will aid clarity of thought, and eating nutritious food will help preserve the brain's health
- Avoid spending excessive time on social media or YouTube. Disable notifications and try to spend more time with family
- Insufficient sleep will give rise to tiredness, likely impeding clear thinking. Good sleeping habits are, therefore, to be recommended
- Occasional cups of coffee or tea can aid alertness and orientation, but too much consumption may adversely affect mental and physical health
- Running, walking, swimming, dancing, and cycling are among many forms of exercise that can play a part in helping thought processes. Set a routine which involves such activities

## **3:30:1 - Nurturing Future Generations**

**53.6% COMPLETE**

Most parents will have hopes and expectations for their children. Their basic desires are likely to be that their offspring feel safe, secure and loved within the family and for loving relationships to be developed within this unit. Parents may also have additional hopes for their children as they progress.

Such hopes may be numerous and varied, but a small selection is listed below.

- Make a sound academic effort
- Avoid bad company
- Make appropriate career choices
- Become widely involved with family activities (including domestic)
- Achieve personal happiness/contentment
- Find a compatible partner
- Be respectful of others
- Maintain good health/habits



## **3:31:1 - Exploring Jake Bugg**

**54.3% COMPLETE**

Jake Bugg's appeal lies in his unique blend of folk, indie and acoustic-based music with poetic and introspective lyrics. This is combined with his rough-edged voice and strong storytelling ability. He also draws influences from classic rock, blues and country music. His songs often tackle everyday issues and personal experiences, making them relatable to his listeners.

- Born in Nottingham, England, 1994.
- Released his self-titled debut album in October 2012.
- Jake Bugg's 'Lightning Bolt' stands out in his discography. The album reached the top 10 in the UK charts and received wide critical acclaim.
- Has cited listening to Elvis Presley and Don McLean records as a child as an inspiration for him to become a musician.
- Songwriting is an organic process for him; every song is different. The lyrics are usually built around a chord progression or melody. Additionally, he has mentioned that he often writes about his personal experiences.
- Jake Bugg's musical influences include The Beatles, Jimi Hendrix, Oasis, The Stone Roses, and Johnny Cash.

## **3:31:2 - Exploring Miley Cyrus**

**55% COMPLETE**

Miley Cyrus is a versatile entertainer with a successful pop career and acting roles. Known for her unique voice, energetic stage presence, daring fashion, and boundary-pushing habits, her music focuses on self-discovery, empowerment and individualism.

- Has been praised for her charitable efforts.
- Has sold over 20 million albums worldwide.
- Has undergone several transformations in her career, including her transition from a Disney star to a pop icon.
- Has won numerous awards, including an 'MTV Video Music Award'.
- Known for her controversial and provocative image.
- Ranked #13 on Forbes' highest-paid female singers list in 2019.

## **3:31:3 - Exploring Simon and Garfunkel**

**55.7% COMPLETE**

Simon and Garfunkel are legendary for their unique vocal harmonies, touching lyrics, and blend of folk, rock and pop music. Their timeless appeal comes from their songwriting and the chemistry between them. They are considered one of the greatest musical duos, and many generations still love their music.

- American folk rock duo.
- Formed in New York City in the early 1960s.
- Known for their harmonious vocals and acoustic guitar-based sound.
- Released several successful albums, including 'Bridge Over Troubled Water' and 'Parsley, Sage, Rosemary and Thyme'.
- Had hit songs, including 'The Sound of Silence' and 'Mrs Robinson'.
- Inducted into the Rock and Roll Hall of Fame in 1990.

## **3:31:4 - Exploring South Park**

### **56.4% COMPLETE**

'South Park' is famous for its controversial humour that pokes fun at current events, politics, and pop culture. Its unique style, strong characters, and balanced satire have made it a beloved part of pop culture. Its dark comedy, irreverent tone, and animated cutout style appeal to audiences.

- An American adult animated sitcom created by Trey Parker and Matt Stone.
- It first premiered on 'Comedy Central' in 1997.
- The show is known for its crude humour, dark satire, and social commentary.
- The show's main characters are four boys, Stan, Kyle, Cartman, and Kenny.
- South Park has received numerous awards and nominations, including five Primetime Emmy Awards.
- The show has been praised for its sharp writing, addressing current events and social issues, and pushing boundaries.

## **3:31:5 - Exploring Tag**

**57.1% COMPLETE**

The 'Tag' storyline has a unique and quirky premise based on a true story. It blends humour and heart with character development. The strong cast, fast-paced energy and unpredictable nature keep audiences engaged, making it a well-crafted and entertaining story.

- An American comedy film directed by Jeff Tomsic.
- Based on a true story about friends who have played an elaborate game of tag for over 30 years.
- The film stars Jeremy Renner, Ed Helms, Jon Hamm, Jake Johnson, and Annabelle Wallis.
- It received mixed reviews from critics, with some praising its humour and cast, while others criticised its story and script.
- The film was a modest commercial success, grossing over \$54 million against a budget of \$28 million.
- It received an Academy Award nomination for 'Best Makeup and Hairstyling'.

## **3:31:6 - Exploring The Art of War**

**57.9% COMPLETE**

‘The Art of War’ by Sun Tzu is a timeless work on strategy, tactics, and leadership. It is widely used in military circles, business and politics and is considered a classic in strategy and leadership.

- ‘The Art of War’ is a Chinese military treatise Sun Tzu wrote in the Eastern Zhou period.
- The book advises tactics, leadership, and strategy for success in battle.
- It is considered one of the most influential works on military strategy and tactics.
- The text is organised into thirteen chapters, each covering a different aspect of warfare.
- The book's principles are still studied and referenced in modern military and business training.
- Sun Tzu has the book attributed to him, though its authorship is uncertain and has been debated.

## **3:31:7 - Exploring The Lion King**

**58.6% COMPLETE**

‘The Lion King’ is ideal for children owing to its universal themes, beautiful animation, memorable soundtrack, and timeless story. Its strong and relatable characters and positive messages make it a classic Disney film that endures.

- A 1994 American animated musical film produced under the banner of Walt Disney.
- Is directed by Roger Allers and Rob Minkoff.
- Simba is a young lion who will succeed his father, Mufasa, as ‘The King of the Pride Lands’ in the film.
- James Earl Jones, Jeremy Irons, Matthew Broderick, and Nathan Lane provide the voices for the film.
- ‘The Lion King’ was a critical and commercial success, grossing over \$968 million worldwide.
- It also received two ‘Academy Award’ nominations.

## **3:31:8 - Exploring The Office**

**59.3% COMPLETE**

‘The Office’ (UK version) remains popular for its unique ‘mockumentary’ style, blending humour (often deadpan) and pathos. Its relatable, quirky, flawed characters, witty writing, and clever editing set it apart from other sitcoms. Its balance of humour, heart, and relatable characters make it a classic and enduring part of TV history.

- Was created, written, and directed by Ricky Gervais and Stephen Merchant.
- The show follows the fictional Wernham Hogg paper company employees in Slough, England.
- ‘The Office’ is known for its distinctive style, blending awkward humour with more poignant moments.
- The show was a critical and commercial success and has been praised for its writing, acting, and character development.
- ‘The Office’ has since been remade in multiple countries, including the United States.
- It has also influenced the style of numerous other ‘mockumentary’ sitcoms.



## **3:31:9 - Exploring The Simpsons**

### **60% COMPLETE**

‘The Simpsons’ gained enormous and enduring popularity primarily because of its clever writing, satire, heart and relatable characters. It also featured cultural references and imaginative animation, and the combination of these elements made it a pop culture phenomenon—one of the greatest TV shows ever.

- Is an American adult animated sitcom created by Matt Groening.
- A cultural phenomenon which has significantly impacted American society and popular culture.
- Has received widespread critical acclaim and won numerous awards, including 36 ‘Primetime Emmy Awards’.
- Is the longest-running American sitcom.
- Set in the fictional town of Springfield and follows the lives of the Simpson family and their friends and neighbours.

## **3:31:10 - Exploring The Tao of Jeet Kune Do**

### **60.7% COMPLETE**

‘The Tao of Jeet Kune Do’ is an influential book by Bruce Lee outlining his personal martial arts philosophy. It emphasises personal growth and individual expression. It stresses simplicity and directness in combat and encourages experimentation and exploration.

- Provides a comprehensive analysis of Lee’s martial arts philosophy, including his thoughts on the nature of combat.
- Has ideas about physical and mental training.
- ‘The Tao of Jeet Kune Do’ is considered a classic in martial arts literature.
- Is based on Lee’s extensive research and experimentation with various martial arts styles.
- It provides detailed descriptions of techniques, training methods, and strategies.
- Has had a lasting impact on the martial arts community and continues to be widely read and studied by martial artists.

## **3:32:1 - Capturing The World**

### **61.4% COMPLETE**

With the advent of digital cameras and readily accessible photofinishing software, almost anyone can pursue photography as a hobby or professionally. The latter, however, requires considerable skill, training, patience and creativity.

Professional photographers might aspire to use very sophisticated and high-end technology. They typically invest in, for example, expensive digital single-lens reflex (DSLR) models.

In addition, photographers often use photo-editing software suites with a wide array of capabilities, and many own advanced computers capable of supporting the complex editing software. For technology buffs, becoming a photographer can justify investment in expensive electronic equipment.

A professional photographer and a serious hobbyist will recognise the attention required to capture the perfect shot. This may give rise to them becoming completely immersed in their photographic activities.

Becoming a photographer can be the basis for an entirely new perspective on everyday life. Photography can be instrumental in turning almost anything into a work of art, as photographic skills can be used creatively to capture aspects of various subjects, ranging from children's emotions to wonders of nature. Photography can also play a significant part in self-expression, sharing interests with others and adding creativity to literature.

## **3:33:1 - Fostering Productivity and Wellbeing**

### **62.1% COMPLETE**

Fostering productivity and wellbeing within a company can be achieved in several ways:

#### **Avoid micromanagement**

There may be an instinct to micromanage everything, but it is unnecessarily time-consuming and generally impractical. It is better to step back and trust employees to do their jobs competently. The latter were hired for a reason, and while it may be necessary to be careful and check that things are being done correctly, being overbearing should be avoided.

#### **Express clear communication**

Communication at work needs to be clear and direct. Contentious issues should be addressed head-on, with the reasons for a case clarified. It is always better to be candid with words.

#### **Have fun**

On average, employees spend eight hours of their day in the office. Maintaining a professional environment is essential, but that does not mean it has to be dull. A happier employee will perform much better than a miserable one.

#### **Listen**

Leaders should encourage colleagues by listening to them and maintaining good communication. Once a positive work environment has been created, maintaining it becomes much more manageable.

## **3:34:1 - Applying Knowledge**

**62.9% COMPLETE**

How should knowledge be used to achieve goals? Unless information is processed, organised, and applied, learning can become a source of frustration rather than fulfilment. Skills are the building blocks of resourcefulness, which is finding and using available resources to achieve goals.

### **Teach resourcefulness**

In the words of Tony Robbins, “Success is not about your resources. It’s about how resourceful you are with what you have.” One of the best ways to understand resourcefulness is through the stories of resourceful people.

Much can be learnt from the biographies of people like Richard Branson and Walt Disney. A great ability successful entrepreneurs often possess is seeing beyond everyday solutions, not giving up when problems get complicated, and learning from mistakes. It is good to analyse the stories of resourceful people. What did they do? Why? How did they accomplish their goals?

### **Apply problem-solving methods to new situations**

One of the most famous and straightforward approaches to problem-solving was developed by mathematics educator George Polya in 1945. He identified four principles that form the basis of all problem-solving:

1. Understanding the problem
2. Devising a plan
3. Carrying out the plan
4. Looking back

In A Five-Step Problem-Solving Process, A.C. Burris adds a fifth important step: Extend the problem. This provides an element of practice in generalising and applying what has been learned in various contexts.

It helps to find opportunities to connect problem-solving principles in different subject areas and real-world experiences. This fifth step is an aid in relating resourcefulness to all aspects of life.

### **Encourage the use of technology**

There is abundant technology to help individuals become more resourceful and productive. For example, mind mapping can help people better understand problems and devise plans by visualising connections, outlining different sides of issues, and determining the subsequent steps. Electronic planners, note-taking programs and timeline software can help carry out projects to their successful completion.

### **Reflect on problem-solving processes**

This helps to reinforce the fourth principle in Polya's approach to problem-solving, and it helps people understand what it means to look back. It works by reviewing thinking processes and considering what could be done differently next time.

## **3:34:2 - Gaining Valuable Work Experience**

**63.6% COMPLETE**

Life is a continuous chain of experiences, which may be both good and bad, but both help people to live more educated and productive lives. Experience is crucial to success at work and promotion within the ranks of a desired job.

Work experience can be instrumental in helping individuals decide if a particular role and industry is somewhere they might see themselves in the future. By shadowing and observing colleagues and asking them questions about what they do, opportunities are created to discover first-hand if the job is for them.

### **Respect**

One of the greatest feelings in life is respect. Work experience provides a basis for the building of respect from other people for the trade that they do.

### **Self-Reliance**

To a certain extent, universities develop self-reliance. Unlike school, people are encouraged to find answers and establish their own paths. However, applying this skill in an academic environment is entirely different from doing it in the workplace. Students develop a greater sense of self-awareness when there is more in jeopardy than their grades.

Demonstrating to employers that someone can be trusted to complete a task independently gives employers a chance to understand individual strengths and weaknesses.

### **Interpersonal Skills**

Developing interpersonal skills is essential but can only be effectively acquired in a workplace environment.

Communicating with clarity and diplomacy is an absolute requisite for any successful employee. This does not mean, however, just being able to speak and listen.

It is essential to learn about the more subtle arts of communication, such as knowing when to take the lead and when to take a step back; these lessons can only be understood and observed in a real-life work scenario.



## **3:35:1 - Building Trust, Integrity and Influence**

### **64.3% COMPLETE**

People often want to be respected but must figure out how this idea works. The key is to stop focusing on oneself and start thinking about others. Here are some suggestions as to how this may be achieved.

#### **Be relentlessly proactive**

Take your time with direction from others. Use personal skills and resources to start getting things done and solve problems. Get in the habit of figuring things out for yourself, and do not be afraid of occasional challenges.

#### **Keep promises**

This is one of the most essential actions that can be taken to foster respect. Always honour commitments and promises. But making too many promises can lead to slippage with regard to keeping them.

#### **Do not waste other people's time**

This includes not being late for appointments, getting to the point fast, bringing up issues right away, being succinct, and making it easier for others to make decisions, especially when busy.

#### **Stop gossiping immediately**

Always act as if the person that is being spoken about is present. Respecting others is required, even if they are not personally liked. Everyone has desirable and undesirable traits.

#### **Stop being too nice**

Distinguish kindness from constantly having to do things for people. Trying to make everyone happy won't work out in the end. Being a pushover is highly undesirable if the goal is to be respected. If a person is too nice to everyone all the time, some people might think they are not genuine.

**Have a moral code**

Consider what is believed in and what is essential. Considerations like this get to the core of personal moral codes. All great leaders of the world have had a clear moral code.

**Be open-minded**

Being open-minded is not complicated, nor does it conflict with having a moral code. It is simply a willingness to acknowledge that there is still much to learn. This means continuing to learn from others of all types and standpoints.

**Add real value**

Whether part of a community, a company, a group of friends or a team, people will be respected if they always consider ways to offer value to others. Value can come in many forms, but in the end, it is all about providing something to the world or community that can help solve problems for them.

## **3:36:1 - Finding Motivation for Successful Weight Loss**

**65% COMPLETE**

Many people believe that motivation is a quality that some people have and others do not. But there are techniques available that anyone can learn to get fit and healthy. By understanding the function of motivation, people can assemble the building blocks for achieving successful weight loss.

The best way to foster the motivation to lose weight is to learn where to look. It is simple: look inside and outside of oneself.

There are two kinds of motivation: extrinsic and intrinsic. Extrinsic motivation is inspiration from an external source, and intrinsic motivation comes from within. If people exercise because of the sense of accomplishment they achieve at the end of the workout, their source of motivation is intrinsic.

Extrinsic and intrinsic inspiration will be present at different times throughout the weight-loss journey. Understanding how to use outside and inherent forms will provide the tools for weight-loss success.

An exercise or weight-loss programme is often embarked upon for external reasons, like clothes not fitting, a doctor advising weight reduction, and pressure to slim from family and friends. These extrinsic factors are great for getting the ball rolling. However, those who are successful at weight loss are usually motivated by intrinsic factors. Eating well and exercising makes them feel good, so they continue to practise healthy habits and succeed in maintaining them.

### **Set short-term goals**

Setting very short-term achievable goals is an excellent start to achieving success. A longterm goal might be to lose thirty pounds, but an ideal short-term goal might be to eat a lean, healthy breakfast each day during the week. If a weekly plan seems too broad, a goal may be set for one day or even an hour.

**Keep a journal**

Record each goal in a journal, and at the end of the day, comment on the day's success. Remember that just taking the time to write in a journal is healthy and an accomplishment. Use positive words that describe actions and subsequent feelings.

**Acknowledge success**

Take the time to review successes and accord appropriate self-credit. Review the journal regularly and take pride in every step taken to improve health.

Throughout the process of fostering internal motivation, it is often found that confidence in personal abilities increases. When the success of small accomplishments has been acknowledged, it becomes easier to believe that larger goals are attainable. Self-belief in an ability to lose weight flourishes!

## **4:37:1 - Building Strong Connections**

**65.7% COMPLETE**

### **Ask Questions**

People who ask questions are often well-liked. It is human nature to be curious and to discover new things.

### **Talk More, Not Less**

A powerful trait to possess is the ability to talk continuously. Do not be blunt or rude, but explain things in detail.

### **Give Time**

A no-strings-attached approach to helping others makes people more likeable. Of course, those who help just to be liked may reveal a manipulative trait, so make sure intentions are genuine.

### **Listen Better**

Talkers tend to be likeable, but pausing and listening are also essential. Good communicators occasionally break. Pleasant people are always listeners who are curious to learn new things. The best communicators talk and then listen for a response.

### **Really and Truly Care**

How does anyone develop the personality trait of caring? It can be challenging, especially in the age of social media. Caring is setting aside interests and ambitions for a while and helping others. It requires effort. People must consciously decide to care about someone else and be genuine.

### **Make Jokes**

It is hard to hate a comedian or someone with a carefree approach to life. Usually, the most-liked people can fill a room with laughter. It is not in everybody's nature to joke around, which is fine. People should, however, be ready to see the humour in something and be someone who can laugh easily and smile often.

### **Lighten Up**

It is better to see the big picture in life. Serious people are selfish when they focus too much on their issues. Highly likeable people can set aside their concerns and go with the flow. They are selfless.

### **Admit Personal Weaknesses**

Admitting weaknesses makes people more likeable. Of course, it is important not to act like a victim or share problems with everyone, but going into a meeting and leading with the challenges is acceptable.

## **4:37:2 - Navigating Interpersonal Discussions**

**66.4% COMPLETE**

Avoiding the following is essential:

### **Banality**

Talking about trivial or superficial things, being interested in only one topic, and continually repeating the same stories and jokes.

### **Dull demeanour**

Showing little enthusiasm, speaking in a monotone, engaging in minimal eye contact, and behaving aggressively. Having little to say, with few opinions, and over-ready conformity with the views of others.

### **Ingratiation and Distraction**

Attempting to be funny or over-pleasant to impress others. Doing things (e.g., on the phone) that interfere with the conversation and getting side-tracked too easily.

### **Self-preoccupation**

### **Continual talking about self**

### **Seriousness and Tediousness**

Too serious, rarely smiling and humourless. Talking slowly, pausing before responding, making for boring, dragged-out conversations.

## **4:37:3 - Navigating The Journey of Love**

### **67.1% COMPLETE**

Here are things to examine and evaluate if pondering the case of still being single.

#### **Not keeping an open mind**

It is necessary to be open-minded when it comes to dating. Many people have found themselves in a relationship that does not seem like a match made in Heaven when first meeting, but sometimes such relationships blossom.

#### **Self-sabotaging because of a feeling of not being good enough**

Dating can be challenging. Low self-esteem is one of the most significant barriers to entering a successful relationship. People should identify the patterns leading them down a negative dating path.

It is only until people recognise and become aware of these patterns that they can improve themselves and their dynamics in relationships. Seeking professional help by speaking to a therapist can successfully overcome dating obstacles and enhance self-esteem.

#### **Not communicating well**

While many things can go wrong in a relationship, poor communication is a common denominator in many breakups. People must be honest about what they seek in a relationship when dating. For example, a person may like to talk to their partner throughout the day, while others are more prone to stagger their conversations.

#### **Limiting beliefs**

Limiting beliefs can take the form of thoughts that occur when a person thinks about dating or relationships. Some may believe no one is for them, so they won't bother going on dates.



These beliefs can also be traced back to low self-esteem; individuals may think they are unattractive or unworthy of romance.

The first step to overcoming limiting beliefs is to recognise precisely what kind of person they are. They should take time to put things like this on paper and determine the underlying issues rather than letting the thoughts swirl abstractly in the mind. From here, what needs to be worked on can be identified.

## **4:37:4 - Socialising**

**67.9% COMPLETE**

Socialising staves off feelings of loneliness and helps sharpen memory and cognitive skills. It inspires happiness and wellbeing and may even contribute to a longer life.

### **The Social Personality Type**

Social personality types tend to be dedicated, humanistic, responsible, and supportive leaders. They enjoy closeness with others, group activities, often unstructured, and being in charge.

### **A Good Listener**

Being a good listener and giving honest and constructive advice is a great way to improve relationships.

### **Conversing**

The ability to initiate and sustain conversation is an asset. This will likely require a genuine interest in others and the ability to 'connect' with them. Conversation is a two-way process; providing verbal triggers to other conversational participants is vital to maintaining interpersonal dialogues. It may be argued that this skill is well worth practising and improving.

## **4:38:1 - Guarding Your Mental Space**

**68.6% COMPLETE**

Protecting mental health starts with a simple commitment: to separate internal states of mind from what is happening all around.

### **Break Bad Habits**

Whether it is smoking, overeating, or worrying, bad habits abound which are not desired. Behavioural psychology can help. It is one of the most-studied fields in psychology and offers excellent insight into how to break bad habits and develop healthy ones in their place.

### **Avoid Negativity**

An extended period of walking on eggshells can lead to losing authenticity and self-esteem. Reject internalising blame, criticism, anger, and even abusive behaviour from others. It is possible to absorb negativity and develop an undesirable aggressive personality.

### **Drama Therapy**

Drama therapy provides the opportunity to escape from negative feelings. Another character with an entirely different lifestyle and mindset can be assumed through this medium.

## **4:38:2 - Managing Intrusive Thoughts**

**69.3% COMPLETE**

Intrusive thoughts can be managed by addressing the underlying problem, such as anxiety, stress, or a personal history of trauma. They often elicit guilt, shame, embarrassment, and fear.

### **Abandonment issues are sometimes the primary factor**

It may cause social relationships and the pursuit of leisure activities to be adversely affected.

### **Lacking clarity in decision-making**

Feeling confused, overwhelmed, stressed, anxious, and tired is often a result of an inability to manage intrusive thoughts.

### **Seeking validation from others**

Humans are naturally friendly, but excessively seeking validation from others may be the case for those who struggle to manage intrusive thoughts.

Intrusive thoughts, however, may be combatted with a degree of effort and dedication.

## **4:38:3 - Rising Above Bad Days**

**70% COMPLETE**

### **Step 1: Pause**

Pause and take a breath. Yes, an actual deep breath. Allow oneself to feel what is happening inside. Acknowledge the rough days and then permit oneself to have a bad day.

### **Step 2: Adjust the day**

Consider what has to be done and realise that everything may not always be possible; then adjust. If there is an opportunity to avoid making big decisions, take it. Nobody likes experiencing too many 'critical' meetings or 'critical' chores.

### **Step 3: Prime oneself with gratitude**

Write down three things that could be appreciated about the day ahead. Make these very specific. They can be tiny things. The key, however, is that they are clear. Do not just say, "I'm happy to be alive." Instead, say, "I am grateful I can afford good coffee."

### **Step 4: Blast stress with kindness**

The best way to feel better is to do something kind for someone. These acts apply daily, especially when negative feelings swallow people up. There is no kindness act too small.

## **4:38:4 - Finding Serenity**

**70.7% COMPLETE**

### **Step 1: Be present**

Bring oneself back to the here and now and focus on the moment. People cannot change things that have already happened, and obsessing over them does not help. Worrying about the future does not help because it is impossible to predict.

### **Step 2: Do less**

Do less but focus on the important stuff, and stress levels will decrease. Cutting the list and concentrating on half the things will mean having a better day.

### **Step 3: Plan a perfect life**

Consider what life would be like without restrictions. A good step is to pick 4-5 essential things that would be difficult to live without and build a perfect life around them. Decide to eliminate most of the rest if possible. Plan that ideal life, and then plan the first few steps needed.

### **Step 4: Declutter**

Decluttering can have a tremendous effect on mood and happiness levels. When things get cluttered, take a few moments to clear stuff out. Clearing the desk can be a great place to start.

### **Step 5: Spend time with a loved one**

Even for those without a spouse or children, it is highly likely that there is someone in life who is valued, and it is beneficial to make time during the day to spend time with them. And not just to watch TV, but to be with them, talk with them, bond with them. It works.

## **4:38:5 - Untying Emotional Knots**

**71.4% COMPLETE**

Unresolved issues might have crystallised into emotional knots. Such knots can't untie themselves; most create complex and tangled bows. Thoughts, fears, and anxieties pile up. Every day, they exert more pressure, and this increases suffering.

It may be a persistent pain or discomfort that refuses to go away. It is all evidence that there is some unfinished business to care for. It is like an emotional debt to the self.

### **Learn how to untie emotional knots**

Little by little, emotional knots can be picked apart. They loosen, and the metaphorical cord returns to its original form. Some techniques can unravel these tangled balls of emotional yarn.

### **Pain and suffering are not the same**

Buddha said that pain is inevitable, but suffering is optional. Emotional knots hurt, but the grief can be stopped by accepting the internal wound. This will help ease the pain.

Emotional knots result from past events, and it is vital to acknowledge what happened. It is recommended to be aware of present feelings. Transform suffering into tranquillity. Transform fear into safety and anxiety into serenity.

It is essential to learn to recognise current emotions. Identify what is causing the pain. Name the feelings that make up the emotional knot: fear, worry, nostalgia, or sadness.

When emotions are recognised and dealt with, there is an opportunity to close vicious cycles and finally become free from the knot.

## **Be responsible**

Working on being aware of what is happening inside the heart and mind is essential. Feeling responsible for the self is also crucial.

To achieve this, attention must be given to emotions at all times. After all, an emotional knot is the consequence of neglect. Remember to take responsibility for things so they do not become an impediment.

Always deal with annoyances, worries, anxiety, and fears in the present, and become more aware of emotional life. Embrace pain and fear instead of fleeing them.

Each neglected emotion crystallises into a tangled web. This web will cause problems in the future. Fix it now; there is still time.



## **4:39:1 - Cultivating A Learning Culture**

**72.1% COMPLETE**

A well-developed team of people prioritises ongoing learning, which can be most beneficial for an organisation. This type of approach, however, is typically something that can be created over time. It takes time and, of course, devotion from the team leader. So, how should the leader create a team where everyone benefits?

It is crucial to assess the strengths and weaknesses of new team members and their ability to learn. Notes of these traits should be taken for future reference when exploring possible training opportunities.

It is crucial to have a feel for how team members learn and what they are especially good at (or not so good at), and this can go a long way towards strengthening and creating a knowledge-hungry team.

The following techniques are suggested as a model for supporting weaker team members and helping them improve their ability to learn:

### **Lead by Example**

Although easier said than done, sometimes leading by example is worth the effort. This supports the fostering of learnability and, therefore, helps peers to develop as people. To fulfil a desire to create a knowledge-seeking team, leaders are well-advised to seek out learning themselves. Time should be taken to ask questions and learn about organisational processes that might not be familiar. Regardless of how new information is obtained, modelling curiosity and learnability can influence and improve the ability to learn.

### **Assess Understanding**

It is beneficial to assess team members' current level of understanding regarding specific topics. Assessments help to guide the creation of meaningful and relevant training content which team members can use and learn from.

### **Give Positive Feedback**

Team members can be encouraged to learn if their progress is recognised, encouraged and praised. Leaders should, therefore, monitor peers and allow them to demonstrate what they have been trained to do.

### **In the future**

Armed with the knowledge of some sound ways to improve the performance of team members and their ability to learn, it should now be possible to create a team that is both hungry for new information and ready to grow.

## **4:39:2 - Diving into Deeper Thinking**

**72.9% COMPLETE**

### **Be open-minded**

Being open-minded entails breaking out of intellectual comfort zones. Attempt to discuss topics that have yet to be addressed or considered.

### **Cultivate an interest in deeper topics**

At the very least, try to cultivate a minimal level of interest in the things deep-thinking people care about. Good conversations need not involve ‘professional speaking’.

### **Go beyond small talk**

Learn to think deeply and thereby have something to contribute to deep and meaningful conversations. Thinking deeply may involve setting aside preconceived notions and beliefs and seeing things differently.

### **Make emotional connections**

Meaningful relationships with others can be formed when deep connections are achieved. There can be more to relationships than pleasantries and formalities.

### **Attempt to talk less superficially**

Practice becoming a good thinker. Spend time with others who have deep values. Their thinking will rub off on the self and open a new world.

### **Unleash creativity**

A direct correlation exists between creativity and deep thinking. Stretching the mind to new horizons is challenging and involves thinking outside the box.

### **Vulnerability**

Talking about personal feelings may involve revealing vulnerability, and it is crucial to consider this when communicating with close friends or family members.

## 4:39:3 - Understanding Cognitive Dissonance

**73.6% COMPLETE**

Perky's Help has a significant focus on the overall wellbeing of readers and has, therefore, more than a passing interest in psychological theories that might promote this. In this context, it is hoped that the approach outlined here might appeal to some followers.

Leon Festinger's (1957) cognitive dissonance theory suggests that we have an inner drive to hold all our attitudes and behaviour in harmony and avoid disharmony (or dissonance). This is known as the principle of cognitive consistency. When there is an inconsistency between attitudes or behaviours (dissonance), something must change to eliminate the dissonance, and the widely-researched theory of cognitive dissonance may be necessary for attitude change.

Cognitive dissonance has become one of social psychology's most influential and researched theories. It refers to a situation involving conflicting attitudes, beliefs or behaviours. For example, when people smoke (behaviour) and know that smoking causes cancer (cognition), they are in a state of cognitive dissonance. This produces a feeling of mental discomfort, leading to an alteration in one of the attitudes, beliefs or behaviours to reduce the pain and restore balance.

Other situations where cognitive dissonance can occur include:

- choosing to promote behaviour, such as regular exercise, that a person does not themselves practise. This type of cognitive dissonance is called hypocrisy
- telling a lie despite the person thinking of themselves as honest
- purchasing a new car that is not fuel-efficient, despite being environmentally conscious
- eating meat while also thinking of themselves as animal lovers who dislikes the killing of animals. Some researchers call this the meat paradox

As people generally have an innate desire to avoid this discomfort, cognitive dissonance may have a significant effect on a person's:

- behaviours
- thoughts
- decisions
- beliefs and attitudes
- mental health

Those experiencing cognitive dissonance may notice that they feel

- anxious
- guilty
- ashamed

As a result, they may:

- try to hide their actions or beliefs from others
- rationalise their actions or choices continually
- shy away from conversations or debates about specific topics
- avoid learning new information that goes against their existing beliefs
- ignore research, newspaper articles, or doctor's advice that causes dissonance

Cognitive dissonance may prompt some people to change their behaviour so that their actions align with their beliefs. In this way, it allows them to examine their values and actions and achieve cognitive consistency. By confronting problematic attitudes and activities, they may make positive changes in their lives, such as addressing unhealthy eating habits, addiction, anger issues, and other attitudes/behaviours that might be deemed personally undesirable.

## **4:40:1 - Unveiling The Allure**

**74.3% COMPLETE**

Many things characterise interesting people, but here are some examples:

### **Learning always continues for them**

For interesting people, the world has infinite possibilities. This curiosity leads to constant learning.

### **Passion drives them**

Interesting people do not just have interests; they have passions to which they often attach considerable devotion.

### **They tend to avoid bandwagons**

Such people are often innovators who shun conformity to pursue new, exciting, and interesting ideas, even though they may know nothing is wrong with what everyone else is doing.

### **Personality quirks are not hidden**

Interesting people often have unusual preferences that deviate from the norm but are open and unabashed about who they are. These individuals know what they want and are brave enough to take steps to get there. New things are frequently tried, even though first-time failure is not uncommon.

## **4:41:1 - Building Resilience**

**75% COMPLETE**

Taking steps to manage frustration appropriately is a good idea if you want to stay on track. Becoming frustrated when faced with challenges or setbacks that prevent the achievement of goals is normal. Excessive frustration can, however, give rise to more severe symptoms.

Avoid the victim mindset, as those with a low frustration tolerance are prone to feelings of self-pity. They ask, “Why me?” when they struggle and forget that life is sometimes unfair regardless of what anyone does. Reframe the narrative and become the hero of one’s own story.

Strive for progress, not perfection. Making mistakes is part of what it means to be human. If a mistake has been made, contact a trusted support network to help determine the best way to proceed. Show the self the same grace given to a loved one, and do not dwell on the past.

## **4:41:2 - Cultivating A Powerful Mindset**

**75.7% COMPLETE**

### **Be among good people**

Champions choose to surround themselves with people that will help them become great. In the end, however, people should take full responsibility for themselves and their lives.

How effectively to control the mind and body and align it with goals should be learned. Taking shortcuts and the tendency to give up on things when they start to get hard should be avoided. Anything can be accomplished with the right plan, attitude, and resilience.

### **Commit to the process**

To succeed, people should love the process as much as they love the results and devote themselves to self-improvement daily. It is also necessary to enjoy the most minor details of preparation as much as the most significant moments. Knowing the significance of daily rituals is vital because they can produce remarkable success.

### **Get over losses quickly**

Reflecting on severe losses should be avoided. Learn from them, but refrain from dwelling on things. Some things belong in the past, and they cannot be changed.

### **Shrink the goal into smaller steps**

Sometimes, big goals must be broken down into small, attainable steps. Breaking a plan into mini-goals helps people stay encouraged and motivated.

### **Take control of their future**

Thinking individuals understand that failure and setbacks are inevitable, but how they respond to failure separates them from everyone else. They know that how they react will determine how successful they are in the future.



## **4:41:3 - Fostering Independent Thinking**

**76.4% COMPLETE**

Groupthink is rationalised conformity, which holds that group values are practical, correct and sound. It can be described as a philosophy of rationalised unity, which believes that the group's values are necessary and reasonable.

Harmony is seductive, and getting along feels good, so everyone wants to seem like a team player. As a result, each works hard to make their own opinion conform to what they believe is the group's consensus. The satisfaction of belonging to a cohesive group leads people to suppress their inner doubts. Loud voices overpower quieter ones, dissent is quashed, and the outcome is flawed.

### **Groupthink in organisations**

Any team that makes decisions as a group is vulnerable to groupthink. Fortunately, there is an antidote, which is diversity. Studies show that diverse teams are more innovative and consistently outperform homogeneous teams.

This is especially so on creative, nonlinear, or complex tasks. Diverse teams are more capable precisely because they feel less comfortable. When dissimilar people are brought together, it upsets the equilibrium. It can even cause friction and tension. However, this discomfort prevents the group from lapsing into an unreasoning consensus. Instead, the group assesses information more carefully and makes more intelligent, balanced decisions. In the end, however, diversity can make getting along more difficult, which is why it is so helpful.

People in a homogeneous group with high spirits are less likely to turn to the person next to them and tell them they are wrong. It feels more important to keep the momentum going.

## **4:41:4 - Finding Your Way**

**77.1% COMPLETE**

There are times in life when individuals feel a sense of being adrift. This may mean a repetitive state of feeling disillusioned and needing more clarity about what is meaningful in life to the person concerned. This could be a general dissatisfaction with life, which could be a complicated and overwhelming experience.

This potential experience, however, is not without remedy. For example, talking to a friend or loved one can provide a nonjudgemental ear, support, and guidance. Taking care of the self by getting enough sleep, eating well, and engaging in physical activities is also likely to help.

Certain hobbies and interests could become engaging and enjoyable to someone occasionally afflicted with self-doubt, and it may be time to seek such diversions. The value of spending time with loved ones should never be underestimated, and the giving of oneself to a voluntary cause, where a range of different people may be encountered, may also provide an 'adrift' person with a sense of purpose.

Any new-found sense of purpose is to be welcomed, and it may come about as a result of an intentional self-commitment to becoming more open to new opportunities, perspectives, and experiences. Feeling adrift is not an abnormal experience, and with time, support and a degree of personal fortitude, small steps may be taken to return to a brighter outlook on life gradually.

## **4:41:5 - Unleashing The Power Within**

**77.9% COMPLETE**

A fully functioning person will acknowledge discrepancies between what they hoped and imagined, their reality, and all their shortcomings.

Carl Rogers identified five characteristics of the fully functioning person:

### **Open to experience**

Both positive and negative emotions are accepted. Negative feelings are not denied but worked through (rather than resorting to ego defence mechanisms).

### **Existential living**

Being in touch with different experiences as they occur, avoiding prejudging and preconceptions. Living and fully appreciating the present, only sometimes looking back to the past or forward to the future (i.e., living in the moment).

### **Trust feelings**

Feelings, instincts, and gut reactions are given attention and trusted. People trust themselves to make the right choices.

### **Creativity**

Creative thinking and risk-taking are features of a person's life. A person does not play safe all the time. This type of thinking involves adjusting to change and seeking new experiences.

### **Fulfilled life**

Being happy and satisfied with their life and continually seeking new challenges and experiences.

## **4:42:1 - Embracing Independence**

**78.6% COMPLETE**

To embrace independence, the following things are required:

### **Focus on strengths**

Start by focusing on unique personal strengths and achievements. Self-reliant people make the best of themselves and do not put themselves down. They realise that, like everyone else, they are not perfect, but they make the most of what they have.

### **Self-confidence comes from being comfortable with the self**

Self-reliant people tend to be confident and do not need to prove themselves to anyone. They are often kind and calm individuals who are comfortable with themselves and feel happy in their skin.

### **Learn the necessary skills**

Develop the ability to look inwards for strength and minimise looking outwards for acceptance and security. Learn to cultivate self-reliance. Although we all need advice occasionally, self-reliant individuals seek to resolve issues independently.

### **Keep neediness in check**

Personal responsibility is essential to self-reliance and avoiding excessively leaning on others for support. It is self-limiting to feel that 'making it' cannot be achieved primarily through the efforts and determination of self.

### **Self-acceptance**

The most effective way to gain approval is by first accepting the self. The quicker this is done, the quicker others will follow. They will respond favourably to a healthy, self-reliant individual, especially one who appears dynamic and charismatic. Such people tend to have a positive attitude reflected in their body language.

## **4:43:1 - Celebrating Consistency and Dependability**

**79.3% COMPLETE**

Regarding people, reliability is about the dependence on someone for support and help. It involves placing confidence in another person who is considered reliable and capable of achieving desirable results.

Reliable people acquire and keep friends more easily and forge deeper relationships. They are often esteemed in the workplace. They are likely to be self-confident people with integrity whom others value as friends.

Being a reliable person is not necessarily linked to formal education. In the author's view, it has more to do with empathy and understanding of others in society and a desire to help fellow humans as appropriate.

Life satisfaction is achieved through connections with many organisations and individuals and is founded on allegiance. The allegiance of reliable people tends to stay strong under pressure, perceived or otherwise.

Reliability is a good quality with no negative connotations and something infinitely worthy of personally acquiring its attributes.

## **4:43:2 - Empowering Progress**

### **80% COMPLETE**

People may feel lost when someone close to them needs help and support but seems to shy away from accepting it. Tips to overcome this include knowing what to do when things get serious and understanding that for them to seek help might be a tricky thing for them to do. Consider, therefore:

#### **Being available**

Continue to be supportive and listen to them when they need to talk.

#### **Offering help**

Offer suggestions, especially if a friend or family member reaches out and asks for advice.

#### **Being informed**

Research what easily accessible help could be helpful for the person in question.

#### **Setting boundaries**

It is unrealistic to be able to be there for someone at every moment of every day. Set some limits on things one is willing and not willing to do and stick to them.

#### **To avoid placing too much pressure**

Avoid pressuring a friend or family member to get help. It may come from good intentions, but it can have the opposite effect to what is intended.

#### **Listening to them**

Listen to what they have to say, and do not avoid them. If they are avoided, it is likely to make them feel isolated.

#### **If things are serious**

If someone is thought to be in danger or at risk due to what is happening, it is essential to seek help immediately.

## **4:43:3 - Exploring The Path of Therapy**

**80.7% COMPLETE**

### **Arts and creative therapies**

Creative therapy involves non-verbal expression, like art or music. When someone may become bemused or upset by unclear and muddled thoughts, such treatment can assist in gaining clarity of thought and communicating inner experiences and feelings to others.

### **Complementary and alternative therapies**

Complementary and alternative medicine includes massage, acupuncture, tai chi, and consuming green tea.

### **Eco-therapy**

Eco-therapy is a formal treatment involving participation in outdoor nature-type activities. Such activities are often regular and structured and may be led by trained professionals/therapists who offer support.

### **Good physical health**

Maintaining good physical health habits can help decrease stress, lower disease risk, and increase energy levels.

### **Peer support**

As in many aspects of life, peer support is a valuable asset, especially if peers are trained to focus on emotional support and sharing experiences. The concepts of mentoring or befriending are allied with peer support.

### **Talking therapies**

During talking therapy, a trained counsellor or therapist listens to and helps individuals find answers to problems without judging them. The therapist allows time to talk, cry, shout, or think as sessions progress.



## **4:43:4 - Finding Balance and Stability**

### **81.4% COMPLETE**

Physical activity will ground the self. Such activities may include sports, walking, dancing, gardening and more. There are reasons grounding can be challenging, but there are ways to handle them.

When the body is in pain or tired, grounding can be challenging. Grounding involves being aware of the body and being present with it, and it is not always easy when discomfort is experienced.

Try persevering to become grounded and allow for feelings of discomfort. Grounding is much easier after a good night's sleep, and sleeping early is sometimes the smart choice. Grounding is also much easier in the morning. Respect the body and be kind to it.

### **Being Emotional**

Being present with certain emotions can be challenging. Despite that, it becomes easier to see pieces of the self.

The more grounded the person, the more peaceful they become. The natural feeling of grounding helps contribute to feeling balanced. Breathe through whatever emotion is being experienced. Accept it. Let it move through the body like energy. Focus on it and see it grow and intensify. The feeling will diminish and disappear once it reaches its highest point.

When the wave of emotion has run its course, stay grounded. Feel the peace and a new sense of balance. It is possible to feel more grounded, centred, and balanced during daily life, but there may be times when grounding is complex. If feelings of being out of sorts or unloved are experienced, time may be required to heal and integrate things within the self. Grounding helps people feel more balanced and in control, and it is wise to embrace tips to help overcome any resistance.



## **4:43:5 - Balancing Dreams and Realism**

### **82.1% COMPLETE**

Living in a dream world may cause an individual some disconnection from the reality of their situation. This may manifest in unrealistic expectations and disappointment when things turn out differently than planned.

This lack of being fully grounded may also give rise to difficulties in making decisions, like realistic planning for the future. Developing self-awareness and reflecting on thoughts, emotions, and actions is a mature way to engage. It helps when identifying patterns of behaviour that may result from too lofty dreams.

Volunteering or giving back to the community will help us understand different perspectives in life and perhaps be instrumental in gaining a more realistic view of the world.

Self-obsession needs to be avoided as it has the potential to affect daily life adversely. A therapist or counsellor could help identify underlying issues if this concept is present. Strategies may then be formulated, and putting the self in the shoes of others and considering how they might be feeling is a good practice. It can help develop a more compassionate and understanding perspective.

Although living in a dream world can be a way of avoiding difficult or unpleasant situations, it can also lead to unresolved problems or worse.

Life experiences are a prime tool for learning and self-growth. Living in a dream world will, however, impede this growth.

It should not be forgotten that indulging in dreams and aspirations is normal, but it is a matter of degree. Such indulgence shouldn't be excessive, as a healthy balance is critical.

## **4:43:6 - Navigating The Path to Success**

**82.9% COMPLETE**

### **Overcome doubts**

Overcome fear of failure or looking stupid. Ignore self-doubt and focus time and energy on something engaging other than tasks on a to-do list. Try to interpret and tackle these from a mindset of growth. There is a possibility of failure, but in the process, something about the self will be learned that might not otherwise have been the case. It includes the consideration of what can be done next time to ensure improvement in the future. With a shift in mindset, skills may quickly be expanded, and every new challenge may be confronted with enthusiasm and confidence instead of avoidance and fear.

### **Make a conscious effort to dedicate time and effort**

Just think of all the skills that could be accumulated that a fixed mindset is stopping being developed. Avoid making excuses such as “not having enough time” or “that’s someone else’s job”—instead, carve out the time. Some of the highest-achieving people in history appreciated this. Just think of Albert Einstein, who observed, “It’s not that I’m so smart. It’s just that I stay with problems longer.”

### **If a person thinks someone is better than them, they should avoid seeing them as a threat**

The person one perceives to be threatening or intimidating might have technical expertise that would help to make a breakthrough on a project that has been at a standstill. They may have a particular way of doing things, like obtaining answers to a never considered problem.

It is necessary to start shifting thoughts. Try to realise that everyone encountered possesses something to learn from. This is not something to feel threatened by but rather something to embrace.

**Understand that a new skill will only be mastered after some time**

It is preferable to understand that, at the beginning, struggles will be encountered. Focusing on the personal learning journey is also good, starting small and gradually building skills. Over time, progress will be made.

## **4:44:1 - Embracing a Life Devoted to Jesus**

**83.6% COMPLETE**

Christians are called to live for Jesus and follow Him in everything they do. Living for the Saviour is more meaningful than living for ourselves.

Set aside quiet time for prayer. Pray about everything, from daily troubles and sins to things to be excited about. Pray that God will help make the right decisions, and pray for other hurting people who have not found God yet.

Honour Jesus by giving time and energy to others. If you want to live a life for Him, treat others the way He did by helping them when they are in need, forgiving them when they do things wrong, and loving them no matter what.

Try setting aside a little time each day to read the Bible. Even 5-10 minutes can help to understand the love of Jesus. It may help to do this at the same time every day.

Tell others about God's love and Jesus' sacrifice. When spreading that love, one lives for Jesus, prioritising Him.

Being a Christian does not mean never being tempted to sin. Even though Satan tempted him, Jesus was the only person who never sinned. When a person gets saved, they receive the gift of the Holy Spirit, which guides them to understand right from wrong. Faith in Jesus provides the strength to make choices that please God.

God's first commandment is not to rank any other gods higher than Him. This means not having anything more important than God. God is all-powerful and all-knowing, but He's also loving and forgiving and wants us to live for Him.

When living for Jesus, remember that the goal is ultimately to join God in Heaven. This means avoiding excessive focus on obtaining money or possessions like clothes, electronics, or jewellery. These things are meaningless in eternal life.

Keep praying when faced with severe struggles, like sickness, poverty, or losing loved ones. God will show His will and will be glorified through whatever a person suffers.

Rely on each other for support whenever it is needed. Jesus was the perfect Son of God, but He surrounded Himself with companions—not just to teach them about God, but to help support Him when He needed it.

Jesus spent time with both sinners and believers. Being a Christian does not mean shutting oneself off from anyone who does not believe the same things. God calls us to love our neighbours—not just other Christians. Little time needs to be spent trying to convert non-believers.

## **5:45:1 - Building Lasting Connections**

### **84.3% COMPLETE**

Research shows that after age twenty-five, most adult friendships start to dwindle. Some of this involves changing jobs, getting married, moving, or even having children.

But having solid friendships as an adult is essential. One study found, for example, that regardless of marital status, people who reported having ten or more friends at age forty-five had significantly higher levels of wellbeing at age fifty than those with fewer friends.

#### **Have the Right Mindset**

When making friends as an adult, the right mindset is essential. Thoughts that friends will never be made and “that is just the way it is” should be avoided. Instead, there should be hope that, with the correct mindset, making some friends is entirely possible, and the friendships will last.

#### **Focus on Being Open**

In other words, take your time with the process of making friends. Channel the best self instead of worrying about rejection or dwelling on the fact that one might not be fun enough. Likewise, do not assume all future friends must be of the same gender. Be open and inviting and see what happens.

#### **Make a List of Potential Friends**

Almost every person has one or two people in their life that they would like to get to know better. As a result, list people who are good to hang out with. Remember, making friends takes work, and someone needs to take the initiative. After a list has been written, extending an invitation for coffee for each of them should be considered.

### **Put It on the Calendar**

Many people are often busy, and despite best intentions, making more friends won't be successful if plans are not scheduled. When someone will go out with a friend after work, it should be decided. Set aside time to call the person. The key is to schedule these contacts because they can be easily put off.

### **Accept Invites**

Even if tired, busy, and over-scheduled, always accept an invitation to do something and make it happen! If one is not sick or strapped for cash, getting invitations is an excellent opportunity to open doors and expand friendship opportunities.

### **Know Where to Find Potential Friends**

Part of the challenge of making new friends is knowing where to look. Too often, people assume that there are just no potential friends. But the problem is not the lack of opportunities for friendships but the inability to make the effort to find them.

### **Reach out to Neighbours**

Some of the best friends people have are their neighbours. Yet, many need to recognise the potential friend living right next door. They give the courtesy wave across the road and then close their door to them. But some great friendships may be waiting to be made only down the road.

### **Connect with Co-Workers**

Many people spend their lives with those they work with and tend to know a great deal about them. If this is the case, consider inviting one of them to do something non-work-related. For instance, suggest attending a football match or having dinner after work.

### **Attend a Meet-Up or Networking Event**

Whether or not you are working from home or going into an office each day, meet-ups and other networking events are a great way to meet new people. These events are filled with people looking to connect with others. They are also great places to meet those who share the same passions. These types of get-togethers can be accessed through apps, including one known as Meet Up.

### **Join a Book Club**

Joining a local book club is a great way to meet potential friends. Moreover, it is a great way to get to know each other, particularly when discussing a book.

### **Attend A Place of Worship**

Whether active in a place of worship or rarely attending, churches, mosques, and synagogues are a great way to meet people who share faith. There are also many opportunities for involvement. Whether it is a Holy Book study or volunteering opportunities, such places are great for meeting new people and making friends.

### **Maintain the Friendships that are Made**

After a few connections have been established, it is vital to stay in contact. Friendships are like plants; they will die if not regularly watered.

Call or text consistently to see how they are doing. Ask about their life and show them an interest in the essential things. A good friend does not make the friendship all about their own needs but also takes an active interest in those of the other person.



## **5:45:2 - Embracing Diversity**

**85% COMPLETE**

Involvement and empowerment are at the heart of inclusion; inclusion is a recognition of value. Those who demonstrate authenticity tend to achieve inclusion more readily.

Personal attitudes like bigotry, racial prejudice, and selfishness often hinder inclusion. It is advisable to indulge in self-exploration to address such attitudes.

Engage in mindful communication and be aware of such things as tone of voice, what is uttered, and body language. It is not helpful if interpersonal skills are lacking, and becoming more self-aware is essential.

Meeting new people and learning new things is one of life's many pluses. It pays to be open-minded when meeting new people, including those who may be perceived as different. No one should be ignored merely because they do not fit somebody else's mould.

## **5:45:3 - Exploring My Strengths and Weaknesses**

**85.7% COMPLETE**

I do not expect everyone to be sincerely interested in my personality, but for what it may be worth, the following is something about how this author 'ticks'.

### **A healthy work-life balance**

I understand the necessity to find time for family, friends and hobbies, but striking a healthy work-life balance is often challenging.

### **Adaptability**

I have a comfort zone with specific tasks, especially those associated with computer technology. In such circumstances, my prevailing attitude is positivity, allowing me to adapt to new functions in this genre quickly.

### **Conscientious and responsible attitude**

I am naturally conscientious in most aspects of life and always desire to give my best in various situations. Helping others wherever possible is one of my positive traits.

### **Daily planning**

I plan daily to fill my time in a manner that gives me pleasure and relaxation and motivates me to complete activities/tasks within a self-imposed time frame.

### **Focus on details**

It is usually considered a positive trait to be detail-oriented. I spend excessive time on project details, which has sometimes given rise to counter-productivity on my part.

**Lack of self-confidence**

I commonly undertake everyday chores and tasks with a degree of trepidation brought about by fear of making mistakes. I need to confront this lack of self-confidence to become more efficient and skilled with domestic obligations, which would make me happier.

**Self-sufficiency**

I am someone who does not require constant supervision to complete a task.

## **5:45:4 - Keeping The Spark Alive**

### **86.4% COMPLETE**

A new relationship can make people feel like they are on top of the world. Eventually, the newness of the relationship wears off, and it may become stale. However, partners are sometimes doomed to remain in a dull relationship forever. Some things can be done to keep a mature relationship fresh and exciting.

#### **Ask meaningful questions**

Ask meaningful questions about the partner's past, thoughts on current events, and feelings about various topics. Try to get past superficial day-to-day conversations and delve deeper.

#### **Communicate loving feelings**

Remember to use words to express feelings. Sometimes, all those mushy things previously said to one another may be forgotten once the relationship matures.

#### **Greet each other with excitement**

Greet the partner at the door with a hug and a kiss and express joy at being together. This can start things off on the right foot and set things on the path to reconnecting after being apart.

#### **Maintain the element of surprise**

Surprise the partner from time to time in a variety of ways. Arrive home with a small gift, cook the partner's favourite meal or book a surprise weekend getaway. These surprises will keep the excitement alive and prevent a relationship rut from setting in.

#### **Schedule regular date nights**

Most couples go on dates regularly during the initial phase of their relationship. Going out to dinner, however, often gets traded in for sitting on the sofa and staying in. As a result, the relationship becomes dull over time. Schedule regular date nights to spend quality time together as a couple.

### **Talk about hopes and dreams**

Set time aside to continue to discuss dreams for the future and support one another in making those dreams a reality.

### **Text romantic messages**

When apart, send romantic text messages to one another. This can build anticipation for seeing each other again. Use texting to send short messages of love, admiration, and encouragement. It is a simple and easy way to maintain romance in a relationship.

### **Together, set goals**

Create some goals that can be worked on together as a couple. It may include a financial plan, such as saving a certain sum for a holiday. Or, it could consist of a fitness goal, such as completing a fun run together. Working together toward goals can help a couple feel like a team and give them new things to discuss and do together.

### **Together, try new things**

Participating in a new activity together can keep the relationship exciting. A shared willingness to learn something new can help a couple grow together.

### **Visit other couples**

Spending time with couples who have healthy relationships can be good. Look for couples who share similar values and who have strong relationships. Maintaining an exciting relationship reinforces the importance of commitment.

## **5:46:1 - Mastering Communication Skills**

**87.1% COMPLETE**

### **Ask Open-Ended Questions**

“Yes” or “no” style questions can shut down conversation while others open doors for more possibilities. Stick to open-ended questions that allow the other person to elaborate as much as possible.

### **Choose Topics the Other Person Cares About**

In general, people like to talk about themselves and their interests. Keep the conversation rolling by sticking to topics the other person is familiar with.

### **Display Relaxed Body Language**

Good body language is central to helping the other person feel comfortable and open to talking. To demonstrate comfort level, smile gently and lean back while sitting in an angular posture. Alternatively, lean against a wall if standing.

### **Encourage Them to Keep Talking**

The best listeners do not just sit and look fixedly at the speaker during a conversation. They engage with them, without interrupting, by encouraging them to expand on what is being said.

### **Face The Person Being Spoken To**

A good conversation involves a connection between two people, and a successful relationship is less likely to be made when the other person is facing away.

### **Go Deeper with Questions**

After the often superficial formalities, it may be possible to take the conversation to a deeper level with thoughtfully chosen questions.

### **Listen Attentively to What Is Being Said**

Listening is as essential as talking when it comes to maintaining a conversation. Actively listening allows for hearing the other person's perspective. Do not interrupt until they have finished speaking.

### **Make Eye Contact**

At the beginning of a conversation, make eye contact. Then, maintain it without staring.

### **Make Them Laugh**

Humour is a great way to keep a conversation going. It also helps to forge a bond with the other person. People form bonds when they make each other laugh.

### **Uncross Arms and Legs**

Crossed arms and legs convey that one is uninterested in another person's words. It can also make an individual seem guarded or defensive. If crossing arms and legs has become habitual, make an extra effort to relax them during a conversation.

## **5:46:2 - Mastering Job Interviews**

**87.9% COMPLETE**

The purpose of an interview is to find out more about who the candidates are and how they might fit into the role.

Job interview questions can sometimes seem somewhat obscure, but they are always related to the role in some way or another.

Understanding the job description will help to answer anything the panel throws at an interviewee.

“So, tell me about yourself.” Before delving into career questions, interviewers ask this question to learn who the candidates are as people.

Interviewees may consider exploring themselves in the company of others before an interview. This is to understand where personal strengths lie and how to talk about them.

Remember, the interviewer wants to avoid hearing about family relationships, feelings about religion and political opinions.

The interview should be kept professional, as well as focusing on the relevant skills and experiences.

### **How will you be an asset to this organisation?**

This concerns how one might fit in with the company’s culture and what added value an individual can bring beyond being a competent employee. Is added value obtained by being a quirky thinker who brings ideas nobody else has considered? Or someone who can think fast under the most stressful situations? These types of things should be known to the interviewer.



**Why should I hire you?**

The interviewer wants to know how candidates feel they can do the job better, quicker and faster than others and whether or not this gives them the edge over other potential employees.

## **5:47:1 - Steering Clear of Debt**

**88.6% COMPLETE**

### **Know the figures**

Try to avoid rounding figures up or down or to guess amounts, as doing this can give a wildly inaccurate result. There is a need to be sure that figures are correct, or the plan will not work.

Keep every single receipt for the month and check bank statements to see what is being paid.

If bank statements are not received, or there is no online banking, then that situation needs to be changed. It is essential to monitor bank accounts closely.

Things can quickly get out of hand for those who need to learn their banking details.

### **Get payments in line**

Once a budget plan has been established, it is possible to see where changes could be made. Changes must be made if non-priority debts are paid ahead of priority debts.

Priority debts are the ones which incur severe sanctions. As a result, an arrangement with the organisation must be made to repay the debt.

The organisation should be told about or shown a payment plan to help them understand that someone's income is limited. In that case, more affordable payments need to be made.

Being honest and ruthless about non-priorities such as gambling, smoking, takeaway meals, and other non-essentials is essential.

Once things are back under control, these things can be reintroduced, but for now, discipline is required.

Look at ways of saving money and shop for cheaper deals on utilities, bank loans or credit cards.

Reduce or cancel TV packages and change to Freeview.

Make sure to write a meal plan for the week and a shopping list so that only essential items are bought, all of which should be used.

Batch cook and freeze meals and buy things on offer.

Switch off appliances, and keep doors shut when the heating is on. Look online for money-saving ideas.

### **Organise the month**

Knowing what to pay and when can be challenging if money is received at different times during the month. If care is not taken, it is possible to end up with small sums of money left over each week that are not allocated to a specific payment. This can mean that this money gets eaten up by ad hoc purchases, and the overall budget comes up short at the end of the month. It helps to record on a chart payment in and payments out.

## **5:47:2 - Unlocking Efficiency and Productivity**

### **89.3% COMPLETE**

Juggling deadlines and commitments can be tricky, but getting organised saves time, stress and money! Being organised is easy to master once a few small things have been implemented.

#### **Back-up computer and mobile phone**

Set aside a few minutes each month to keep devices backed up. If an accident is experienced, nothing that can't be replaced would be lost.

#### **Batch cook meals**

The less time spent cooking, the more time available for organising cupboards, cleaning, etc. A suggestion may be to make big stir-fries, salads or things like chilli and curry, which can be quickly eaten as leftovers during the week.

#### **Use time wisely**

Some days, it can feel like a constant race against the clock, wondering how everything can be accomplished while overstretched. Avoid getting into a rut and think seriously about becoming more efficient with time.

#### **Write it down**

Make a list. In the morning, list everything that must be achieved during the day. It will help to stay on track. Every time something gets crossed off the list, there is also a productive feeling.

## **5:48:1 - Making The Best of Every Moment**

### **90% COMPLETE**

- I try to carry out tasks as straightforwardly as possible.
- When working throughout the day, I am sometimes overtaken by random thoughts that limit how I can proactively face tasks. I have, however, recently committed myself to pursue excellence in most of my daily endeavours.
- I hope my focus on excellence will reduce wasted time, as I will achieve the desired results at the earliest opportunity.
- During any day, I realise that things may change, causing me to adapt as appropriate. I hope I can always be flexible in this respect.
- I must seek direct personal advice when uncertain about issues/tasks I will soon face.
- The ability to work independently and achieve desirable results is my prime motivation source.
- I like to be well-organised as I view this as very important in my quest to achieve successful outcomes with an expanding range of daily tasks.
- I appreciate the input of my support group on all I do daily.

## **5:49:1 - Getting Stuff Done**

### **90.7% COMPLETE**

When people think about productivity, they may picture themselves doing a million tasks that consume much time. Leading a productive life, however, may seem a little easier when applying the following guidelines:

#### **Do not watch the clock**

Forget about the clock and stop thinking about the time it will take to get things done. It is a simple technique, but it works.

#### **Try micro-productivity**

Micro-productivity is the idea that productivity can be achieved by splitting a major task into a series of smaller ones, making it much more manageable.

#### **Start again**

You are allowed to succeed in some daily goals, and you are allowed to change your plans. Making the habit of being productive each day is more important than doing as many productive activities as possible.

#### **Conclusion**

Micro-productivity is about finding unique ways to split tasks. This means finding a moment to do more minor things and feeling good about it. When times feel hard, completing one or two tasks from a list is good, depending on what feels manageable. When this procedure has been practised enough times, it will be found that achieving daily goals becomes habitual rather than stressful.

## 5:49:2 - Understanding Schizophrenia

### 91.4% COMPLETE

Perky reveals details of a personal mental health deterioration.

- I was panicked when dealing with the paranoid schizophrenia to which I had succumbed and the associated extreme suspicions.
- I became too far removed from reality to function, and it could be said I was beyond delusional and obsessive. Making false connections, combined with delusions of grandeur, was my general mindset. I would focus on these out-of-the-blue thoughts to the exclusion of anything logical.
- I was sending weird messages to friends which were utterly random and made no sense.
- The worst thing, however, was when my mind again made false connections pointing to the idea of me being in mortal danger.
- I felt the Illuminati had a motive to murder me.
- After I had run away from home, fearing being murdered, it was slowly becoming clear that my suspicions were wrong.
- Until then, I intended to sleep rough anywhere but home, where I believed I was most vulnerable.
- After running away, I returned home early in the morning when my panicked mindset had settled.
- A social worker visited and requested that I take a prescribed medication, and I initially refused to take it because I suspected it would lead to my death.
- The police had me sign a form, which meant I was technically a 'voluntary patient' after being threatened with sectioning.
- I became a patient in the nearest hospital when a bed became available.
- During hospitalisation, I made further strange connections to issues I recalled from the previous decade. They included things about which I felt guilt and regret.
- As horrible as these events were, they were to lead to better things.
- The biggest epiphany I had was when I realised I needed to change my thinking to avoid something similar happening to me in the future.

## **My recovery proceeded with**

1. Medication
2. Counselling
3. Participation in community-based activities



## **5:50:1 - Cultivating A Seeker's Mindset**

**92.1% COMPLETE**

### **Seek freedom of the conditioned mind**

Where movement is good for the body, stillness is good for the mind. When the mind becomes calm and still in thought, people come to a much deeper understanding of themselves and their true nature.

### **Clear the mind**

If thoughts continually cloud the mind, thinking becomes difficult.

### **Seek a life lived with nature**

Cease to be dominated by the usual mental chatter. Stilling and calming inner thoughts give rise to the calming of emotions.

### **Seek peace**

To experience the mind without clouded thoughts is to share the sense of being fully and vitally alive. It also gives rise to a deep, peace-loving mindset.

## **5:50:2 - Embracing Positive Mental Health**

**92.9% COMPLETE**

Positive mental health must be cultivated over time, but several things can support it:

### **Community Benefits Mental Health**

Being part of a community can positively affect mental and emotional wellbeing. Community involvement provides a sense of belonging and social connectedness. It can also offer extra meaning and purpose to everyday life.

### **Spirituality Benefits Mental Health**

Spirituality can support mental health in several ways, like feeling a greater sense of purpose, peace, hope, and meaning. Improved confidence, self-esteem, and self-control may also be felt and help make sense of experiences in life.

### **Benefits of Mindfulness for Mental Health**

Mindfulness is a way of paying attention to the present moment, using techniques like meditation, breathing and yoga. Through this, thoughts and feelings can be better managed instead of becoming overwhelming.

## **5:50:3 - Embracing Proactivity**

**93.6% COMPLETE**

Proactive people are often those who take initiative. Others may view them as leaders, as they can often facilitate success. In the workplace, it is essential to adopt a proactive attitude since it can improve overall satisfaction levels.

Being proactive involves willingly initiating behaviour or producing circumstances that address issues before they arise. Proactive individuals tend to anticipate the needs, developments, or potential consequences associated with circumstances and events. Owing to this, they are often prepared for challenges or have improved their chances of success.

It is vital to be proactive within both professional and personal life, even if that means adopting a new/different mindset. Proactive people often have unique characteristics that differentiate them from others.

The advantage of being proactive is creating unique conditions where a person or team can succeed. As a result, proactive individuals are often less likely to be complacent, and their continual growth mindset helps drive them toward achievement.

An essential aspect of proactivity is considering the potential obstacles that might be faced in a given circumstance. Those who are proactive take action in response to barriers by either preventing them from occurring or lessening their severity, including working harder than they need to.

Individuals who are proactive often anticipate their team's needs before their peers.

A proactive employee may decide to discuss matters with others before waiting for instructions from their supervisor. Proactivity can lead to progress for an organisation in this way.

Proactivity can improve chances of professional advancement because of the qualities outlined above. Many individuals may be appreciative of those who can solve or pre-empt problems, be productive and create situations that are favourable to productivity. Proactive people strive to improve the work situation for all, but care should be taken not to overburden themselves and others, as this may have the opposite effect.

## **5:50:4 - Embracing Your Inner Strength**

**94.3% COMPLETE**

Self-confidence can help to realise the full potential of humans. This is especially so with gaining new skills and pursuing goals and desires. Lack of confidence, however, can limit the drive to do anything else to improve the situation.

Individual proactivity is required for opportunities to be recognised or created, with doing nothing not being an option. Most difficulties, however, can be overcome, no matter how problematic they may seem, and a confident mind is an asset.

Confidence is, in part, a result of upbringing and teaching. Individuals learn how to think about themselves and how to behave to others. These lessons affect what is believed about the self and others. Confidence is also a result of personal experiences and learning to react to different situations.

Self-confidence is acquired by degrees, and confidence to perform roles and tasks and deal with situations can increase and decrease. Some days may give rise to confidence more than others.

Low confidence can result from many factors, including fear of the unknown, criticism, unhappiness with personal appearance, unpreparedness, poor time-management, lack of knowledge and previous failures. Lack of confidence may also be induced by perceived negative thoughts of others towards the self.

A lack of confidence can impede reaching full potential, and those low on confidence are less likely to try new things or reach out to new people. It may also mean easily giving up on a task after a first-time failure.

Overconfidence can be problematic if it causes a belief that absolutely anything can be achieved.

This is especially the case where specific skills, abilities and knowledge may be lacking for particular tasks. Being overly confident may also mean appearing to others as arrogant or egotistical.

Averagely confident people do not need to control a conversation. They know their agenda; they want to learn about the goals, dreams, and passions of the people around them. This healthy self-confidence is vital to success, as it allows belief in personal abilities to accept challenges and overcome obstacles.

People skills are vital for success. Robust relationships develop when individuals are genuinely interested in others. Most people are astute enough to recognise whether curiosity is authentic or for personal gain. It is essential, therefore, for interest in others to be sincere. It involves being honest and straightforward without pretence, misrepresentation, or deceit.

Expressing genuine interest in someone's qualities, background, stories, hobbies, career, family, or anything else may be spiritually uplifting for the recipient and help them feel positive about themselves. This type of interest helps to connect people, and stronger communities and happier societies may be built in this way. Even for small, everyday tasks that do not necessarily require specific skills, feeling valued and appreciated gives rise to good feelings.

Self-esteem and self-confidence play an essential role in interactions with others. Confident people only sometimes try to please everyone. They do their own thing, focus on themselves, and walk their unique path, even if others disagree.

Most people lack confidence because they attach their self-worth to other people's opinions. The problem with this type of confidence is that it is not stable. It may be volatile and difficult to control.

Self-confidence is not built through single acts but is achieved incrementally through small, repeated acts. Someone does not become a better writer, for example, by writing an entire book in a day or week, but by writing a little every day. Slow and steady is more likely to win the race.

Possessing confidence feels good, but it also helps seize potential opportunities, take more chances, and make significant life and career changes. Confident people believe in themselves and have a positive mindset, while those who lack confidence may feel insecure about themselves and their decisions.

There is no one-size-fits-all approach to confidence; what works for one person might only sometimes work for another. The easier life will seem if someone clarifies what works for them.

Nothing destroys a person's confidence more than comparing the self to others. Unfortunately, current-day social media offers so many opportunities for such personal comparisons. It is better to spend more time with others who demonstrate understanding than with those who might undermine the individual's confidence. Gaining new skills or experiences and stepping outside of comfort zones also contribute to gaining confidence.

Focusing on personal strengths can help boost confidence levels. In the workplace, asking relevant questions, being assertive, accepting challenges, overcoming obstacles, and praising the successes of others may boost career prospects.

Self-confidence has many facets and is subject to varying interpretations. In essence, however, it simply means having faith in the self.

## **5:50:5 - Strategies for Coping and Finding Hope**

### **95% COMPLETE**

Lack of support from people in a social network can be challenging, but there are things that people can do to find the support and understanding they need.

#### **Recognise that only some understand**

There are many reasons for human thoughts and behaviour, and many fail to understand the condition of depression.

Sometimes, unsupportive friends need education on depression so they can better understand what someone might be going through. Mental health stigma should not prevent anyone from getting the help and support they need. It is often necessary to talk to a doctor if the symptoms of depression are present.

#### **Treat oneself well**

One of the best ways to find support is to start with the self. Practise being kind and gentle with oneself, and keep self-talk positive. In other words, pay attention to the inner voice and what it says. Remember, negativity only feeds depression.

Where being trapped in a negative thought cycle might occur, repeating negative things about oneself does not help. It is better to attempt to discover how to turn negative thoughts around or interrupt the process. Finding ways to distract oneself can be helpful. It is beneficial to seek opportunities for self-care. This includes anything that improves mood or caring for the body.



Start by making a list of the things that can be enjoyed, such as:

- Creating a bullet journal
- Listening to a podcast
- Taking a hot bath
- Taking a leisurely walk through the park
- Taking an afternoon nap
- Talking with a friend

Find a way to carve out time for such enjoyable things and remember that learning to care for the self in small ways helps people feel better. It also shows a willingness to take responsibility for personal health and emotions. Likewise, self-care allows people to remove themselves from the company or the influence of unsupportive people. They are busy doing something positive for themselves instead.

### **Find Support Elsewhere**

When close friends cannot provide what is needed, seek out others who can be helpful. Depression support groups can be most beneficial in person or online.

### **End Negative Relationships**

Get rid of negative people in your life and try to limit the harm they cause. Some people are just always mean and hurtful, so if you can't avoid them, it is better to cut ties with them. There is nothing wrong with minimising contact with people who hurt personal wellbeing or completely cutting them out of one's life altogether.

### **Harness Emotions for Good**

Instead of turning anger inward and hurting oneself for perceived personal failings, channel this anger into doing something positive. Go out and get some exercise, or give the house a thorough clean. Find something physical to do that will release pent-up feelings.

## **5:50:6 - Unleashing Inner Confidence**

**95.7% COMPLETE**

Confidence is essential to survival, and people of both sexes tend to be attracted to it. There are times, however, when a devastating or unexpected loss can destroy confidence. Here is how to get it back and be ready to take on the world again.

### **Change Thoughts**

Actively make a conscious decision to change thought processes. Every time doubt manifests, counter it with ways to overcome it. Remember, most problems originate in the mind. That is not to say they don't exist. They do; it's just that people have a choice in how they allow it to affect them. Stand up for yourself, and learn ways to stand up for others.

### **Take Baby Steps**

Everything happens in stages; keep going even if confidence is not gained overnight. Focus on the path that needs to be taken. Understand that it requires taking baby steps to get to the position required.

### **Clean Oneself Up**

Hygiene is vital to personal confidence. After all, it is hard to feel good about oneself when stained, sweaty and smelly. No matter a person's circumstances, they should do their best to stay clean. It is one of the keystones of confidence.

### **Face Fears**

Everyone has a list of fears and phobias, although many do not want to admit it to themselves. Everyone has natural fears, on some level or another, like a fear of death or the unknown. Be confident enough to face at least one fear.

## **Define Oneself**

Past decisions and future aspirations determine how a person's present choices are perceived. It is advisable to learn how to define oneself. Setting rules and boundaries and endeavouring to follow them is a start. People have morals and ethics, which are the foundation of their identity.

## **Socialise**

Discussing things with friends and family helps. They are generally happy to help others regain confidence, but if they happen to be the reason for losing confidence, consider expanding the social circle.

## **5:50:7 - Unveiling The Self**

**96.4% COMPLETE**

This personal analysis will give rise to degrees of self-improvement and self-love. Both these concepts are essential for growth.

### **My Abilities**

I have achieved a state of mind where I have an acceptable degree of 'flow', allowing me to be fully immersed in activities with clear goals.

I know that the ability to organise is a skill developed over time and through practice. I have organised my life to maintain focus, control, and avoid stress. To avoid being overwhelmed and giving up prematurely, I like to do one thing at a time and take baby steps. I enjoy focusing on physical things like running and the more cerebral pursuit of writing.

### **My Outlook**

I am, by nature, a quiet person who tends to become too preoccupied with personal thoughts. This is to the detriment of my ability to converse with others, and I intend to address this as constructively as possible very soon.

I recognise myself as a respectful person who accepts others regardless of background, ethnicity, or personal views. I am regarded as one who always tends to see the best in others regardless of their opinions and actions.

### **Self-Belief**

I possess self-belief, which enables me to overcome self-doubt and have the confidence to take action and get things done. I am committed to self-development and choose to invest time and money into it.

## **My Personality and Qualities**

I am an introverted person. Some introverts have trouble bonding with others and may become isolated. This can pose a health risk and even cause shorter lifespans. Experts agree, however, that a vast social network is not necessary to ward off loneliness. A few good friends who are always there can be enough to keep someone happy and healthy.

An interesting psychological concept is that of openness. It is one of the personality traits of the Big Five personality theory, which indicates degrees of openness. A person with a high level of openness is imaginative, curious, open-minded, and likely to enjoy trying new things. I do not consider myself high in openness but rather one who is close-minded, literal and enjoys having a routine.

## **My Roles**

I choose to commit many of my thoughts to words, and being a writer enables me, among other things, to explore and address many of my thoughts and feelings. I also appreciate the power of the written word and enjoy the continual expansion of my vocabulary. I am also a dog walker; I give my family peace of mind that the dog is well cared for when they go to work.

## **5:51:1 - Exploring The Journey of Spiritual Awakening**

**97.1% COMPLETE**

### **Belief systems are changing**

Belief systems start to change according to life experiences and discoveries. Letting go of lessons that have not served someone well takes effect, and the world is seen in new ways. This may eventually lead to feeling more alive and in touch with themselves.

### **When belief systems are open to change, a need for self-discovery emerges**

A new sense of curiosity starts to envelop a person, encouraging them to delve deeper into self-discovery, wellness, and personal development.

### **Material possessions are let go in favour of freedom**

Goals and desires change, and there is less interest in accumulating material things, and a simpler life now becomes preferable. There is also a desire for more meaningful life experiences. A realisation begins to dawn that happiness does not depend on how many things are owned but is about how to pursue living life to its fullest.

### **Chaos is embraced**

Spiritual awakening is about letting go and learning how to embrace chaos. This, however, is one of the hardest things to do as it involves letting go of the desire to control external events. Synchronicity, or allowing connection to things that can't necessarily be held, is embraced. Accepting life as it happens is a crucial sign of spiritual awakening.

### **Greater empathy with others**

Another good thing about being enlightened is that individuals become less self-absorbed and more attuned to others. They typically become more compassionate to those around them.

### **A more 'alive' feeling**

People feel more alive; individuals may typically feel more, desire more, and are happier with less. It is a unique feeling of transcendence.

### **Fear of death loses its power**

Death is scary as it is the end of life, and there is a biological reason to fear this. When having a spiritual awakening, the fear of death diminishes as it comes from a place of acceptance, i.e., death is inevitable. Death happens to everyone, whether they like it or not. Once this fear is embraced, however, it is greatly diminished.

### **Intuition is increased**

When a spiritual imbalance occurs, intuition might be reduced. Social cues may be misunderstood, and decision-making may also become difficult. When experiencing a spiritual awakening, on the other hand, levels of intuition rise significantly. Inner thoughts are acted upon, and solid decisions are made based on "what feels right."

### **A person starts to thrive**

Aided with purpose, people forget what has happened in the past and begin pursuing more significant achievements.

Living a life with purpose is perhaps the most profound but obscure sign of spiritual awakening. It involves both embracing chaos and embracing the inner self.

## **5:51:2 - Embracing God's Trials**

**97.9% COMPLETE**

People assume that serving God at church allows them to escape suffering, but it is often forgotten that God shapes his servants through trials.

- God uses trials to show that he alone deserves the credit. Trials make it clear to the world that he is in control.
- When God works in a big way, it often involves one of his servants facing a big trial. So, how can people be ready for big storms and trials? How can they be prepared?
- God sends every trial; even daily frustration is meant to test and strengthen people.
- If people want God to use them for big things, they must pass the little tests. If they do not pass the little tests, why should they expect God to trust them with greater things?
- Trials do not cause people to sin by being impatient, angry or miserable. They reveal what is inside. Trials reveal weaknesses, and only when sin is revealed does God help by working inside them.
- Trials make people depend on God. He wants people to cling to him and find peace in him alone. Trials are God's tool to break the dependence on self so that individuals will trust in him alone.
- God entrusts people with trials so that individuals can become a guiding light for others, and people should not waste opportunities once they have been entrusted with great responsibility.



## **5:51:3 - Embracing Personal Growth**

**98.6% COMPLETE**

- Accept ownership of personal choices and actions
- Adopt a growth mindset and acknowledge that setbacks and failures are part of the human experience
- Cultivate and nurture a spirit of gratitude in all circumstances
- Give care to personal physical, emotional, and spiritual wellbeing
- Healthy relationships are important
- Personal reflection should be conducted regularly, and action should be taken as a result
- Practise humility and wholeheartedly recognise personal limitations
- Pursue personal growth and development
- Seek satisfaction and fulfilment in relationship with God
- Try to gain personal meaning in all aspects of life

## **5:52:1 - Developing Professionally**

**99.3% COMPLETE**

### **The Focus of a Job Description**

A job description is informative documentation of the scope, duties, tasks, responsibilities and working conditions related to a specific organisation through job analysis.

### **How Can a Willingness to Learn be demonstrated?**

Asking questions shows managers that the individual wants to gain as much information as possible about the role and, thus, shows a willingness to learn.

### **Helpful Skills**

Leadership skills are one of the soft skills many employers see as essential and look for in candidates. From managing a team to contributing to a project in a leadership role, leadership skills help to motivate others and ensure tasks are completed promptly and satisfactorily.

Interpersonal skills are in high demand. They refer to the ability to interact with and work well with others. These skills enable relationships to be built, communication to be effective, and situations to be handled appropriately.

Self-management skills are also fundamental. These skills allow for the successful management of time and being as productive as possible within the workplace. They help ensure tasks are prioritised effectively.

### **How Can Learning be Promoted?**

A readiness to learn is essential. It means a learner has all the logical tools and circumstances for being a prepared and capable learner.

It can include basic skills (such as literacy and numeracy), research and information skills, cognitive skills, critical thinking skills, life skills, communication and collaboration skills.

## **How May Performance at Work be Measured?**

Depending on career goals and priorities, there are different ways to measure success at work. Determining how to measure success can benefit a person's longterm career. Having excellent communication skills is a significant contributor to success. It is important to note that listening can also help people speak better.

## **What Can People Bring to Their Companies?**

Enthusiasm for the profession and a desire to make a mark. Personal qualities such as drive and eagerness to learn are also important.

## **A Crucial Skill for Professional Success**

Organisation skills help people better handle the responsibilities before them and ensure they are correctly executed. Being organised means being more likely to get to work on time, more likely to prioritise tasks effectively, and more likely to seek proactive solutions to problems.

## **A Prime Force for Motivation**

Initially, money is viewed as the strongest motivating force to work hard. Money is a necessary motivation that propels people into their careers and helps keep them going.

## **A Career Path**

A career path is a sequence or series of job positions leading to short-term and longterm professional goals. A career path is a route to achieving career goals and success.

## **5:52:2 - Unveiling Success**

### **100% COMPLETE**

Anything may be achieved if there is a willingness to pay the price. Nothing is gained by wishing for success or just wanting it. Even the immensely talented and the most brilliant pay a price to succeed.

#### **Success demands commitment**

Remaining committed to a goal means not allowing anything to distract or pull away from the performance of objectives. In order to be committed, one must be relentless in the pursuit of goals. There is a need to be committed to being extraordinary, to being courageous, to be disciplined, and to being accountable for the decisions and actions they make. The level of success that can be achieved is directly proportional to the depth of commitment, dedication and perseverance, which make all the difference.

#### **Success demands hard work**

Hard work is synonymous with achievement. Anything worth achieving takes dedication and hard work. There must be a willingness to put in work that is above and beyond normal capabilities to succeed. It is necessary repeatedly to push past mental and physical limits. Finally, there is a need consistently to do more than the competition and to do it over a long period.

#### **Success requires sacrifice**

Everything requires sacrifice, and nothing comes for free. Attaining something usually means being willing to sacrifice something.

Perhaps time is the greatest asset, and sacrificing it tends to be in pursuing things like relationships, energy, and money. Aspiration will also mean sacrificing who people are for who they want to be.

Goals require individuals to shift how they think, what they believe, the habits they indulge in, and maybe even the values they live by.

### **Success requires continual learning**

People need to be constantly educating themselves to be successful at anything. Leaving school is the moment they commence the learning likely to be instrumental in establishing success in life.

Learning from experiences and refining the process until it is correct is necessary. Greater heights can always be reached if there is a willingness to learn. If individuals want to go from where they are to where they want to be, they need to identify the price that needs to be paid and proceed to pay it.

In conclusion, readers are encouraged to view the book as a fresh start rather than an ending, taking its wisdom and insights as a guide for their life's journey. This book serves as a reminder that readers can shape their own destinies.



# Perky's Help

STRIVE, THRIVE AND UNVEIL BEST OF SELF