

THE JOURNEY TO ALIGNMENT

A guide to motivation, purpose and living your best life.

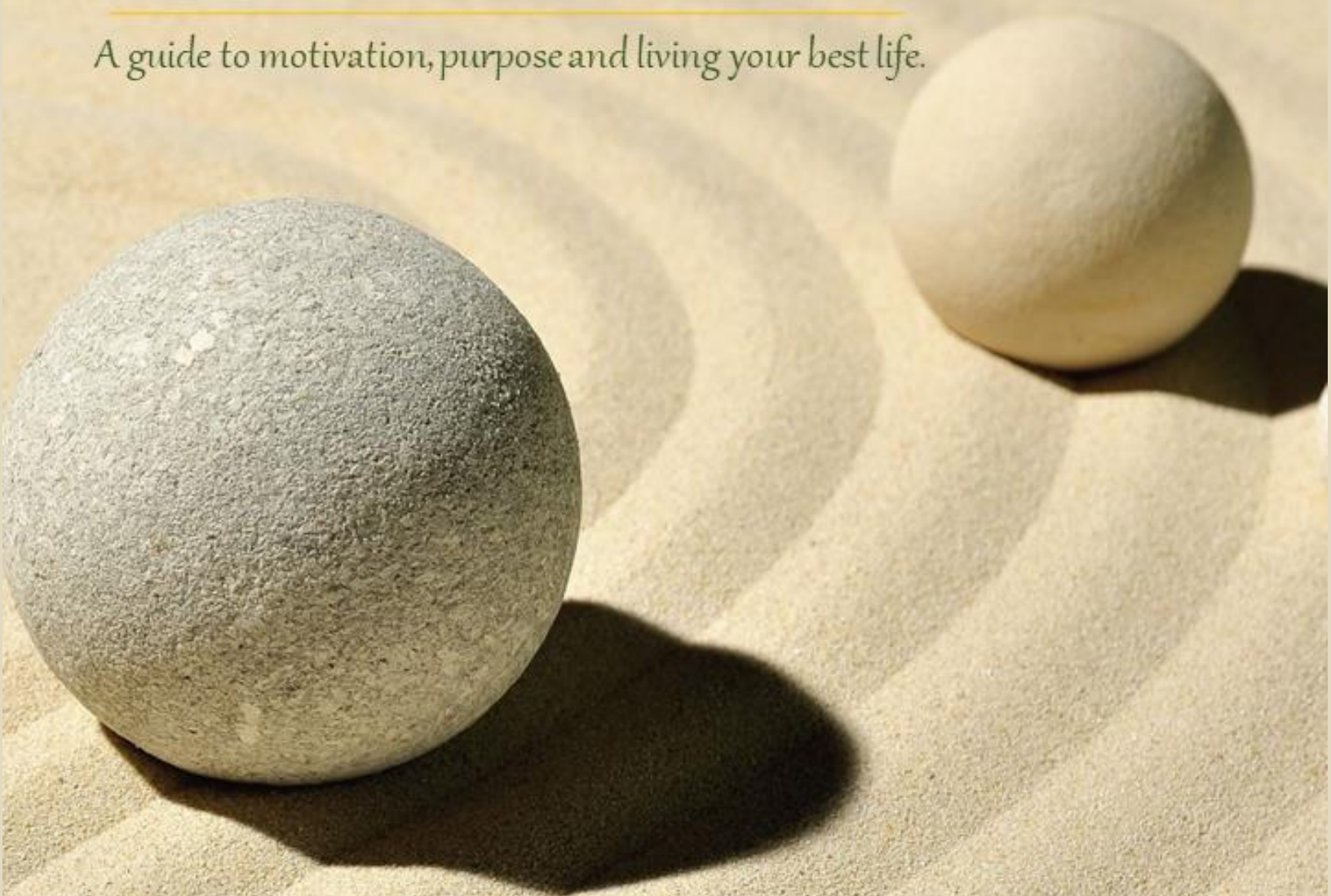


Table of Contents

How To Develop A Motivated Mindset	4
60 Minutes To Clear Goals	8
5 Emotions That Could Be Stopping You From Living Your Dreams.....	13
7 Simple Steps to Get More Out of Your Day	16
Five Steps To Success In Everything You Do	18
Blast Through Barriers to your Goals	21
Improve Performance through Positive Thinking and Behavior	24
Improve Your Communication Skills, Become A Better Listener	27
It's Better to Make Mistakes Than To Be a Perfectionist.....	30
Secrets To Motivating Others Arounds You	33
9 Ways To Combat Fear	36
2 Keys To Boosting Your Inner Confidence.....	39
2 Simple Ways to Enhance Your Growth	42
Healthy Brain - Happy Brain!.....	45

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PREFACE

What is alignment? It is the state of being in sync with your true self (both inner self and outer self) as you work towards your goal. Your inner self are your emotions, states and desires, while your outer self represents your behavior, communication and relationships.

It is a state of clarity, focus, agility, discipline, constant self-awareness and care. It is your ability to behave and communicate with integrity coming from your values and beliefs.

This e-book is a collection of articles designed to guide you towards alignment of our goals, values and behavior that we hope will bring about positive change in your life. We hope that this adds to existing resources for moments in your life when you need guidance and inspiration.

The articles are co-written and edited by Coach Mia under license from ProWriter Plus. The e-book is not for commercial sale but a free resource for participants and partners of programs delivered by The Conflict Resolution Group Foundation.

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*You didn't come this far
to only come this far.*



How To Develop A Motivated Mindset

It is that time of the year again when we begin to make plans for another chapter of our lives. We may find inspiration from knowing that the new year is a sign of a new beginning. On the other hand, the new year may also find us in a rut of boredom and disinterest. We seem to lose our zest for life and feel tired, irritable and unmotivated. We want to hide under the covers rather than face the day. Perhaps you're feeling overwhelmed by work, or sad about the pain and suffering in the world during this pandemic, or just bored with the routine of your daily life.

You are not alone. We all go through periods like this at some point in our lives. The good news is that we can do something about it. Along with some of the modules that we shared in our courses, here are some additional tips to help break out of the rut and feel excited about life again:

1. Take a "Time Out"

Prolonged stress can wear us down and zap any enthusiasm we once had. Before doing anything else, take a few minutes to breathe and just BE. Empty your mind of all stress and worry. This takes practice, but don't give up! As thoughts come into your mind, gently push them back out and continue to keep your mind empty and calm. Take slow, deep breaths and let all of your muscles relax. Sit quietly and recharge your batteries. Try to do this daily, or even twice daily (morning and night). We need quiet time as much as we need anything else in life. Give yourself the gift of inner peace.

2. Get Inspired

Read something motivational, inspirational or uplifting. Look at some beautiful nature photos, or read something humorous. Consciously move your thoughts to a more positive place. Focusing on nothing but work and our daily tasks in life can leave us feeling pretty uninspired. It's easy to turn it around if we want to. We just have to seek out things that will lift our spirits and our moods. Make it a point to laugh, be happy, joyful and lighthearted each day. Don't wait for inspiration to come knocking on your door, go out and find it, or create it. Conjure up some funny or touching memories. Write them in a journal so you can go back and read them when you're feeling down.

3. Get Excited

Think about the things you have planned for the day, and rekindle the enthusiasm you once felt for them. When we first begin a new project, or start a new job, we are excited about the possibilities and eager to get moving! Over time, we can lose that enthusiasm for a variety of reasons. Travel back in time for a moment, and think about what got you so excited at the beginning. What made your heartbeat a little faster? Recapture that feeling and hang onto it! Even if your tasks aren't anything to be really

excited about, at least think of some positive benefits to doing them. For example, list the ways they will benefit your children, your spouse, yourself, your job or your home. Identify the payoff, and focus on that. Even mundane tasks have some benefits. Sometimes it's just a matter of switching our mindset to see the positive side.

4. Baby Steps

Sometimes the hardest part is actually getting started. A project seems so monstrous that we cringe at the thought of all that time and energy we'll have to expend. Instead of overwhelming yourself, start small. Set a timer for 15 minutes and just start working on it. Allow yourself to stop after 15 minutes if you really want to. But most often, once we actually start working on something, we won't want to stop. Don't focus on the big picture, look at the smaller details and take them on one at a time. Any large task seems manageable once we break it down into smaller steps.

5. Care of the Body

Sometimes our feelings of fatigue are caused by physical deficiencies, not mental. Be sure you are getting enough rest, eating food that nourishes your body, drinking enough water, getting enough exercise, etc. Especially when we're very busy, we tend to grab the quickest, easiest meals, which aren't always the best choice for our bodies. Eating a lot of highly processed foods and sugar is like putting watered-down gasoline into our cars. In order for our cars to run smoothly, we need to maintain them properly, and so it is with our bodies also. Remember, the body is the vehicle for the mind and soul!

Finally, remember to reward yourself from time to time, and be gentle with yourself! There will always be things that "need" to be done. But some of us take on way more than we can handle, and our lives turn into a pit of drudgery because of it. When possible, try to eliminate the things that truly don't bring you joy, or at

least minimize the time you spend on them. Do what you can, and let the rest go. Or ask for help. Don't feel you have to do everything yourself.

Remember that motivation, just like happiness, is something we CHOOSE. We may need to give ourselves a little push at the beginning, but once we get into the right mindset, it's simple to stay there if we choose

Do you have other ideas to motivate yourself? Write them down and reflect which ones you will use next time you fall into a rut.



The moment you put a deadline on
your dream, it becomes a goal.

– Harsha Bhogle

60 Minutes to Clear Goals

I think that most people would agree that the people who have goals are more successful than those who do not have any. What are the purposes of goals in our lives?

- To give direction to life
- To make sure we are the one choosing the direction of our life -- not others, not fate, not the media, etc.
- To motivate
- To make sure we get what we want from life
- To save time
- To reduce stress

- To give a sense of accomplishment

While it can be fun to live without direction in the short-term, in the long-term human beings are wired to need a purpose and direction. Goals give a sense of direction and purpose to life.

It is often easy to let others set our direction for us. We take a job because family or friends point us in that direction and then we follow the dictates of our bosses. We move in other directions because popular culture or the media tells us to do so. The simple truth is that if we do not set our own goals then we will find it too easy to follow a path set by others. This can lead to stress and unhappiness. We have a greater chance of happiness and fulfillment following our own path and pursuing our own goals.

While goals certainly give our lives direction, they also provide the motivation to get us through difficult times and choices. Perhaps going to college at night while working full-time may be stressful and difficult in the short-term, but in the long run being able to pursue the professional goals we desire will make it worthwhile.

Goals also serve as the destination for what we really want out of life. For some people, goals are measured in money or material goods, while for others goals are measured in time or freedom. If we do not have goals outlined that suit our unique perspective on life it is easy to become sidetracked by life and others.

Goals can also help save time. When your "To Do" list becomes too long and your calendar too full, then you can simply compare your goals to the list. What items help you achieve your goal? What items are necessary to your goal? Scratch off the rest as unimportant.

Just as goals save time they also reduce stress because using your goals to focus your life and choices makes it easier to make those choices. Should you take that new position at work? How does it match your goals?

Finally, goals give you a measurable sense of accomplishment. Every goal you achieve, in fact every step you make toward that goal, can give you a boost of energy and momentum to keep going. Each success powers you toward the next level of success.

Now begin to set your goals using the following 60 Minute Goal Setting Exercise.

1. At the top of a blank piece of paper write down “values” and then spend 10 to 15 minutes writing down everything that you value. List down what are most important to you such as family, respect, recognition, love, security and more. Dig deep to reflect on what you truly value.
2. At the top of a blank piece of paper write down “lifetime goals.” This is where you dream. For example, what places would you like to visit; what experiences would you like to have; what would you like to accomplish within your lifetime. This might include traveling to Australia; getting a university degree; living in an X square foot house, etc. There are no rules to this brainstorming – simply make a list.
3. At the top of a blank piece of paper write down what you would do if you had six months to live. This part of the exercise really came home to me when one of my close friends died at 36 years old. Some of us may have only six months to live; however, we may not know it yet.
List everything that you would do if you had only six months to live. Part of the purpose of this exercise that I found works well for me is that it brings the truly important into focus. Often, I find things that I would do if I had only six months to live that are not listed on my lifetime goals.
4. At the top of a blank piece of paper write down your goals for this year. After doing the first three steps, you will find this step much easier than the others. These are the goals to focus on NOW.

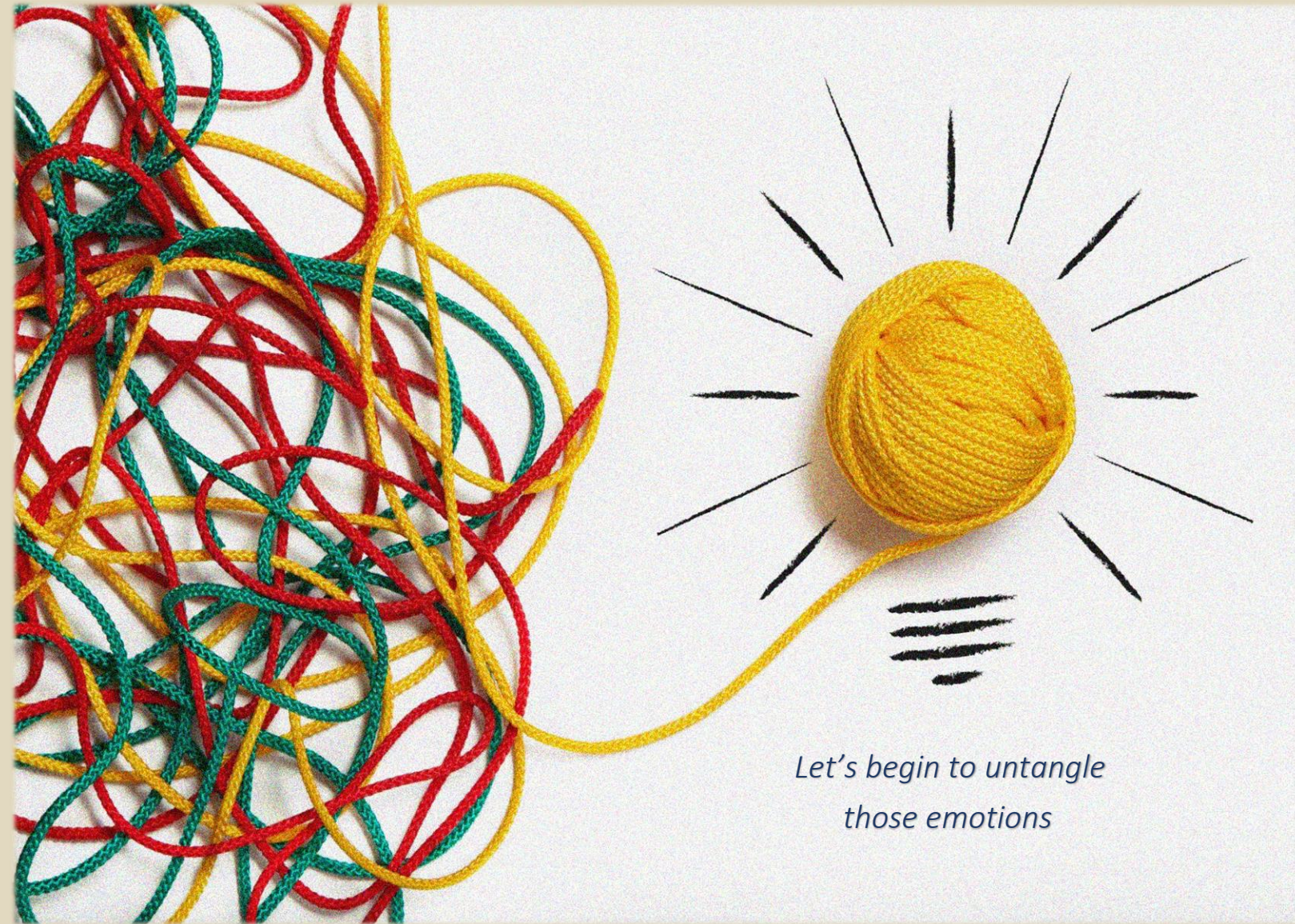
This total exercise will only take an hour. An hour spent clarifying your goals can save you hundreds of hours.

VALUES

LIFETIME GOALS

WHAT WOULD YOU DO IF YOU HAD 6 MONTHS TO LIVE?

GOALS FOR THIS YEAR



5 Emotions That Could Be Stopping You From Living Your Dreams

Hurtful memories can stifle your development and growth. How do we break through this insidious mental conditioning? How do we grow and develop beyond hurtful episodes that bury themselves in our subconscious and influence our lives? How do we change and grow so that we can live our dreams?

The first step is to break away from the hold of these inhibiting influences from the past. Recognize them and then either get rid of them or turn them into a positive force that pushes you forward rather than holds you back. Identify these inhibiting

memories in your life so that you control them rather than allowing them to control you. Did someone hurt your feelings? Did someone punish you unfairly? It's over. It's done. The next move is yours to decide.

Here are a few of the most common emotions that burrow into the subconscious and impede our growth as individuals:

1. Anger

This is a natural response to a perceived attack or injury. It makes energy flow. But when allowed to simmer, it depletes energy that could be used to improve your life. If you hold your anger for more than a week, it is only hurting you. Make yourself let go. Envision yourself throwing it out. Ease your mind. Transform your anger into positive motivation. Don't get mad, get motivated.

2. Revenge

The first cousin of anger. It also robs you of strength in the long run. The person who has injured you has probably gone on with life; so should you. Don't let the injury hurt you further by inhibiting your growth. Lose it or use it. Instead of saying, "I'll get them," say, "I'll show them. I'LL BE SOMEBODY!"

3. Sadness

This is more crippling than anger because it drains you from the start, sapping your will to go on. You probably will have to let this drain away slowly at its own pace. Time heals, but if the sadness seems to linger, consciously force it out. Seek out things that make you laugh and feel positive about life. Realize that feeling sad will not change anything. Seek peace of mind as your right.

4. Resentment

Life is not always fair. It is unrealistic to feel any other way and holding on to resentment is no way to fight back. Drop it and get back into the battle.

5. Guilt

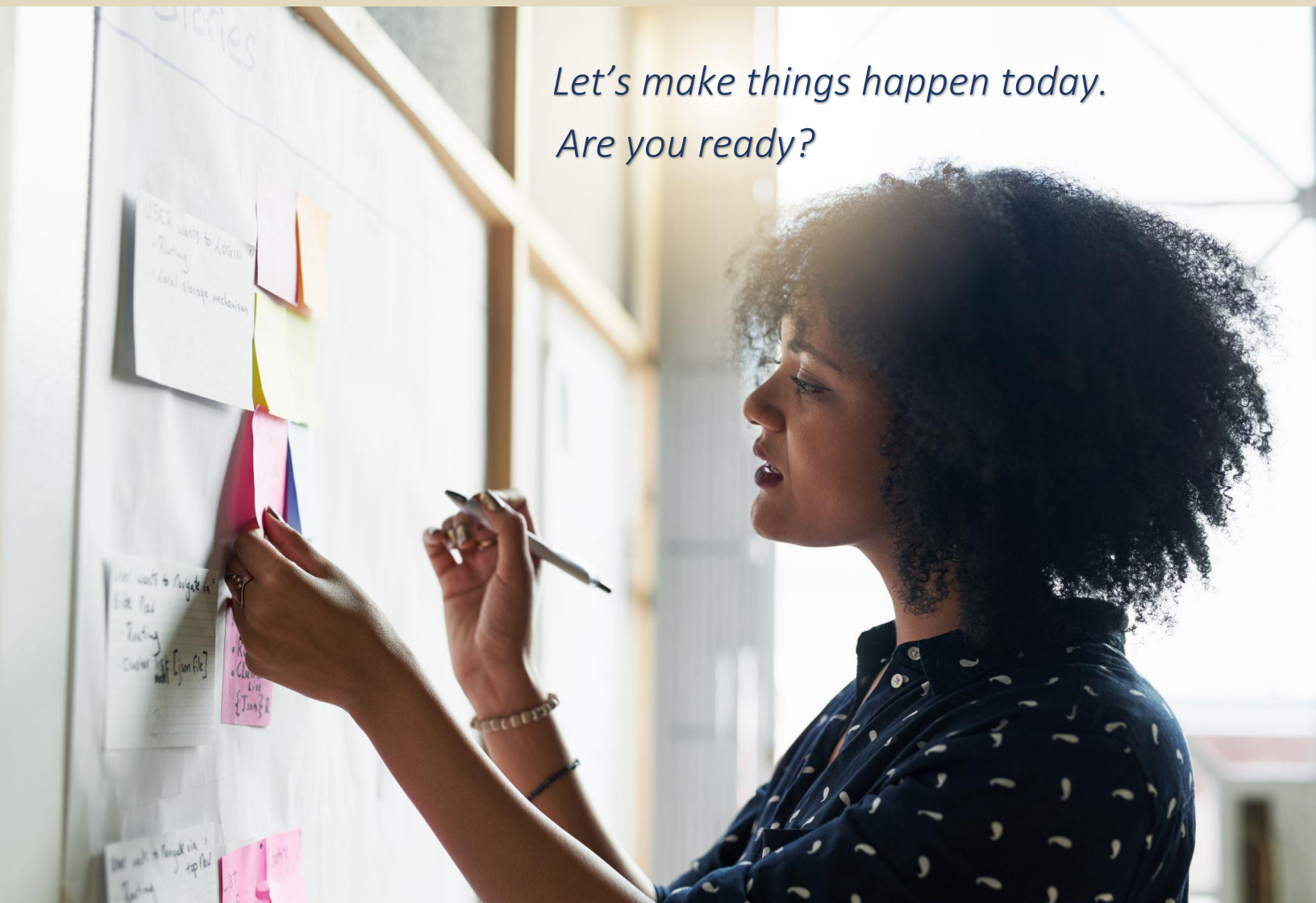
Guilt is another emotion that stands between you and your dreams. All of us have done things we feel bad about and regret. Things we would do differently. Many of us carry that guilt around and it keeps us from moving forward. Don't let people put you on a guilt trip. Say to yourself when someone is putting you on the defensive, "No matter what you do or say to me, I am still a worthwhile person."

To rid yourself of these past emotions, put them in a perspective that is positive rather than negative and thereby cut off their painful roots in your subconscious. Reinterpret the past with these methods: Get better, not bitter.

Find a quiet, comfortable place. Sit back and relax. Think about something or someone who caused you pain or disappointment. Now take a mental step back from that feeling and the situation. Assess it. Did the emotions that resulted make you stronger? Did they give you determination? Can you use those memories to empower you rather than drain you? Why let them hurt you further?

What emotions are stopping you from living your dreams?

*Let's make things happen today.
Are you ready?*



Simple Steps to Get More Out of Your Day

Let's face it - time is probably our greatest resource. We never seem to have enough of it and it seems to pass so quickly. Well, we won't get any more of it and we can't slow it down.

What we can do is make the most of the time we have. Here are some simple steps you can take to get the most out of your day.

1. Plan your day the night before

At the end of each day write out all the things you need to do the following day to achieve your goals. Pull together all the information you'll need, phone numbers and relevant paperwork.

2. Prioritize the list

Number each item and do the harder jobs first. There's always the temptation to do the easy jobs first. However, think how the thought of doing the hard jobs hangs over you as you do the easy stuff. Think how good you'll feel when the nasties are out of the way and how motivated you'll feel.

3. Stick to your list

Check off each item as you go and avoid distractions. You don't need to answer every email/text as they come in. Set a schedule to check your email/notifications once every hour, or whatever works best for you.

4. Remember the Three "D's"

Do it, Delegate it or Dump it. Handle each piece of paper only once. Either do something about it now, delegate it to someone else or throw it in the trash. And remember - "Only do it if only you can do it."

5. Don't procrastinate

Procrastination really is the "Thief of Time" It's so easy to put things off till another time or till "I've had time to think about it." DO IT NOW!

6. Plan your leisure time

Schedule out time for you to relax, workout, go shopping, whatever it is that you enjoy.

7. Be honest with yourself

Keep asking - "Is what I'm doing now getting me to where I want to get to?" if the answer is "no," change what you're doing.



Five Steps To Success In Everything You Do

1. What you need first is to have a strong desire. A desire like a fire! Not like a little flame you have to stir to get some heat going. No, you need a strong desire, you must really want to have what you long for! If you want something badly, but you didn't get it until now, it is because your desire was not strong enough! You must really feel the desire to have it in your bones, in your flesh, in your heart. The desire is the starting point, because without passion nothing can happen.
2. Now you need to set goals. Why? To know where to go! Without goals your desire will get you nowhere and you will turn around in circles like a dog who runs after his own tail. A goal gives you a reason, a purpose. The word goal

means to *GO ALL the way to get there!* Your goal is your direction where your desire will take you. If you're able to see with your mind's eye what you want, you will have it. So the more details you see, the more concrete your mental image, the more likely you will get exactly what you long for! Goals get your energy running. Goals generate the necessary activity to bring you towards the realization of your dream. A good goal is a statement of what you want, in a positive, clear, concrete way and with emotion (remember the fire! Without emotion, without fire, no outcome!). A goal should be written down, to give it more energy, and should be stated in the present time. You write your goal down as if you got it already. And start to act as if you were already there!

3. You must believe in yourself. You must really be conscious of the fact that you are worthy to have what you desire and that you are able to get it, that you got everything you need to realize your dream. Yes you can! Maybe you do not know for now how to get there but believe in the fact that you will learn step by step how to do it and that you will be guided on your way by coincidences and synchronicity.
4. A strong desire, a clear positive goal, a strong belief in yourself, what else does it need to make your dreams come true? Positive thinking! The most beautiful dream, the strongest desire and the clearest goal will bring you nowhere if you destroy yourself with a negative belief system. If you have this lousy habit of seeing everything rather black than white, of fearing the worst, of expecting bad things to happen, this mindset will bring you what you ask for: black, fear, bad. A positive mindset lifts you up to the level of universal creation and the universe will conspire with you to give you what you long for.

5. Consistency. Yes, it is easy to start things. It is easy to quit. But it takes consistency to stay on your road. Did you ever taste the freedom which lies in the fact that, after years and years of practicing the same thing, you became an expert in something? With your eyes closed you can answer any question on the subject and produce almost any result you want? You are an expert now because you did the same thing hundreds of times, over and over again. And now you know! What a freedom! Consistency, not giving up, always going on in the same direction, this brings you freedom at last. Why? Because you don't need to think and to search anymore on your subject. It becomes a habit and you have space free in your mind to learn new, more demanding stuff. Stay on your road, go on and on, every step will take you to more freedom, happiness and mastery of your life!



Blast Through Barriers to your Goals

One of the reasons we do not face our goals is because when we are faced with an unexpected barrier that we're unsure how to deal with, we shut down. We become discouraged, we start making excuses, and we allow ourselves to back off from our original plan. While this is a human and natural tendency, it's not conducive to success.

An important step that you can take to avoid this barrier blunder is that of carefully planning your goal to include backup plans for all those little "what ifs."

"What if I don't pass the prerequisite course?"

"What if I don't get the loan?"

"What if I run out of time?"

"What if the marketing doesn't work?"

"What if I just don't feel like it?"

These are all very real barriers that keep us from realizing our life dreams. By planning for them, we greatly improve our chances of succeeding and experience the power of being unstoppable.

What kind of barriers can you preplan?

1. Internal Barriers

Internal barriers include the thoughts you have about your goal, success, and yourself that keep you from being successful. They include your personal fears, motivation, self-esteem, and paradigms.

"What if I just don't feel like doing my assignment?"

Solution - commit to working on it for at least 15 minutes. Then take a break and come back to it later

"What if my fear of the phone keeps me from following through on my marketing campaign?"

Solution - have a friend help me make phone calls. It might not be so bad if I'm not alone.

"What if I find myself procrastinating?"

Solution - ask a friend to call me every day to remind me to spend a little time

on my goal. Work on my goal first thing in the morning to get it done and over with.

2. External Barriers

External barriers include barriers such as money, time, other people's reactions, resources, and results. We are not in direct control of them, but we can affect how they work and we can still plan around them.

"What if the client turns down my proposal?"

Solution - ask questions to find out why, and resubmit it.

"What if I forget the worksheets?"

Solution - fax a copy to the hotel and get new copies made.

"What if the landscaping blocks don't come in on time?"

Solution - pad the timeline and notify the client of this possibility in advance.

Realign timeline to work on other projects until the blocks come in.

Practice this technique with even your small, short-term goals. It feels great to know that when a brick wall appears in your path, you have the perfect solution for getting around it and getting back on the road to achievement!



Improve Performance through Positive Thinking and Behavior

Positive thinking is making a conscious effort to think with an optimistic attitude and anticipate positive outcomes. Positive behavior means purposely acting with energy and enthusiasm. When you think and behave positively, you guide your mind toward your goals and generate matching mental and physical energy.

Positive thinking and behavior are often deciding factors in landing a top job – your first job, a promotion, a change of jobs – whatever career step you are targeting.

The function of your subconscious is to support your thoughts and behaviors by triggering matching psychological responses. Research has proved that positive

thinking and behavior have a powerful impact on personal performance, confidence and even health. Positive thinking causes the brain to generate matching, positive chemical and physical responses, such as increased mental alertness and physical energy, improved respiration and circulation, and increased beneficial endorphins. Thinking positively actually boosts your ability to perform and project enthusiasm, energy, competence, and confidence - the qualities interviewers look for when they hire and promote candidates.

Negative thinking causes the brain to stimulate matching negative chemical and physical responses, such as increased blood pressure, reduced mental alertness, increased anxiety, decreased physical energy, and flight or fight reactions and responses.

These responses decrease energy, creativity, and performance and simultaneously erode self-confidence.

Follow these steps to form the habit of positive thinking to boost your success.

1. Deliberately motivate yourself every day

Think of yourself as successful and expect positive outcomes for everything you attempt.

2. Project energy and enthusiasm

Employers hire people who project positive energy and enthusiasm. Develop the habit of speaking, moving and acting with these qualities.

3. Practice this positive mindset until it becomes a habit.

Applicants who project enthusiasm and positive behavior generate a positive chemistry that rubs off. Hiring decisions are largely influenced by this positive energy. The habit will help you reach your peak potential

4. Dwell on past successes

Focus on past successes to remind yourself of your abilities will help you to attain your goals. It does no good to yourself or your future if you dwell on past events. Focus on the future and you will get there. Focus on the past and you will relive and repeat it. As an example of focusing on past successes, no one is ever born learning how to ride a bicycle or certainly to repair and diagnose computer problems.



Listening is an attitude
of the heart, a genuine
desire to be with
another which both
attracts and heals.

L.J. Isham

Improve Your Communication Skills, Become A Better Listener

Listening, often overlooked, is a vital aspect of the human communication process. While speaking is often practiced and emphasized by many, the art of listening isn't one on which we find people spending much effort. Listening is easy and can be improved by following just a few simple steps.

Being a good listener means that everything you hear comes directly from the speaker and not from your interpretation of their words. This means that, as the speaker is talking, you are listening to the words as they are being spoken instead of trying to guess the point that the speaker is trying to make. People are often guilty of jumping to conclusions when they do this and, in doing so, they disrupt

their listening ability. When jumping to conclusions, the person often doesn't hear the speaker's message because it is blocked out by his or her own assumptions. Good listeners absorb all of the information while the words are being spoken and avoid thinking ahead and forming their own conclusions.

Giving the speaker your undivided attention is probably one of the most important tips to good communication. Concentrate on the speaker's words and avoid tuning out their message. When speaking on the phone, many people engage in other activities such as reading newspapers, checking email and other activities that can distract from the conversation. Many listeners zone out during face-to-face situations by either thinking about their response to the speaker or by daydreaming about something completely unrelated to the subject.

When you allow yourself to be distracted, your listening skills are not what they need to be. Missing a critical point of the speaker's presentation can be the result of just a small amount of distraction. If you can focus your attention completely on the speaker, you will hear all that is being said. In addition, you can ensure that you are being a good listener and are taking in all of the pertinent information.

One technique of being a better listener involves creating mental images of the speaker's words. This is a way of visualization that allows you to really comprehend the words you are hearing. These visualization skills can enhance the way that people process information. By using these mental images, you will help yourself by retaining the information you have just heard. This enhanced and improved comprehension makes you a better listener.

Taking care to note your body language can be another way to be a good listener. You will offend your listener if you engage in body language that lets the speaker feel that he or she is not being listened to. Behaviors such as avoiding eye contact, crossing your arms or wincing can send a message to a speaker that you are not really listening to them. These types of body language or mannerisms can result in

the conversation being cut short because the speaker does not feel you are interested in what they are saying.

You can also consider asking questions that relate to the speaker's statements. This technique can also help you to become a better listener. Remember to ask questions without allowing your questions to interfere with your listening ability. If you find yourself focusing on one of the speaker's key points and spending the rest of the conversation trying to think of a question that addresses that point, you will miss a lot of information. Instead, try asking your questions immediately when you think of them. This way, you can have your question answered in the context of the speaker's presentation without having it affect your listening abilities. When you ask questions as part of listening, it allows the speaker to recognize that his or her presentation is being followed and that you are interested in learning more about the topic.

If you practice your listening skills, you will be well on your way to becoming a better listener. Try making a conscientious effort to use your listening skills each time you speak to someone or participate in a presentation. Remain completely focused on the conversation or presentation and try not to guess what the speaker is going to say. Create mental images of the words being spoken and ask valid questions to confirm what you have just heard. Each time you have the opportunity to listen, try to work on these important listening skills.

While listening is not as widely practiced as speaking in the art of conversation, it is just as important. When you are an excellent listener, you will not only ensure that you are receiving information but will assure the speaker that you care about the information being presented and that you understand their message.

Perfection is the
willingness to be
imperfect.

Lao Tzu



It's Better to Make Mistakes Than To Be a Perfectionist

Some people waste their lives trying to avoid making mistakes but cripple their careers since perfection isn't attainable. They ultimately make fewer mistakes but accomplish less because they waste so much time trying to make things perfect. Time is money in business. Doing a good job today is more profitable than doing a great job tomorrow.

Rock star Jon Bon Jovi's career might have ended before it started had he not understood this principle. He was only 21 when he won a contest with a radio station to record his first song in 1983. He quickly formed a band and released a

debut album that went gold the following year. Suddenly they were opening a concert for ZZ Top at Madison Square Garden. They rushed to record a second album and strike while the iron was hot. It was released in 1985 to poor reviews. Jon was unhappy with the album and wanted to do better, but timing was critical. The band moved past this bump in the road and released a better written and produced third album in 1986. Jon still wasn't happy with the album because he didn't think one particular song was good enough to be included. Fortunately for him, he listened to the people who knew the business side of music. That song was "You Give Love a Bad Name". It became one of the band's most well-known singles and helped send the album straight to number one. This launched them into super stardom, and they went on to sell more than 100 million albums. Had they waited until the second album was perfect, they might have lost the support of their record label before they got to the third.

This is what happened to rock legend Tom Scholz. He's often referred to as the smartest man in the history of rock and roll. He holds a master's degree in mechanical engineering from MIT and is listed as an inventor on 34 U.S. patents. The 1976 debut album by his band Boston sold over 16 million copies and remains the biggest selling debut album in history. It's also considered one of the best-produced albums in rock history. Scholz played every instrument on every song and produced the album himself. He's brilliant and talented. He's also a consummate perfectionist who took eight years to finish the third album. CBS/Epic Records got tired of waiting for it, sued him for breach of contract, and dropped Boston from their label.

It's okay to have high standards as long as they're realistic. It's not okay to procrastinate until everything is exactly the way you want it to be. Your employer doesn't have time to wait around until you get things perfect even if you are a genius inventor or legendary rock star. Deadlines must be kept, and payroll must be met. Highly valued employees don't necessarily make fewer mistakes than run of the mill employees. In fact, they often make more mistakes because the number

of mistakes increases as productivity increases. They just know the right way to do it. Making mistakes is okay as long as:

1. They're reasonable mistakes to make.
2. You catch your own mistakes.
3. You correct your own mistakes.
4. You accept responsibility.
5. You don't blame others.
6. You don't make excuses.
7. You don't hide your mistakes from your boss.
8. You learn from your mistakes.
9. You don't repeat the same mistakes.
10. You apologize when it's appropriate.

Praise, like sunlight, helps all things grow.

Croft Pentz



Secrets To Motivating Others Arounds You

When one thinks of ways to motivate others the first image that comes to mind is that of a coach gathering his team members together before a big game and giving them a pep talk and getting them all revved up to go out on the field to play their very best. While this initial form of encouragement may work at the onset, usually halfway through the game it has worn off. It is therefore more important to find more permanent ways of motivating others.

While it is strongly believed that individuals cannot be made to act in one manner or another, it is possible, on the other hand, to create a favorable environment that will encourage people to act in a certain way and also will help to foster a sense of satisfaction and accomplishment for their achievements.

People become motivated when others defer to them for advice. Many individuals make the mistake of assuming that it is demeaning to them in one way or another to ask for advice from another, especially from someone who is lower than them at work. This is not the case. When you ask advice from a person who is more knowledgeable in a given area than you are, you instill motivation in them because they realize that they must be viewed as competent or otherwise no one would ask them for their thoughts, ideas or suggestions. This helps employees to feel that they are a worthwhile part of the greater whole of their workplace. When it comes to employees, be aware that "people support a plan or a program which they have helped to develop."

Always seek to keep other people "in the loop" about what is going on whether it be family meetings or staff meetings at the office. At work make sure the meetings are relevant to those who attend and make sure they are full of useful information. Workers feel more confident and are more motivated to do their best work when they are kept informed about the happenings around the office. As well, people are pleased when superiors communicate vital workplace information to them.

Make sure you share the end goals with your employees as well because no matter how choked full of information a meeting is, if it does not include the hoped-for goals or results employees will quickly become bored, restless, confused and frustrated and will probably be looking for an excuse to get out of the meeting and return to work! This is also the case with family meetings. Once children are old enough to understand, include them in the meetings as this will make them feel a part of things and will give them a sense of pride.

Being praised for work well done is one of the greatest motivators for anyone. This can be done most easily in the workplace, but it can also be done in the home, such as when you praise someone for a delicious meal or praise how he or she painted a room or redecorated a wing of the house or when you praise someone's flower or vegetable garden.

Praise makes a person feel recognized and it also adds a sense of meaningfulness to just about any project, task, assignment or chore. All praise is relevant and appreciated but sometimes zeroing in on a particular aspect of a job and praising someone for that is so important. This is especially the case when a person has been working towards a goal for a very long time and needs all the encouragement and motivation he or she can get.

The fears we don't face becomes our limits.

Robin Sharma



9 Ways To Combat Fear

Fear gets to the best of us, whether it is fear of failure, fear of success or even fear of fear. All of us have experienced fear at some point in our lives and it can be a real stumbling block that holds us back from being truly successful.

Fear can't hold you back forever, if you don't let it. There are several ways to overcome fear, here are our top 9:

1. SEPARATE REALITY FROM PERCEPTION

Ask yourself what is really going on, locate the facts and place them over your feelings.

2. IDENTIFY THE TRIGGER

Figure out what it is in a situation that triggers you. Learning to identify it will help you learn to combat it.

3. KNOW WHERE FEAR LIVES IN YOUR BODY

A lot of times, fear takes over physically. It affects different people different ways. Identify if and how it affects your physical body and do the work to take care of your body. You may you hold stress in your back, you can learn stretches, foam rolling, etc. to deal with the pain.

4. PRACTICE GRATITUDE

Every day, list out 1-3 things you are thankful for. It doesn't matter how big or small it is, gratitude helps shift the mind into a positive light, which over time, overcomes fear.

5. LISTEN TO YOUR INNER VOICE

Monitor your inner conversations. If you wouldn't say it to a friend, don't say it to yourself. Speak positively to yourself and remind yourself of your strengths.

6. CREATE A NEW ASSOCIATION

Remind yourself that the feeling and the moment will pass. Focus on the positive outcome of the situation, rather than the scary in-between.

7. LOOK AT THE GLASS HALF FULL

Perception is a very powerful thing, and how you feel about your situation dictates how you respond. So think positively and you'll give yourself a much better chance of success. This won't happen overnight; practice with just one thought. What is one recurring negative or fearful thought you have? Work on reversing this one thought. Over time, this will become a habit.

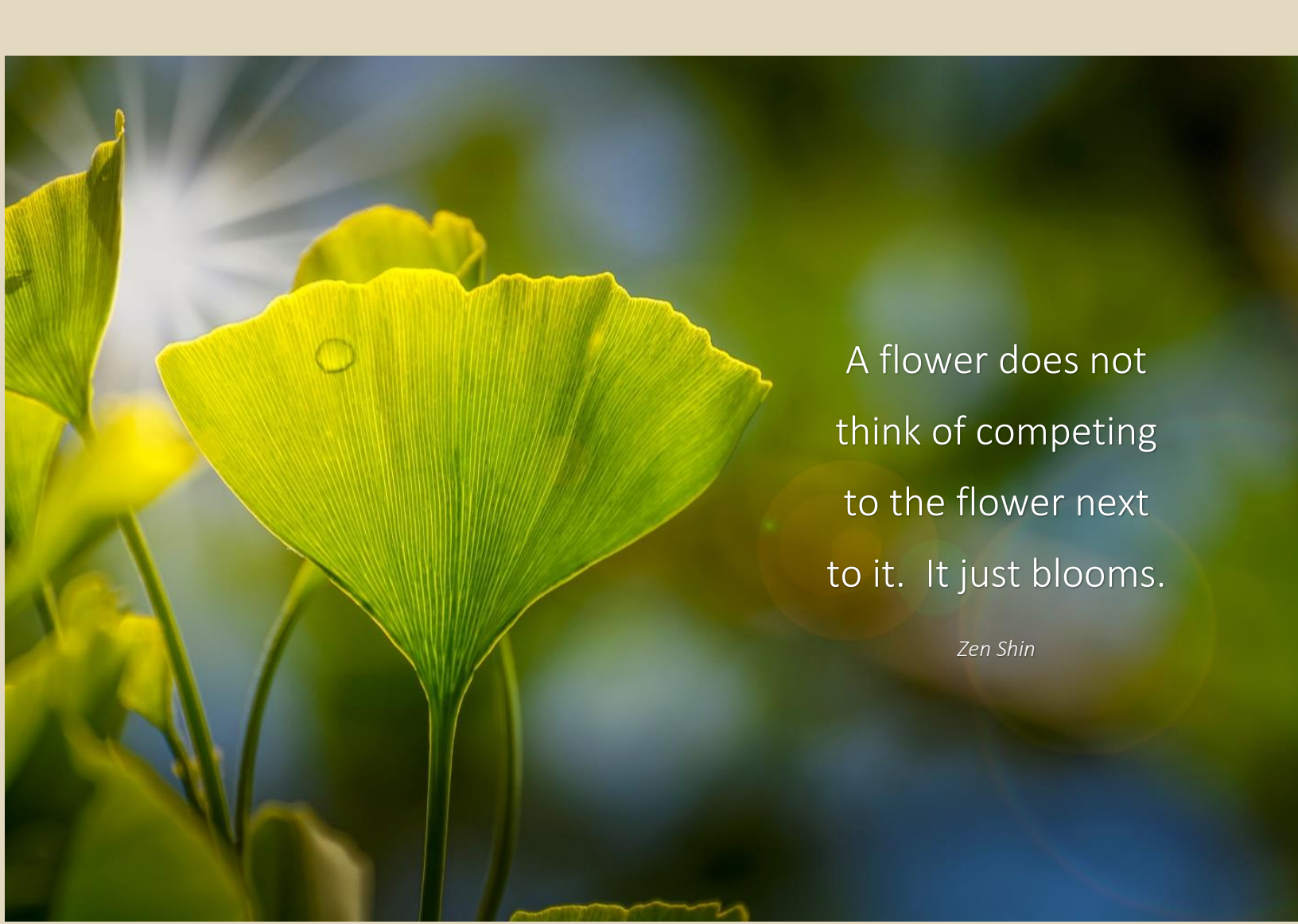
8. PRACTICE BREATHING EXERCISES

Breathing helps center your body; when you stop breathing, your heart stops beating. You can do a grounding exercise, or even just take 5 deep, long breaths at any point to calm and center yourself. It is best to start your day with this, but feel free to practice all day long.

9. CREATE A SAFE SPACE

When you feel safe and secure, there is no room for fear. Find somewhere safe you can retreat to when ill feelings begin- whether this is a real place such as your bedroom, or a place in your mind such as the beach. This sense of comfort will soothe you and allow you to face your fear.

Please keep in mind, these are just 9 strategies, not everything works for everyone. But this is a place to start. Start implementing these techniques into your life and don't let fear hold you back from reaching your goals and your highest potential this year!



A flower does not
think of competing
to the flower next
to it. It just blooms.

Zen Shin

2 Keys To Boosting Your Inner Confidence

Through my coaching experience, the biggest thing I've learned - both for me and for my clients - is that inner confidence is the key to it all.

There are all kinds of strategies, ways of thinking, patterns of behavior and practical tips for improving your life and feeling better about yourself, but they're all redundant if the foundation isn't there. That foundation is the real you, the you that you know deep down you are. The trick is that it takes confidence to find that and to bring out who you are – here are the three keys to real inner confidence.

1. Get To Know Your Values

Personal values are a big passion of mine and I often get carried away with myself when I talk about them. I make no apology for that though – they're one of the most important things you can know about yourself and are vital in getting genuine inner confidence. Your values are ten thousand feet down inside you, right at the very core of who you are; and they're the building blocks, the foundations and cornerstones for you. A value is something in yourself, in others or in the world that's most important to you, and could include things like beliefs, progress, family, fun, nature, achievement or freedom.

Why is it that some people and situations leave you feeling angry, frustrated, demotivated, or deflated? It's because one or more of your values is being denied, suppressed, or repressed – and we experience that as a negative experience because it's denying a fundamental piece of who you are. You know those times when you've felt really alive, amazing or buzzing? Those are the times when one or more of your values are being honored, and you can get more of that by living according to them.

Your values are all yours, and no matter what happens, no one can ever take them away. You can have absolute confidence in them because they're there all the time just waiting for you to notice and use them. When you get to know your values, you can start to make choices and align your life around them. It's so simple and it feels amazing because all that really means is that you're allowing who you are to live in the real world.

2. Exercise the Muscle

Confidence is a muscle, and like any muscle you need to exercise it so that it doesn't shrink and waste away. The problem is that unlike your biceps or glutes, which tend to stay in the same place, your confidence muscle can be harder to find. How do

you develop your biceps or firm up your glutes? By doing exercises that are designed to work that muscle over a period of time until you see the results you were looking for.

It's just the same with confidence. Let's say that you're the kind of person that doesn't take many risks, the kind of person who goes through each day doing what needs to be done and doing it well, but not really stretching yourself. You might talk yourself out of doing something because it's too scary or because you think to yourself 'I'm not good enough,' 'that's not who I am' or 'I don't really want it anyway.' That kind of person lives within what they know and what keeps them safe and comfortable. The fewer risks they take, the less confident they need to be and so the less confident they become.

To work your confidence muscle you need to be prepared to take risks – big or small. You need to be willing to stretch yourself in an unfamiliar direction, to try something new or try something in a slightly different way. You need to open yourself up to the possibilities around you and push yourself to increase what you know, what you do and who you are. The more open you are to risk, opportunity and possibility the more confident you need to be, and so the more confidence you'll develop. That's your confidence muscle – the question is, what are you going to do to exercise it?"



2 Simple Ways to Enhance Your Growth

I don't know about you, but sometimes I feel less than great. Low, grouchy, fed-up, and bored are all words you could use to describe what I'm like on those days and I'm probably not the best company. The thing is, days like those are part of the deal with being human – it's not an elective. There will always be off days, and that's okay.

But what happens when you get a whole string of those off-days, maybe lasting weeks, months or even years? Too many of us say that we're in a rut, feel stuck, fed-up, or bored and admit that we don't want things to be that way, but we don't know what to do to change. That's the problem, when you're in a rut, you don't have the energy or motivation to change things for the better, and it's tough to find

the insight or resources you need to make that jump.

Here are five fun and easy ways you can use right now to climb, or better yet, leap, out of the rut and start to get something better for yourself.

1. Do Something Differently

Life tends to run smoothly when we establish systems and routines for things, but the problem comes when things run too smoothly and we become blinded to any ideas or choices that sit outside of our routine. All the stuff we do every day becomes the norm, running on autopilot, and it becomes our whole world.

Start with making one or two simple changes to your day - be it at breakfast time, your music playlist, gym routine, route to work, lunch routine, etc. Don't worry about what the changes are or whether they're right or wrong, just make a couple of simple choices that will serve you well.

Doing something differently or changing parts of your routine, instantly takes you out of the norm and allows you to shake off the things that make you feel confined. Step out of your routine and you'll be in a position where you're able to make different choices, see things differently and get a different result.

2. Use your Intuition

Your intuition is a powerful ally, and we all have it even though you might not recognize it. The dictionary says that intuition is:

- The act or faculty of knowing or sensing without the use of rational processes; immediate cognition.
- Knowledge gained by the use of this faculty; a perceptive insight.
- A sense of something not evident or deducible; an impression.

One of the best friends you'll ever have in life is your intuition and tuning into it and learning to trust it is something that can have some truly remarkable effects. Accessing your intuition is a bit like working and developing a muscle, but unfortunately it can be harder to locate than a bicep or quadricep, which tend to stay in the same place. Here are some quick tips for accessing and trusting it –

- Practice maintaining an open-minded, playful, experimental, non-judgmental attitude. This is the most fertile ground to tap into your intuition.
- Practice making wild guesses in your everyday life. Guess what a salesperson's name is, what a new person or place will look like or who's calling on the phone. Don't worry about getting it wrong, you're just working that muscle.
- Try a few simple observation exercises in your daily life. Whether you're in a restaurant, on a train, in a bar, or out shopping, practice noticing non-verbal behavior in others. Look for shifts in posture, eye movements, vocal tone or tempo, etc. Guess how they're feeling or what they're talking about.



Healthy Brain - Happy Brain!

We talked a lot about the psychology of being in alignment. Let's not forget the physical component. In this article I want to share with you, my 3 top tips to look after your brain. The brain is one of those organs in the body that we can tend to forget when it comes to personal development. Ask yourself – “Have you neglected the grey matter for too long?” If so, these tips will help your brain get into great shape in a very short period of time. Go easy on yourself - instead of trying to implement them all today, why not try and work them into your schedule over the coming days or even over the next fortnight.

1. Drink More Water

The brain is made up of 80% water and this water plays an essential part in its function. When we are dehydrated, we can reduce our sense of well-being and

significantly reduce our performance and our learning. We are also seriously risking our long term mental health. On average, the human body can lose up to 2.5 liters of water per day. These losses are through the lungs, skin (sweat) and through our urine. We must aim to at least replenish this loss on a daily basis. Try drinking more water throughout the day and eating more fruit and vegetables, as these too are full of water.

2. Eat the right fats for your brain!

The brain is made up of a total of 60% fat, which includes – saturated fat and cholesterol. Now most of us may at first consider fat to be unhealthy, however there are some fats that our brains need to function normally. 20% of the brain's fat should be made up of essential fatty acids or Omega-3 and Omega-6. These two essential fatty acids are important as they cannot be made within your body, so you need to make sure that you are getting them from your diet. Eat oily fish as these are a well-known source of Omega-3 and Omega-6.

3. Exercise

Keep your brain fit by keeping your body in shape! Scientists have shown us that regular exercise can massively reduce the effects of depression, anxiety and stress. In fact in a lot of cases, exercise can work just as well as antidepressants. Keeping your grey matter happy will also keep it healthy! You can do this by introducing a daily brisk walk through the park or maybe take a dance class!

We hope that this book has contributed to enhancing your well-being in some ways. Should you need more guidance and information, please do not hesitate to communicate with us through our website www.coregroup.org.ph or our Facebook page <https://www.facebook.com/thecoregroupfoundation>.

Thank you for allowing us to become part of your life's journey to alignment.