

4.



# *How to Manage* **Stress**

## **How to get ahead of it?**

**John Miller**

*Fit and healthy online*



The '**How to Manage Stress**' series of four ebooks covers the following topics:

- Stress, what is it?
- Stress, where does it come from?
- Stress, what does it do to you?
- Stress, how to get ahead of it?

This is the fourth book in the series.

### **How to Manage Stress**

© John Miller, BA, Dip PhysEd, Dip Teaching, RFP

Published by Fit and Healthy Online, November 2015

[john.miller@millerhealth.com.au](mailto:john.miller@millerhealth.com.au)

7 Salvado Place Stirling ACT, Australia 2611 (61) 2 6288 7703

**4. Stress, how to keep ahead of it?**

- 4.1 Build the foundation for the good life
- 4.2 Create a powerful vision for what you want
- 4.3 Enhance predictability
- 4.4 Set life goals
- 4.5 Kick goals and boot home winners
- 4.6 Make a choice, stop or go
- 4.7 Stay in the peak performance zone
- 4.8 Focus on the internal
- 4.9 Replace the failure program
- 4.10 Work out what's generating your stress
- 4.11 Stay awake
- 4.12 Change negative beliefs to positive beliefs
- 4.13 Eliminate the negative
- 4.14 Accentuate the positive
- 4.15 Live a passionate life
- 4.16 Write down the meaning and purpose of your life
- 4.17 Meaning and purpose profile
- 4.18 Get a handle on the esoteric
- 4.19 Become familiar with the esoteric laws of the universe
- 4.20 Clean up your act
- 4.21 Keep yourself physically fit
- 4.22 Fitness profile
- 4.23 Look after your diet
- 4.24 Diet profile
- 4.25 Reduce your chemical intake
- 4.26 Chemical intake profile
- 4.27 Cool down an over-stimulated sympathetic nervous system
- 4.28 Warm up an under-stimulated para-sympathetic nervous system
- 4.29 Meditate
- 4.30 Get a good night's sleep
- 4.31 Positive affirmations and autosuggestion
- 4.32 Distract yourself from being busy and miserable
- 4.33 Take regular holidays
- 4.34 Listen to relaxing music
- 4.35 Have a good laugh
- 4.36 Look after your family
- 4.37 Family profile
- 4.38 Look after your career
- 4.39 Build on your intelligence strengths
- 4.40 Career satisfaction profile
- 4.41 Look after your finances
- 4.42 Finance profile
- 4.43 Better understand people
- 4.44 Seek out social support
- 4.45 Don't try to do everything on your own
- 4.46 Make Choices
- 4.47 People profile
- 4.48 Things and possessions
- 4.49 The stress reducing formula
- 4.50 Be happy

## 4.1

## BUILD THE FOUNDATION FOR THE GOOD LIFE

The good life rests on a firm philosophic foundation, in fact I'd go so far as to say that when they're stressed most people would probably benefit from a visit to a philosopher.

Successful people have a framework for living which they've worked out for themselves, rather than had imposed on them, or accepted glibly from someone else; and preferably one that's based on superstition or myth.

It doesn't much matter what you believe in, as long as you believe in something that supports your quest for the good life.

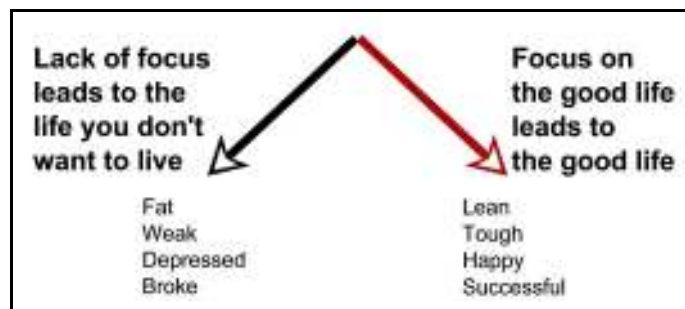
### PURSUIT OF THE GOOD LIFE

As has been said earlier, it's an interesting comment that by age 70 a high proportion of people are on their own, broke, in poor health or dead.

We have a choice; to work toward the good life, or do nothing and end up living the bad life.

If we keep focused on the good life and the things we have to do to attain it, there's a good chance the good life will appear. If we don't focus on the good life, we'll end up getting the life we don't want to live.

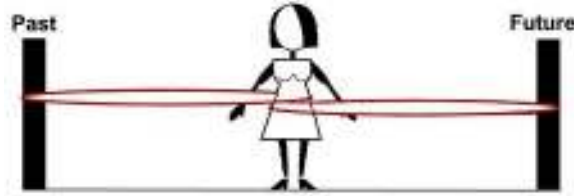
### MAKE A CHOICE



I am not stressed!

## 4.2 CREATE A POWERFUL VISION FOR WHAT YOU WANT

For most people life is an oscillation between the past and the future. For every step forward, they take one step back!



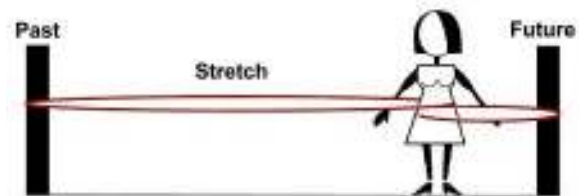
### MOVING FORWARD

Life goes forward when vision, goals, faith, commitment and action are strong enough to overcome inertia, resistance, laziness, and attachment to the past.

Feel the stretch as you move closer to your goal.

The stretch you feel is 'good' stress - the stress you can put up with if you know you're moving closer toward your goal.

A good example is studying or training to keep yourself fit. You put in the effort. You put up with any discomfort. You delay gratification. You eventually reach your goal.



#### Make the investment

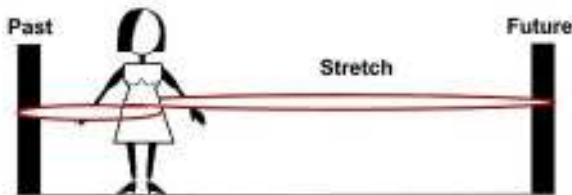
- time
- effort
- money
- persistence ...



#### Reap the reward – things get better

Health and fitness  
Family  
Career  
Finances ... all get better

### GOING BACKWARDS



**No investment**, only the cost of going backwards.  
Things get worse

**No reward**, just regret.

It's easy to go backwards to the comfort of someone looking after us.

There was a time in my life when I was waited on hand and foot. I had a chauffeur. I never cooked a meal, washed a dish, made a bed, ironed a shirt. I even got paid. I was a child.

Sooner or later we grow up and we're expected to make our own way forward. The rewards are compelling. Things get better. If we go back to our past things usually get worse, there is no investment, no reward, just regret. Things get worse.

*'As you move toward creating what you want, it becomes harder and harder to take the next steps toward creating it. It becomes easier to lose ground and move back toward not having what you want. Years of avoidance gradually undermine one's sense of power, happiness and fulfillment.'* Robert Fritz, 'The Path of Least Resistance'

## 4.3

## ENHANCE PREDICTABILITY

One of life's great quests is to enhance the degree to which you can more accurately predict an optimistic future.

People who see themselves as insecure, unsuccessful or stressed, do not believe they can have a future much different from their past or their present.

There are some things in life that are quite predictable. Death and taxes always seem to take the top two spots. The sun will come up tomorrow. Night will follow day. The stock market will go up, and then it will go down again. (If you're smart and have the ability to predict which way it will go, you'll make money both ways.)

Your ability to predict what the future is going to hold for you is enhanced through

- being responsible for your own thoughts, feeling and actions
- increased knowledge of yourself
- increased knowledge and understanding of your environment and other people
- understanding the esoteric laws of the universe
- having a clear idea of what you want
- following a strategy to get what you want, one step at a time
- being committed and staying committed
- having faith that what you want will come to fruition
- galvanizing yourself into action.

### GOALS

People without goals generally have the belief that they cannot successfully predict a future that's much different from their past or present. Of course without goals they can't.

The metaphors of sport provide good lessons for life. What team or individual would ever be successful if they didn't have winning as a goal. And what individual or team would ever be successful if they didn't train.

The main reason for having goals and writing them down is to

- enhance the degree to which we can predict our future
- give us something to aim at
- give us something by which we can measure our progress.

Many people think that having goals in their head is sufficient. It works for a few, but usually only those who have ritualized their goals and for whom the activities which lead them to their goals have been deeply imbedded in their sub-conscious. 'Ordinary mortals' tend to 'fall asleep' or forget what their goals are unless they are written down in a place where they see them regularly, like the bathroom mirror or the fridge.

The best goals are SMART goals:

- Specific
- Measurable
- Attainable
- Realistic

## 4.4

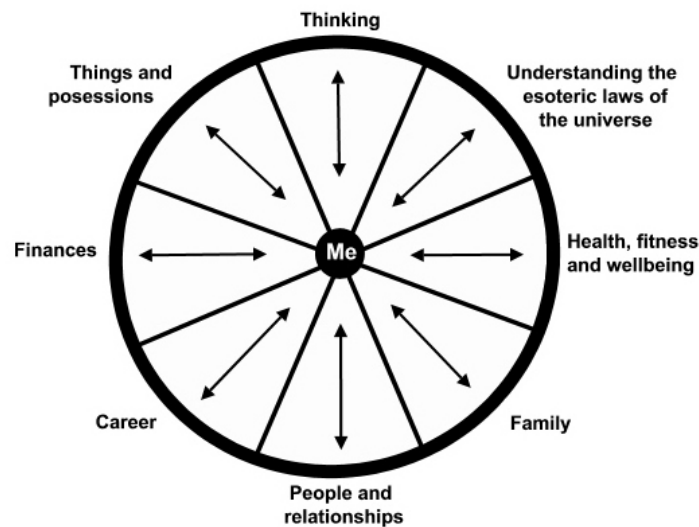
## SET LIFE GOALS

### THE GREAT WHEEL OF LIFE

The opening line of Scott Peck's, 'The Road Less Travelled' is, 'Life is difficult'.

Life is also stressful. In order to reduce the stress you need to focus on all the major aspects of your life. I've selected eight key areas.

You feel good when you're being supported by each of the areas. To get and then maintain that feeling you will need to set goals for each area and work on them regularly.



### LAWS OF THE GREAT WHEEL OF LIFE

1. When you have the feeling that you're being supported in life you feel good.
2. It is generally the case that people want to be supported by each area.
3. To stay supported you have to keep focused on each area. ie. you have to have goals.
4. If one or more areas are not supporting you, you feel wretched.
5. It is usually the case that when you're feeling sad, miserable and depressed, there is more than one area letting you down.
6. Stress generated in one area is bound to show up as stress in other areas.
7. Stress showing up in one area may be generated by another. eg. a lowly paid job may be the cause of financial difficulties.
8. Fixing up one area of your life may produce an improvement in other areas.
9. If you're looking to fix up your life, it doesn't much matter where you start. Choose the area that's going to give you good results in the shortest possible time. Getting fitter works wonders.
10. It is drawing a very long bow to blame your employer for all your distress.



Whatever you think about life,  
it's a juggling act.

## 4.5

## KICK GOALS AND BOOT HOME WINNERS



Winners can laugh. Losers can please themselves. As in sport, so in life.  
Nothing was ever achieved without a goal. Nothing was ever achieved without effort.

**GOALS + FOCUS + ACTION + EFFORT = REWARD**

The only place where reward comes before work is in the dictionary.

When we are focused on each of the eight areas of life getting better; when we put effort into making them better; when we are persistent and consistent in our effort, we become supported by them. And when we feel supported, we feel good.

Expecting other people to consistently put things on our plate without any effort on our part is a childish and irresponsible notion. When we are children, people look after us. When we're grown up we're meant to take responsibility for looking after ourselves.

And of course, goals without action are useless.

If the greatest of sins was not having a target, the next greatest would include

- ignorance - now knowing how to take aim
- laziness - ie not caring whether you aimed or not, and
- stupidity, continually missing the target and not working out why.

If you want to lower your stress level, write down what you want.

Having done that you have to work out how to achieve it.

And then you need to galvanize yourself into action and stay in action until you've reached your target.



A person without a goal doesn't know when it's been achieved.

Make a list of a few of your goals in the main 8 areas of life.

**Thinking**

**Understanding the laws of the universe**

---

---

---

---

---

**Family**

**Career**

---

---

---

---

---

**Finances**

**Health, fitness and wellbeing**

---

---

---

---

---

**People and relationships**

**Things and possessions**

---

---

---

---

---

Most people aim at nothing in particular in life and achieve their aim with remarkable accuracy.

## 4.6

## MAKE A CHOICE, STOP OR GO

You have a choice, to 'stop' or to 'go'. People who are stressed spend more time on the stop side of the ledger. They don't know where they're going and they don't know how to get there!

Place a tick beside the things in the 'stop' column that are holding you back from getting to where you want to go, and a tick beside the things in the 'go' column that you need to focus up on.

## STOP

## GO

Aimlessness ☐

Attachment to the past ☐

Old habits and beliefs ☐

Inertia ☐

Repetition ☐

Resistance ☐

Laziness ☐

Procrastination ☐

Direction ☐

Vision ☐

Goals ☐

Faith ☐

Commitment ☐

Action ☐

Attitude

- pessimism ☐

- defeatism ☐

- dullness ☐

- doubt ☐

Powerlessness ☐

Fear ☐

Weakness ☐

Stupidity ☐

Ignorance ☐

Laziness ☐

Asleep ☐

Deviation ☐

Sabotage ☐

Inadequacy ☐

Insecurity ☐

Sadness ☐

Worry ☐

Anger ☐

Attitude

- optimism ☐

- persistence ☐

- enthusiasm ☐

- passion ☐

Power ☐

Courage ☐

Strength ☐

Wisdom ☐

Knowledge ☐

Insight ☐

Awake ☐

Focus ☐

Resources

- self ☐

- people ☐

- money ☐

- talents ☐

Thankfulness ☐

Our mind is actually the director, producer, script-writer, film editor, cast, projectionist, audience and critic. Our mind, being limitless, has the capacity of changing the movie and everything about it at any time. Our mind has the power of making all decisions.

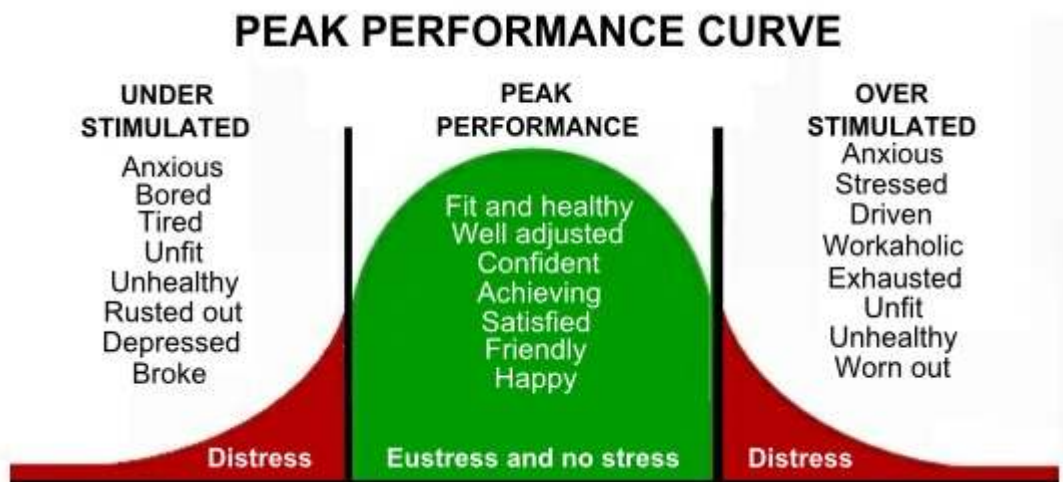
Gerald Jampolsky

## 4.7 STAY IN THE PEAK PERFORMANCE ZONE

When you have the feeling that the big things in life are ticking over nicely, or that you're on the way toward getting what you want, you feel fantastic. You're in the peak performance zone. You have energy, vitality and enthusiasm for your own life and the lives of other people. You can handle the normal stressors associated with moving forward in life.

However, if you become over stimulated or under stimulated, sooner or later there is a better than even chance you'll become stressed.

### PEAK PERFORMANCE ZONE



Things get better when you make time to work 'on' your life as well as 'in' your life. James Rohn said, 'things get better when you get better.'

It takes focus and effort to keep in the peak performance zone.

### TIME

People who are over or under stimulated don't find this time because they're too absorbed in something else, usually work or television.

The most frequent excuse people use for not doing something is 'I don't have the time'. If you don't make the time to stay in the peak performance zone, sooner or later you'll fall into either of the other two zones and become stressed out of your brain.

Write down clearly on tablets what I reveal to you, so that it can be read at a glance. Put it in writing because it is not yet time for it to come true. But the time is coming quickly, and what I show you will come true.

Habakkuk circa 700BC

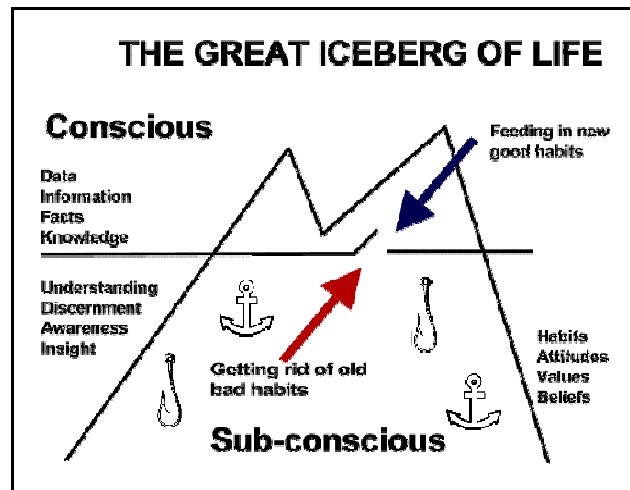
## 4.8

## FOCUS ON THE INTERNAL

Ouspensky said that man is encouraged to look everywhere for the answer but inside himself.

The more we become focused on things external to us the more they dominate us.

## THE GREAT ICEBERG OF LIFE



The tip of the iceberg is the conscious mind. We feed it data, information and knowledge. But we fall 'asleep' and sub-conscious takes over. And if sub-conscious is not programmed for the life we want to live now, we end up doing the things we don't want to do, and getting the things we don't want to get. This is what tends to happen in many diet, exercise and quit smoking programs: we're not programmed for success.

The base of the iceberg is the sub conscious, made up of what Gurdjieff called your essence, (the real you) and overlaid with a repository that includes your personality and HAVB. It is the repository of HAVBs which have, in the main, been well and truly put in place by the time we're 7 years old (by people who were programmed by the time they were seven years old etc, etc). Some HAVBs serve us well, others poorly.

When we focus on the external, we don't give ourselves time to get in touch with our inner selves. We never take stock to consider what might be holding us back. We miss the opportunity to put new habits, attitudes, values and beliefs into our sub-conscious mind.

Through data, information and knowledge we have the ability to change our thinking and alter what's going on in conscious mind.

Through introspection, meditation, reflection, contemplation, inner mental training and autosuggestion we have the ability to change what's going on in the sub-conscious. You can, metaphorically change the program, get rid of 'stuff' that's holding you back and put in new 'stuff' that's congruent with what you want in conscious mind.

The net effect of the changes is insight, discernment, understanding and awareness of how the universe works and what we need to do to live what Bertrand Russell and James Rohn called 'the good life'.

Once we truly know that life is difficult, once we truly understand and accept it, then life is no longer difficult. Scott Peck

## 4.9

## CHANGE THE PROGRAM

### PROGRAMMING

We experience stress when we're programmed for failure, rather than success.

Stress comes not from events but by our peculiar reaction to them. As human beings we're all programmed differently. Therefore each of us is programmed to react differently to the same event.

As I've already said, we're programmed by about the age of seven, usually by people who in turn were programmed by the time they were about seven.

By that age we've accepted into our sub-conscious a host of habitual and predictable ways of acting and behaving in response to various events and stimuli. It is also easy for other people to 'pull our strings' once they've learned about us and how we generally react.

Our uniqueness as human beings is such that we are capable of changing the program as we grow and develop. We can have different thoughts and feelings to those we had at seven, and different to those of the people who helped put them in there.

This is why once we start to change, and establish our own set of values, particularly in adolescence, parents, teachers, priests, pastors and mullas ... can get upset.

A change may occur in the 40's and 50's, commonly referred to as the mid-life crisis.



When you realize that you don't know what you want, that you're not getting what you want, or that you're not committed to what you want, you'll begin to understand why it is that you feel distressed, anxious, sad, angry, miserable, depressed and frustrated; why you lack energy and vitality; why you hate yourself, your job, your relationships; why your body starts sending out signals that things aren't right; why you feel like you're at the bottom of one of the great troughs of life.

## WORK OUT WHO'S GENERATING YOUR STRESS

*Men are disturbed not by things, but by the view which they take of them.*  
Epictetus

**OTHER**

- people
- things

**SELF**

**OTHERS .....%**

[illegible]

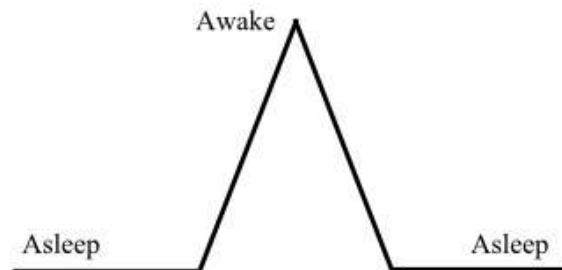
The key is to keep company only with people who uplift  
you, whose presence calls forth your best.  
Epictetus

## 4.11

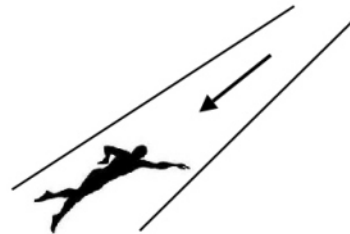
## STAY AWAKE

According to Gurdjieff we spend most of our lives asleep. It is like living in an hypnotic trance, not being fully awake or conscious of what's going on around us, not being fully aware of how the universe works or how it impacts on us.

When asked whether it was possible to wake up from this sleep, Gurdjieff replied, 'Yes, but only for short periods of time, and then we go back to sleep again.'



His reason why we go back to sleep is that we are like swimmers, swimming up stream against a strong current. After a while we get tired, turn and drift down stream like dead fish.



'So we beat on, boats against the current, borne back ceaselessly into the past.'

F Scott Fitzgerald

### AWARENESS

With respect to our awareness of what's going on around us, Ouspensky used the analogy of a snail which doesn't have much more of an idea of what's going on around it than what it feels with its bottom or its feelers.



Are you going through life not knowing what's going on?

We must be constantly vigilant to ensure that we stay awake for as long and as often as we can, which is no mean achievement.

We have in us a very large house full of beautiful furniture, with a library and many other rooms, but we live in the basement and the kitchen and cannot get out of them. If people tell us what this house has upstairs we do not believe them, or we laugh at them, or we call it superstition, fairy tales or fables.

PD Ouspensky

## 4.12 CHANGE NEGATIVE BELIEFS TO POSITIVE BELIEFS

We carry around in our subconscious mind a host of old and self-limiting beliefs about ourselves which hold us back, give us self-doubt and have us thinking negatively. Most of them put there from an early age.

Some of them served us well in an earlier age. Some we hold as rackets which we run on ourselves.

Have you ever played a sport and had someone hold onto your shorts or skirt every time you went toward the ball? Being held back on the sports field is one of the most emotionally engaging feelings you can experience.

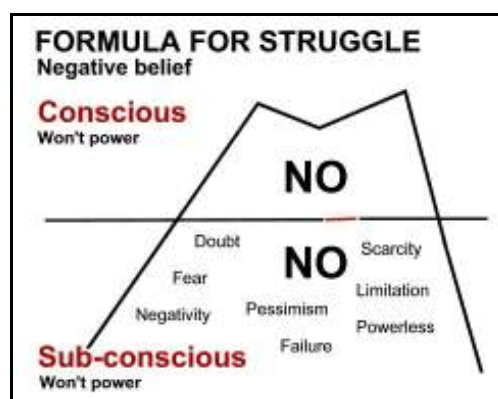
Imagine then, how much more frustrating it is not knowing what's holding you back in life; not knowing the nature of the hooks and anchors of your sub-conscious; not knowing what you don't know you don't know.

Imagine the cost of continuing to operate with these limitations.

### THE FORMULA FOR CHANGE

#### 1. Struggle

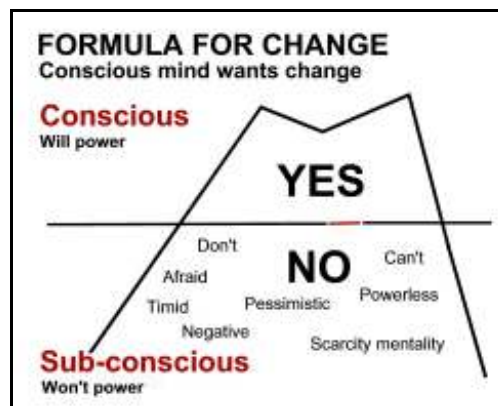
If conscious and unconscious minds are locked into a negative belief pattern, life is a struggle.



#### 2. Change

Change begins with the awakening of the conscious mind that something needs to be done to turn failure into success.

The conscious mind becomes programmed for success, but sub-conscious mind is still locked into failure. You'll oscillate. If you're a dieter you'll lose weight and then put it on again.



#### 3. Success

Using inner mental training and autosuggestion, the subconscious mind is reprogrammed for success. Conscious and sub-conscious minds are of the same mind.

The sub-conscious mind then becomes the driver of the conscious mind and, as Adolf Hitler said, 'I move forward to my goal like a sleep walker.'



### FEEDING THE SUB-CONSCIOUS

We need to continually be awake to the possibility that we can influence our thinking in a positive way and over-ride the limiting beliefs of our childhood.

We need to think more about what we want, rather than what we don't want.

We need to use our language and our thinking to expand the positive and decrease the influence of negative thinking in our lives. It involves changing the thoughts in our conscious and sub-conscious minds from 'no' to 'yes' using inner mental training and auto-suggestion.

### FINDING OUT MORE ABOUT YOURSELF

#### The Johari Window

By opening up to yourself and others you can find out more about yourself. As you do that, you have the opportunity to live life more powerfully.

### TO CHANGE BELIEFS

#### Re-program the sub-conscious

Life not going the way you want it to go is probably a fair indication that you need to replace negative old beliefs with positive new ones.

You can do this by expanding our consciousness in a variety of ways

- self discovery - introspection, contemplation, reflection, meditation
- inner mental training
- autosuggestion
- being open to the opinions of others
- reading
- attending seminars
- being with stimulating and positive people.

### JOHARI WINDOW

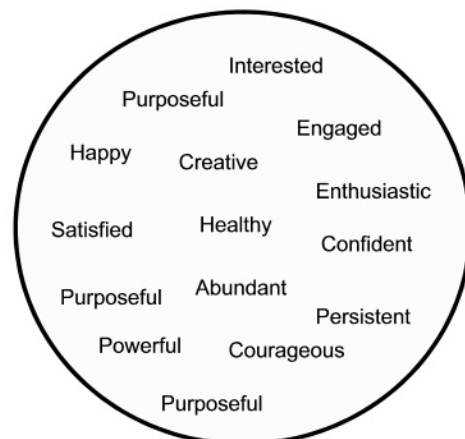
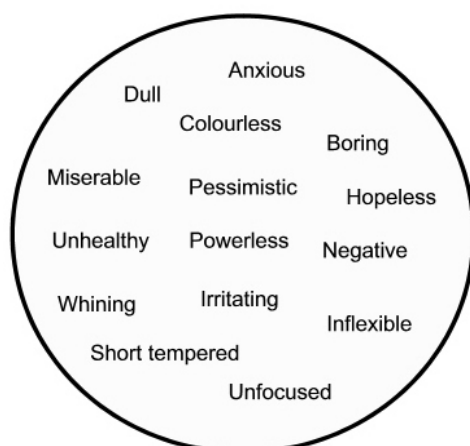
ME	
O T H E R S	What myself and others know about me
	What I know about myself
O T H E R S	What others know about me
	What I and others don't know about me

ME	
O T H E R S	What myself and others know about me
	What I know about myself
O T H E R S	What others know about me
	???

### CHANGE YOUR LIFE

From this...

➔ ... to this



## 4.13

## ELIMINATE THE NEGATIVE

In 1944, Capitol Records released the record 'Accentuate the Positive', written and sung by Johnny Mercer. It's been recorded countless times since then, probably the most popular version being sung by Bing Crosby!

Mercer is reported to have attended a church service in which the minister delivered a sermon on exactly that topic. He took it all in and the rest, as they say, is history.

If you've got a copy of the record, chances are you won't have a device to play it on.

**Your missions**, should you choose to accept it, is to underline the **negative words** that you can identify with and which you would like to eliminate from your life.

If you're up to the challenge you might like to ask your spouse or a couple of friends to underscore as many of the words they think you ought to eliminate from your life. You might learn something.

Abrasive absent minded accident-prone acquiescent afraid aggressive aimless alarmist alcoholic aloof ambivalent angry annoyed antagonistic antiquated anxious apathetic argumentative arrogant autocratic banal belligerent bigoted bitching bitter bludging blundering blunt boisterous boring bossy brash brooding callow cantankerous caustic cheapskate closed clumsy coarse competitive complaining compulsive conceited confused controlling critical curmudgeonly cynical defeatist defensive defiant dejected demanding demonstrative demoralised depressed despairing desperate despondent devious discourteous diffident disaffected disagreeable disapproving discouraged disgruntled disorganised distracted distressed domineering downcast drab dull edgy emotional empty enigmatic envious evasive extravagant fat flatulent flibbertigibbet furtive fussy giddy glib gloomy gluttonous good-for-nothing gossip-mongering grasping greedy grim griping grizzly grudging grumpy gutless half-hearted helpless high-handed highly-strung hostile hyper-active hypersensitive hypocritical hysterical ignorant illogical impatient impetuous inconsiderate inconsistent indecisive indulgent ineffective inflexible inhibited insecure insensitive insignificant insincere intemperate intense introverted irrational irrelevant irresponsible irritable isolated jaded judgemental late lazy listless lonely mean spirited miserable moody myopic nagging narrow-minded negative neurotic obnoxious obstinate offhanded officious opinionated over-reactive overwrought panicky pessimistic pig-headed pious pompous prejudiced procrastinating prudish racist reactionary reluctant restless rigid sad scared sceptical secretive sectarian selfish sexist shifty short-sighted short-tempered slipshod slow sluggish sneaky social-climbing sombre spectating square stagnating stale sterile stingy stodgy stressed stubborn superstitious surreptitious suspicious temperamental tense tired turgid twitchy unbalanced undisciplined uninterested unreliable unsociable uptight vindictive weak weary withdrawn wobbly workaholic worried worthless wretched wrung-out.

We fear our highest possibilities. We are generally afraid to become that which we can glimpse in our most perfect moments, under the most perfect conditions, under conditions of great courage.

Abraham Maslow

## 4.14

## ACCENTUATE THE POSITIVE

**Your mission**, should you choose to accept it, is to underline as many **positive words** that you feel you need to focus up on. Once again you might like to ask your spouse or a couple of friends to underscore a few words as well.

Able abundant accepting accessible accommodating accomplished achieving active adaptable adorable adventurous affable affectionate affirming agile agreeable alert alive appealing appreciative ardent astute athletic attentive attractive authentic awake aware balanced benevolent bright buoyant calm candid capable caring changing charming clever co-operative committed communicative competent confident conscientious considerate consistent courageous creative daring decent dedicated dependable deserving desirable determined devoted diligent diplomatic discerning discreet eager earnest ecstatic educated effective efficient elegant encouraging energetic engaging engrossing enterprising enthusiastic equable erudite exceptional excited expert expressive exquisite exuberant faithful fantastic fervent financial fit fortunate friendly fulfilling fun generous genial gentle genuine gifted good gorgeous gracious grateful great groovy gutsy happy harmonious healthy honest humorous idealistic imaginative immaculate impeccable impressive inclusive indefatigable independent industrious infectious informative inquisitive insightful inspirational integrity intelligent interested intimate intuitive invigorated inviting involved joyful jubilant just keen kind laughing leaderly level-headed listener logical lovable lovely loyal lucky magnetic magnificent majestic merry methodical moderator modest motivated natural neat neighbourly passionate persistent physical pleasurable plentiful poised popular positive powerful practical pragmatic praiseworthy precious prepared prescient present principled productive professional progressive prompt prosperous proud punctual radiant ready realistic reassuring receptive refined reflective refreshing relaxed relentless reliable reserved resilient resolute resourceful respected responsible responsive rich rigorous sagacious satisfied secure self-assured self-confident self-disciplined self-reliant self-respecting self-sufficient sensational sensible sensitive sensual serene sexy sincere skilled slender smart smiling sociable sophisticated special spirited spontaneous sporty stable statuesque strong stylish successful superb supportive surprising sympathetic systematic talented tenacious terrific thorough thoughtful tolerant trusting truthful understanding useful valuable vibrant victorious vigorous virtuous vitality warm welcome wholesome willing winning wise wonderful worthy youthful zealous zestful.

In the meantime stay tuned, highly tuned and sing along with Bing and Bette:

<https://www.youtube.com/watch?v=Z45EB4TiYz4&list=RDZ45EB4TiYz4#t=38>

John Miller

You've got to accentuate the positive  
Eliminate the negative  
And latch on to the affirmative  
Don't mess with Mister In-Between

Johnny Mercer

## 4.15

## LIVE A PASSIONATE LIFE

Successful people believe in something and are passionate about it.

### RULES FOR A PASSIONATE LIFE

1. People will believe in anything.
2. What they believe governs their behaviour.
3. What they believe in doesn't matter unless it is destructive and harmful in some way to themselves and other people.
4. People will become passionate about anything.
5. What they are passionate about doesn't matter.
6. What people believe in and are passionate about is neither right or wrong, it's just what they believe in and are passionate about.
7. People who believe in or are passionate about things will attract their admirers and detractors.
8. People will change their beliefs and passions.
9. A dull, colourless and boring person believes in nothing and is passionate about nothing.
10. People who are passionate tend to mix with passionate people. Dull people tend to mix with dull people.

### SIX THINGS I'M PASSIONATE ABOUT

MYSELF	OTHERS/COMMUNITY

If you want to be happy, mix with happy people.  
 If you want to be successful mix with successful people.  
 If you want to be fit, mix with fit people.  
 If you want to be wealthy mix with wealthy people

## 4.16

**WRITE DOWN THE MEANING AND  
PURPOSE OF YOUR LIFE**

Once you can accept the premise that life is empty and meaningless, you'll be given the freedom to stamp your own meaning and purpose on it.

Our most basic of relationships is the one we have with ourselves, a relationship that is strengthened by an enhanced knowledge of how humans operate, by introspection, reflection, contemplation and meditation, by communication with others, and a life of meaning and purpose.

Napoleon Hill stresses the importance of having a clear idea of your definite, chief aim in life, and the faith that brings life, power and action.

To the Dalai Lama, the meaning of your life is 'happiness and usefulness'.

Set out a plan whereby you can spend time each day on things that matter. Keep track of your progress, and seek out people who can support you in your journey.

**MY DEFINITE CHIEF PURPOSE IN LIFE**

This may be the most difficult question you'll ever have to answer, but once you've worked it out and you're living the life that comes with it, you'll be filled with happiness, joy and ecstasy for those who can spell it!

---

---

---

---

---

---

---

---

---

---

I search out times of quiet solitude.  
I enjoy being in a peaceful setting.  
I reflect on what causes me anxiety.  
I care about what happens to the planet and the environment.  
I contribute to the alleviation of world poverty and hunger.  
I have friends with whom I can speak about things that really matter.  
I spend time meditating.  
I listen to music which touches my soul.  
I work for justice in my home, work-place and the world.  
I live a simple lifestyle.

Michael Trainor

## 4.17

## MEANING AND PURPOSE PROFILE

1. Are you living the life you'd like to live?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

2. Are you a power in your own life? Are you getting enough of what you want and need to live a fit, healthy, rich and fulfilling life?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

3. Are you a power in the lives of other people?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

4. Are you an optimistic person?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

5. Do you have wisdom?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

6. Are you a courageous person? Do you know what your heart's desire is and are you working toward it?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

7. Is there a lot of love in your life?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

8. Are you a person of integrity? Do you usually do what you say (to yourself and others) you're going to do?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

9. Are you an enthusiastic person?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

10. Are you thankful for what you've got?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

If you want to enjoy your work, do what people who enjoy their work do.

TOTAL

**4.19****BECOME FAMILIAR WITH THE ESOTERIC  
LAWS OF THE UNIVERSE**

There are some universal laws that if we know them and work with them we are more likely to lead the good life; like sow and reap - give and take - don't ask, don't get - want love, give love, enterprise before reward ...

Make a list of the 20 great laws of the universe.

**TWENTY GREAT LAWS OF THE UNIVERSE**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

Mind is the Master power that moulds and makes,  
And Man is Mind, and evermore he takes  
The tool of Thought, and, shaping what he wills,  
Brings forth a thousand joys, a thousand ills: —  
He thinks in secret, and it comes to pass:  
Environment is but his looking-glass.

James Allen

## 4.20

## CLEAN UP YOUR ACT

One of the first places to start in getting ahead of stress is to clean up your act.

First of all clean up your immediate environment - your bedroom, your kitchen your house, your garden, your office, your wardrobe. If you haven't worn something for 5 years ditch it or give it to someone who'll wear it. Same with shoes. If you have to go in on the weekend to clean up your office, just do it. Throw out stuff you don't need.

There are few things more satisfying than spending the day cleaning up. At the end of it you can look back and see what you've done.

My father used to come home from work at just after midday on Saturday, have lunch, put on his work clothes and go out into the garden. Us kids often helped him - and so would the chooks who'd be set free to scratch around in the yard while we shifted dirt from one end of it to the other.

Dad grew up on a farm and turned gardening in a quarter acre block into an artform.

In summer the wireless would be tuned into the ABC with a pompous Alan McGilvray droning on at the cricket and in winter we'd listen to the football on 5KA where Max Hall, Tom Warhurst and Roger Dowsett were the commentators and Woodroffe's the sponsors.

'For a real thirst appeaser  
A real palate pleaser  
Say Woodroffe's and name your drink.'

At half time Mum would bring out the afternoon tea of sandwiches, cake, slice and tea and we'd sit down and take a break. My mother was the best sandwich maker in Australia.

Later in the afternoon we'd go down to the beach and get some seaweed and cuttlefish shells for the chooks, bring them home in wheat bags and spread them around the chook house.

As dusk was falling on 4 Donaldson Tce, Dad would throw some wheat in to get the chooks back, lock the chook house door and then start washing the tools and putting them away. The final job for the day was hosing down the paths so everything looked spick and span.

Then we'd survey our work and go in for a shower and tea, tired but happy.

After tea we'd sit by the fire, play cards and if there was test match in England we'd listen to the wireless.

Surely this was true bliss.

Before you go to work make your bed and clean up the kitchen. There's nothing worse than coming home to an untidy house.

If your office needs cleaning up, come in on the weekend. It's not work, it's cleaning up. You'll go home with a load off your shoulders and a spring in your step.

A participant in one of my seminars said he was going to clean up his office. There wasn't even a space on a chair for anyone to sit down it was so cluttered with papers and reports. His in tray, out tray and LBW tray were full to overflowing with stuff that he'd been saving for years. Plus he was going to move the desk around so he didn't have his back to the door.

If you want to reduce your level of stress, clean up your act.

## 4.21

## KEEP YOURSELF PHYSICALLY FIT

It is a nonsense to believe that you can be healthy and stress free without being physically fit.

The emotional status associated with lack of physical activity is the same as that associated with stress, disease and dysfunction.

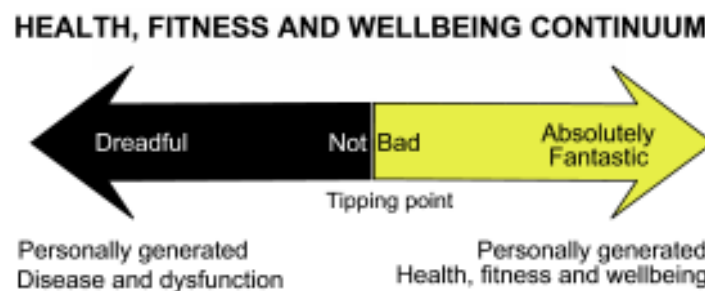
You feel miserable.

There is a compelling reason to exercise if you are stressed. Fit and active people are less stressed. Physical activity with vigor is one of the great stress relievers. When you exercise with vigor you wash out of your system the chemicals that fire up your sympathetic nervous system. You release feel good endorphins from your brain.

Our minds and bodies crave good health. Over 1900 years ago Juvenal referred to this fact when he wrote 'You must pray to have a healthy mind in a healthy body.'

### HEALTH AND FITNESS CONTINUUM

There is a health and fitness continuum which goes from:



### FEEL BETTER

If you want to feel better, becoming more physically active is a good place to start.

The most significant benefits of being fitter (whether it be aerobic, strength, or flexibility exercise) are psychological. You feel better because the mind and the rest of the body systems associated with being fitter are intimately connected. Along with feeling better, you'll have

- more energy, more vitality, more alertness
- more enthusiasm for your own life
- an enhanced positive mood state
- relief from anxiety and depression
- an enhanced ability to cope with stress
- an improved level of self confidence and self esteem
- a positive affirmation of well-being.

On top of that you'll experience a range of physiological benefits

I train, therefore I am.

To stay in the fit and healthy zone you need to do something. Expecting to get fit and healthy by having someone do something to you is a big ask.

The best thing you can do is walk briskly, shuffle, jog, cycle or swim regularly, use the stepper, cross trainer and climber and have a regular and systematic strength and flexibility training program.

There are 3 principal components of fitness

- aerobic fitness
- strength
- flexibility

### AEROBIC

Only 10% - 15% of people over the age of 30 years participate in sufficient vigorous activity (of the huff and puff variety) per week to maintain a reasonable level of aerobic fitness.

Your level of aerobic fitness (cardio-vascular) is a good indicator of the condition of the system responsible for transporting oxygen to working muscles: - the heart, lungs and blood vessels.

According to the research, the stimulus required to improve aerobic fitness is at least 3 sessions per week of at least 20 minutes per session, with an intensity of between 60% and 80% of your maximum heart rate (MHR). Ambling around doesn't do much for the system.

### THE AEROBIC FITNESS RULE OF THUMB - good, better and best

	GOOD	BETTER	BEST
Sessions a week	4 *	5	6
Length of session (in minutes)	20	30	40
Heart rate (for a 40 year old) in beats/minute	120	130	140
Aerabytes per week	400	600	800

\* If you're overweight, diabetic, (type 2), get headaches and feel tired all the time, have a low libido, sleep apnoea, have an elevated blood insulin level, have high blood pressure, have elevated cholesterol and various stages of coronary insufficiency, or are depressed I recommend you train twice a day.

### STRENGTH

Strength is the ability of a muscle to exert a force. Lack of strength is one of the main contributors to musculo-skeletal injury. I estimate that 25% of people are not strong enough to push a pen or tap a keyboard without getting a crook back.

Muscle strength and tone can be enhanced by working against a resistance on a regular and systematic basis.

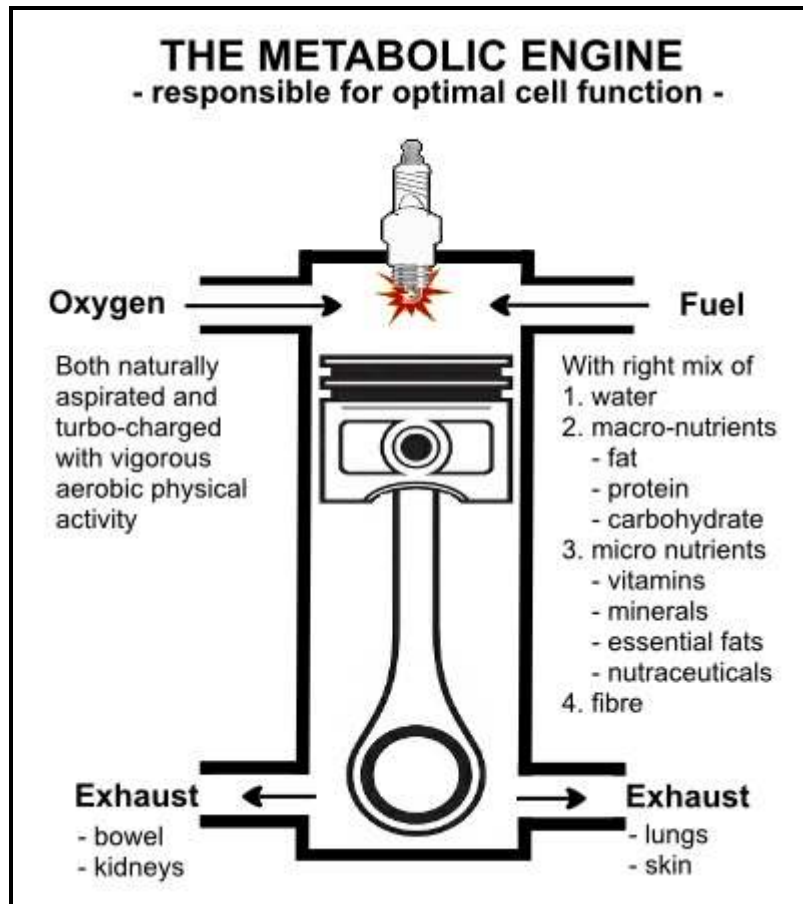
### FLEXIBILITY

Flexibility refers to the ability to maintain a wide range of movement about the joints of the body. Without regular stretching, muscles and tendons become shorter and the range of movement around joints decreases. I recommend the one minute flexibility program for people with crook backs and necks.

Isometric stretching is also an effective way of loosening tight muscles.

**WHY DO I FEEL BETTER WHEN I'M MORE PHYSICALLY ACTIVE?**

1. The principal reason to exercise on a regular and systematic basis is to stimulate the function of your metabolic engine – in particular turbo-charging your oxygen intake.



2. The second main reason to exercise regularly and vigorously is to 'burn' off the chemicals pumped into the bloodstream at the demand of an over-stimulated sympathetic nervous system. Exercise vigorously, not strenuously.

The effect of stress is to produce adrenalin and other chemicals which tense muscles and constrict blood vessels. When we exercise vigorously we 'burn' these chemicals off.

3. Once you begin to exercise you break the emotional/physical vicious cycle. ie When I feel miserable, I adopt the posture of a miserable person. This affects my musculo-skeletal system. I get a crook back.
4. A good deal of the feeling better comes from being in integrity with yourself. You automatically have feelings of satisfaction, pleasure and joy which come as you draw nearer to the achievement of your physical potential.
5. You get more oxygen to the brain. Vigorous physical activity is like turbo charging. You feel more alive and energetic when your brain is receiving a good supply of oxygen.
6. When you exercise with reasonable vigor for about 30 minutes or more, the release of endorphins (that is, naturally occurring opiates) from the brain brings about a naturally occurring high: - you feel better.

7. You experience an elevated mood state when you interrupt your normal daily routine with physical activity. It's like having your own little escape from reality.
8. Physical activity is one of the best ways to distract yourself from busyness, misery and work. 'Take it out on the ball.'
9. There are a large number of physiological benefits that come with being more active.
  - Eases joint and muscle pain
  - Lower incidence of high blood pressure
  - Lower incidence of adult onset diabetes
  - Lower incidence of RSI
  - Increased aerobic efficiency and capacity
  - Reduced risk of heart attack
  - Reduced cholesterol level
  - Stimulates the bowel
  - Less headaches
  - Better sleep
  - Reduction in body fat
  - Stronger immune system
  - Increased strength & flexibility
  - Controls appetite
  - Better muscle tone
  - Clears the respiratory tract
10. One of the great benefits of physical activity is being with other people.
11. If you can learn the discipline of exercising your body on a regular and systematic basis, it stands you in good stead for disciplining yourself to do a lot of other things in life.

## FITNESS GOALS


### HAVE A CHECKUP

If you're over 35 and planning on not taking part in a physical activity program you are advised to go and see someone who can give you a thorough health and fitness assessment. If they can't measure your fitness as well as your health you're being short changed.

## 4.22

## FITNESS PROFILE

1. Are you keeping yourself fit and healthy to the best of your ability?  
 No Yes  

--	--	--	--	--	--	--	--	--	--

2. The body is an ecosystem. What was your score on the Health, Climate Survey?  
 .....  

>120	110	90	80	70	60	50	40	30	20	<20
------	-----	----	----	----	----	----	----	----	----	-----

3. Fatness. How close are you to being your ideal weight? Scores based on the number of kilos of body fat over what you consider to be your ideal weight.  
 Current weight ..... Ideal weight ..... Percent body fat .....  

Kg over ideal wt	<25	<20	<15	<10	<8	<6	<4	<2
	3	4	5	6	7	8	9	10

4. Lower body strength - squat  
 How many full squats can you do in 90 seconds. Bottom must get as close to your heels as possible. Use a heel raise if you need to.  

<7	7	10	15	20	23	25	30
0	4	5	6	7	8	9	10

5. Abdominal strength - sit-ups. Number in 90 seconds.....  

<7	7	10	15	20	23	25	30
0	4	5	6	7	8	9	10

6. Upper body strength - press-ups. Number in 90 seconds.....  
 Men on toes, women on front of thighs.  

<7	7	10	15	20	23	25	30
0	4	5	6	7	8	9	10

7. Flexibility - sit and reach  
 In a sitting position, with feet outstretched in front of you, see how far down past your toes you can reach with your fingers. Keep your knees straight.  

Can't touch	Fingers			Palm			Wrist
0	4	5	6	7	8	9	10

8. Ability to sit up straight  
 With legs crossed and hands clasped behind your back, see if you can sit up straight. Falling backwards on one or both sides scores 0. If you can only just sit up without falling over score 7.  

Poor			Just			Good			Excellent		
0	1	2	3	4	5	6	7	8	9	10	

9. Aerobic fitness - 5 minute, 20m lap run. Laps .....  

<22	22	24	26	28	30	32	34	36	38	40
0	1	2	3	4	5	6	7	8	9	10

10. Aerobic Training sessions per week - of at least 30 minutes with hear rate over 120.  

		1		2		3		4		5
0	1	2	3	4	5	6	7	8	9	10

Total



## 4.23

## LOOK AFTER YOUR DIET

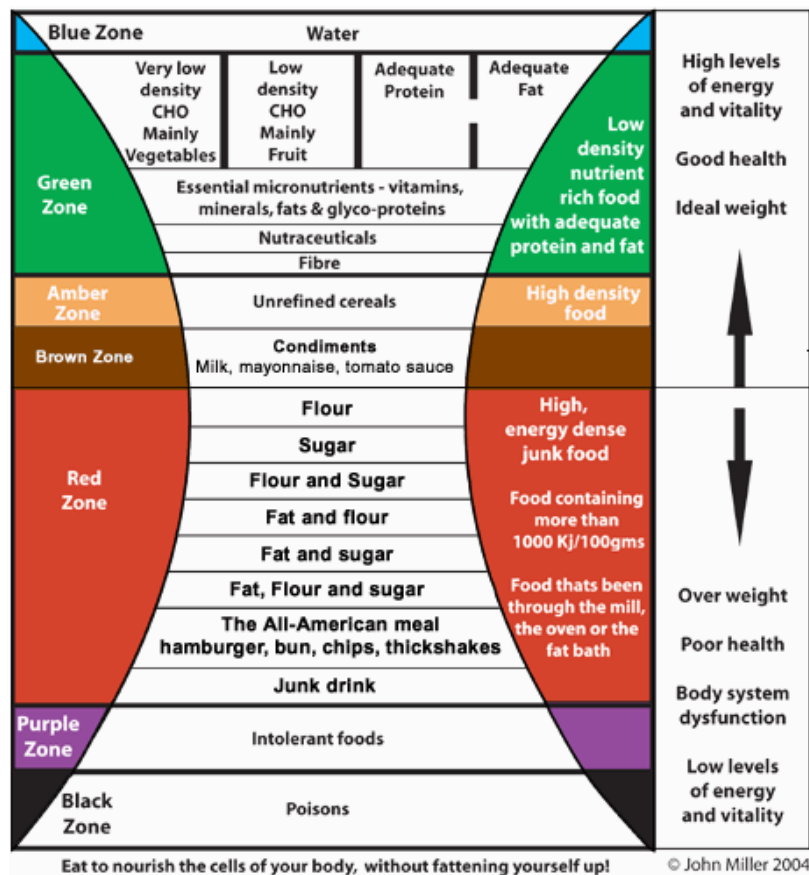
You get fat when you're stressed and you get stressed when you're fat. You feel better when you're about your ideal weight and when you eat a high fibre, high water content, low fat diet.

## EAT FROM THE TOP OF THE HOURGLASS

The various diet pyramids, with their focus on manufactured products, particularly refined cereals - bread and pasta - and milk from the bovine species, no longer provide a useful model for eating healthily in an affluent, sedentary society.

Essentially all you need to know is the difference between good food and junk food.

Here's the way the [Hourglass Diet](#) lays out that distinction. It's got good food at the top and junk down the bottom.



It's also a big ask expecting to stay healthy if you're eating

- too little of those foods which nourish the cells of your body
- too much of those foods (the 'garbohydrates') which are high flour and sugar and mixed with fat, which cause you to stack on fat around your body, contribute to metabolic dysfunction and which may cause an intolerant or allergic reaction in one or more body systems,
- foods which are toxic.

**DIET GOALS**


Most people don't eat enough, of the right food at the right time.  
Jean Nidecht

## 4.24

## DIET PROFILE

1. Body Composition How close are you to being your ideal weight? Scores based on number of kilos of body fat over what you consider to be your ideal weight. Current weight ..... Ideal weight .....

>20	<20	<18	<16	<14	<12	<10	<8	<6	<4	<2
0	1	2	3	4	5	6	7	8	9	10

2. Do you eat a decent breakfast or is it just flour and sugar? Don't score more than 6 if it's just flour and sugar.

No										Yes
0	1	2	3	4	5	6	7	8	9	10

3. For your weight do you eat a high fat diet?

Yes										No
0	1	2	3	4	5	6	7	8	9	10

4. For your weight, do you eat a high flour and sugar diet?

Yes										No
0	1	2	3	4	5	6	7	8	9	10

5. Do you eat predominantly from the top of the Hourglass: - plenty of vegetables and fruit mixed with adequate protein and fat?

No										Yes
0	1	2	3	4	5	6	7	8	9	10

6. How many glasses of plain, unadulterated water (ore green tea) do you drink each day?

	1	2		3		4		5		>6
0	1	2	3	4	5	6	7	8	9	10

7. When you look at your health, do you believe you're getting enough of the essential vitamins, minerals, fatty acids and glycoproteins?

No										Yes
0	1	2	3	4	5	6	7	8	9	10

8. Do you eat too much?

Yes										No
0	1	2	3	4	5	6	7	8	9	10

9. Are you ruled by your addictions and cravings to foods which are not good for you?

Yes										No
0	1	2	3	4	5	6	7	8	9	10

10. Does the back end of your system work like a charm? - score low if you have an irritable bowel or diarrhoea, are constipated, and/or have piles.

No										Like a charm
0	1	2	3	4	5	6	7	8	9	10

If you want to be fit and healthy, eat how fit and healthy people eat!

TOTAL

## 4.25

## REDUCE YOUR CHEMICAL INTAKE

Social drug use has become an integral part of our culture, particularly for people who are stressed. The effects on the body can be both acute or chronic. We tend to take more of the socially acceptable drugs when we get stressed.

Smoking is not good for your body. It would much prefer you to breathe in fresh air. Nicotine is a stimulant.

Alcohol is a depressant. Why finish off a day's work with something that slows you down rather than picks you up? Alcohol is a poor aid to a good night's sleep. It has a half life of 5 hours. Therefore if you go to sleep at 11pm with a few drinks on board you may start waking up at 4am.

How long is it since you had an alcohol free day or alcohol free week?

Caffeine is a powerful stimulant found in tea, coffee, chocolate and cola drinks. Drink water, hot or cold. Limit yourself to a couple of cups of coffee a day.

Sugar is the most popular mood enhancing substance in our culture. Eating simple sugars stimulates a rapid increase in blood sugar, but in doing so stimulates insulin production which quickly lowers it again, producing fatigue and loss of concentration. Eat more of the complex carbohydrates - fruit, vegetables and cereals.

Most confectionery has a high sugar content. Chocolate has high sugar, high fat and high caffeine. Instead of raiding the fat machines at work, stock up a larder with preserved and raw fruit. Start a healthy eating fund.

The excess salt in the average Australian diet may contribute to high blood pressure.

Television is a depressant, robbing you of your time, sleep and vitality.

If you want to reduce your dependence on analgesics, conduct a rigorous examination of what it is that is causing you to have headaches. It could be mechanical, electrical, chemical or hydraulic.

Sleeping tablets induce a shallow form of sleep. You're still tired when you wake up in the morning. Deal with anxiety. Increase your level of exercise, cut down on caffeine and alcohol and adopt a muscular relaxation, meditation and inner mental training strategy. You may actually need less sleep than you think. Anywhere from 5 to 8 hours may be sufficient.

Adult onset diabetes is associated with a high fat diet, lack of exercise and being overweight.

To reduce blood pressure lose weight, exercise regularly, adopt a low fat diet, drink less alcohol, limit salt intake, reduce stress and 'what ever you do, don't smoke'.

What do I need to do to have a medication free lifestyle?

## 4.26

## CHEMICAL INTAKE PROFILE

1. Do you smoke?

If 'yes' score zero. If 'no', score 10.

YES

☐

NO

☐☐

Tick the box if you're ready to give it away. ☐

2. How many standard alcoholic drinks do you have a week?

High								Low		Nil	
>20	20	15		13		11		9		7	
0	1	2	3	4	5	6	7	8	9	10	

☐

3. Do you drink too much caffeine? How many cups of coffee or cola drinks do you have a day? We live in a high caffeine culture!

Yes								No	
>8		8	7	6	5	4	3	2	1
0		3	4	5	6	7	8	9	10

☐

4. Are you a high salt eater? If you add lots of salt to your food; if you eat a lot of salty food (chips, nuts, Vegemite, processed meat, take-aways, canned food...), score low.

Yes								No	
0	1	2	3	4	5	6	7	8	9

☐

5. How do you rate your reliance on anti-inflammatory tablets?

Score 0 if you're currently on them.

High								Low		Nil	
0	1	2	3	4	5	6	7	8	9	10	

☐

6. How do you rate your reliance on headache and pain killing tablets?

High								Low		Nil	
0	1	2	3	4	5	6	7	8	9	10	

☐

7. Are you on sleeping (tranquillizers, hypnotics, relaxants) tablets?

If 'yes' score zero. If 'no', score 10.

YES

☐

NO

☐☐

8. Are you on anti-depressant tablets?

If 'yes' score zero. If 'no', score 10.

YES

☐

NO

☐☐

9. Are you on blood pressure tablets?

If 'yes' score zero. If 'no', score 10.

YES

☐

NO

☐☐

10. Are you on diabetes tablets?

If 'yes' score zero. If 'no', score 10.

YES

☐

NO

☐☐

Who's in charge here?

Want to stop smoking? Tell your Self to stop buying cigarettes!

TOTAL

☐

**4.27****COOL DOWN AN OVER-STIMULATED  
SYMPATHETIC NERVOUS SYSTEM**

Cool down an over-stimulated sympathetic nervous system with vigorous physical activity.

You can read stacks of weighty tomes, libraries full of research articles and wade through hundreds of internet search pages of to find out the main benefits of vigorous physical activity. In my estimation its greatest value is cooling down an over-stimulated sympathetic nervous system.

What vigorous activity does is wash out of your system, burn up and chemicals that are causing the fight and flight reflex to kick in.

The other key value of vigorous aerobic activity is to defrag and reset your metabolic system. When that happens there's a good chance your blood pressure, cholesterol and blood glucose readings will return to normal. You score less than 20 on the Health, Fitness and Wellbeing profile.

I can give you the program but I can't do it for you.  
Kenneth Cooper

## 4.28

## WARM UP AN UNDER-STIMULATED PARA-SYMPATHETIC NERVOUS SYSTEM

Warm up the under-stimulated parasympathetic nervous system with

- active relaxation
- Meditation
- distraction - physical activity, hobbies, reading
- sleep
- holidays
- music
- ...

The following pages contain a range of activities that stimulate the parasympathetic nervous system, activities which cool us down after stressful periods and restore body function to homeostasis.

### ACTIVE RELAXATION

Active relaxation is one way of getting control of our bodies and our minds. It involves an understanding of brain wave patterns.

### BRAIN WAVE CHARACTERISTICS

The brain operates on a range of brain-wave patterns, measured in cycles per second.

CYCLES PER SECOND	BRAIN WAVE	CHARACTERISTICS
14 - 20	Beta	Awake
7 - 14	Alpha	Meditation, daydreaming
4 - 7	Theta	Sleep
Below 4	Delta	Deep sleep

### DEEP RELAXATION AND STRESS MANAGEMENT

At the Alpha level we experience the state of deep relaxation which is very useful in managing stress; calming the body and re-establishing equilibrium within the nervous and endocrine systems.

To get into the Alpha state when you are awake, sit or lie comfortably, close your eyes, take a deep breath and as you breathe out count from 3 down to 1 and relax.

Imagine a large screen in front of your eyes and visualize on that screen the things you want to achieve, the problems you wish to solve... Visualize aspects of the major areas of your life and how you would like them to be.

To return from the Alpha state to the Beta state, count from 1 to 3. Before you begin counting affirm that 'when I awake I will be feeling absolutely fantastic and in perfect health.' Start counting. When your eyes are open, affirm that you are 'wide awake, feeling absolutely fantastic and in perfect health.'

### CREATIVE VISUALIZATION

You will have felt the Alpha state on waking up after a night's sleep, when you are drifting from the Theta through to the Beta state.

The Alpha level can be used as a powerful medium for tapping into your sub-conscious mind, where you can create and then affirm a powerful image of what it is you want from life; short, medium and long term.

We generate within ourselves a means of living powerfully when the conscious and sub-conscious minds are working toward the achievement of the same goals; when what the conscious is consciously striving for, the sub-conscious is subconsciously working towards as well.

When conscious and unconscious are working in harmony we are drawn toward our vision, (providing we've got one). When one is pulling against the other we live life as a struggle.

In the Alpha state you can use your imagination to assist you in the formation of your vision and how you plan to achieve it, using imagination to develop what Einstein called, the 'insight that transcends logic.'

Once you have created a powerful vision for what you want in life, and developed the goals, commitments and action strategies to go with it, you can lock them all into your subconscious mind through regular positive affirmation.

Our vision becomes so powerfully locked into our sub-conscious that we are unconsciously drawn to it.

It is recommended that you positively affirm your vision and goals twice a day, preferably just on waking and just before going to sleep. Doing it as part of a deep relaxation session and using the Alpha state makes it a more powerful affirmation.

As Wayne Dyer says

'You'll see it when you believe it.'

I put a piece of paper under my pillow, and when I could not sleep I wrote in the dark.  
Henry David Thoreau

## 4.29

## MEDITATE

Meditation is one of the keys to successfully dealing with stress because it works to stimulate the parasympathetic nervous system. Ainslie Meares worked for 30 years as a psychiatrist and used meditation extensively in the treatment of psychosomatic and psychoneurotic illnesses.

He died in 1986, but his books are widely read and still readily available.

Here is some of what he had to say about meditation.

You may well ask: 'What is the purpose of experiencing this meditative state for a few minutes each day?' The answer is that it reduces the level of our anxiety.

The effects of meditation include inner peace, better interpersonal relationships, clearer thinking, increased work capacity, better sexual relationships due to less tension, absence of disturbing dreams, and smoother physical reactions often shown in better performances in sport.

The key to management of our stress lies in those moments when our brain runs quietly in a way that restores harmony and function.

There are quite different forms of meditation in which the brain functions in quite different ways.

In classical meditation as in yoga, in Zen Buddhism meditation and in the meditation practiced by the early Christian mystics, the thought processes of the mind are helped by will power concentrating on some object or spiritual concept. The mind is active, striving to attain and maintain this ideal.

In the meditation I would advise you to practice, there is no striving, no activity of the brain function, just quietness, a stillness of effortless tranquility.

This is not the tranquility of drowsy somnolence. The mind is clear but still.

For the type of meditation I advocate, we must start our meditation in some position of slight discomfort. Then we let our mind run quietly, with as little thought as possible, and we are soon no longer aware of any discomfort. This transcendence of slight discomfort is an essential feature of successful meditation.

It does not require long periods of meditation to obtain relief from stress. Ten minutes twice a day has produced dramatic relief in some hundreds of people who have consulted me professionally.

To get the full effect of meditation, it is important not to do it when too tired. The effect is greatest when we are alert and frisky.

Ainslie Meares Life without Stress. Viking O'Neill 1991

Ainslie Meares Relief without drugs. Angus and Robertson 1995

The only reason you can't find time to meditate is because you can't find time for yourself.

Reproduced below is the start of the meditation exercises in the audio file that accompanies this ebook.

Sit comfortably in a chair. Relax and close your eyes.

Take a long slow, deep breath and hold it. Relax and breathe out, and with every breath you breathe out feel your body becoming more and more relaxed.

Start breathing using stomach breathing, so that every time your breathe in your stomach goes out. Stomach breathing will slow your breathing down dramatically, get more oxygen into your body and will stimulate your parasympathetic nervous system. Muscles will relax and blood vessels dilate to the very core of your body. Brain waves will start to slow down ...

## 4.30

## GET A GOOD NIGHT'S SLEEP

Sleep is one of the first casualties of stress. You can't get to sleep, you're awake for too long in the middle of the night and you wake up tired in the morning.

The number of hours sleep we need is a highly individual matter. Whilst Percy Cerutti, famous and eccentric athletics coach said, '6 hours for a man, 7 hours for a woman and 8 hours for a fool', I would think that somewhere between six and eight is about right for most people.

There is a normal spread of hours from 6 through to 8, but some people find they only need 4 hours and others 10. For most healthy, stimulated people 9 hours is too much.

You need to find out just how much sleep you really need. The fact that you lie in bed tossing and turning may be your body's way of telling you that you need less sleep. In which case, go to bed later or get up earlier and go for a run.



## SECRETS OF GETTING A GOOD NIGHT'S SLEEP

1. Clean up anxiety. Complete the past, live the present and create a powerful future.
2. Increase your level of physical activity. Vigorous physical activity that leaves you physically tired is the springboard to better sleep. People who take part in regular physical activity can expect to need only 6 - 7 hours sleep a night. Nathan Pritikin said that if you don't have time for exercise take an hour off your sleep. You'll need less sleep and you'll sleep better.
3. Use the 'Teach Yourself How to go to Sleep' audio file. I recommend you use the [Teach Yourself How to go to Sleep](#) audio file. When you are ready to go to sleep, put on MP3 file on and let yourself drift away. You will wake up refreshed, relaxed, revitalized and re-invigorated next morning.
4. Lay off the grog. Alcohol has a half life of 5 hours which means that while it may help put you to sleep, your sleep may be disturbed mid-way through the night.
5. Focus your thinking. Most people are told to go to bed, they're not taught how to go to sleep. When you're lying in bed unable to sleep and the 'monkeys are chattering', distract the left brain from its busyness by focusing on one thought.
6. If you want to sleep like a kitten, reduce your caffeine intake.
7. Reduce your fluid intake. As you get older you need to drink less in the hours prior to going to bed. Having to get up breaks the sleep pattern, and then you may not be able to get back to sleep again.
8. An inability to get to sleep is not caused by a lack of Stilnox. Sleeping tablets fail to produce the rapid eye movement (REM)
10. Take a holiday. Being stress and anxious may be a reminder that you need a good long holiday.
11. Stoke up your love life. You'll sleep better.
12. Get up. Dale Carnegie said If you can't sleep, get up and do something. It's lying there worrying that gets to you, not the lack of sleep.

## 4.31 POSITIVE AFFIRMATIONS AND AUTOSUGGESTION

There are a range of general positive affirmations and autosuggestions which people have found to be very useful.

Once you are in your Alpha brain wave level you can repeat a series of positive affirmations all designed to re-program the subconscious, the most famous of which is Emile Coue's.

*'Day by day, in every way, I am getting better and better.'*

Coue had his clients repeat the day by day suggestion twenty times, twice each day while in a relaxed state. Surprise, surprise, most people got better.

According to Jose Silva, developer of the Silva Method of Mind Control, the basic principle of what he calls mind control lies in concentrating on a thought. The thought becomes true because our bodies transform it into action.

For instance, by repeating a positive affirmation 20 times, twice each day you will begin to experience a change taking place in your life.

Express your affirmations in terms of future results or goals already achieved; e.g. I am ..., rather than I will, or I'm going to be, or I should...

### FAMOUS AFFIRMATIONS

Whatever I vividly imagine, ardently desire, sincerely believe and enthusiastically act upon must inevitably come to pass.

Paul Meyer

I am strong, courageous and resourceful. Ali Lassen

I release the past with ease and I trust the process of life. Louise Hay

My life is good \* Abundance flows to me naturally \* I feel successful \* I know what I want \* I know what to do \* Work is fun \* All my needs are met \* Opportunities find me \* I control my life \* I am confident \* I feel good \* I feel wealthy \* I have courage \* I have confidence \* I prosper \* My wealth is limitless \* I expand my outlook \* I take responsibility \* I accept wealth \* I am open to receive \* I am worthy to receive abundantly \* I communicate freely with others \* I feel abundant \* I am confident.

Stuart Wilde

Victories in the inner game ... bring valuable rewards which are permanent and which contribute significantly to one's success thereafter, off the court as well as on.

Timothy Gallwey. The Inner Game of Tennis

## 4.32

**DISTRACT YOURSELF FROM BEING BUSY AND MISERABLE**

The hallmark of a rich and fulfilling life is the ability to set a balance between the work and non-work aspects of life, and set aside sufficient time for yourself, your family and friends. Each area deserves 100%!

**DRIVE YOURSELF TO DISTRACTION**

Do you have a good 'distraction' plan, a diversion strategy, a plan designed to cool the warm reactors down and warm the cold reactors up.

True relaxation involves re-creation, 'losing' ourselves in activities that we find totally absorbing; hobbies, exercise, sport, a book, a movie, sightseeing ...

**THE LEFT BRAIN WORLD**

We live in a left brain world, a world in which we find it difficult to switch off. Our greatest excuse for not doing the things we need to do to look after ourselves is 'I don't have the time'. And of course until the left brain can be switched off we'll never have time.

What you need to do is set aside specific time to do things that switch our brains from the left thinking mode to the right thinking mode. When that happens we become revitalized, re-energized; we have time to work on our lives, rather than just working in our lives.

LEFT BRAIN	SWITCH OFF	RIGHT BRAIN
Verbal	Physical activity	Imaginative
Logical	Hobbies	Intuitive
Analytic	Music	Spontaneous
Sequential	Crafts	Creative
Factual	Romance	Re-creative
Technical	Cards	Artistic
Language	Theatre	Musical
Thinks in words	Reading	Thinks in visuals
Mathematics	Holidays	Spatial

Einstein said that imagination was more important than intellect.

If you want more of the same, stay in left brain mode. If you want life to get better, spend time each day doing things that stimulate creativity and imagination.

**PROGRAMMED DISTRACTION**

Having a programmed distractor is a very good way of making sure you get the distraction your body craves. If you have to meet someone to exercise at 6.00pm there is a greater likelihood that you'll get away early from work than if an appointment has not been made.

## 4.33

## TAKE REGULAR HOLIDAYS

### GO AWAY

Leonardo Da Vinci probably summed it up best when he said

*Every now and then go away, have a little relaxation, for when you come back to your work your judgment will be surer, since to remain constantly at work will cause you to lose power of judgment ... Go some distance away because the work appears smaller.*

Paul Pearsal in his book Superimmunity said you need a 21 day away from home holiday every year. A week is not enough to wind down and recharge your batteries.

Your ability to get away is a very good barometer of the effectiveness of your goal setting and planning, particularly that part of it that relates to yourself and your family. Put your self first.

Plan your work around your holidays.

You can look at holidays from a couple of points of view as:

- a reward
- something positive to look forward to, or more importantly,
- something you've just got to do to take time out, recharge your batteries and restore your soul.

Only when you take time out, when you exclude the hurly burly of the outside world, do you give yourself the chance to put more back into the lives of yourself and your families. The holiday is the key to an increasing state of positiveness, of optimism and well being. It is a fundamental part of the whole process of stress management and involves relaxation, recuperation, revitalization and re-creation.

Einstein said that time is measured not just in minutes, hours or days but in the occurring of an event. When it looks like there's a problem fitting a holiday into the grand scheme of things, just look back and recall how much of your life is anchored to past holidays. Bring back the memories and then get out the atlas.

Most people get a month's paid time off work each year. What an employer doesn't want to see is someone come back from their holiday worn out from slaving round the house or taking a second job. Make it an aim to spend 21 continuous days away from home every 12 months.

If you take your holidays at Christmas you can get in a few bonus days. The rest of the days can then be spread throughout the year. By spending a couple of extra days over Easter and an extra day or two around a long week end, you've maximized your time off. This scheme for taking time off fits in pretty well with our capacity to work in 10 - 12 week bursts.

At the beginning of the year, mark your holidays in on your calendar and then fit your work around them.

### THE BEST HOLIDAY I EVER HAD WAS ...

---

### MY NEXT HOLIDAY - where, when and for how long

---

---

## 5.21

## LISTEN TO RELAXING MUSIC

### CALM YOURSELF DOWN

Music has the power to sooth the savage beast in all of us.

In the book Superlearning\* the authors suggest that Baroque music with 60 beats per minute in 4/4 time has a relaxing and calming effect on the body. At the same time the mind becomes more alert and receptive.

The effect of the music is to provide the listener with a 'sonic massage', in which the focus of attention is fixed inwardly instead of outwardly.

### BACKGROUND MUSIC FOR WORK AND RELAXATION

Brahms - Violin Concerto in D Major

Tchaikovsky - Piano Concerto in B<sup>b</sup> Minor

Beethoven - Emperor Concerto for piano

Beethoven - Moonlight Sonata

Bach - Largo from Concerto in G Minor for flute and strings

Bach - and Telemann - Flute Concertos

Bach - Largo from Solo Harpsichord Concerto in G Minor

Corelli - Sarabanda from Concerto No. 7 in D Minor

Handel - Largo from Concerto No. 1 in F (music from Royal Fireworks)

Handel - Largo from Concerto No. 1 in B<sup>b</sup> Major Op.3

Teleman - Largo from Double Fantasia in G Major for Harpsichord.

Teleman - Largo from Concerto in G Major for viola and string orchestra

Vivaldi - Largo from 'Winter' from the Four Seasons

Vivaldi - Largo from Flute Concerto No. 4 in G Major

Enja - Watermark

Samphir - The lonely Shepherd

Whatever you're looking for, inspiration, excitement, motivation, reflection, nostalgia, you'll find it somewhere, probably on YouTube.

\* Superlearning. Ostrander and Schroeder. Sphere. 1985

Music has charms to sooth a savage breast, to soften rocks, or bend a knotted oak.  
William Congreve

## 4.35

## HAVE A GOOD LAUGH



Laughter is still the best medicine. Rarely do you get a good belly laugh in the surgery.

An aspiring public speaker gets an invite to give an after dinner talk at a Rotary Club meeting. He fronts up and sits down at the top table joining in the bonhomie, pretending to laugh at the fines and making small talk with the bloke next to him who's been charged with the responsibility of looking after him for the night. Everything's going well and he's tucking into the rubber chicken when all of sudden there's a cracking noise in his mouth and he realizes that he's bitten into a bone and smashed his dentures.

He knows he's in strife so he leans over to host and says, 'Mate, I've just cracked my dentures. I won't be able to deliver the talk.'

His host says, 'I might be able to help you.' He reaches down underneath the table, opens up a kitbag and brings out a spare set of dentures. He says, 'Try these on for size.'

So the speaker pops out his own teeth and inserts the new set, rolls them around in his mouth for a few seconds to get the feel of them, but as he soon as he starts to speak he notices that they're too large. So he turns to his host and says, 'I'm sorry, I can't do my talk with these they're too tight.'

His host says, 'No problem', and reaching down into his bag, brings out another set of teeth and says, 'Try these.'

Once again our aspiring speaker pops them in his mouth, moves them around to get the feel of them but notices that they're too small. He says to his host 'Sorry can't use these they're too sloppy.'

His host says, 'No problem and dives into his kitbag again and brings out a third set of teeth.'

The speaker tries them out and eventually says, 'Yep, these'll do. Thank God I'm sitting next to a dentist.'

'Dentist!!!!' his host replied, 'I'm not a dentist I'm an undertaker!'

Everything is changing. People are taking their comedians  
seriously and their politicians as a joke.  
Will Rogers

## 4.36

## LOOK AFTER YOUR FAMILY

For most people, but not all, family is important, and if things go wrong in the family it is often with long lasting consequences. It is hard enough growing up in, or being a member of a functional family, let alone a dysfunctional one.

There are many things to do to make sure it ticks over nicely.

Like all successful sporting teams, what most families probably need is a good coach!

But let there be spaces in your togetherness,  
And let the winds of heaven dance between you.

Love one another, but make not a bond of love:  
Let it rather be a moving sea between the shores of your souls.  
Fill each other's cup but drink not from one cup.  
Give one another of your bread but eat not from the same loaf.

Sing and dance together and be joyous, but let each of you be alone,  
Even as the strings of the lute are alone though they quiver with the same music.

Give your hearts, but not into each other's keeping.  
For only the hand of Life can contain your hearts.  
And stand together yet not too near together:  
For the pillars of the temple stand apart,  
And the oak tree and the cypress grow not in each other's shadow.

Kahlil Gibran 'The Prophet'

## FAMILY GOALS


Children begin by loving their parents; after a time they judge them;  
rarely, if ever, do they forgive them.  
Oscar Wilde

## 4.37

## FAMILY PROFILE

1. Are you living the family life you'd like to live?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

2. Do you have a partner who shares similar values, goals and interests?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

3. How many weeks since you and your partner went out together?

>10	10	9	8	7	6	5	4	3	2	1
0	1	2	3	4	5	6	7	8	9	10

4. How many days since you went for a walk or did some physical activity with your partner?

>10	10	9	8	7	6	5	4	3	2	1
0	1	2	3	4	5	6	7	8	9	10

5. How many days since you told your partner that you love them?

<10	10	9	8	7	6	5	4	3	2	1
0	1	2	3	4	5	6	7	8	9	10

6. Did you spend quality time with your children this week? If they no longer live with you did you write to them or phone them? No children? Score 5.

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

7. Do you keep in touch with your parents, brothers and sisters?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

8. How many weeks since you took flowers home?

>10	10	9	8	7	6	5	4	3	2	1
0	1	2	3	4	5	6	7	8	9	10

9. How many days since you cooked a meal for the family?

>10	10	9	8	7	6	5	4	3	2	1
0	1	2	3	4	5	6	7	8	9	10

10. Are you happy with your love life?

0	1	2	3	4	5	6	7	8	9	10	

Is there anything you can do to improve your family life?

TOTAL

## 4.38

## LOOK AFTER YOUR CAREER

Because we spend so much time at it, work plays a central role in our lives. It shapes and develops the way we live in just about every area of our life. We have the capacity to choose for it to make us happy or miserable.

Wouldn't it be good to have a job you loved so much you'd do it for nothing but which you did so well you'd be paid handsomely? The Buddha said, 'Find the job you'd love to do and you won't have to do another day's work in your life.'

Work provides us with more than just the income to support body and life. If

- you enjoy your work and find it interesting
- you're putting in effort and getting out satisfaction
- you have personal mastery over what you do
- your focus is on learning as well as earning
- you see your role as being important
- you feel you are making a valuable contribution to your community
- you're growing and developing as a human being
- you're moving forward to where you want to be, either inside or outside your current organisation,

... then chances are it will be reflected in a rich and fulfilling life.

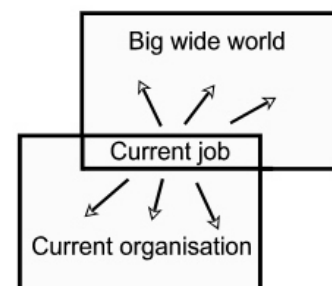
If you want to relieve stress, find a job that matches your

- interests
- intelligence strengths
- personality
- cognitive style
- aptitudes
- values and
- abilities.

You need to make choices on the basis of your work preferences and values, for instance are you motivated by money, status or security? Do you like working on your own or with others? Do you want lots of responsibility or little responsibility? Do you like working indoors or outdoors, manual work or intellectual work?

Despite the fact that we all volunteer for our jobs, if we aren't aware of what we really want from our work, and if we're not training for the next job, then is often the case that sooner or later something goes wrong. Unless it doesn't matter, you need to be spending time working on your job, not just in your job.

Your next job could be somewhere else in the organisation your work for or it could be out in the big wide world, in another organisation or working for yourself.



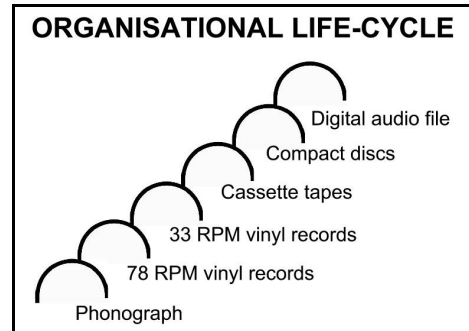
**LOCATION, LOCATION. LOCATION**

If you were looking to buy a house for investment purposes you'd be wise to choose an area that was growing. Apply the same philosophy to your job. If you feel insecure about job prospects where you are, apply for a job that's got growth potential in a location which is going ahead.

**ORGANISATION LIFE CYCLE**

Organisations, like products have life cycles. In the diagram below, each music recording process has been taken over by the next development in technology. In fact in 2009 when I first developed this model, digital audio files hadn't been invented.

Unless you're an accountant, lawyer, doctor or funeral director, if you're looking to maximize your job security, go to an organisation that's making products that are increasing in demand and value.

**CUSTOMER FOCUS**

Don't look for a job. Look for a customer?

**TURBULENCE**

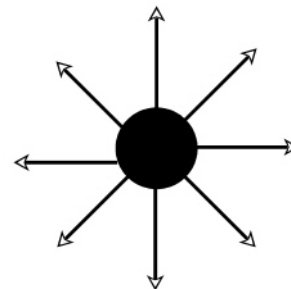
The world and organisations are changing rapidly. What was once a safe and secure environment is now a turbulent one.

In turbulent times there is always the risk of being dumped. Practice being a good surfer.

**CAREER DIRECTION**

Are you happy with the trajectory of your current career direction. Are you moving in the right direction?"

Are you in the right job? Yes ☐ No ☐

**CURRENT CAREER DIRECTION**

Make a list of your work and career goals.

SHORT TERM	LONG TERM

## 4.39 BUILD ON YOUR INTELLIGENCE STRENGTHS

### DIFFERENT INTELLIGENCES

There is a difference between being intelligent and using your intelligence.

How often have you felt that you couldn't understand something that every one around you could? Think of the thousands of boring and irrelevant hours you spent in some subjects at school, subjects for which you had no aptitude and which you haven't used since. Maths, physics and chemistry come readily to my mind.

Think of the number of times you were told it was important to study something and how let down you were to find out later that it wasn't. You took a different direction and made a success of life.

We get extremely stressed out, anxious and panicky when the job or activity we're doing requires a type of intelligence which we don't have.

We prosper and life seems to flow better when we have occupations where we can make the best use of your intellectual strengths and minimize our reliance on our intelligence weaknesses.

### THE TEN DIFFERENT INTELLIGENCES

According to Howard Gardner's Multiple Intelligence theory there are seven different intelligences. I'd include an eighth, emotional intelligence, based on the work of Daniel Goleman, a ninth, financial intelligence, based on the concepts developed by Robert Kiyosaki and a tenth based on the mechanical aptitude of [a boy I grew up with](#). He had a mechanical intelligence and the intelligence that enables people to drive cars quickly. He won Le Man and the Singapore Formula 1 Grand Prix.

I suspect there are many more intelligences, but they go unrecognized in our maths and literacy dominated education systems, in institutions that are dominated almost exclusively by people with high mathematical and literary intelligences. It's the reason why many children leave school under-stimulated, under challenged and labeled as dunces. It's called the tyranny of maths, science and English.

Based on your experience and gut feeling, see if you can gain an appreciation of your intelligence strengths by placing a cross in the appropriate box.

10 Intelligences	1	2	3	4	5	6	7	8	9	10
Logical/mathematic										
Verbal/linguistic										
Physical										
Visual										
Musical										
Inter-personal										
Intra-personal										
Emotional										
Financial										
Mechanical										

Gardner, Howard, Multiple Intelligences. Basic Books, New York 1993

Goleman, Daniel, Emotional Intelligence. Bloomsbury, London, 1996

Kiyosaki, Robert, Rich Dad, Poor Dad. Techpress, Paradise Valley, Arizona 1997

## 4.40

## CAREER SATISFACTION PROFILE

## CAREER SATISFACTION PROFILE

This profile is based on the habits of people who are in the right job and love their work.

1. How close are you to doing the job you'd really love to be doing? This is the job you'd love to do so much you'd do it for nothing, but which you did so well you'd be paid handsomely.

Miles away. I'm there

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

2. Are you in the right job for now? Do you enjoy your work?

No Absolutely

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

3. How stressful do you find your job. Is it giving you life or sucking life out of you?

Sucking Giving

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

4. Are you focused on your career options or are you leaving them to chance?

Unfocussed Focused

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

5. Do you get good feedback from your manager?

No Yes

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

6. Do you receive an appropriate financial reward for the work you do?

No Yes

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

7. Do you feel that you and your work are valued and appreciated?

No Yes

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

8. Do you work for an organisation that cares about people, including yourself?

No Yes

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

9. Do you enjoy the company of the people with whom you work?

No Yes

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

10. What's the level of morale like in your work group?

Dreadful Great

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

**TOTAL**

## 4.41

## LOOK AFTER YOUR FINANCES

Look after your finances. Being broke is major source of stress.

Financial health is an integral part of the rich and fulfilling life. We need a financial plan that enables us to live in the manner to which we are accustomed (or to which we aspire) now, and in the future.

It is becoming increasingly clear that the community will not be able to provide us with a high level of income when we retire. As a rule of thumb we will need 7 - 8 times our current income invested to maintain our current standard of living when we are retired.

### STRUGGLE

Of every 100 people at age 70

- 20 will be dead
- 20 will have annual incomes under \$6,000
- 51 will have annual incomes between \$6,000 and \$35,000
- 4 will have annual incomes over \$35,000

Today's average 50 year old has less than \$50,000 saved toward their retirement and only 5% can put their hands on \$10,000 when they are 65.

When social security was started there were 16 people working for every one person receiving income support. Today the ratio is 3 to 1. In the next 20 years it is estimated the ratio will be 1 to 1.

Why is it that approximately only 5% of people reach financial independence?

### FINANCIAL INTELLIGENCE

Financial intelligence is associated with an ability to successfully create and protect wealth. According to Robert Kiyosaki in the book, 'Rich Dad, Poor Dad', you'll be wealthy, though not rich, when your income from assets equals your income from your job.

For many people that appears to be a pipe dream, but it is not, if you follow Kiyosaki's principle of investing in assets rather than liabilities.

The poor spend most of their money on accommodation, food, transport, drugs (tobacco and alcohol) and taxes.

The highest expenses for the middle class are taxes, food, transport and mortgages on liabilities which provide them with no income. They make the mistake of thinking the house they live in is an asset. Think about it, is the return on investment of the house you're living in better than it would be by investing the money elsewhere?

The rich put their money into assets which provide an income and at the same time reduce expenditure on tax.

And as they say, if you want to be wealthy, do as the wealthy do, invest first and spend later!

What are your most valuable assets?	What are your key depreciating liabilities?

### THE LAWS OF FINANCIAL FREEDOM

The laws of financial freedom are about as long as your arm. How well do you understand these laws and how well are you applying them? If you don't know them you run the risk of staying broke or going broke.

Here is a list of the financial attributes of wealthy people

- Come from abundance, not scarcity. ☐
- Set short, medium and long term goals. ☐
- Earn enough for their current and future lifestyle. ☐
- Regard themselves as, or better still, set themselves up as a company, with an ability to build wealth through the accumulation of assets, not liabilities. ☐
- Know the difference between an asset and a liability. ☐
- Put themselves in the hands of an expert. ☐
- Take advice from other wealthy people (players), and scorers (accountants) ☐
- Can read and understand a balance sheet. ☐
- Have an ability to accurately read the economic clock. ☐
- Are investing NOW. It's never too early or too late to invest. ☐
- Look to both the long and the short term when making investments. ☐
- Diversify their spread of investments. ☐
- Know what to look for in a share purchase. ☐
- Know what to look for in a property purchase. ☐
- Protect their earning capacity with adequate income protection. ☐
- Have a good budget and stick to it. ☐
- Have a good savings and investment plan. ☐
- Have a nice little earner on the side. ☐
- Have a leveraged source of income. ☐
- Count their chickens after they've hatched. ☐
- Put stop losses on their speculative share portfolios. ☐

### FINANCE GOALS


## 4.42

## FINANCE PROFILE

1. Do you have your financial goals written down?

No										Yes	
	0	1	2	3	4	5	6	7	8	9	10

2. Are you working toward the achievement of your financial goals?

No										Yes	
	0	1	2	3	4	5	6	7	8	9	10

3. Do you come from abundance or scarcity?

Scarcity										Abundance	
	0	1	2	3	4	5	6	7	8	9	10

4. Do you earn an above average income for your age?

No										Yes	
	0	1	2	3	4	5	6	7	8	9	10

5. Do you have a budget which you keep to and review every month and every year?

No										Yes	
	0	1	2	3	4	5	6	7	8	9	10

6. Do you have a good savings and investment plan and monitor it regularly?

No										Yes	
	0	1	2	3	4	5	6	7	8	9	10

7. Do you have a good spread of investments?

No										Yes	
	0	1	2	3	4	5	6	7	8	9	10

8. Do you plan to be wealthy? ie you're working toward having a return on asset that matches your income.

No										Yes	
	0	1	2	3	4	5	6	7	8	9	10

9. Have you got a nice little earner on the side?

No										Yes	
	0	1	2	3	4	5	6	7	8	9	10

10. Do you have adequate income protection?

No										Yes	
	0	1	2	3	4	5	6	7	8	9	10

TOTAL

## 4.43

## BETTER UNDERSTAND PEOPLE

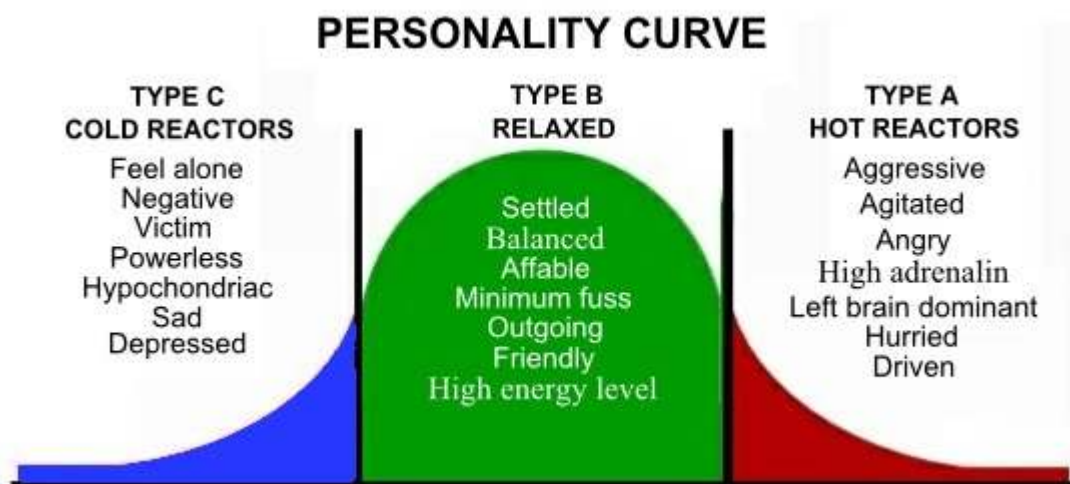
## DIFFERENT TYPES OF PEOPLE

It would be a very unusual person who had never become stressed due to a personality conflict with someone?

We get stressed because of our particular personality make-up and how that personality interacts and with the personalities of other people in certain, often predictable ways.

Friedman and Rosen identified two dominant personality types - Type A, which was hurried, agitated and angry and Type B which was of a more easy going nature.

Paul Pearsal\* in the book Superimmunity adds a third category, Type C, which is characterized by defeatism, passivity and inadequacy.



Type A and Type C people experience more stress than Type B people.

So, the upshot of all this is to make sure you get into Type B territory as much as you can. Get away from work on time, distract yourself from busyness, misery and work, go away for a weekend, take your holidays. You'll be less stressed.

**Type A - hot reactors**

Trying to do more and more in less and less time - Speak in rapid explosive fashion - Driven  
 - frustrated by the need for power - feeling alienated from others - workaholic - isolated - aggressive - hurried, agitated and angry - pumped up, ready to act - high on adrenalin - left brain dominant - lives in the past and the future - cynical - heart attack.

**Type B - relaxed**

Less driven by time - lives in the present - less vaulting ambition - more settled - balanced - focused - high level of achievement - gets on well with people - makes it look easy - warm and outgoing - interested in others - makes others feel at ease - gets things done with a minimum of fuss - high energy level - has time for the things that matter - good health.

**Type C - cold reactors**

Curse outwardly at problems emanating from within - feel alone and withdrawn - hypochondriac - Sadness - defeatism - the victim - powerless - hopelessness - surrender - right brain dominant - negative emotions - fantasies and dreams become part of negativism rather than hope - immune system less resistant to cell disease - diseases include cell disease, infections, lupus, allergies, rheumatoid arthritis and diabetes.

It is usually the case that we have a blend of the personalities.

In fact we're programmed by about the age of seven, usually by people who in turn were programmed by the time they were about seven.

By that age we've accepted into our sub-conscious a host of habitual ways of acting and behaving, attitudes, values and beliefs. Our personality has been formed and we begin acting in quite predictable ways to various events and to various stimuli. We're programmed.

It becomes quite easy for other people to 'pull our strings' once they've learned about us and how we generally react.

By about age 14 and we begin to work things out for ourselves, the program might start to change, often to the chagrin of those who fed it in.

And somewhere between 40 and 50 it might change again, as part of a mid-life re-assessment of how the world works and how we can better adapt to it. So the tear-away of the 20's can become more serious and contemplative.

### **WHEN PERSONALITIES MEET**

Birds of a feather flock with themselves. People with similar personality combinations will be more likely to understand each other better and like each other.

People with different personalities will find it harder to find common meeting ground and have more difficulty in understanding each other's position. They may take opposite sides of an argument. There may be personality clashes.

Alternatively, people will recognize which strings can be pulled to create an appropriate or inappropriate reaction.

With respect to work, if you're thwarted in your ability to use your personality strengths, or called on to use your personality weaknesses, you may end up stressed.

In order to more adequately cope with your world and deal with the people in it, it is recommended that you take part in a personality profiling exercise along with your work colleagues and your family members.

Wanting other people to be more like ourselves and to agree with our view of the world is the root of all kinds of disagreements.

There are a number of personality inventories including Myers Briggs, 16 Personality Factors (16PF), DiSC, How People Tick and the Team Management Wheel which will assist you to understand your behavioural style. Our lives are more likely to flow with ease when we work in jobs which suit our high level personality attributes and if we live and work with people whose personality complements our own and/or whose behavioural style we understand.

In this short discussion on personality we have focused on the Myers Briggs profile, possibly the most widely used profile in corporate organisations and a more popular profile, How People Tick. We encourage you to try them out for yourself.

You can't do anything about the length of your life, but  
you can do something about its width and depth.  
Henry Mencken

## 4.44

## SEEK OUT SOCIAL SUPPORT

Close personal relationships with other people facilitates good health and helps us to become less stressed.

The support of families and friends acts as a buffer against the impact of stressful events. Talking about our problems, fears and tensions is a good way of getting a handle on them.

When things get really tough and you can't see the light at the end of the tunnel, you need a coach. Seek out a good therapist or counsellor.



## 4.45 DON'T TRY TO DO EVERYTHING ON YOUR OWN

I never got anywhere while I tried to do everything on my own.  
Frank Woolworth

### RU A → THINKER

This is a test of your mental flexibility, creativity and lateral thinking ability. Each question contains initials of words that will make a sentence, saying or name. Your task is to find the missing words. The answers may come from anywhere, including fairy tales, sport, advertisements, songs, natural science ... You'll probably make a better fist of it if you do it with a couple of o0thger people.

- 1 W on a U .....
- 3 BM (SHTR) .....
- 6 B in an O .....
- 7 W of the AW .....
- 12 S of the Z .....
- 13 S on the AF .....
- 16 R why ILY.....
- 18 H on a GC .....
- 24 H in a D .....
- 26 L of the A Letters of the alphabet
- 29 D in F in a LY .....
- 32 DF at which WFS .....
- 40 D and N of the GF .....
- 43 B in EC .....
- 50 W to LYL .....
- 54 C in a D (with the J) .....
- 57 HV .....
- 64 S on a CB.....
- 76 TB .....
- 88 PK .....
- 101 D .....
- 1001and 1 .....

The greatest wealth is to live content with little, for there is never want where the mind is satisfied.  
Lucretius

**4.46****MAKE CHOICES**

We've got a number of choices:

- to move out or draw back
- to be the host or the guest
- build walls or bridges
- to open doors or close them
- to be active or passive
- to participate or spectate
- to bludge off society or contribute to it
- to fall behind or catch up
- to catch up or keep up
- to keep up or stay ahead
- to sit on our hands or galvanize ourselves into action.

Our friendships nurture and support us. It's good to have company, to share both the good and the bad times.

It doesn't take much to sustain a friendship. All it needs is to keep in touch: - a phone call, lunch, a night out, a game of golf or a walk ...

Organisations are there to facilitate the keeping-in-touch process. Being a member of an organisation - church, club, association, or group - is a good way of getting to know others better; by giving, sharing and receiving.

I actively go out of my way to increase my social circle. We enjoy each other's company. We're all interested in what each other says or does.

I'm a good listener.

**PEOPLE AND RELATIONSHIP GOALS**


Laugh and the whole world laughs with you; snore and you sleep alone.  
Anthony Burgess

## 4.47

## PEOPLE PROFILE

1. Are you living the social life you'd like to live?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

2. Are you a friendly, sociable sort of person?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

3. Are you making a contribution to your community?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

4. Do you keep in touch with your friends?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

5. Are you a good listener?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

6. Do you help others when they are in need?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

7. Are you caring and respectful of other people's heritage, values and opinions?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

8. Are you committed to building relationships with people outside your work, your neighbours and your family?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

9. Are you an active member of a work, sport, church, lodge, service, social or personal growth organisation?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

10. How many weeks since you've had neighbours or friends around?

No										Yes	
0	1	2	3	4	5	6	7	8	9	10	

TOTAL

## 4.47

## PEOPLE PROFILE

1. Are you living the social life you'd like to live?

No										Yes
0	1	2	3	4	5	6	7	8	9	10

2. Are you a friendly, sociable sort of person?

No										Yes
0	1	2	3	4	5	6	7	8	9	10

3. Are you making a contribution to your community?

No										Yes
0	1	2	3	4	5	6	7	8	9	10

4. Do you keep in touch with your friends?

No										Yes
0	1	2	3	4	5	6	7	8	9	10

5. Are you a good listener?

No										Yes
0	1	2	3	4	5	6	7	8	9	10

6. Do you help others when they are in need?

No										Yes
0	1	2	3	4	5	6	7	8	9	10

7. Are you caring and respectful of other people's heritage, values and opinions?

No										Yes
0	1	2	3	4	5	6	7	8	9	10

8. Are you committed to building relationships with people outside your work, your neighbours and your family?

No										Yes
0	1	2	3	4	5	6	7	8	9	10

9. Are you an active member of a work, sport, church, lodge, service, social or personal growth organisation?

No										Yes
0	1	2	3	4	5	6	7	8	9	10

10. How many weeks since you've had neighbours or friends around?

No										Yes
0	1	2	3	4	5	6	7	8	9	10

TOTAL

**4.48****THINGS AND POSSESSIONS**

At this stage in your life do you have the things and possessions that you'd like to have?

**MAJOR POSSESSIONS**

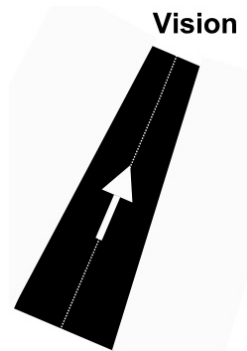

**MAJOR POSSESSIONS I'D LIKE TO ACQUIRE IN THE NEXT FIVE YEARS**


**RELAX**

- Adopt the posture of a happy person.
- Put a smile on your face.
- Take 5 slow, deep breaths.
- As you breathe out drop your shoulders and say the word 'calm'.
- Roll your shoulders back and return to your happy posture position.
- Turn your head from side to side.
- Continue, repeating the word 'calm' as you breathe out.

## 4.49

## THE STRESS REDUCING FORMULA



During the course of this program you will have received a good deal of information about, and insight into the things you need to do to keep ahead of stress, principal of which are

- Clean up. First of all clean up your environment - your bedroom, your kitchen your house, your garden, your office. If you have to go in on the weekend to clean up your office, just do it. Throw out stuff you don't need. Before you go to work make your bed and clean up the kitchen. There's nothing worse than coming home to an untidy house.

Then start work on cleaning up your anxiety. If need be find a coach who can help you. Read and attend personal development courses.

- Exercise on a regular and systematic basis. Exercise vigorously for at least 20 minutes a day to burn off stress chemicals.
- Eat from the top of the Hourglass
- Meditate. Take up Tai Chi or yoga.
- Distract yourself from busyness, misery and work. Nothing will get better until you set aside more time for yourself. You won't find more time until you set more time aside. Program yourself. Book yourself into a course or to a series of counselling sessions aimed at getting you into the habit of introspection.

But there's plenty else to do as well, and once again, this list is as long as your arm.

- Look inwards not outwards for the solution to your distress.
- Complete the past.
- Live life in the present.
- Create a vision for your future. Work out what it is you really want out of life. Live life as if it matters.
- Set goals. Write them out. Share them with someone. Paste them into your diary.
- Plan each day the night before.
- Make a realistic assessment of the commitments that need to be fulfilled quickly.
- Make an assessment of your goals and commitments in the light of everything that's going on in your life: seek the balance between work, leisure, family ... and negotiate with the people around you who matter.

- Decide whether to
  - reset your goals
  - work harder and/or smarter for a short period of time and clear the decks
  - give up some of your commitments and/or ambitions
  - extend the time you've set aside for the completion of some of your projects or the achievement of your ambitions
  - Watch less TV.
  - Pamper yourself.
  - Mix with stimulating people.
  - Do something wonderful for some-one else.
  - Complete your unfinished projects.
  - Have a good laugh.
  - Have a nap.
  - Take a month off and go away.
  - Listen to relaxing music.

**TEN COMMANDMENTS  
- for minimizing stress -**

1.

.....  
.....

2.

.....  
.....

3.

.....  
.....

4.

.....  
.....

5.

.....  
.....

6.

.....  
.....

7.

.....  
.....

8.

.....  
.....

9.

.....  
.....

10

.....  
.....

## 4.50

## BE HAPPY

Abraham Lincoln said. 'Most people are about as happy as they make up their minds to be.'

If you want to be happy, do the things that happy people do.

