

How To Manage Your Life

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DEDICATION

In this book i am giving some tips for living a stress less life. with some tips and some manner like key of success, etiquette , behaviour and leadership skills. I also suggest some exercises for mind for example. Once you stop exercising, you might be surprised to see, six months later, how much time have passed since your last exercise. Or take reading book. It's easy to let months pass by without finishing a single book.

So this is a simple book for readers to improve there skills.

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Do you want to grow well? Life management is something you should not miss then. Good life management ensures that every aspect of your life grows as it should. Without good life management, it's easy to leave out some aspects of your personal growth while overemphasizing the others.

Take physical exercise for example. Once you stop exercising, you might be surprised to see, six months later, how much time have passed since your last exercise. Or take reading book. It's easy to let months pass by without finishing a single book.

How can we overcome this problem? How can we better manage our life? Peter Drucker gave us a great answer:

What gets measured gets managed.

While the statement is originally intended for companies, I believe it's equally true for individuals. If you want to get something managed in your life, you should measure it.

1. Why Measuring Works

There are several reasons why what gets measured gets managed:

1. When you measure something, you bring your attention to it

This is the first benefit you get by measuring something. How can you manage something if you don't even pay attention to it? By measuring something you direct your attention there.

2. When you measure something, you know where you are

Sometimes we don't realize the severity of a problem we have until we see the facts. That's why measuring something is important. It helps you see the truth of where you actually are. In personal finance, for instance, it's easy to think that you already live wisely. Only after you see your income and expenses by numbers might you realize that you have a problem. This realization in turn gives you the motivation to do something about it.

3. When you measure something, you see your progress

Not only can measuring help you know where you are, it also helps you see your progress. You will see whether or not you have done the right thing and – if you do – whether or not you have done enough. Seeing how far you've gone also motivates you to keep moving forward.

2. How to Measure Your Life

We have seen the reasons why measuring something gets it managed. Now how should we measure our life? Here are some guidelines that I use:

1. Make it balanced

If you want to have a balanced life, you should balance the aspects of life you manage. My favorite way of doing this is through the four facets of prosperity physical, spiritual, social, and financial. Measuring each of them ensures that your life gets managed in all four areas.

Of course, it may be too difficult to start on all four facets at once. In that case, you can start with just one facet and then add the others one by one as you become more comfortable with measuring your life.

2. Keep it simple

Unlike companies who can afford to do complicated measurement, individuals are unlikely to stick with measurement if it's complicated. That's why you need to keep it as simple as possible. The simpler it is, the more likely you will stick with it in the long term.

3. Carefully choose what to measure

You need to choose the right things to measure or you risk managing the wrong things. The four facets of prosperity gives you the areas of life to measure but you need to be more specific within each. For example, what kind of metrics do you think best represent your physical prosperity? Finding the right metrics is not easy and it requires experiments. Just start with something and keep refining it along the way.

4. Carefully decide how to measure

If you have chosen what to measure, you should then carefully decide how to measure it. As I wrote above, the simpler it is, the more likely you will stick with it. Here are three ways to measure something in your life:

a. Habit checklist

Make a list of things you want to do regularly – either daily, weekly, or other intervals – and put a check when you’ve done it. Of course, you need to be specific with the kind of activity you want to do. For example, you can make a habit checklist for rising at 6 am. Whenever you achieve it, you can put a tick on your checklist.

b. Time-constrained goals

Make a list of goals you want to achieve in certain period of time and write whether or not you achieve it. Also write down how much you actually achieve so you can compare your progress with your goal. For example, if your goal is reading four books in a month, you can write down how many books you have actually read and compare it with your goal.

c. Activity record

Record your activities in certain period of time to see where you are. For example, you may record all your income and expenses so that you can see your current financial position. You can then move further by creating a budget and thereby creating time-constrained goals.

5. Keep experimenting

Measuring your life is a process that needs to be refined over time. So keep experimenting. Assess the effectiveness of your measurement and improve those that can be improved. Keep finding the right things to measure and the right way to

measure them. The important thing is to start measuring aspects of your life. That's how you have good life management.

So that is the only way to manage your life here I give you some more tips to manage the life.

3. 33 Keys Of Success

1. Life

"Be happy while you're living, for you're a long time dead." - Scottish Proverb

Everyone says, "How the time flies." The days go by and they are years, and the years finally become our whole life. Each daily portion can be wasted, or it can be a pleasure, before it is gone forever. If a bedtime review of the day concludes that we were too stressed, too busy, didn't accomplish anything, didn't have any fun, then it has been another lost piece of precious life.

Perhaps we are putting off our enjoyment until we have more time, or money, or some other improved condition. The trouble with that is that it might never happen, or it may be too long in coming. It's so important to accept this time, this very minute, as something of tremendous value that will very soon be gone forever. There are many ways to ensure that we make the best of our time here on earth.

In our daily routine let's include time to enjoy others and thus ourselves. Look and wonder at the trees, fields and mountains, smell the flowers, hear the birds, and watch the clouds in the sky.

"This world, after all our science and sciences, is still a

miracle; wonderful, magical and more, to whosoever will think of it." - Thomas Carlyle (1795-1881)

Face your problems bravely, confidently, and improve on your situation, no matter what state it be in. Be good to feel good. Be active and improve your mind. Laugh, relax, and sleep well.

Life is mostly froth and bubble; Two things stand like stone: Kindness in another's trouble, Courage in our own.

- Adam Gordon (1833-1870)

2. Worry

The harm that worry causes in our lives has been well documented by health professionals and others. Worry can weaken and sicken us, and make our days unbearable. At the very least, it prevents us from living fully and happily the only life that we will ever have. At its worse, it can destroy us.

"A god, invisible but omnipotent. It steals the bloom from the cheek and lightness from the pulse; it takes away the appetite and turns the hair gray." - Benjamin Disraeli (1804-1881)

It does a lot more than that, Benjamin!

But the worry disease can be cured and it certainly can be reduced. Of course it requires a change in our thinking - how to view and react to situations. Worrying over things that 'might' happen can waste large portions of our lives,

considering that so often it is for nothing, and almost certainly does no good.

"If you can solve your problem, then what is the need of worrying? If you cannot solve it, then what is the use of worrying?" - Shantideva

Worrying about things that have happened will not turn back the hands of time to give you another try at doing it right. So that is a waste of time too. So many of our anxieties and fears are for nothing. Most of the rest can simply be discarded because worrying just isn't going to do any good. So let's spend our time thinking about the good and pleasant things in our lives, and move on in a peaceful and contented state of mind.

"I think these difficult times have helped me to understand better than before how infinitely rich and beautiful life is in every way and that so many things that one goes around worrying about are of no importance whatsoever." - Isak Dinesen

A program to become knowledgeable on the subject of worry, through reading and other instruction, can help in turning our lives around. A life filled with contentment and lacking stress and worry are the goals to be achieved.

It's never too late to start eliminating worry.

3. Attitude

We all face situations in our lives that cannot be changed and that make us feel helpless and hopeless. Perhaps it is less serious than that, but we are stressed and worried. It might be an event that has happened, is happening, or will happen.

It should provide some immediate comfort to consider that these situations do not directly cause these awful feelings, but it is what we think of these situations. Changing our thoughts can have an enormous effect on how we are feeling. This has been stated by many great minds, over very many years.

"I had the blues because I had no shoes until upon the street, I met a man who had no feet." - Ancient Persian Saying

By reviewing some of the good things in our lives, past and present, we can feel good even in what appears to be a very disturbing situation. As long as there is nothing we can do to fix a problem, dwelling on the negative aspects of it will only make us feel worse and will do absolutely no good. Since it all depends on what is in our thoughts, we can control this.

"The mind is its own place, and in itself can make a heaven of hell, a hell of heaven." - John Milton (1608-1674)

So start listing the things in your life that make or have made you happy. Stuff your mind with other things that make you smile or laugh. Keep it up so as not to let the negative creep back in.

Study babies. They fall and get up and try again and again,

and then they walk. They are usually always ready to laugh, at the littlest things. They are constantly interested in new things to learn about, and normally sleep well. If they brood about a bad experience it's not for long.

"Things turn out best for the people who make the best out of the way things turn out." - Art Linkletter

4. Anger

Most of us experience anger at one time or another. Others may get angry with us, justifiably or not. We may become angry at others, sometimes with very good reason, sometimes not. One thing is for sure, it is not a pleasant experience.

We cannot always reason with those that are bitter towards us and sometimes we may need to accept that it exists. To counteract this with retaliation is something that needs careful consideration.

"Consider how much more you often suffer from your anger and grief, than from those very things for which you are angry and grieved." - Marcus Antonius

Perhaps we are guilty of hostility more than we would like to be. Greater interaction with people should reduce these feelings. Less anger should result in more confidence and less stress.

Is a discussion possible and is it worthwhile? A few words and an exchange of viewpoints might result in one or both sides

having a change in attitude. Try to see another point of view no matter how unreasonable it appears.

Consider how you are feeling. It is common, perhaps good advice, to let anger be expressed, to not hold it inside. My personal experience is that sometimes I have regretted this because I was wrong or over reacted. Sometimes the anger still lingered. Avoiding anger in the first place, through conciliation or acceptance, can result in feeling better all around.

Hatred is a prolonged anger towards a fellow human. There are various forms of hatred, motivated in different ways, and mostly without cause. Prejudice, jealousy, gossip, bullying are hard to deal with. This is where friends can be a great help in trying to understand these harmful actions. They can offer comfort and foresight. Be a friend.

"Whatever is begun in anger, ends in shame." - Ben Franklin (1706-1790)

5. Thoughts

Life is thought, and when we cease to think, we are not living. How we think, is the kind of life we live. Since we are able to control our thoughts, we can determine the course of our life and the way we feel during our time here.

"We are what we think." - Buddha (BC)

It is very important to establish good thinking guidelines and

follow them. Placing thoughts of peace and happiness in our minds will help to make our lives peaceful and happy. If we do not set our thoughts properly, we travel through life by way of places where we will wish we had not gone.

"It is the mind that maketh good or ill, that maketh wretch or happy, rich or poor." - Edmund Spenser (1552-1599)

Our daily life includes thoughts associated with responsibilities concerning work, other people, and handling problems. If possible, try not to think of too many different things during your day, and don't move or think too quickly. Start your morning with a plan to come through to bedtime relaxed, contented, and ready for a restful night's sleep.

"Your own mind is a sacred enclosure into which nothing harmful can enter except by your permission." - Arnold Bennett (1867-1932)

Reflect about things that can improve your feelings - learning, completing tasks and duties, pleasant and relaxing experiences, kind words. Think about your happiness, goals, life and its pleasures, your principles and your conduct. Think about enjoying the moment.

"Garner up pleasant thoughts in your mind, for pleasant thoughts make pleasant lives." - John Wilkins (1614-1672)

What are you thinking about?

6. Friendship

Interacting amiably with family and friends is a super stress reducer. Instead of the mind working overtime on worries and problems, it is occupied with thoughts of other things and other people. There is less mental capacity left for anxieties and self-doubt.

"Friendship improves happiness and abates misery by the doubling of our joy and the dividing of our grief." - Marcus Cicero (BC)

Good friendship is healthy but it isn't easy for everyone. Getting people to like you is the starting point, and that should be fairly easy to do. People have a basic need to be liked themselves. Show interest, appreciation, and kindness. Smile. Praise given out sincerely is a great act of friendship. Be a good listener and try to see the good, not the bad qualities in people. These actions will usually be returned to you, sooner or later.

"The only way to have a friend is to be one. . . A friend is a person with whom I may be sincere. Before him I may think aloud." - Ralph Waldo Emerson (1803-1882)

As a friend, try to let an unfavorable incident or remark fly right over the top of your head. We all blurt out something stupid or do something regrettable at times, and it's so nice when the other acts as if it never happened. This is a dear friend.

"The rule of friendship means there should be mutual sympathy between them, each supplying what the other lacks

and trying to benefit the other, always using friendly and sincere words." - Buddha (BC)

7. Today

At the end of today, if it has been preoccupied with thoughts of enjoyment that might be coming, we will find that we have lost something valuable that will be gone forever. Today!

In hoping to be happy about something in the future, instead of being happy right now, we are missing out. We often want more time, more money for that new purchase, a better job, better health. The list may be long.

This is such a waste because there are probably many things to feel really good about each day. Unfortunately we are encouraged to dwell on things that we have yet to acquire. If we were bombarded with daily reminders of how lucky we are and how much we have to be happy about, we would retire at night with wonderful days behind us.

"No matter what looms ahead, if you can eat today, enjoy the sunlight today, mix good cheer with friends today, then enjoy it and bless God for it. Do not look back on happiness or dream of it in the future. You are only sure of today; do not let yourself be cheated of it." - Henry Ward Beecher (1813-1878)

Our day should be free of other stresses and worries. An analysis of a bad event that has happened, or may happen, can be worthwhile in determining a course of action. Beyond that, to continue worrying about it is a completely useless waste of time and is harmful to our health. Worry does not

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