

*Dedicated to
my Papa...*

NOW...

*108 notes & 540 tips for better
professional and personal life.*

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Last but not the least, thanks to all my friends, family and readers for giving me experiences to share with you all.

CA Hemant C. Lodha

Nagpur, India.

18th Oct., 2014

INTRODUCTION

Dear Readers,

Since 1992, I have read and collected over 3500 quotes, thoughts and sayings. This book, which began as personal notes to myself is crux of my knowledge.

Over a period of time I realized that 3 words are sufficient to convey a good thought, and a simple acronym helps us remember a lot of things. Why 108 notes? Because its an auspicious number in Indian mythology. Of course I don't think I am the wisest person on this planet. There are millions wiser than me but I am sure that there are also millions, just like me who will benefit as much from these tips, as I did.

A picture can speak a1000 words so I have added one in every chapter. Images are picked up from Google and utmost care has been taken in not taking copyright images. However, I seek apology for unknowingly hurting anyone.

Have a happy and purposeful reading.

CA Hemant C. Lodha

Nagpur, India.

18th Oct., 2014

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AAP

Achievement Advertises Personality

Let your achievement speak about yourself rather than boasting your own work. Many people have the habit of blowing their own trumpet of their work and past achievements whenever, wherever and to whom so ever they meet. Though others may listen patiently but such people lose their reputation very quickly.

Secretly most of us have a desire to be appreciated but the best policy is not to opt for boasting about oneself. Let your work and achievements have their own glory. It does not mean that advertising is bad. Advertise your work, services, organization but not the self. Right time will come and you will be recognized for your work and that is the time to show your humbleness.

5 Tips to glorify your achievements :

1. Prepare a smart presentation of your work done.
2. Present your work to the right person.
3. Chose right time for the presentation.
4. Be truthful about facts and figures.
5. Give appropriate credit to all involved.



ABG

Avoid Blame Game

The moment we fail, either in exam, in job, in venture, in relationship or any aspect of life, we start looking for a people or circumstances on which we can blame our failure.

Blaming others is neither going to convert failure into success nor it is going to teach us a lesson for the future. It is quite possible that others might have contributed to the failure however, if we deeply analyze it, we will find that we ourselves are the major cause of the failure.

There is a need to develop a habit of identifying fault in self; instead of others. Stephen Covey in his book 7 Habits of Highly Effective People has described first habit as “Be Proactive”. Focus on the circle of influence. The circle of influence starts with us as the center of the circle.



5 Tips to avoid Blame Game :

1. Analyze the reasons for failure.
2. Answer the question :
What you could have done to avoid failure?
3. Focus on reasons of the failure rather than person behind it.
4. Document the lessons learned for future use.
5. Even if any individual is the reason for failure, avoid blaming.

ABH

Appreciation Brings Happiness



We Indians are extremely stringent in appreciating others as well as self. Though there are many who are expert in faking appreciation, which is called as CHAMCHAGIRI in Indian slang. Normally, we are good in appreciating and encouraging children but refrain our self when it comes to appreciating our better half or a colleague. Praise can change anyone's attitude and raise anyone's altitude.

The power of appreciation in boosting confidence is tremendous. Appreciation encourages you to perform better in order to live up to the expectation of the one who praises. Many times the praise or appreciative words may be an exaggeration, nevertheless those words set a minimum bench mark for performance and one ends up with a better than expected performance. Genuine appreciation boost the moral and create happiness between the parties.

5 Tips for effective praise :

1. Praise publicly, criticise privately.
2. Never miss an opportunity to praise.
3. Be truthful and genuine in praising.
4. If possible give some thing in reward along with the words.
5. Try to publicize good work in a relevant group.

ABW

Anger Burns Wisdom



Anger is one letter short of Danger. When flame of anger ignites, the very first thing it does is to destroy our wisdom. Whatever begins in anger; ends up in shame. When anger opens its gate, wisdom closes all its outlets. In anger intellect stops working and control goes in the hands of emotions.

When we regain our cool, we regret our actions. However, by that time anger is done with its job of destruction. Subsequently, keeping control on anger is the highest level of wisdom.

The main reason of anger is our EGO also known as AHANKAR. When other person is unsuccessful in fulfilling our expectations, our ego starts building negative thoughts towards that person. We do not see the reason behind it especially from other's point of view. Rather we keep on expecting from our viewpoint. The irony is that our anger is quicker and aggressive for our dear ones. Anger and stress live together in our mind and is the main cause of our bad health.

5 Tips to control Anger :

1. Develop a habit of detecting early signs of anger.
2. As soon as you realize that your anger is increasing, stop all communications.
3. Revisit the situation from other person's point of view, analyze and find out actual cause of unpleasant situation.
4. Forgetting and forgiving are the main mantras for controlling and diminishing anger and maintaining peace in life.
5. Try to be moderate with your expectations from others.

ADA

Attitude Decides Altitude

A person with positive attitude creates an atmosphere of optimism and happiness around him. All forces start working to help achieve the target of a person having right attitude. Generally, people tend to avoid persons having negative attitude due the fact that negative attitude creates an atmosphere of depression and pessimism around him/her. Such persons are always under stress because of the feeling that nobody is there to help them.

Positive attitude is the result of positive thinking. One can't have positive attitude with negative thoughts. When thoughts and attitude are not aligned, the person loses trust. As a human being, negative thoughts are bound to come, but aware of them always and get rid of them as early as possible.

We deal with several people in our day to day working and it is important that we know about their attitude. Generally, if a person is having genuine smile on his/her face, chances are bright that person is carrying a positive attitude.

5 Tips how to maintain positive attitude :

1. Never lose hope and be an optimist.
2. Allow only positive thoughts to stay in your mind.
3. Keep appreciating people around you.
4. Discuss but do not argue.
5. Wear an enduring smile.



ADD

Actions Decide Destiny

Nowadays, most of the people don't trust luck or destiny. Probably, the reason is that the word "destiny" is not understood in the right perspective. Keeping in mind the basic rule of nature, whatever "KARMA" we do now, "FAL" is bound to be there in future. That "FAL" is our luck or destiny. In some cases, result is immediate and in others it might take few years. However, as per eastern philosophies, it might also occur after few births.



Whatever action we are taking now is our "KARMA" and whatever is happening to us now is the result of our past "KARMA". Since, for luck, all the philosophies and religions have different views, thus, it has become a debatable issue. Nevertheless, all religions are having consensus on one thing that we should always do good "KARMA" and avoid bad "KARMA". Best way to differentiate between good and bad is to ask your own conscious.

5 Tips to create your destiny :

1. Keep sowing the seeds of good "KARMA".
2. Do not do anything, which is good for you but harmful for other.
3. Genuinely help others.
4. Avoid procrastinating your actions unnecessarily.
5. Think thoroughly about consequences before action.

AFI

Ask For It

How to get whatever you want? The first and most effective method is to “ASK FOR IT”. As a child, the very first thing we learn is “To Ask” but as we grow up, we feel shy in asking. Likewise, in personal and professional life, everyday we want to achieve something, which is not possible without taking help of others. If we feel inferior and shy, then it might hamper our growth.

In life we pass through three different stages i.e. Dependent, Independent and Interdependent. As a child or in the initial stage of anything, we are dependent and normally do not hesitate to ask but as we grow in our role we feel independent and that's the point where our ego starts building up. Principally, it's our ego which stops us from asking others.

5 Tips how to ask without shying :

1. Always be ready to help others.
Actually, helping others takes away guilt feeling and eases us in asking for help whenever required.
2. Ask without hesitation. Normally people feel strong and elevated when someone asks them for help.
3. Ask only when you genuinely need help.
4. Asking for financial help shall be avoided unless you are having trust on that person.
5. Ask for help from those who are capable of helping.



AIM

Allow Intelligent Mistakes



Allowing mistakes is the first step for encouraging invention, innovation and initiatives. As a parent, as an elder, as a boss and as a leader of a society, we tend to analyze and criticize actions of juniors. We develop an attitude of I AM OK, YOU ARE

NOT OK. In this process either we create rebellions or dumbs.

Allowing mistake does not mean that you allow dumb and repeated mistakes. There is a saying “if you never commit mistakes then you are in the category of God otherwise you are a human being”. Nonetheless, if you repeat mistakes then you fall in the category of fools. Apart from your juniors, allow yourself to make mistakes as well. Do not feel bad on realizing your own mistakes; do not blame others for the same.

When failures and mistakes are analyzed chances of repeating the same will drop drastically. Usually, mistakes occur due to ignorance, lack of knowledge and poor systems. When we do critical analysis, then we can find innovative ways of not repeating them again.

5 Tips how to handle mistakes

1. Find the intentions behind mistake and deal accordingly.
2. Learn lessons from mistakes.
3. Avoid blame game.
4. Encourage creativity, innovation and initiatives.
5. Document it for future reference.

AIP

Ability Increases Power



Whatever role you are playing or whatever field you are into, becoming powerful and influential in that field is of utmost importance. Power is needed to get fame and success.

Question is how to get genuine power? Power is basically the fruit. To get good fruit one needs to nurture the root. Ability and capability are the roots of power. Therefore, it's mandatory to keep developing ability and capability by learning and training. Mainly, power is categorized into three areas i.e. Physical, Mental and Monetary. In Indian mythology, Durga; Saraswati and Lakshmi symbolize them.

Though, in modern era, monetary power is considered more important than intellect and physical power. Yet, monetary power can't be optimally utilized in absence of physical and mental power.

5 Tips to develop ability:

1. Select the field in which you want to increase your influence.
2. Keep learning through education, training & reading .
3. Apply your intellect in practicality.
4. Interact with experts in the field.
5. Grow the network of people associated with the related field.

ANA

Avoid Negative Assumptions



There is a saying that to ASSUME means to make an ASS out of U and ME. God has given us mind and intellect to use it wisely, logically and creatively but we waste the same in assuming insensible things. When our ego is slightly hurt we start building all negative feelings

about that person by assuming things for which the other person has no clue. Those negative feelings keep on piling up and suddenly blast at a wrong time, in a wrong place and in wrong context.

The solution is, if you get hurt by your friend, relative, family or colleague, straightway go to him and express what you are feeling. In 99% cases, chances are that all misunderstandings will vanish while discussing and you will have a better bonding for future.

If you keep on assuming, your relationship will be eaten away, like termite eating wood silently.

5 Tips how to avoid negative assumptions :

1. Stay alert about what you are thinking.
2. Clarify assumptions at earliest.
3. Tolerate small things.
4. Try to understand from other person's point of view.
5. Whenever possible clarify in writing.

ASC

Avoid Short Cuts

Short cuts have their own shortcomings. If a fruit takes certain number of days to grow, let that take its own time. By adding certain chemicals and fertilizers process may be hastened by few days but it can't have same nutritional values and taste . In few circumstances short cuts may be beneficial but in most of the cases short cuts result into inferior quality of final product or services. Nowadays, people are adopting all sorts of illegal and unethical practices for becoming wealthy. This approach might be beneficial in short term but one should also be ready to face adverse consequences of it sooner or later in life.



At the same time, it does not mean that we cannot cut down unnecessary time taking processes. Efficiency is important but it should not be at the cost of quality and intrinsic values. There is nothing wrong in taking shortest path but it should achieve same quality and output.

5 Tips for short cuts :

1. Do not compromise or interfere with natural processes.
2. Do not compromise on quality.
3. Do not compromise on ethical and moral values.
4. Use short cuts to improve efficiency without compromising quality.
5. Have patience.

ATP

Advertise To Popularize

Indian parliament's elections of the year 2014 will be remembered in history for its effective use of advertisement. Let me share a real-life example from my life. My 6 years niece with a flag in hand chanting ABKI BAAR, followed by 5 years nephew shouting MODI SARKAR is an instance of widespread impact of advertisement about elections. In my entire life, I have never seen such an effective and intensive campaign to make someone popular not only in India but also abroad.

If you do not know how to market, you cannot promote yourself, your products and your services. How good you are, how best is your product and how efficient your services are, has got no meaning if it does not reach people. Doing good is not enough, informing people that you are doing good is equally important. Even, if you are performing social activity and you want it to reach people, you need to advertise.

Fortunately, in present era of social media and networking, one can advertise his products and services very fast and very quickly.



5 Tips to effectively advertise :

1. It will be waste of money to advertise bad product. Improve your product first.
2. Be truthful about whatever you are promoting.
3. Advertise among relevant groups only.
4. Use cost effective methods.
5. Apply innovativeness and creativeness.

AWE

Avoid Wasteful Expenditure



Although "what is wasteful" is a very relative term and it varies from person to person; yet, it is a decision of one's own wisdom. One may be very rich but living in a city having acute water shortage. In that scenario,

he will be forced to use water wisely. On the other hand, one very poor person living on the bank of a flowing river might use water liberally without giving a second thought.

Abundance of resources should not be a criteria for utilizing and wasting things. For instance, in a buffet most people fill their plates without thinking whether they will be able to finish it or not. In country like India, we cannot think of wasting food, where more than 50% of population gets food once a day only. Also, for providing resources (such as power and water) at subsidized rates, government has to put lot of efforts, which is why, one needs to be very stringent in utilizing such resources.

5 Tips to avoid wastage :

1. Identify waste areas such as water, electricity, fuel, paper etc.
2. Adopt 4R's: Reduce, Recycle, Reuse and Recover.
3. Use alternative method like video conferencing instead of traveling.
4. Utilize cheaper but same quality products.
5. Encourage and educate children and youth for waste minimization.

BTA

Believe To Achieve

Whatever our mind can conceive, it can achieve. The limitation is in our thoughts. In accordance with the “Law of attraction”, whole universal forces will act together, if one has a faith in his/her desires and dreams. For that, we need to buildup confidence in our own abilities. Confidence comes naturally with success but success only bestows on those who are confident enough. Likewise, confidence doesn't come when you have solutions to problems. Rather, it comes when you are ready to face difficulties. Lack of confidence destroys our ability to act.



Now, the question is how to develop faith, trust and belief. Either trust your abilities or take the help of God you believe in. Fundamentally, it is not God who will perform your job, it is actually your trust in God, which will compel you to work for your dreams. Only belief is not enough to achieve. It is just a basic step. Your beliefs have to be coupled with your actions. Moreover, God helps those, who help themselves.

5 Tips How to develop confidence :

1. Try to become an expert in your field.
2. Be positive and trust your abilities.
3. Develop presentation and communication skills.
4. Involve relevant and competent people.
5. Celebrate small victories.

BTW

Bury The Worry

Worry is like building a high tower with blocks of negative emotions. Holding negative thoughts in mind makes people depressed. In reality, wrong might be an imaginary situation which either does not exist or is actually better than thought of.

Anxiety is not bad to a certain extent. In fact, it's a good tool to check over confidence or over-enthusiasm. But, as soon as it crosses a line of control, it starts causing stress and eventually leads to poor health.



One can face worry due to 'n' number of reasons such as failure in exam, ill health, breakup in relationship, lack of timely completion of work and boss's anger. There is a saying that "If a problem can be solved then there is no need to worry however, if it cannot be solved, then what's the use of worrying". There is a great difference between worry and concern. To illustrate, worried person sees a problem, while concerned person solves the problem. Basically worry is an interest paid on trouble before its maturity.

5 Tips to Bury the Worry :

1. Do not assume. Check the facts.
2. Try to think of innovative solution of a problem.
3. Take help of experts.
4. Think positive.
5. Make plan 'B'.

BWE

Begin With End

When we step-out of a house, our destination is in our mind. But most of us are living entire life without any purpose. It might not be easy to decide the ultimate goal however; it's also not difficult to decide short-term and medium-term goals. Goals may be materialistic, emotional, intellectual or spiritual but life without goal is like a bird without wings. For e.g. people without goal might achieve something but their achievement will always be lower than their potential. If a proper guidance is available, goals could be more defined and specific.

Expert say that your goals must be SMART (Specific; Measurable; Attainable; Relevant; Time Bound). If goals are not SMART then they are not goals, they are just wishes. Written goals have always better chances of getting fulfilled so always keep writing and modifying goals periodically. When the END is defined, chances are very high that you will reach the END otherwise wherever you reach, you consider that as the END.



5 Tips to Set Goals:

1. Visualise your life and decide on short-term and long-term goals.
2. Let the goals be SMART.
(Specific; Measurable; Attainable; Relevant; Time Bound).
3. Write them down and make a strategy to achieve them.
4. Review your goals periodically and reset them as per relevance.
5. Take help of an expert if required.

CBC

CHALLENGE Brings CHANGE

If there is no challenge in life, change will not come. Take for example life of a street sweeper few years back in a small village. Day in and out he did the same job of sweeping the streets and in return was happy to get some bread, leftovers and old clothes on festivals. At that time, he never felt of any thing else. But slowly due to industrialization and urbanization new things arrived in the market and in common man's life too. His own desires and family needs increased and this became a challenge in his life. There after he worked harder to improve the quality of his family life by imparting education to his children.

Whatever development, materialistic or spiritual we observe in life of people is due to challenges in life. If there is no challenge, one will stop making efforts. There will be change; but it will be downward. To bring positive change we need to set challenges for our children. In work life we need to set challenges for our employees. Keep challenging yourself and you will witness changes in your life too.

5 Tips to create and manage challenges of life :

1. Stretch your goals.
2. Create capabilities to meet challenges.
3. Plan effectively to meet challenge.
4. Be open for change in life.
5. Be prepared to face unexpected events.



CBT

Character Builds Trustworthiness

If someone says 'I Trust You' then it's a bigger compliment than 'I Love You'. Gaining trust of anyone is harder than gaining love. When you trust someone you surrender yourself. You will be confident that he/she will always be available for you. Also, you will be sure that he/she will not take you for granted.

Now, question is why we trust someone or why someone will trust us. The first and foremost quality needed to develop trust is by bringing honesty in our behavior. Our thoughts, words and actions must be aligned for someone to trust us. People are very smart in finding out contradictions in our thoughts and actions. It takes years to build it but it takes few seconds for trust to shatter.

Trust is considered as a base for building strong relationship. Whether it is a case of a family or work, trust is needed to have strong bonding. Apart from honesty, other character traits also play vital role in developing trust such as integrity, fairness, thoughtfulness, humbleness, kindness and sincerity. Even the trust worthy person can have some personality flaws but if people trust him/her, they would overlook those flaws.



5 Tips to Develop Trust :

1. Develop honesty in your behavior.
2. Overcome character flaws.
3. Trust people to gain trust in return.
4. Be emotionally intelligent.
5. Align your thoughts, words and actions.

CCP

Corruption Corrupts Peace

India ranks 94th on the global corruption perception index. Practically speaking, every Indian is corrupt if you consider giving bribe as a part of corruption. Corruption ranges from as simple as getting a seat unethically in train to illegally holding a dead body by police for cremation. Most of the employees either in government or in private sector take bribe for performing their job. Similarly, most of the entrepreneurs give bribe for getting things done in their favour. Tax evasion is also a type of corruption as most of the taxpayers in some or the other way try to evade tax resulting in distorted development of our country.

At an individual level, corruption can give progress over a short period of time. However, it won't be able to provide peace even for a brief period. In India, it's the major cause of high stress level, diabetes, hypertension and blood pressure. The sad part of corruption is that nowadays, it is so prevalent, that our conscious is getting immune to its spread. It has become a way of life but somewhere deep inside our sub conscious level it is corrupting our day-to-day peace.

5 Tips to reduce/stop corruption :

1. Elect honest leader as a country head.
2. Follow rules to avoid giving bribe.
3. Stressing on the importance of moral education at primary level.
4. Bringing transparency in governance by e-governance.
5. Simplifying tax structure.



CNM

Courage Needs Maturity

An individual can be courageous at different aspects of personality such as physical, emotional, intellectual and spiritual. It is also quite possible in one aspect a person is courageous but in another he is fearful.



People are courageous, fearless, confident, knowledgeable, powerful, & astoundingly rich but, do they use maturity in showing all these qualities. The word “maturity” over here can be defined as behaving in right way at right time, at right place and with right people. A man can be physically very strong but may beat his wife. An extremely knowledgeable person may call his competent a junior fool. A very rich person may not give enough salary to his employees. What is the use of such courage, braveness or affluence?

Courage without maturity is like a man without brain. Courage is needed to show consideration for the weak. The right combination of courage and consideration reflects maturity. Such people are more calm, kind, humble and down to earth.

5 Tips to develop and use courage :

1. Different techniques should be used for developing courage at different level.
2. To overcome the fear, face it.
3. Demonstrate courage with maturity.
4. Do not misuse your courage to suppress the weaker.
5. Courage requires mental toughness rather than physical strength.

COA

Change Or Accept

There are three categories of circumstances or situations. First category is where situation is under our control. The complete control of circumstances is in our hands as we have got full influence on that. Every one has got full control on his mind, body, heart and soul. Though very few control it because most of us have a tendency to give control of our mind and body in the hand of others.

Second category of situation or circumstances is when we can't control the situation, which is affecting us. This type of situation arises mostly in our family, work, society, city or in our country. We might be affected positively or negatively by that situation but actually we have little or no influence on that. For example, if your boss gives promotion to your colleague or competitor, you feel sad but practically can't change his/her decision except to keep performing as best as you can.

Third category of situation is when, neither the event is in your control nor it has direct or indirect effect on you. Such as, some one is elected as a prime minister in Argentina. In situations second & third, it is better to accept things.

5 Tips for change or accept :

1. Identify the situation and decide whether to accept or change.
2. Make continuous efforts to enlarge your circle of influence.
3. Make continuous efforts for improving things under your control.
4. Make sure change is as painless as possible for you and others.
5. Use creativity and innovation for bringing change.



CSD

Complacency Slides Down

I am the best. I know all. No one can beat me. I do not need anybody's help. When such types of thoughts exist in mind, it is a sign of complacency. Such people think that their glass is full of milk and there is no space for anyone else. They forget that even full glass of milk has a scope for one teaspoon of sugar, which can make milk sweeter. Basically, complacency kills creativity and new ideas stop emerging.



Once you reach the top, it takes more efforts to remain there. For that, one needs to be humble. One should always be ready to make changes, learn new things, enhance knowledge and accept suggestions. Instead of that, if complacency sets in, one can be sure of sliding down.

To avoid trap of complacency, develop more flexibility, humbleness, politeness and openness. Keep on learning more skills, enhancing knowledge, and adding values in whatever role you are playing.

5 Tips to avoid complacency :

1. Be ready to be in a learning mode.
2. Do not believe your press agents.
3. Keep inviting feedback and criticism.
4. Keep reviewing strategies.
5. Be polite and humble, as you rise high.

CWS

Compete With Self

Right from childhood we start learning how to compete with others. Parents start comparing siblings. In school, we compete with fellow students. Likewise, in office, we compete with other colleagues. It is just like a war, where one is always fighting to be on the top. In such conditions how can one learn to love?



It does not mean that we should not work for betterment of our performance. One should compete only with self and always try to improve. These things give more satisfaction and less stress. Comparison and competition are negative emotions and create war rooms.

While comparing, if you become number one, you will lose the thrill of doing further progress or if your opponent is so strong, you may lose any enthusiasm to grow. In both situations, one can lead to stagnancy but when you are competing with self, you are always progressing and growing.

5 Tips to Compete with self :

1. Set your own targets.
2. Do not envy others progress.
3. Never compare your children and juniors with others unless it is absolutely necessary.
4. Celebrate your own small successes to get motivated for future goals.
5. Be genuine in appreciating others.

CYB

Count Your Blessings

Everything seems valuable, either before getting it or after losing it. We do not value the things which we possess and do not care for people who are in our lives. We behave in a childish manner. Most of the time we spend our entire life in getting things, which we desire and dream badly, and in that process we ignore things, which we own. The pleasure, which we can avail now, is traded for future expectations. As soon as, one desire is fulfilled, another crops up. In that process, we spend our entire life in the state of unhappiness.



Furthermore, we do not care for living ones, who are blessing in our life and we regret when we lose them. The secret of happiness is to count your blessings. There are millions who have dreams to live the kind of life you are blessed with. The biggest blessing is life itself. I feel fortunate that I am born as a human being. The most wonderful machine of universe is in our possession. Do not ignore it. Do not waste this life. Utilize full potential of it.

5 Tips to count your blessings :

1. Make list of all good things in your life.
2. Appreciate, love and care about what you have.
3. Love people and use things rather than using people and loving things.
4. Everyday say "Thank You God" for whatever you have.
5. Do not regret in case you lose something. Probably, the role of that thing or person is over in your life.

CYF

Control Your Frustration

Though this tip is useful for all but I wrote keeping in mind NRIs returning back to India for a permanent settlement. You will see people breaking traffic rules, throwing waste from car windows, spitting on road, urinating on roadside, not reaching on appointed time. There are hundreds of similar examples and you will feel frustrated by looking at such things. Frustration is going to spoil your mood and your day. Accept the reality that your frustration is not going to change the behavior of people surrounding you. If you think, you can change them; then your entire life will be short even to inculcate one good habit in all citizens.

The best strategy is not to change the good habits you have developed. Try to train your near and dear ones about adopting good habits. Never lose control on your mood and feel frustrated. Slowly expand your circle of influence. Hundreds of time you will feel that your efforts are useless and you may fall in trap of losing even your own good habits. Control your frustration by adopting below mentioned tips.

5 Tips to control frustration :

1. Make a list of your frustrations.
2. Change or accept the situation.
3. Focus on what is in your control.
4. Communicate directly with person whose behavior frustrates you.
5. Replace your frustration with positive thinking.



CYL

Challenge Your Limits

In Indian mythology, Lord Hanuman never knew that he has an ability to fly till Lord Rama made him realize. Like that, we all have immense hidden abilities and potential but most of the time we set our own psychological limits and do not challenge ourselves.



We all know the vast difference between our knowledge as a child versus modern age children. Academic curriculum variation in today's time versus 50 years back is immense. Children have amazing ability to grasp; it is we who put limitations, fearing they

may be overburdened. Research has proved that a normal person use only 2-3% of his brain while genius uses 7-10%. Imagine the extent of potential being wasted. People are same as far as physical appearance is concerned like every one has 2 eyes, 2 hands etc. but they are different in utilizing their potential.

5 Tips to challenge your limits :

1. Everyday devote around 15-30 minutes on quality thinking.
2. Accept the challenges with courage.
3. Always try to set stretched goals.
4. Determination and dedication is the key to success.
5. Accept the failures as lessons and bounce back with more zeal.

CYM

Conquer Your Mind



Conquering mind is easy to say but it's the most difficult thing to achieve. People like Buddha and Mahavir could do that. It is not easy to define what is mind but with an analogy it is easy to understand that

mind is like bridles of 5 horses in a chariot. 5 senses can be termed as 5 horses. Our intellect is like a driver of the chariot.

Our mind gets inputs from all senses and store them for immediate or future use. Our actions are the result of feelings and experiences we have collected in our past. Whether we are doing good or bad or not doing any thing, all is in command of our mind. Our intellect gives decision for doing or not doing things based on the arguments put forth by our mind and our conscious. When the senses are not in control, they will force mind to get permission of intellect and do whatever they want to do. What we are and what we will become is the outcome of our mind's quality. Mind has ability to design our destiny whether good or bad.

5 Tips to Conquer Mind :

1. Always be alert about your thoughts.
2. Bury negative thoughts.
3. Nurture positive thoughts.
4. Initiate actions with positive thoughts only. Avoid any action while you are having negative thoughts.
5. Develop strong will power to destroy negativity.

CYP

Create Your Path

The best way to have good-luck is to create your own destiny. Most of you will question that how one can create his own destiny. You may reject the idea as being rubbish. Destiny is nothing but day-to-day things one does on a daily basis, reaction of those actions emerges as a destiny in future. You plant a mango tree today and take care of it by giving water and fertilizer; in future you are bound to get mangoes.



Our problem is we fail to take decision even for small matters such as what to cook tonight or what to wear in the party. We give command of our life in the hands of others. Allowing some one to rule your life for sake of love is different but receiving commands for important matters, will lead you to become what others want to make you, not what you want to become. If you wish to

fulfill your dreams, create your own path.

5 Tips to Create Your Destiny :

1. Be incharge of your actions.
2. Set the vision, decide the strategy and act accordingly.
3. Differentiate between good karma and bad karma. Focus on good karma only.
4. Be clear about your role and do your duty.
5. Only action is in your hand, not the consequences. Keep patience. Result of good karma will certainly be good.

DAS

Differences Are Strengths



Generally, we make rigorous efforts to make our children and subordinates as our photo copies by constantly saying them things, which are right from our prospective. In this process, we forget and ignore that every person is different and he/she needs to build his/her own strengths. Having different skills, knowledge, attitude, and thinking should not be viewed as weakness rather it should be explored and utilized as strengths. People are not useless; infact they are not utilized to their fullest potential. Trying to fit a round person in a square peg will be stressful and useless.

Good leaders are those who can find different qualities in a person and give him/her role, which suits his/her personality. In a team if every person is doing a role, which he/she is passionate about, then the team will perform at the level, which no one can match.

5 Tips to appreciate differences :

1. Encourage opposite views that will help you to understand problem in a holistic way.
2. Find out strengths and weaknesses of self, including other members of the team.
3. Capitalise on complementary qualities of each team member.
4. Respect different qualities of people.
5. Do not compare or compete self with others.

DBD

Deserve Before Desire

Bhagavad Geeta advices : Do your duty but do not worry about rewards whereas most of us want rewards without doing any duty. In India, millions of people everyday will queue up in front of temples and pray to the God for fulfillment of various desires but will not make enough efforts to deserve those rewards.



Several times in life we feel that we are not getting rewards to the extent we deserve. However, if we deeply analyze the reasons for failure we will find that somewhere our efforts were not enough. Sometimes, external factors, which are beyond our control might also play role in failure but blaming external reasons is not going to grant any success.

5 Tips to deserve reward :

1. Desires are not enough without efforts.
2. Give your 100% in whatever you are doing.
3. Have patience for receiving reward.
4. Let failure not disappoint you from putting further efforts.
5. Keep in mind that external factors are beyond your control.

DBR

Don't Break Rules



It is not that all rules are good and rational but breaking rules is not civilised. If you do not like a rule try to change it but do not attempt to break it. Breaking rule creates anarchy. It disturbs life of good citizens.

Once in Canada my son was driving in night at around 11pm and I was sitting besides him. The roads were totally deserted but he stopped. I did not understand why he stopped. When I asked, he said there is a white line and the rule is to stop for a second, look around and if no one is coming from the other side then move ahead.

The rules can be as simple as traffic rules and as difficult as coming before 9pm in the hostel. People who are disciplined and do not break rules are always respected. Even if you are a good performer but not disciplined, you can never become a star employee.

5 Tips to follow the rules :

1. Be aware of rules about whatever things you are doing.
2. Follow rules religiously particularly when you are out of your home.
3. Do not feel upset when others are breaking rules.
4. When you are a rule maker, make sure it is practical.
5. Do not criticize rules, if you cannot change them.

DDA

Discuss Don't Argue

Most of the relationships, whether at work or in life, get strained because instead of maintaining discussion we generally end up having an argument, even on small and unimportant issues. Discussion clarifies things whereas argument always ends up with a fight.

Every person is right from his point of view. Actually, a person is guided by his thoughts, experiences, knowledge and circumstances. It is not that the other person is always against you; it is mostly because he/she thinks differently.



In a discussion, there is a scope to listen to others point of view. But when argument starts, a person doesn't want to listen anything else. If we listen attentively and empathetically, it would lead to better ideas and solutions. Be cautious on discussion drifting towards an argument, pull it back and keep it within the limits of discussions only.

5 Tips to avoid argument :

1. Plan your discussion.
2. Listen empathetically.
3. When you are about to lose control, stop immediately.
4. Learn to avoid argument on small matters.
5. Give more emphasis on relationship.

DDD

Dreams Drive Destiny



Dreams here mean thoughts which we visualize with open eyes and alert mind. Dreaming with open eyes is more structured process than simply wishing or desiring. In dreaming, lot of thought process is involved. Person visualizes what ultimately he wants to become . Why he wants that ? What are the options he has ? What would be the path and process to reach there ?

Once the dream or vision is decided, opportunities start emerging. Of course dreaming alone is not enough. One needs to act. But it is the dream that stimulates action. Dedication and determination is required for implementing your dreams. Quality and vastness of dreams depend upon your ability to think beyond your present reality. As a general rule, if your dreams are not achieving 20 times success in 10 years compared to your present situation then your dreams are just average.

5 Steps for effective dreaming :

1. Dream for long term, at least 5-10 years ahead.
2. Dream beyond your present capabilities.
3. Do not worry that people will laugh on your dreams.
4. Read biographies of your role models.
5. Dreams followed by actions will take you towards your destiny.

DIN

Do It Now

Procrastination is a disease. It does more damage than good. Most of the people can't think quickly. They can't take quick decision. If decision is taken, they can't take quick action. There can't be any reward if you can't take timely action.



Sometime delay tactics work but most of the time it is considered as hindrance. It is quite possible that all the information or resources are not available to take quick action but take your first step. Highly successful people, take very quick decision and very fast action. For them, time is the most important resource. Time saved is money saved.

Whether it is completion of any course, building of a house or execution of any project, it should be done as quickly as possible. For that, mantra is "do it now".

5 Tips to take quick action :

1. Listen to your conscious. It always advices you to take action.
2. Do not go for excessive advice before taking action.
3. Take a small step but take it quickly.
4. Start your day with a To-Do-List.
5. Spend every day, one hour for your health and one hour for enriching the mind. That will keep you action oriented through out the day.

DIP

Discipline In Private

One must be disciplined in private and praised in public but people forget this rule and do the reverse. You might have observed several times, mothers start teaching do's and don'ts to their children when they are surrounded by guests and unknown people. Most of the time child will not obey in such situations because probably he feels this is an attack on his ego and intelligence.



Similar type of scene is prevalent in corporate world also where boss takes pleasure in showing his/her authority on subordinates, in front of other colleagues. He/she will start firing and criticizing his/her subordinate in front of others and poor employee may not have any option but to feel belittle. In such type of situations, how can one expect great performance? Work might be done but employees would never be able to give their 100%.

5 Tips to discipline your juniors :

1. Do not criticize in front of others.
2. Criticise the behavior/performance not the person.
3. Criticism should be coupled with suggestions for improvement.
4. Try to find out the root cause of a problem if it's repetitive.
5. Appreciate upon improvements.

DMM

Determination Moves Mountains

River water can cut the rocks not only because of its force but because of its perseverance. Extra-ordinary intelligence or charismatic behavior is not at all mandatory for becoming successful in life. The only thing which matters here is your determination to overcome difficulties. Once the target is set, continuity of efforts is needed to get the results. Problems would arise, but problems look tiny in front of person who is standing like a rock for his/her mission. Frankly speaking, determined person would always find innovative ways to overcome any difficulty.

Let's take example of fields such as sports, politics, films, industries or agriculture, success has been achieved by each and every person who was determined for his/her cause. Most gifted tennis player does not become a champion, but most determined and dedicated one does. Most intelligent person does not become most successful entrepreneur, most determined and dedicated does. Take any field; if you have determination and dedication, it can overcome any weakness.



5 Tips for Determination :

1. Do not entertain any excuses.
2. Follow strict time discipline.
3. Let failure not deter you.
4. Keep trust in self and the God.
5. Keep patience. Rewards take their own time to materialize.

DMP

Don't **M**agnify **P**roblems

50% people are not interested in your problems and the rest are happy that you have them. Some people share their problems in great details and style, thereby creating a mountain out of mole.

It is not that one should keep his problems to himself only. Especially men feel inferior in sharing their problems. Most of the time men do not share problems even with their spouse. That attitude is also not advisable. Sharing problems with the right person reduces suffering and enhances chances of getting solutions. What is important is to select the right person to share your problems. There are two types of people with whom one can share the problems. One is your close family or an associate who is going to get affected by the problem and another is a competent person who has the ability to solve your problem. While sharing keep in mind that you do not magnify your problems. Neither the problem is going to reduce nor you can get the right solution.



5 Tips to handle problems :

1. Problems are inevitable, share it with a right person.
2. Be positive and think about right solution rather than feeling helpless.
3. Do not advertise your problems.
4. For few problems, time is the great healer. Keep patience.
5. Try to be more knowledgeable about problem and its probable solutions.

DNH

Destroy Negative Habits

The Spelling of HABIT is very interesting. You remove H, A BIT is there. Remove A, BIT is there. Remove B, IT is still there. Habits can be positive as well as negative. Mostly, when we have lesser control on our senses, we develop negative habits. To develop a positive habit one needs a strong mind. Irony is that, many times we are not even aware of our negative habits, so taking regular feedbacks from our near and dear ones can help in knowing our bad habits.



Having the knowledge of bad habit is the first step towards working in the direction of removing it. Research says that removing an old habit or developing a new habit requires conscious efforts of 21 days. In 21 days, if you miss any day then start counting again from one. One thing for sure, expecting positive results from negative habit is like expecting mangoes from a neem tree. A habit whether good or bad, is like a master which controls you as a slave.

5 Tips to deal with bad habits :

1. Make a list of bad habits.
2. Deal with one at a time.
3. Develop strong will power.
4. Ask your near and dear ones to help you in fighting bad habit.
5. Develop a good habit to replace a bad habit.

DOR

Discipline Or Regret

DiP: Discipline in Private, tip was to emphasize, maintaining discipline in juniors, in family and at work place. This tip is focusing about discipline in your personal life. Most of us have got a habit to seek discipline from others but do not adopt the same principles and rules in our own life.

Discipline must start with small things in life such as daily morning walk or exercise, going to school or office on time, sleeping on time, reaching in time for appointments, keeping things in place, wearing uniform in office (if it is there) etc. Discipline is a wider term but it's mainly related to time management. One must learn discipline from nature like earth revolves at a fixed speed on its axis and around sun that results in timely sunset or sunrise, proper seasons etc. If you are not disciplined, you will have more regrets in life. Though in India ,we follow Indian Standard Time (i.e. being late for everything) and punctual people regret reaching everywhere on time, but their habit of punctuality, keeps other aspect of life well in control.

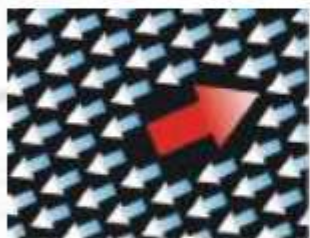
5 Tips to live disciplined Life :

1. Manage your time with discipline.
2. Check that there is a place for everything and everything is in place.
3. Do not feel irritated, if you are disciplined and others are not.
4. At home your relationship is more important than discipline.
5. Consistency is needed in discipline.

DTD

Do Things Differently

I recall Shiv Khera's line. You may not do different things but do things differently. Extra ordinary people do not do extra ordinary things; they just do ordinary things in an extra ordinary way. History shows that great people have done simple things in different way. Several countries achieved independence from Britain and European countries but Gandhiji achieved it through Ahinsa , which was very different and unique way at that time.



For doing things differently one needs to use his creative and innovative side of brain. One needs to question every aspect of activity. What are you doing? Why are you doing ? How are you doing ? When are you doing? Where are you doing? If you are doing some thing in a similar way since years, chances are that you have a better way of doing it.

5 Tips to do things differently :

1. Before taking any action, think twice. You may have another effective way of doing it.
2. Search and research different ways of doing same thing.
3. Question year old practices.
4. Use brain storming sessions and group discussions for innovativeness.
5. Be enterprising in trying different ways.

DYD

Do Your Duty



The most difficult question in my life was and still is, who am I and what is my dharma (duty)? By dharma I do not mean here religion but duty. In life we have many roles and many relationships. So far my conclusion is honestly discharging the duty of each and every role and each and every relationship shall be our duty.

In life we play many roles; a child, a parent, a sibling, a spouse, a member of a community, society, religious group, a boss, a colleague, a subordinate, a citizen of nation and a member of the planet. Every role demands certain responsibilities and duties. Our dharma is to discharge those duties as diligently as possible. Some times it so happens that in a relationship, other person is not fulfilling his/her duty and due to that we may decide not to fulfill our duty as well. This may satisfy our ego for time being but won't enrich our mind.

5 Tips to do your duty :

1. Make a list of your roles and related duties.
2. Do not worry about reward while doing your duty.
3. Do not expect from other person that he/she will do his/her duty.
4. Wisdom is needed to perform conflicting duties.
5. If it is impossible to fulfill your duty, be transparent with the other person.

EHH

Envy Harbors Hate

I will not say that envy always brings hate but most of the time it does develops a negative feeling towards the person, we envy. Broadly envy can create 2 types of feelings. If you have a positive attitude, then envy can encourage you and motivate you to compete and achieve greater heights than the other person. However, if you have negative attitude then you may withdraw from the game and just develop hatred.

The best way is not to allow the feeling of envy or jealousy to emerge at all. But there are situations in which we develop feeling of envy at a very early stage of life when our parents unknowingly compare us with our siblings and we are forced to compete in studies and sports and expected to be first always. Our parenting system and education system fails to develop the feeling of teamwork. These impressions and experiences become roadblocks in becoming a successful personality. In the present days of industrialization, urbanisation and scientific innovation of various materialistic things, there is a high probability of developing jealousy. However, we need to mould it towards our self development.



5 Tips to deal with feeling of envy :

1. Genuinely appreciate others achievements.
2. Be positive about self.
3. Do not allow inferiority complex to set in.
4. Compete with self.
5. Work more enthusiastically to achieve greater heights.

EDR

Ego Destroys Relationship



I know many people who do not talk to their near and dear ones in family because they got hurt in past for silly reasons and now they are waiting for the other party to apologise and take first step. They keep presuming all negative things about each other and

build an imaginary wall of hatred.

This often happens in professional relationship also. Ego totally destroys teamwork and performance of both the groups and affects negatively to those who are involved in it.

Though it is true that if any one takes initiative to solve the dead lock by initiating communication that is considered his/her weak point. Still initiating communication is the best way to save the relationship. Egoist people radiate negative energy and their aura shrinks.

5 Tips to deal with Ego :

1. Differentiate between ego and self-respect.
2. When it is a matter of close relationship, drop the ego and initiate communication.
3. Be more humble as you rise higher.
4. Let the organisational goals take priority over ego.
5. When you walk on the path of spirituality, ego reduces.

EHS

Excuses Hinders Success



Mostly people have the habit of giving excuses, which works like a roadblock or a speed-breaker for the success. I would like to divide excuses in 3 categories. First is self justifying excuses, second as non committal excuses and third is failure justifying excuses. When a person has very low confidence then he/she will keep on giving logics, reasons and excuses to self as to why he/she is not able to do a particular task. Such type of people are expert in killing their own initiative.

Second category of excusers, are those who have the ability to do the task but have high degree of fear of failure. They are ready to work but before starting they will express their doubt about success of that particular task. They would like to protect themselves from taking any blame in case failure occurs.

Then third category, there are people who will start the job with full confidence but in case failure occurs, rather than finding fault in self, they try to come up with excuses and put blame on someone else or circumstances. Such people can never learn from failures and their chance of future success reduces.

5 Tips to eliminate excuses :

1. Deeply analyse excuses before expressing.
2. Develop positive attitude within.
3. Do not blame others.
4. Develop the attitude of " I CAN" and "I WILL".
5. Differentiate between facts & excuses and deal accordingly.

EIE

Enthusiasm Ignites Enthusiasm

Have you ever noticed in a party or in a crowd, that one person has got the capability to ignite the entire atmosphere. When such people walks in, everything is full of life and when they walk out the party feels like a deflated balloon. Such people are full of positive thoughts, energy and have a high level of enthusiasm. In their presence it seems that even a big problem either becomes small or vanish. They ignite enthusiasm in their entire team and an enthusiastic team can move any mountain.



Have you ever wondered what is the secret of such personalities ? Why are they always full of energy ? I think the fact is that they always read the word impossible as i-m-possible. They always carry YES I CAN attitude. They are very quick in finding alternate path in case a problem arises and always maintain their calm. They never get disheartened. They are contagious and fill entire atmosphere with enthusiasm.

5 Tips to maintain enthusiasm all the time :

1. Think positive, talk positive and act positive.
2. Enjoy the present moments, the NOW.
3. Remain cheerful and encourage people to be cheerful.
4. Treat problems as opportunities.
5. Maintain “Yes I can” and “Yes I will” attitude.

EIP

Extreme Is Poisonous



If we leave apart few thing such as, scoring 100% percent in exam, extreme of anything is dangerous. Like in food, all ingredients should be in balance quantity to make it delicious; in life also everything must be balanced. Though people think of having as much of good things such as love, money and power as they can. However, excess of money and power also brings evil if one does not know how to handle it wisely. Mostly, it is found that the future generations in family gets spoiled if they are brought-up in extreme affluence and power since birth.

Sometime even the extreme of giving or receiving love also becomes poisonous. A child when does not get balance between love and discipline, will fail to develop a success driven personality. Nature also teaches us that in extremes, life can't exist. For instance there is, a little life on North or South Pole or in deserts. One should try to create balance in life. Probably Buddha's middle way was meant to have balance in life and teaches us to avoid extremities.

5 Tips to remain on middle path :

1. Develop an attitude of detachment with things.
2. Reduce expectations in a relationship.
3. Develop a habit of giving.
4. Drop your ego or at least manage your ego effectively.
5. Be more polite and more humble if you have excess of good things.

ENS

Eliminate Negative Stress

In modern era, stress is inevitable. Due to urbanization and industrialization, needs are increasing every day. It is not easy to reduce desires and expectations. Competition and comparison is so high that even if you do not want to do it, one family member may compel you to compare and compete. Unfulfilled desires and expectations simply lead to increasing stress levels.

There are 2 types of stress. Positive and Negative. Positive stress leads to progress whereas negative stress affects physical and mental health. Progress in any field even in spirituality, is not possible if certain amount of stress is not there. Mahavira, Buddha, Christ, Mohammad, Gandhi and Mother Teresa all went through positive stress and achieved highest level of their purpose. Process of building stress, start with our senses. Senses feel and mind starts thinking and generates desires and expectations. Desires generate attachment, unfulfilment of which leads to anger. When anger starts, intellect stops working and that leads to deterioration of physical, mental, emotional and spiritual health of a person.



5 Tips to deal with Negative stress :

1. Discriminate between negative and positive stress and meditate to remove negative stress.
2. Main reason for stress is fear of failure. Face the fear.
3. Learn to let go.
4. Reduce the expectations.
5. Think positive.

ETE

Exceed The Expectations

If you add little EXTRA in ORDINARY you become extraordinary. I ask this question to my students that if they go to Mumbai and take a taxi from airport to Nariman Point, which takes more than an hour, what do they expect from a taxi driver? Most of them replied that the shortest route, safe driving, smiling behavior etc. Now suppose, if he offers you a newspaper or a magazine to read during journey & a small water bottle, how would you feel? Probably you would like to give tip when you get down. It is the reward for extra service he has given.



This applies to each and every role of your life. Give little extra than what is expected out of you and you will become extraordinary. Mostly extra does not cost anything extra. It requires only an innovative thinking. Try it

from today and you will notice the positive difference immediately. Exceed the expectations and all will praise you.

5 Tips to Exceed the Expectations :

1. Make a list of expectations that others expect according to your role.
2. Think creatively about what extra you can give compared to what is expected from you in your role.
3. Make it a habit to give some thing extra in whatever you are doing.
4. Give extra in a natural way rather than expecting some thing in return.
5. Consider this as your duty rather than an obligation.

EWH

Education Widens Horizon

Here is a real story of a boy who never cleared his exams till standard 8th without grace marks, failed twice in standard 7th and 9th. Completed graduation in Hindi medium. Completed CA because his father had a strong desire of the same. That's ME, today whatever little success I have, the entire credit goes to my father and my education.

Education never stops. I wish I could read till my last breath. By religion I am a Jain and believe in next birth. In next birth, I wish to devote my entire life studying Sanskrit so that I can read Veda, Upanishad, Geeta and our Scriptures. So much of wisdom, gained by our Rishis is hidden there. I wish I could get part of it.

Education widens horizon, one can have a higher vision, clarity of thoughts, wisdom in speech and purity of action. Good education helps us to lead life of peace and happiness.

5 Tips for continuous learning :

1. Give as much education as possible to your children.
2. Keep learning even after completion of formal education by reading books, magazines etc. Keep attending seminars & exhibitions.
3. Travel a lot, this help in widening horizon.
4. Be observant of each and every thing.
5. Develop a habit of writing.



FAE

Failures Are Experiences

In my opinion we must discourage everyone to use the word FAILURE. The word failure has been used so negatively in day-to-day life that it can't do any thing better than to demean and demotivate someone. Failure is basically not getting success in that attempt, which can be better defined as experience. Thomas Edison did not get success 999 times before developing a bulb, but he learned 999 ways of how not to make a bulb.



In professional life, failing actually means accumulating experiences. The best example of learning from failure is Abraham Lincoln. When we start calling failures as experiences, we will not get demotivated and never feel down.

We will start again with new experience and new zeal. Instead of asking how and why you have failed, ask how your experiences were and what is going to be your next plan. Failures are best lessons and strong foundation stones on which a palace of success can be built.

5 Tips to handle failure effectively :

1. Smile on the face of failure.
2. Do not allow your enthusiasm to die.
3. Analyse reasons for failure.
4. Start again with new a strategy.
5. Do not blame others for your failures.

FAF

Forget And Forgive

If you do not forgive people, they will occupy rent-free space in your mind and heart. I agree that it is easier to say than to implement. Neither it is easy to forgive nor to forget. But if one does not make efforts to forget unnecessary and painful events and forgive our near and dear ones, life is going to be full of worries and stress and it will effect self more than anyone else. It is quite possible that other person might have already forgotten and forgiven and is carrying on his/her life with peace and happiness where as we are spoiling our health and mental state by keeping it in our mind.

To forget and forgive one needs to look and analyze situation impartially. One has to look at the problem and event from other's point of view. One has to step in the shoes of other party. Every person behaves according to his upbringing, circumstances and experiences. One needs to understand why the person is behaving the way, which is totally opposite from your expectations. One needs to analyze self behavior also impartially as to whether I have behaved and acted rationally or not? It is quite possible that, we have acted out of emotions and without giving proper thoughts.

5 Tips to Forget and Forgive :

1. Give more importance to relationship.
2. Take a long-term perspective.
3. Develop wisdom to drop your ego.
4. Give a benefit of lack of wisdom to other party.
5. Communicate to reduce and remove misunderstandings.



FAT

Friends Are Treasure

Making a friend is easy but maintaining friendship for lifetime needs high level of emotional intelligence. In an era of social networking just by clicking on a request one can make a friend. But those people are nothing more than acquaintances. Real friend is the one with whom you can share your pain and pleasure with equanimity. He is not jealous of your fortunes and does not get sadistic pleasure out of your pains.



Friendship is beyond caste and creed, above class and colour, has no relevance for gender and age. One good friend is enough to lead good life. Friendship is not a relationship of give and take. In good friendship

you keep giving unconditionally.

In friendship expect nothing and accept everything. As soon as expectation comes in, friendship starts diminishing. Your friend may have lot of qualities, which are different than your's; accept them without any reasoning. As you accept apple as apple and banana as banana; do not question why banana does not taste like an apple or vice versa.

5 Tips to maintain life long friendship :

1. Expect nothing.
2. Accept the friend as it is.
3. Do not wear any mask in front of your friend.
4. Be emotionally intelligent to know the needs of your friend and fulfill it.
5. Meet and communicate regularly.

FCA

Flexibility Creates Acceptability



We can't shape any metal be it iron, silver or gold, if we do not make it flexible first. Once the shape is given and flexibility is removed, you can't give any other shape unless you break it, melt it and re-mould it. Just imagine if we do not have proper joints and flexibility in our body, we will not be able to live even for a day. The moment we die our body starts becoming stiff and there is no option but to bury it.

In life also if we do not keep our behavior and attitude flexible, we will not be acceptable in our family, friends, work and society. If we keep our thoughts and opinion firm, with no scope to consider others view, people will start maintaining distance from us. It does not mean that we become spineless. We need to have our own conviction but do not disrespect the beliefs of other. Many a times situations arise where you strongly feel that you are right and the party is irrational. In such a scenario, it is always best to try understand from their point of view by putting yourself in their shoes.

5 Tips to develop flexibility in Attitude :

1. Do not keep an attitude of I AM OK, YOU ARE NOT OK. Develop an attitude of I AM OK, YOU ARE OK.
2. Listen first. The empathy towards other will make you flexible and acceptable.
3. Respect the differences in personality.
4. Learn to let go the matters, which are not very important.
5. Relationship is more important than your convictions.

FIF

Family Is Foremost

The irony of present day life is the family which should be the first priority, is mostly neglected over other priorities such as work, wealth, power and fame. People are getting prosperity at the cost of peace. We build houses but lose our home, we get cars but lose the care, we travel the world but our own world is ignored. Remember the day you lose your health, work, power, wealth, friends and fame, your family will only standby you.



In the race of getting all materialistic things for our family, we ignore the feelings, respect and care of our own family members. For our career, we abandon even our elders and some times spouse and children also get neglected. When finally we achieve other things, we realize that family is already left behind with no point of return.

5 Tips will help in giving importance to family :

1. Be empathetic. Listen to the feelings of each and every member of the family and try to fulfill their genuine wishes and needs.
2. Be transparent. Open and clear communication is a key to have long lasting relationship.
3. Celebrate all occasions such as birthdays, anniversary, and festivals with full enthusiasm.
4. Plan and take vacations at least 2 times in a year.
5. When a member is suffering from an illness or old age, always standby like a rock.

FIP

Fear Is Psychological

Fear is not logical, most of the time it is psychological. Here I am not covering fear like threat of terrorist attack etc. Psychological fears are of various types. Fear of failing, fear of loneliness, fear of heights, fear of darkness, fear of accident, death etc. Probably the reasons for such fear is impressions and experiences gained knowingly or unknowingly in childhood or at later stage. According to Hindu mythology fears can be carried forward from previous births as well.

Though most of the fears are hindrance in progress, particularly fear of failing is dangerous. However certain amount of fear is good to generate performance. I have worked in various countries and with people of various nationality and I have experienced that Indians perform better when they have little fear of their seniors. Best way to deal with fear is to FACE IT. When you face the fear head on, fear vanishes and your confidence increases. Once you slay one fear, you will get confidence to conquer all the fears of your life and you can reach the stage of fearlessness.

5 Tips to deal with Fear :

1. Face it.
2. Most of the people can fight with the fear by having faith in God.
3. If it is a serious problem, take the help of a psychiatrist.
4. Conquer the smaller fears that will give you courage to deal with bigger fears.
5. Meditation, Yoga and Pranayama may help in overcoming fear.



FRS

Fight Reduces Strength

Fight should be the last option and it should be a decision taken with full conscious. As far as possible it should not be opted at all. However, at times it is just not possible to reconcile, in that situation also it is better to opt for cold war.



Fight reduces the strength of both the sides. It destroys mental, emotional and physical strengths. It destroys the peace and entire energy, time and money which otherwise can be utilized or constructive purpose.

Verbal, open and transparent communication is the best way to defuse the fight and reconcile to achieve win-win situation. It is most of the time not easy because vested interest play as negative force but still trying to achieve win-win situation is always better.

5 Tips to avoid fight :

1. Stop communication as soon as you feel that fight is going to erupt.
2. Resume communication on next possible occasion.
3. Use mediator in case it is not possible to reconcile on your own.
4. Some times, let it cool off. Time is biggest healer.
5. Forget and Forgive.

FTG

Focus To Grow

A farmer was sad and clueless due to lack of water for farming. An expert came and advised him to dig 100 ft. to solve his water problem. After a year the expert came back and saw farmer still sitting sad. He asked the reason for his grief. He said I dug 110 ft. but no water. He asked, "show me where did you dig". The farmer showed him 11 holes of 10 ft. each!! If you wish to grow, put all your energy, time and resources at one project or task, in focused manner. Result is bound to be there. If you are not focused, all your efforts will go in vain like that of the farmer.

Whether you are a student and pursuing some course or in relationship or working on a project or in a department, put all your efforts and focus in one direction. Focus and pursue your single biggest opportunity. It does not mean that one should not diversify. But strategy of diversification shall be adopted once your existing business is already established and professionally running without much of your efforts and you have extra funds to risk without affecting your existing business.

5 Tips to Focus :

1. Focus on one major goal one at a time.
2. Perseverance is the key to success.
3. Do not allow interruptions while you are focusing on one task.
4. If you can afford, keep mobile on silent and attend calls in intervals.
5. Plan your day by making a To-Do-List.



FYC

Fulfill Your Commitment

Think thousand times before making any commitment but once committed, stay committed. Be aware of people who make quick promises. Chances are that they will never fulfill and will find convincing excuses for it. Before making any commitment, ponder upon all consequences. Check your capability, availability of time, and sufficiency of resources, then only commit. Many times, in emotions we commit some thing for life long, and regret it later.



The people who do not complete their task or are very casual about their commitments, can never command respect from their family, friends, co-workers and society. There may be a situation, when due to change in external circumstances, it is impossible to fulfill your commitment or complete the task, sit with other party, explain reasons, convince them and assure them. That will save your reputation from getting tarnished.

5 Tips to handle commitments :

1. Commit when absolutely necessary, however keep performing.
2. Commit less, deliver more.
3. Once committed, stay committed.
4. Keep transparency if it is impossible to meet commitment.
5. Do not falter on commitment just because of financial, time, energy or resources loss.

FWF

Flow With Flow

This tip is more useful when you want to take the path of spirituality. The path of GYANA and BHAKTI start dominating over KARMA. Zen philosophy teaches that live your life like river. Flow with the flow. Reduce resistance. When you flow with flow, there are very less frictions and life moves towards peace and ultimate bliss.

The flip side of this tip is, one can become like a dead log, lack enthusiasm & lack motivation. This can make a man totally dull and dejected. Unless and until desires and wishes are dying down, flow with flow is not possible rather it may give more pain than pleasure. However this tip can be used partially in some role and for some time, particularly when it is better to accept the circumstances and people rather than fight with them. In present era when technology is changing with fast pace and generation gap is reducing, if we do not flow with flow and keep complaining, life will become more painful. It is better to accept changes and flow with flow.

5 Tips to Flow with Flow :

1. Expect nothing; accept every thing.
2. Do not complain.
3. People are not difficult; they are different. Try to understand them.
4. Try to immune yourself from pain and pleasure.
5. Synchronize your thoughts, words and actions.



GiG

Guest is God



India is one of the many countries which has a culture and tradition to treat guest like God. In Sanskrit ATITHI DEVO BHAVAH means guest is like God. Tourism department of India has adopted this as a tag line and is promoting tourism around this theme.

However over a period of time, due to hectic life of cities and augmentation of materialism, there is a considerable decline in honoring guest. Now days, in most of the houses, guest is treated as a burden. At the same time when we go to someone's place as guest, we do not follow simple etiquettes of being a guest. Over a period of time focus has been shifted from what I can do for others to what others can do for me. We have become opportunist hence the people who are useful to us, we treat them well and people who are not useful, seems burden when they come to our home. In present time it may not be possible to treat all guests as God but at least treat them as humans and do not leave your humanity.

5 Tips for treating the Guest :

1. Use your wisdom in differentiating between genuine and unwanted guests.
2. Extend your warm hospitality to genuine guests.
3. In case your work schedule is clashing, make sure they get proper comfort and feeling of home at your place and understand that you are doing your best for them.
4. In case a guest is taking undue advantage of your hospitality, be firm and polite.
5. Never discuss your personal problems in front of your guests unless and until they are close family members or friends.

GoG

Grow or Go

Physical growth is inevitable but all other growth requires conscious efforts. I would like to divide growth in 2 parts. One is visible and outward growth and another is non-visible and inward growth. Most of us are after visible growth such as growth in terms of money, power, fame and status. Money leads all of them. When 2 unknown people meet, they may not ask each other's name but they would like to know about each other's profession. Money has become the parameter of growth. There is nothing wrong in that as long as you control money rather than letting money control you. One must continuously make legitimate and genuine efforts to grow money, which works as fuel for all other activities and passions.

Another growth is not so visible such as strong relationships; enhancement of knowledge, depth of spirituality and wisdom etc. One must make continuous efforts to grow these. This kind of growth lasts longer, even beyond your death. If you have stopped making efforts for growing, you merely exist not really living.



5 Tips for focus on growth :

1. Growth is nature's principle. It is not a choice but a compulsion.
2. Select the area of growth with conscious choice because it will have long-term impact in your life.
3. Set the vision; choose the strategy and act upon that.
4. Keep patience, some times it may take longer to get reward of your efforts.
5. Failures are lessons on the path of growth.

HBP

Honestly Be Polite



I am always cautious of people who are extremely sweet. People wear so many masks; it becomes difficult to judge their intentions particularly when you are not fully acquainted with them. Politeness is important for creating, developing and maintaining relationships. However if you are slightly dishonest in your politeness, people will find it out and will not trust you. Dishonesty in politeness means you have some other motto in your mind which is in contrast with your words. It means your speech and actions are not synchronised.

There are people who are honest in heart but do not know how to be polite. Such people face difficulty in connecting with others. For politeness best instrument is smile. Though it is such a simple expression but some people fail to bring it on face. Polite people normally rehearse the words and reframe before they shoot them out. Initially cautious efforts are required however continuous practice makes one perfect.

5 Tips for becoming Polite :

1. Think before expressing.
2. Wear a true smile.
3. Every day meditation can help in controlling emotions.
4. Select your words cautiously.
5. Drop your ego.

HBS

Hear Both Sides

You might have come across a situation where 2 siblings are fighting and one of the siblings starts crying and complain to Dad, who without listening to the other side or investigating the situation, verbally lashes the one who did not cry. It happens many times in life that we get to hear only one side and we create wrong perception and opinion about the other side. If you go in depth and listen to both the sides; you will find that any single party is not the culprit. Both have made mistakes and finally what has come to you is an exaggerated version of the situation.

Many times we are also biased towards one party or we feel compassionate towards weaker one but if judgment is given without listening to both the sides, you may regret it later. Make it a habit, whenever you are in the role of a judge, however tempting it may be, never give verdict without listening to the other side.



5 Tips for better Judgment :

1. Patience is a prerequisite for a better judgment.
2. Listen to both the parties without any biases.
3. It is not necessary that the weaker is always right.
4. It is not difficult to judge between right and wrong, it is difficult to judge between right and more right or wrong and more wrong.
5. Keep the greater purpose in mind while judging.

INA

Idea Needs Actions



Ideas without actions are like balloons without air. Everyday millions of ideas are generated by billions of people but 99.99% do not see the daylight. We have the habit of killing our own ideas by not taking any action. We must maintain a small diary or maintain notes in our smart phones. As soon as an idea flashes, without any evaluation, note it down immediately. Our memory is short and in no time we may entirely forget, what the idea was. Idea can occur any time; in the middle of night or ever sitting on the pot.

Then give deep thought to your idea, its feasibility, advantage, disadvantage, and consequences. If you think it can be implemented and going to bring good, talk with the relevant people. Ask their views and listen to them. It is not necessary that everyone is going to appreciate it but getting different dimensions and views are important for further evaluation. Once you are convinced and your gut feeling says it's a good idea, start taking action to implement it. No idea will work unless you start working on it.

5 Tips to get benefit from Ideas :

1. Note down your ideas.
2. Discuss your ideas with relevant experts.
3. Do not get discouraged with some criticism.
4. Do not get carried away with your idea.
5. If you are convinced, take immediate actions for implementation.

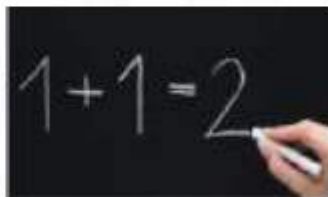
KIS

Keep It Simple

The phrase is KISS, Keep It Simple Stupid. Really, if we do not keep things simple, we are no more than stupid. Unknowingly we make things, work, relationship so complicated that it spoils everything. It leads to unnecessary stress, wastage of time and energy.

In work place, particularly in old organizations, system becomes so complicated and cumbersome, that it requires more energy, time and money to complete tasks. If you are doing some thing in similar way for more than a year, chances are that you are doing it in an inefficient manner. Whatever we are doing requires to be questioned from time to time, why we are doing it that way? If we question the methods and use our creativity, we will definitely find better ways of doing it in much simpler and less expensive way.

This can be applied in relationships also. If we keep them simple by straight communication, we can build stronger relationships. We complicate our relationships by making unnecessary assumptions on baseless lies.



5 Tips to Keep Life Simple :

1. Be honest in behavior.
2. Review your systems and procedures regularly.
3. Use creativity and innovativeness in whatever work you perform.
4. Shorten the process by removing duplicities and bureaucracy.
5. Keep taking feedback from people involved.

KYG

Keep Yourself Green

I do not recall where I read these three words recently but they caught my attention. Keeping green means keeping oneself always fresh, ageless, smiling, enthusiastic and optimistic. As soon as you wake up in the morning, bring a smile on your face. Recite a prayer that comforts you. Count your blessings. Thank God for whatever you have. Promise yourself that in any situation you will keep cool, fresh, positive and optimistic.



This green attitude will bring lots of peace in your mind and happiness in your life. All your decisions will be right and actions will be effective. It will solve your problems without much efforts and you will be able to create positive difference in your surroundings. Your aura will become wider and your influence will be deeper. Try it.

5 Tips to keep you always green :

1. Before sleep close your eyes and fill your mind with positive thoughts.
2. Before opening your eyes in the morning, smile and fill your mind with positive thoughts.
3. As a human being, negativity and worries are bound to come in our life, challenge is not to allow them to stay for long.
4. Specially, treat your juniors and children with smile and positivity.
5. Count your blessings. There are millions who dream to lead your kind of life.

LBL

Look Beyond Looks



I was and still am choosy about food to some extent. Whenever a new dish comes before me I have it in 3 stages. First I eat with eyes then with nose and then with the tongue. In this process it so happened that I am still deprived of delicious food available worldwide. In life also we get so obsessed with looks that most of the time we may over look real qualities of things and inside beauty of people.

Once a great writer [George Berrard Shaw], came in contact with a very beautiful lady and she proposed him with an intention that his brain and her beauty could give them wonderful children. The writer declined the offer by saying, what if reverse happens; your brain and my beauty? Jokes apart, beautiful faces may be deceiving. Look beyond the looks. Nothing is more beautiful than inner beauty of a person.

5 Tips to Look at Beauty :

1. Do not decide any thing based on outer beauty.
2. Try to find inner qualities.
3. Use the things and love the people rather than using the people and loving the things.
4. Most of the people wear mask, try to look behind that.
5. People are not difficult, they are different.

LFA

Learn From All



Every thing on this earth such as plants, animals, persons and situations are teachers if you are ready to be a student. I am compiling these tips more for my self-learning than for passing them to the readers. I wish I could be a student till my last breath. Though technology and Google has given us knowledge on our fingertips, we can still

learn a lot from our surroundings. “I know all” is the biggest illusion and highest ego. The moment you think, you are a master, you lose your mastery. For continuous learning, one needs to drop his ego completely. One needs to be a conscious observer. One needs to keep his/her senses alert. Keep open your eyes and ears. Never treat anyone inferior and consider yourself superior. When you will treat yourself as a student, you will treat everyone with respect as a teacher.

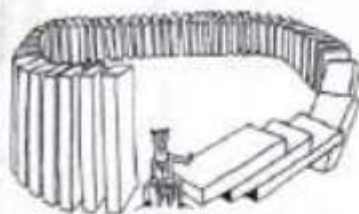
Take a simple example of a pencil; how many lessons we can learn from it. Unless and until it goes through the pain of a sharpener, it is of no use. What it has inside, matters more than what it has outside. It is of no use unless it takes the help of a finger. Lastly, it has a limited life.

5 Tips to Learn from All :

1. Nobody knows every thing but every body knows something.
2. Speak less; listen more.
3. Observe minutely.
4. Don't blame. Learn from your own mistakes and failures.
5. While learning, keep your ego aside.

LIE

Life Is Echo



Life is like an echo. Whatever energies you send out, they come back. What you give away, you get back. What you sow, that you reap. If you give pleasure to people, you will get happiness in life. If you give pain to people, you will get suffering in life. Every action has got a reaction.

I recall a small story. One day a small boy was making a clay pot. His father asked: for whom you are making it my son. He said for you dad. When you will be old, I will serve you food in that. My grand father is also using similar pot. His father was shocked and ashamed for treating his parents badly. Life is like a boomerang. What you throw comes back to you.

Our children will learn more from our deeds than our words.

5 Tips about Life is an Echo :

1. Whenever you speak, make sure that you have capability to chew back the words if required.
2. Children are observing. Be careful about your actions in front of them.
3. Give back to society.
4. Be clear about your role and do your duty.
5. Spread happiness and try to make a positive difference in life of others.

LII

Luck Is Individualistic

We are a family of two brothers and two sisters and all four of us have different luck and different lives. I am not telling you some thing new. It is same with every sibling. Parents give same food, same clothes, same culture, same efforts for education and up bringing; still each sibling right from childhood goes in different direction. That is why it is said that luck is individualistic. Every one has to go through his own pains and pleasures.



Forget the siblings, a husband and wife, living together under same roof, using same comforts, controlling same money, having same children, still have their own pleasures and pains. We all are different at physical, emotional, intellectual and spiritual levels. Everyone has his/her own perception of life. Everyone enjoys and suffers in life differently, even in same circumstances. Luck is fruit of your past Karma.

5 Tips to deal with Luck :

1. What you are doing is in your hand but what is happening to you is part of your luck.
2. What is happening to you may not be in your control but how you react to it, is in your control.
3. As my personal view, if you believe in luck then believe in past and future life also. It will make more sense.
4. Do not envy others destiny. It gives only pain.
5. Logic of luck is unexplainable. Do not waste your time to find logic.

LIQ

Love Is Quintessence

Lets go through the quintessence of few religions :- Jainism stresses on Ahinsa. Buddhism on compassion, Christianity on service or help, Islam focuses on brotherhood, Hinduism on worship. According to me, nothing of these is possible without love. Love is quintessence of each and every religion. An atheist can deny the existence of God but he can't deny supremacy of Love.



Giving love to each and everyone, without any expectations in return, is the purest form of spirituality. If you do not drop your ego, you can't love. If one is greedy, one can't love. If you are angry, love vanishes. Hate has no place, where love is present. If you love, you can't hurt. It is easy to love your own family and friends but loving even unknown people, animals and nature is the highest form of love. It is only possible when we develop a feeling of oneness among all.

5 Tips to Love Universally:

1. Love unconditionally. Love and conditions, cannot coexists.
2. Look for inner beauty than outer makeup.
3. Do not carry preconceived ideas and assumptions.
4. My personal view is that love starts where intellect ends.
5. In love, expect nothing, accept everything.

LIT

Leader Inspires Team

The performance of a team is the sum total of the performance of all its members and speed of the team is the speed of its slowest member. Hence a leader of team has no option but to keep inspiring and motivating each member of the team.



It is bound to happen that mood and performance levels of each member will go through ups and downs everyday. The task of a leader is to track speed of each and every member and encourage them to perform at their optimum level. Find out their weaknesses and train them so that lack of skill does not become a hindrance in overall performance.

The acid test for a leader is to remain cheerful even when going through rough patches. A leader can't afford to keep his energy level down even for few minutes. Positive thoughts, encouraging words and enthusiastic actions are qualities of effective leaders.

5 Tips about How to inspire teams :

1. You cannot inspire others if you are not motivated.
2. Give more weightage on capitalizing the strengths of the team members.
3. Organize regular training programs for staff, as per training need analysis.
4. Encourage in public and discipline in private.
5. Set goals and keep clarity about what is expected from the team members.

LMF

Let Money Flow

Probably India is the only country where money is worshiped as Goddess. Our ancestors understood the importance of money and wealth since millennium. Money is as important in life as blood is in our body. As blood needs proper and continuous circulation, money also needs to flow continuously. Money is behind every thing whether it is good or bad. Money is neither good nor bad. Money is money. The good and bad depends on how people use it. Plan your finances in such a way that all your future major expenses and old age is taken care of.



People earn money in 3 different ways. Firstly, as an individual, by using talent and efforts. All employees and entrepreneurs fall under this category. Secondly one can earn money through money. Such as by investing in stocks, bullion & property . Thirdly, by using talent of others to fulfill your dreams. Never stop earning and creating wealth if you can do it morally, legally and without taking much of stress. Let a lot of money flow for utilization of self, family, friends and society.

5 Tips About Money :

1. If God has given you the capability to earn, keep earning and use it for good cause.
2. Never ever use illegal & immoral ways to earn, rewards may be bitter.
3. Keep the money in circulation; hoarding will depreciate its value.
4. Plan for future meticulously.
5. Do not envy people who are richer than you.

LTC

Learn To Charm

Though now days it is not a common sight but you might have seen or at least heard of snake charmers. Snake charmer uses BEEN or PUNGI, a musical instrument, to charm the snakes.

Our celebrities, sages, politicians are people charmer. They have such a charisma; people can do whatever they say without using their brain.



In life, if we wish to expand our circle of influence, we need to learn the art of charming people. And if you learn this art, use it for the welfare of people rather than fulfillment of your vested interests. It is not always necessary to know the

way of doing things, it is important to know, how to get things done and that becomes easy when you know the art of charming people.

5 Tips for charming people :

1. Develop honesty in behavior and attitude.
2. Develop emotional intelligence to understand what people want and like.
3. Wear permanent smile on your face.
4. Develop sweet speech and calm mind.
5. Genuinely appreciate people and help them unconditionally.

LtG

Live to Give

I got raised with 3 other siblings, in a respectable Jain family but with very limited resources. But inspite of scarcity of resources, what I observed in my childhood that my mother used to make extra breads for the street animals. Since then I learnt a lesson to always help needy in all circumstances.



Most of us have these thoughts and emotions that we should give back to the society but we do not know what to do, where to do and how to do so that our efforts and resources are utilized in an efficient manner. Select one area from an ecosystem and try to create a long lasting positive difference in that. Help and service should be extended with an intension to feel the joy within. Ego should be replaced with joy and kindness to be replaced with compassion. It is important to develop the habit of giving, whatever possible and whenever possible.

5 Tips in Effective Giving :

1. Whatever your income is, keep a small portion to help the needy.
2. Give out of love not kindness only.
3. Take care of the feelings of the receiver.
4. Do not advertise about your giving.
5. Take special care of your close people and staff.

LTL

Leave The Legacy

Legacy comes by initiating something, which does not end with you. Every man wants to leave behind some thing, which remains even after his death. People like Mahavira, Buddha, Kabir, Einstein, Gandhi and Mother Teresa etc. are few examples who did great work in their life and will be remembered for centuries to come.



Mostly it so happens that we get busy in our day to day life, in making our both ends meet, accumulating wealth, running after materialistic life, but we do not do enough which is worthwhile to be remembered even after 3rd day

of our death. Our family remains in grief for little longer.

Though one can have thousands of ideas to implement for leaving legacy, however I am narrating 5 most common things one can do.

5 Tips on leaving legacy :

1. Raise, educate and train our children to become fine human beings.
2. Create a monument/ establishment to be used for the benefit of common people.
3. Write a book.
4. Create a sustainable and scalable organization with ethical values and principles.
5. By becoming a star in any field such as films, sports, poetry, art, politics or any profession.

LWE

Listen With Empathy



Research reveals that one can express himself 30-35% only by words, rest is through body language. Our school teaches us how to read and write, but very rarely any school teaches how to listen and how to think. Listening is a skill and can be learned

by proper training and conscious learning.

Listening has various stages from not listening to empathetic listening. In a group you can easily trace a person who is busy on his mobile and not listening to the speaker. Next stage is where person is facing the speaker but thinking some thing else. Actually, it does not involve listening at all. Another stage is where a person looks attentive but he is actually preparing what he is going to speak when his chance comes. In next stage person is attentively listening but still not observing body language of speaker. In empathic listening, you are listening with all your senses, with full attention, observing all his/her body moments, by stepping into the shoes of a speaker. At this stage you may even listen to what other person is thinking.

5 Tips for empathetic listening :

1. Step into the shoes of a speaker and listen.
2. Speak when absolutely necessary.
3. Do not allow your mind to wander.
4. One needs continuous conscious efforts to be attentive.
5. In case you have missed, ask without hesitation.

MPD

Minimize Perception Differences



I am a strong believer that 99% of the problems in a relationship are due to perception differences. I recall an anecdote of few blinds and elephant who found an elephant in a jungle for the first time. They describe the elephant in their own way as they touch the body parts of the elephant. Every person is wearing different glasses as per his past karma, upbringing, education and experiences. One sees the situation and makes opinion about people from his point of view which may be slightly different or totally opposite from what others think. This is the major cause of differences. I have come across cases where you think that you are helping a person while other person thinks you are hurting him.

Perception differences are bound to be there. What is important is to minimize them so that relationship between two people gets strengthened. Some times there might be a need to create different perceptions in minds of different people about your personality and style of working.

5 Tips on Minimizing Perception Differences :

1. Be transparent and clear in communication.
2. Do not assume.
3. Try to understand the situation from others point of view.
4. It is neither necessary nor required to eliminate all perception differences.
5. What other thinks is not in your control but what you give them to think is in your control.

MTE

Manage The Expectations

Desire is the mother of all expectations. As a human being it is natural to have expectations from family, friends and colleagues. It is also obvious that other people will have expectations from us. Elimination of expectation is more difficult; hence one needs to learn how to manage expectations. At work place, growth is not possible in absence of expectations. Here relationship is mainly based on give and take principle. If you are a boss, expect as much as possible by keeping in consideration the abilities of a subordinate. If there is a gap in your expectation and achievement then either raise the skill level or reduce your expectations.



At personal level, the relationship is based on giving and sacrifices. Expecting for the benefit of the other party is understandable but expecting for self-benefit will generate pain in case other person fails to fulfill your expectations. The best way is to expect to a minimum extent as that will help you in maintaining peace and happiness.

5 Tips for better management of expectations :

1. Manage personal and professional expectations differently.
2. Reduce the gap between expectations and reality based on capabilities.
3. Drop expectations to save relationship.
4. Do your duty.
5. Allow expectation to grow only if they are giving happiness. If expectations are generating pain, drop them immediately.

MYT

Manage Your Time

Every one knows and understands that it is important to manage time, efficiently and effectively. But very few know, how to do it. Let me share few tips on that.



1. To get qualitative 23 hours in a day, invest 1 hour on your health preferably in the morning.
2. Start your workday by spending 15 minutes on making and updating To-Do-List.
3. Before closing your day review what you have done during the whole day, compare with your morning plan, check next day appointments and tentatively plan your tomorrow.
4. All meetings, seminars, social events are not important. Prioritize important things.
5. While reading messages, mails, take immediate action of deleting, archiving or replying so that no need to revisit the same.
6. Resist and avoid time wasting activities such as watching TV, chit chatting with colleagues etc.
7. Instead of going to meet someone, if possible keep meeting in your office to save the time of commutation.
8. Keep doing not so urgent but important things in spare time so that there will be fewer emergencies in life. It is like preventive maintenance.
9. Delegate. Never do, what can be done by your subordinates. They will do better.
10. Treat time as money; use it very cautiously to get maximum value out of it.

NBS

Never Be Sarcastic



Sarcasm is a sharp, bitter, or cutting expression or remark. Many people have a habit of being sarcastic in dealing with people. As long as it is used as humor, it may be appreciated but when it is used towards family, friend and acquaintance then it is not a good habit.

Cartoonist, poets and media use sarcasm mainly towards politicians or celebrities very widely but mostly it is to pass on the message in a humorous way. People enjoy it and though it may be embarrassing for a person towards whom it is intended but the best way to deal with it is to ignore it. However, in one to one conversations, group discussions and meetings, it should be totally avoided. It creates humiliation and bitterness. Person to whom it is targeted, may ignore it at that particular time but it is never forgotten and carries a negative impression for a long time. If seniors are sarcastic, it will put off the juniors and their moral & motivation will go down.

5 Tips to avoid and deal sarcastic attitude :

1. Be straightforward.
2. If sarcasm is used as a humor, make sure it is not targeted to demean the other party.
3. Best way to deal with sarcastic remark is to ignore it.
4. If a person is continuously sarcastic, firmly resist it.
5. Avoid the company of habitual sarcastic people.

NIG

Nature Is God

PRAKRUTI, the 'Nature'; is the mother of all living beings. Who has created this universe, has been a mystery since ages and probably it is not going to be answered in future as well but it is sure that our existence is because of nature only. Whatever we are doing, any science, art, maths or exploration, it is just an extension of nature. It is knowing and exploring more, what already exists in nature.



As per the records of civilisation, of approximately 5000 years, the kind of damage we have done to the nature in last 100 years is much greater than previous 4900 years. Irony is that, the damage is increasing with greater speed day by day. The rapid climate change is evidence of the same.

Instead of worshipping in temple, mosque and churches, if we start worshipping nature by protecting it, then it would be a greater gift to our coming generations.

5 Tips to worship Nature :

1. Plant and protect more trees.
2. Reduce material life so that load on water and energy reduces.
3. Minimize waste and adopt scientific way of disposing waste.
4. Develop renewable energy resources.
5. Install more advanced pollution control equipment in industries, commercial and residential establishments.

NIP

Nothing Is Permanent

Probably, except a soul, nothing is permanent. Every thing, changes its shape, size, color & contents every seconds. Every thing goes through a cycle of birth, life and death. Still, human nature is more resistant to changes. We seek permanent things in our temporary life. Do not laugh on people who are going through tough phase of life. You never know when the situation would be reversed.



We like it or not, life is going to go through the cycle of pain and pleasure, day and night, bad and good, life and death, old and new. Once, the great king Akbar asked Birbal and his all ministers, tell me in one sentence which is true at all times. Birbal replied, "This too shall pass". When you are going through a feeling of pleasure or pain if you remember this sentence, you will be able to develop in mind the feeling of equanimity.

5 Tips to develop attitude of Equanimity :

1. Pain and pleasure are part of cycle.
2. There is difference in speed but cycle is moving.
3. Every moment, every thing is changing.
4. We have the power to make favourable changes in our life.
5. Certain universal forces are beyond our control and have positive or negative effects on our life.

NKR

Never Keep Regrets

My father did not leave enough wealth for me. I could not complete my professional course. I did not get desired job. My business did not flourish the way I wished. My child did not get in merit list in SSC exam. I could not marry the girl I loved. Like that there are thousands of regrets in life. In such circumstances we have 2 choices: Either to live with regrets or leave the regret and carry on. Either crib for what you could not get or love what you got. Either plan for bright future or cry for a painful past. Choice is ours. But this choice decides whether we make our life beautiful or painful.



No man is born, who did not have some or the other regret in life. Difference between winner and loser is that winner does not allow the seed of regret to grow whereas a loser keeps nurturing the plant of regret. When we nurture a regret it spreads like a weed. One regret will generate hundreds of other regrets and your life will be full of regrets.

5 Tips to bury the regrets :

1. Regret due to past events are beyond your control. You cannot reverse the time so the best way is to accept it as destiny.
2. Learn lessons from what has happened in the past so that it can be avoided in the future.
3. Do not blame any one for what has already happened.
4. Plan your future.
5. Show must go on.

OPT

Optimize Process Time



Time and cost are 2 major inputs required for manufacturing any product and for delivering services. Most of the entrepreneurs are cautious of direct cost, however time consumed in this process gets neglected.

Optimizing process time can optimize quality, cost and service.

World-class organisation sets the time targets for each and every activity. Optimisation of time increases efficiency which results into better output in available resources thus reduction in per unit price. Competitiveness in market increases by reducing per unit cost.

Reduction in time increases customer satisfaction also. He gets faster service and waiting time reduces. If the price and quality is equal, a customer would like to buy a product or take services from the company, which delivers quickly.

5 Tips to optimize process time :

1. Eliminate wastage.
2. Do not compromise on quality.
3. Optimise through time and motion study.
4. Set the time target for each activity and each employee.
5. Keep reviewing processes continuously.

PAP

Prayers Are Powerful



According to the books, Men are from Mars and Women are from Venus. A man when passing through problems, does not want to share them with anyone. He feels inferior in asking. Probably this is men's ego. However most of us do not have problem in praying to God. And most of the times our prayers are answered positively and our faith further gets cemented.

Prayers are powerful not because someone is sitting somewhere and listening to our problems and helping us in solving them. Basically when we pray, we give positive commands to our mind. Mind has so much power, that the entire universe starts working for realisation of that command. When mind is alert, it finds creative and innovative solutions, including trace opportunities and that's when we get success.

5 Tips for effective Prayer :

1. Decide what you want to achieve.
2. Pray for the same, first thing in the morning and pray before you sleep.
3. Pray to, in whom you have complete trust.
4. Prayers are answered in the form of opportunities. Keep your eyes and ears open.
5. Actions will bring reward. Only prayers are not enough.

PFE

Place For Everything

"Place for everything and everything in place" is one of the most effective principles of management. However, this is applicable and useful everywhere.



Most of the domestic fights are for silly reasons like things that cannot be found when needed. You may have to waste a lot of time in searching your favourite apparel, shoe, screw driver, pen, toothpaste and comb. The simple reason is that, place is not fixed for each and every item and even if the place is fixed, some of the members are not having the habit of keeping back things at the same place after using it.

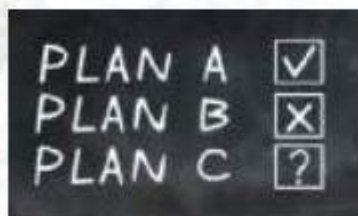
Similarly in work places, this rule is of utmost importance. Particularly in industries, process line & operation theaters, if things are not in place, it can create havoc. Create a place for everything in such a way that it is convenient to find & easy to remember. Logical marking or numbering or naming should be done, so that even if new employee joins, it becomes easy for him to operate.

5 Tips for proper management of things :

1. Fix most logical place for every thing,
2. Inform and train all concerned, people about location.
3. All those who are concerned need to develop religious habit to keep things in right place.
4. Lids, caps, cover, door etc. should be properly closed after use.
5. Few people are hard to train and need continuous reminder.

PFW

Prepare For Worst



It is not necessary that we get whatever we plan. Our plan for studies, job, project, business, vacations etc. can fail and wise people are those who keep their plan B ready so that they can be on

track again in a short span. Do your best but at the same time be prepared for the worst. This strategy gives peace of mind and sudden shocks are easily absorbed.

The best time to prepare for the worst is when every thing is going very well. That time one has spare time and additional resources to plan for future eventualities. Always keep in mind that whether best time or worst time, it will not last forever. Going for a sufficient insurance and saving regularly from income are wise habits. Preparing for worst time, is like keeping spare tyer in the car. You never know when tyer will go flat.

5 Tips to prepare for Bad Time :

1. Always be prepared and keep plan B ready.
2. Never take your eyes off from the future eventualities.
3. Do not hesitate in investing part of your resources for plan B, though it may all go waste.
4. Never keep all your eggs in one basket.
5. Save and insure for future.

PGE

Passion Gives Excellence

The level of passion and the level of excellence are directly related. Your level of excellence will go as high as your level of passion towards your purpose. Passion is defined as intense feeling and emotions about some thing. The best example is Sachin Tendulkar's passion for cricket.



A child gets the highest grade in a subject for which he is passionate about. He needs least efforts for that subject. When you are passionate about some thing, your body, mind, heart and soul work in unison for that purpose. And when your entire being is working unilaterally for some thing, excellence has to be there.

Passion cannot be forced upon anyone. It may so happen that a person is unaware of the subjects for which he is passionate about and has wrongly taken up studies, job or relationship, which he/she is not finding interesting. In such a situation it is better to change your path rather than struggle hard to develop passion for the current subject.

5 Tips to pursue Passion :

1. Try to identify your passion.
2. If unable to find your passion, take professional help.
3. Keep expanding your vision around your passion.
4. Keep working in focused way for your passion.
5. Make passion your main goal. Money, fame and power will follow.

PGO

Problems Generate Opportunities



The difference between wise and ordinary is that when a problem arises, ordinary person tries to solve the problem and wise person searches for opportunities in the problem. If you are a human being, problems are inevitable both in personal and professional life.

If you get detected for diabetes, consider that it's an opportunity to live more disciplined and healthy life by regular walk, yoga and exercise. If you lose the job, probably it is an opportunity to start your own enterprise. Opportunities are hidden in every situation. One needs to be more alert, more cautious, maintain positive frame of mind and be more innovative.

Develop your attitude like a sponge ball. As hard you get hit to the wall, you bounce back with double the force. Problems are like stones, as close you keep from your eyes, they block the vision. As far you keep them, they will appear smaller and smaller.

5 Tips to generate opportunities out of problems :

1. When problem arises, do not allow your mind to go in a negative mode.
2. First find an immediate solution to tackle the problem.
3. Use your creative mind to find opportunities in the situation.
4. Do not keep staring at the closed door.
5. Take the help of experts if needed.

PIV

Patience Is Virtue



Patience is a virtue, not many have. Where most of us are running after materialistic life, it is not easy to develop quality of patience. Except bad money, cheap publicity and ugly power nothing worthwhile is

achieved without patience. All great leaders and achievers such as Gandhi, Albert Einstein, Thomas Edison, Mother Teresa, Jamshedji Tata, Sachin Tendulkar, Warren Buffet have or had virtue of patience.

Real test of patience is when one is going through adversity and pain. Almost all religions have advocated the importance of patience and teach us to keep faith in almighty while going through suffering. Patience and faith gives greater mental strength to deal with pain.

One needs to develop patience as a habit, right from in dealing with small situation such as waiting in a queue to fighting with cancer. This is one of the most important virtues needed for getting almost any thing in life.

5 Tips to develop Patience :

1. Meditation can help in developing patience.
2. Religious and philosophical teaching can help in attaining peace of mind.
3. Mother raising child is the best example of patience to watch.
4. Watch your thoughts, if you are developing irritation, frustration immediately withdraw from situation.
5. Divert your mind on some positive subject.

POP

Perform Or Perish

Whatever profession we are in, unless and until we perform, our customers and clients are not going to trust us. If you are a doctor, patients should get right and quick treatment. If you are an advocate, client must get quick and favourable verdict. If you are working as an employee and if you do not perform, you will be out soon.

Few years back, in an organisation, loyalty was more important. Even an average or below average performer was acceptable if he had devoted his physical life for the organisation. But since liberalisation in India, it is either Perform or Perish. Now a days you cannot survive on past glories. To retain your job, every year you have to prove your worth and keep adding value. Few Fortune 500 corporates have a policy to remove bottom 10% least performer every year so that they can hire better talent.



5 Tips to keep performing :

1. Every day is a new day to add value in your work.
2. Use innovative ideas to give some thing different.
3. Set the tough goals periodically.
4. Keep enhancing knowledge about your profession.
5. Success is journey; it's not a final destination.

PRS

Progress Requires Speed

Patience in planning and impatience in execution is the secret of success. One may have a great dream, an excellent idea, meticulous preparation, sufficient resources, and competent team but if they lack execution with speed, it will all be useless. Quick action is the key to success. It may happen that chances of failure increases but that can be compensated with excellent preparation but nothing can fill the gap of execution with speed.

For speedy execution, prepare detailed action plan with responsibility and target date after thorough and due deliberation. For complex projects help of statistical tools can be taken otherwise a simple activity chart with start and finish date can be sufficient. However if day to day follow-ups of each and every activity is not done and plan is not reviewed every day, speed cannot be achieved. Inactiveness and procrastination are speed breakers and hurdles for progress. Be demanding, be aggressive in implementation and execution, and be ruthless in follow-ups, if you really want to achieve some thing worthwhile.

5 Tips for work with speed :

1. Prepare activity chart with responsibility and target dates.
2. Do continuous follow-ups.
3. Eliminate overlapping activities.
4. Set time target for each sub activity.
5. Eliminate bureaucratic processes.



PSR

Possessiveness Suffocates Relationship



Relationship should be maintained like holding a bird in hand. If you hold it tightly, it will suffocate and die. If you hold it loosely, it will fly. If you hold with love and care, it will stay with you.

In Indian context, I feel that we tend to be very possessive about our spouse and children, compared to western culture. Possessiveness increases attachment, which in turn increases expectations. Till today it had not created much of the problems but due to rise in nuclear families, distances due to jobs and increase in working females, there is mismatch between modern life style and traditional values. It is becoming a major cause of strain in relationships. Present circumstances and changing culture demands more space to be given in close relationships.

5 Tips to handle Relationship :

1. Trust is the foundation of a strong relationship.
2. Good understanding is the basic need of relationship.
3. Giving space is important in relationship.
4. People are generally different not difficult.
5. Men and women are genetically different and need to be handled accordingly.

PYN

Protect Your Name



Always remember that the speed with which your reputation is talked about is faster than you can imagine. Wherever you are going, your reputation is already waiting there. In the era of social networking the speed has increased manifold. It is good and advantageous if your reputation is good but it is dangerous if your reputation is bad.

Build your goodwill and reputation; protect your name at all cost. Earlier it was easy to have gap between what you are and how people perceive you, but now people can't be deceived. One can't keep wearing fake mask for a long time. So better drop all your bad habits and character flaws. Do not compromise your values for the sake of short-term gains. In long term, whatever wrong you are doing today will damage you manifold in future. Reputation is like a glass; once the crack is developed it is not easy to gain its original form again. It is not easy to build good reputation and certainly not possible to build it overnight. Promoting false name over night may be easy but building good reputation requires lifetime efforts.

5 Tips for building Reputation :

1. Honesty is the foundation for trust and trust is the foundation for goodwill.
2. Look for long-term benefits than short-term gains.
3. One bad work has power to destroy 99 good works.
4. Keep company of good people and leave company of bad people.
5. Be ready to pay any price to protect the name.

QiQ

Quality is Quintessential

Whatever you think, whatever you talk, whatever you do, add the flavor of quality to it and you will be able to deliver extra ordinary performance. Quality of thoughts is as essential as quality of things. If your thoughts are not qualitative, your words and actions can't be. It is imperative that we keep getting thoughts, which pollute our thinking, but continuous cleaning is important as we clean our house, body, clothes etc. Before uttering your words, check the quality and rephrase your sentences. This trait can change the quality of your life tremendously. Finally, quality of your action will improve your performance, your image and your spirit.



The existence of your business or profession depends on quality of product and services you are offering to your customer and client. Quality depends upon quality of input material, process and quality check for final output.

5 Tips for making Quality as way of Life :

1. Develop the culture of quality consciousness in personal as well as professional life.
2. Quality of output depends on quality of input and process.
3. In short term, quality may cost you but in long term, it is an investment.
4. Continuous monitoring is needed to achieve the quality consistently.
5. Use less quantity but use good quality.

RiE

Respect is Earned

Indian culture and tradition gives lot of thrust on giving respect to the seniors and elders. In few communities and societies even children are treated with respect. We Indians get hurt quickly if someone is not giving respect in conversation. Due to the impact of western culture, new generation is not bothered about using extra respectful language for seniors and elders.

Whatever the culture is, every one seeks that he should be respected genuinely for his/her age, position, power & knowledge. Now a days, it is not easy to get respect only because of age, position, money or seniority. Respect needs to be earned.

Respect can be earned by following methods :

1. Give respect to get respect.
2. Enhance your knowledge.
3. Be empathetic. Talk less, listen more.
4. Selflessly guide and help others.
5. Be resourceful and drop your ego.



RYU

Realize Your Unimportance



You may find this tip very different and unusual. Mostly, we are busy in showing off our importance and not realizing that our role is already over and we are not required anymore to take decisions on their behalf. Without realizing this fact we keep poking our nose in the matters where our importance has already finished or it was never there as we were thinking.

For example, a daughter after marriage interfering in her parent's home; a mother expecting from her son that he will give as much time as he was giving before marriage; a boss wanting to influence ex-subordinates after he has been transferred to a different department or organization.

5 Tips to realize Unimportance :

1. Be emotionally intelligent.
2. When other persons are not giving you any importance, understand they are independent enough to handle the situation.
3. One needs to be conscious and alert when communicating with others to get signals of irritation & coldness.
4. Continuously analyse your role.
5. Advise only when asked for.

SBH

Simplicity Brings Happiness



Simple living high thinking is the mantra for creating happiness in life. Now a days, we have started buying things, more for showing off the family status to friends and society than for our own comfort. The logo on shirt and the emblem on the car gives more satisfaction than comfort of using it. Many may argue that branded things are better in quality but it is equally true that similar quality things are also available at cheaper price. The other problem of running after a brand is that it gives more pain, if you don't get it.

Simplicity needs to be reflected not only in the kind of things we are using but also in each and every action of ours. For example the way we talk, the way we treat and behave with other people specially juniors. Simplicity is seen in every action of ours and it is possible only if we have high level of spiritual thinking. We need to reach a state where there are no more egos; attachment is at minimum level and where neither pleasure nor pains could turmoil our mind.

5 Tips for Simple Living:

1. Look for comfort and utility while buying things.
2. Do not show off particularly to those who are a deprived lot.
3. Keep enhancing your wisdom.
4. Don't try to impress people.
5. Target for happiness and peace of mind.

SDD

Success Demands Dedication



General elections of Indian parliament in 2014 will be remembered in the history for getting success due to sheer dedication of Mr. Narendra Modi.

Once the vision is clear and strategy is decided, dedication and determination can only bring success.

The problem with most of us is that we have lot of desires; number of dreams but what we lack is hard work and consistency of efforts. We come across momentary setback or hurdle and our level of enthusiasm falls drastically. We start doubting our strategy and even the goal.

People who are looking for quick success, also quit quickly. If your goal is clear, path is right, keep walking. Do not quit. Success is bound to be there. Success demands perseverance and dedication. Winners do not quit.

5 Tips to have continued Dedication :

1. Have faith in your Goal.
2. Plan meticulously before starting any project.
3. Do not quit unless there is no other option.
4. Create a strong and competent team.
5. Have patience and faith.

SGM

Smile Go Miles



I lived for more than 10 years in Indonesia. Indonesia is the 4th most populated country with 90% plus Muslims. I learned the importance and impact of smile in Indonesia. A totally unknown person, irrespective of gender will give a subtle smile when you enter in lift or meet in close proximity. Human brain is designed to remember the images, not the words. When we meet someone with a smiling face, he/she will remember us for years because we have left a positive image on his/her mind. Smile helps in radiating positive energy between people.

When we are upset but have learned to smile it can hold back our tongue from uttering unwanted words, it can seal our lips so that we do not regret later. Smile in the face of a problem can boost the enthusiasm around us. A smile on the face of a loser can take away the thrill of a winner.

5 Tips about Smiling :

1. Smile genuinely. Fake smile may have negative impact.
2. Develop a habit of smiling.
3. Let gender, caste, creed, class not come between you and your smile.
4. Greet first with smile.
5. Have positive thoughts. It is not possible to give genuine smile with negative thoughts.

SIE

Smart Is Effective

Smart people get success more easily and quickly compared to intelligent people. Smartness leads to effectiveness. Effectiveness is doing right things in right way at right time. Intelligence can bring efficiency but for effectiveness one needs smartness. Most of the time it has been observed that success is not always gained by the most meritorious people but those who got success were smart enough.



Smartness can be defined as a quality demonstrated by a person of being quick, witty, clever & presentable. It is found many times that a person is more knowledgeable and more intelligent but can't create an impact due to lack of smartness. Though genes can help in becoming smarter however this skill can be developed by training and continuous efforts.

5 Tips for becoming smart:

1. Be action oriented. One cannot be action oriented if he/she does not think deeply and decide quickly.
2. Be updated. Keep learning particularly about the field you are working in.
3. Be presentable. A smile on the face and a decent dressing sense are needed to be likeable among a group.
4. Be a team player. Whether you are a leader or a member, work with a team spirit.
5. Smart people are not only good orators but also good listeners.

SiG

Silence is Golden



There are 2 kind of people who keep silence : A timid and a wise. A timid does not know what to speak & wise thinks why he should speak. Except when you are an excellent orator and your profession demands oratory skills like political leaders, religious leaders, marketing professionals & trainers, excess words will do more harm than any good. You will always be tempted to trouble your tongue but mostly it will bring trouble in your life. Whenever you are upset for any reason, first step to save yourself from stupidity is to seal your lips. Even a one-minute silence can change future course of action. People who maintain silence are actually talking to self. Such people mostly weigh their words before uttering, so it creates a great impact on the audience.

5 Tips to maintain Silence :

1. Maintaining silence requires higher degree of self-control.
2. Allow others to speak so that you can have a better strategy before you speak because once spoken, retrieving words is impossible.
3. One can be very generous in spending money but should be very miser in spending words.
4. Quality of words are more important than quantity of words.
5. Rephrase sentences several times before you speak.

SIO

Suffering is Optional



I learned from my father that pain is inevitable but suffering is optional. When he got diagnosed with cancer and doctors predicted only 3 months more of his life, he was confident that he still had 3 more years to live. In that duration he wrote 2 books and got them published. In spite of severe pain and terminal disease he always had smile on his face and lived with full energy and purpose in life.

No one in the world is immune from problems and pains. It is not the problems, which are painful, it is the way we handle them. Strong will power, positive attitude and fighting spirit can reduce the intensity of any difficulty.

Few people are like water in the pond, that even a small stone can create endless ripples. On the other hand some people are like ocean, throw any thing in that, it does not make any difference.

5 Tips to face any problem :

1. Do not lose your confidence.
2. Explore the options.
3. Take the help of expert.
4. Smile in the face of a problem.
5. Choose the available options and fight head on like a bull.

TDP

Thoughts Differentiate Personalities

Imagine 2 identical twins, having same physical appearance, eating similar food, wearing identical clothes, raised in same environment, attending same school, having same friend circle still they behave differently in similar situation. What differentiates them? The whole difference is how they think. Our words and actions are governed by what we think.

Our destiny is the result of our thoughts. What we think, we speak. Our words get converted into our actions. Repeated actions get converted into our habit. Old habits turn into our character and our character decides our destiny. So watch your thoughts if you want to change your destiny. Our thoughts are combination of our accumulated knowledge and present input through various senses. What we receive in conscious stage, after analyzing in our brain, gets stored in our subconscious mind. Caution is required in what we are storing because that accumulated knowledge and wisdom will guide the intellect in future to take decisions.

5 Tips to Manage Thoughts:

1. Continuously watch your thoughts.
2. Do not allow negative thoughts to get stored in subconscious mind.
3. Continuously keep refining quality of your thoughts.
4. Reading good books help in having better thought process.
5. Company of good people also helps in having better thoughts.



TSR

Transparency Strengthens Relationship



We are prospering in terms of wealth but our relationships are on the verge of bankruptcy. The prime reason is lack of transparency and trust. Our thoughts, words and actions are not aligned. People are smart enough to

differentiate between actions and intentions. In such a situation, one can only have either formal or professional relationship but not trust based relationship.

No relationship can be strong if trust is lacking. Trust is the foundation of a long lasting relationship. The main reason for breakup in a relationship is the broken trust. Some time misunderstanding can crop up in spite of our genuineness but best way to remove misunderstanding is to go and talk straight away. Speak up your mind and be transparent. It will be easy to regain the lost trust.

Transparency in words is not enough. One needs to be transparent in thoughts & actions also. Following needs to be done to be transparent.

5 Tips to strengthen the relationship :

1. Align your thoughts, words and actions.
2. Develop courage to speak your mind with people.
3. Try to walk in the shoes of other person and understand the situation from his/her point of view.
4. Take the feedback without trying to justify yourself.
5. Express your regret on realization of your fault.

UDC

Unwise Defend Criticism



We humans have a tendency that when any one criticizes us, we immediately go in a defensive mode and start protecting ourselves. We may lie; we may give several justifications to prove that we are not wrong.

In our educational institutes we have never been taught, how to accept criticism. Basically, criticism triggers fear of punishment or rejection which is why, we start justifying our actions.

It is not necessary that all criticisms are correct. It is quite possible that criticizer is biased and attacking politically. It is important to differentiate between genuine criticism and politically motivated criticism. Handling the criticism is an art.

5 Tips to handle criticism effectively:

1. To know who is criticizing is important whether he is a friend or a foe.
2. If criticism is from a competitor defend it by facts, without revealing your emotions.
3. Listen carefully and introspect.
4. Avoid arguments. Just say thank you and carry on.
5. If you realize your mistake, accept it with all humility, and take steps to rectify it.

UTW

Ultimately Truth Wins

Truth is a debit card, pay first and enjoy later. Lie is a credit card, enjoy first and pay later. Truth may be painful initially but lie will have deeper wounds and will hurt you life long. Truth may be bitter initially but it will cure all problems and on the other hand lie will taste sweeter but will be harmful forever. Lie may win initially but ultimately truth wins. A lie will add to your troubles, subtract your energy, multiply your difficulties and divide your joy whereas a truth will add to your happiness, subtract your troubles, multiply your joy and divide your problems.



Sometimes it may look that a small lie can save your relationship but no matter howsoever small a lie is, it will steal your peace of mind and happiness. And when lie gets detected, it hurts much deeper. When the situation is that the truth can hurt, plan your words carefully so that shock is not sudden and wounds are not deep.

5 Tips for telling Truth :

1. Select right time, right words and right situation before telling a truth.
2. If you do not have courage to tell the truth, maintain silence rather than covering up with lies.
3. Do not mix emotions with truth. It will get distorted.
4. It may be harmful in short term but in long term it will be more effective.
5. Truth may be subjective so listen carefully to others also.