**Be the Best**

**That You**

**Can Be**

**150 Tips for Effectively Working With Others and Making a Difference in the World!**

By Gail Cassidy

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The old “Do Unto Others…” adage works, as I have so clearly learned over the years in my career as a teacher in high schools and the corporate world; specifically, IBM and Dale Carnegie Corp.

The Tips in this book are dedicated to the kids of all ages that I have had the opportunity to work with over the years.

All of my books are based on the principles contained here.

Thanks, Kids! You taught me well!

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# LIVE THE BEST LIFE YOU CAN

# BY BEING THE BEST YOU CAN BE

How can you make your life better than it is now? The tips in this booklet, should you choose to use them, will help you live a happier life, especially in your interactions with other people; but first, there are three things you need for yourself.

1) You need food--wholesome and nutritious--to nourish your body.

2) You need shelter--a safe place to live.

3) You need support—someone to let you know you are important to the world.

When you have these three essentials--food, shelter, and support--in your life, you can work on making a difference in the world by positively influencing and impacting the lives of other people.

But first, you have to train yourself to **FEEL GOOD EVERY DAY**.

The following chart summarizes what is necessary for you to FEEL GOOD EVERY DAY-- everyone’s ultimate goal.

**YOUR PHYSICAL WELL BEING REQUIRES**

**SOUND NUTRITION AND DAILY EXERCISE**

**YOUR MENTAL WELL BEING REQUIRES THE FOLLOWING:**

**Always Look For the Following:**

• Gratitude and Beauty every day

• Practicing daily Meditation and/or Reflection

**Everyone’s Ultimate Goal is to feel good!!**

**To Feel Good, Choose and Experience Any of These**

**“FEEL GOOD” EMOTIONS:**

Passion Bliss Happiness Reverence

Joy Trust Optimism Inspiration

Harmony Appreciation

Most importantly, every day 1) express GRATITUDE and 2) seek BEAUTY, 3) validate everyone, 3) look for their positives, and 4) show everyone you meet kindness, appreciation, and respect.

**THOUGHTS ARE CHOICES and can be either POSITIVE OR NEGATIVE--you make the choice!**

**TO FEEL BAD, CHOOSE EITHER JUDGMENT and/or NEGATIVITY** through allowing yourself to experience the feelings of

Revenge Excuses Procrastination

Anger Justification Gossip

Hate Ill Will Blame

Sickness Gloom Despair

Criticism Hatred Restrictions

Anxiety Fear Shame

**THESE FEELINGS EQUAL** **DEPRESSION, SADNESS, e.g.,**

**“I DON’T FEEL GOOD”**

|  |
| --- |
|  |

The nice thing is, you have the power and ability to choose to feel good or to feel bad every moment of every day.

**Choose: I FEEL GOOD!**

The following tips will help you as you interact with others. Human

nature is the same all over the world, and these tips reflect the basics of human relations. Making these tips a part of you will help you be more effective in working with others and will help you maximize your own potential.

Enjoy every day of your life. Each one holds a surprise for you. Look for that surprise each day. When you find it, write it down, keep it

forever, and see the beauty in whatever occurs.

I wish you all the best in life!!!

Warmly,

Gail Cassidy

# GENERAL PHILOSOPHY OF LIVING

1. See the invisible tattoo on everyone’s forehead that reads: **“PLEASEMAKE ME FEEL IMPORTANT.”**
2. Find at least one happening in each day to be grateful for.
3. Look for positives in every person.
4. Recognize the specialness of diversity.
5. Provide an atmosphere conducive to happiness, e.g. a smile on your face, comfort, simplicity, etc.
6. Vary your daily activities. Do something different that will revitalize you.
7. Remember, humans of any age need breaks.

8. Know that everyone you meet has something special to offer.

9. Living in the moment is where you find happiness.

10. Learn the Serenity Prayer: “God, grant me the serenity to accept the things I cannot change, courage to change the things I can and the wisdom to know the difference.”

11. ”See” and/or “feel” your positive day before you climb out of bed. Use positive self talk.

12. Be (or act) enthusiastic about everything you do. It’s contagious; it carries over to the people in your life.

13. Accept people as they are, and then provide the atmosphere for them be happy and grow.

14. Learn from every person you meet, every friend.

15. Ask yourself, “Does it really matter?”

16. Being right does not always work, e.g.,

Here lies the body of William Jay,

Who died maintaining his right of way.

He was right, dead right, as he sped along,

But he’s just as dead as if he were wrong.

17. HAVE FUN!

# ATTITUDE

18. Park your ego at the door; it hinders relationships with friends and family.

19. Give your friends and people you know a reason to check their negative attitudes at the door also.

20. Know that people “mirror” you. They reflect what they see, hear, and feel from you.

21. Shake things up. Make changes. “If you always do what you have always done, you’ll always get what you’ve always got.”

22. Show people through your own example what fun having a great attitude is.

23. Be patient.

24. Positive attitudes are catching, wherever you are.

25. Show respect to get respect.

26. Know that attitude is a choice everyone makes every day.

27. Explain that people cannot help what happens to them, but they are always in charge of their responses.

28. Remember, there is a pause between stimulus and response. Choose your response carefully.

29. Ask yourself why you are choosing to be unhappy, bored, tired, sad, or happy.

30. Know that attitude is the steering mechanism of the brain. Body language can lead to attitude, and vice versa.

31. Practice changing your attitude by sitting or standing straight, with your head up and a smile on your face. It does work!

32. Know that it is the attitude of our hearts and minds that shape who we are, how we live, and how we treat others.

33. Help friends and people you know to recognize their specialness.

34. Success is feeling good about yourself every single day. That is attitude.

35. Know and share with the people you know that true power is knowing that you can control your attitude at all times.

# HUMAN RELATIONS

36. Treat everyone as if he or she were your friend’s best friend.

37. Never talk down to anyone.

38. Find what is special about every person you meet.

39. **SMILE.** It warms a room.

40. Use tact when responding to a challenging person. The rewards outweigh “being right.”

41. Know that it is not okay for people to feel your negativity. Being negative is your choice.

42. Be 100% fair at all times--no exceptions.

43. Keep in mind that perception is reality--yours and your friends’ and the people you know.

44. Treat every person as you wish to be treated.

45. Understand that no one wants or likes to be wrong.

46. Everyone desperately wants to feel special.

47. Remember that people gravitate toward people and things that are pleasurable and avoid people and things that are painful. Make being with you pleasurable.

48. LISTENING is the greatest compliment.

49. Try to understand before being understood.

50. Show genuine appreciation to people you interact with.

51. Begin corrective action with sincere and honest recognition of what has been done correctly.

52. Never embarrass anyone. Allow the person to save face.

53. Use encouragement. Make the error seem easy to correct.

54. Don’t be afraid to admit your mistakes. It will make you appear more human.

55. Show respect for every person’s opinion.

56. Challenge people to be the best that they can be.

57. Make SINCERITY your No. 1 priority.

# COMMUNICATION

58. Set standards in your everyday life and share them with the people you know.

59. Know the purpose and importance of what you are doing.

60. Set high expectations.

61. Know that 55% of all messages comes from the body. Notice how you can tell your special someone is in a bad mood without any words being spoken.

62. Know that 38% of the message comes from the voice: inflection, intonation, pitch, speed, e.g., “I didn’t say he stole the exam.” Seven words--seven meanings.

63. Know that you cannot NOT communicate.

64. Recognize that we don’t all see the same thing when looking at the same thing.

65. Know also that we don’t all hear the same things even when listening to the same words.

66. Control your thoughts; your feelings come from your thoughts; therefore, you can also control your feelings! Choice is control.

67. Take responsibility for what you say and how you say it.

68. Listen for the message, yet know that body language can be interpreted as only a clue to the meaning of the message, e.g., arms crossed in front of chest could mean the person is blocking you or could mean the person is actually cold or comfortable.

69. Learn to lead rather than to try and overcome resistance.

70. Communicate your enthusiasm through your body and voice.

71. “One who is too insistent on his own views, find few to agree with him.” -Lao-Tzu

72. Speak with a warm heart.

# SELF ESTEEM

73. Know that a person with high self esteem does not need to find fault with others.

74. Remember that people find fault with others when they feel

threatened, consciously or unconsciously.

75. Know that self-esteem is not noisy conceit. It is a quiet sense of self-respect, a feeling of self-worth. Conceit is whitewash to cover low self-esteem.

76. Remember, people have two basic needs: to know they are lovable and to know they are worthwhile.

77. Remember, it is a person’s feeling about being respected or not respected that affects how s/he will behave and perform.

78. Helping people build their self concept is key to being a good friend.

79. Know that your words have power to affect a person’s self-esteem.

80. Each person values himself to the degree s/he has been valued.

81. Words are less important in their affect on self-esteem than the judgment(s) that accompany them.

82. The attitude of others toward a person’s capacities are more important than his possession of particular traits.

83. Bragging people are asking for positive reflections.

84. Masks are worn to hide the “worthless me.”

85. Low self-esteem is tied to impossible demands on the self.

86. A person’s own self-acceptance frees him or her to focus on others, unencumbered by inner needs.

87. The single most important ingredient in a nurturing relationship is honesty.

88. Ask this: “If I were to treat my friends as I treat those closest to me, how many friends would I have left?”

89. Avoid mixed messages. Be clear in your statements of expectations.

# BOUNDARIES

90. Tolerate no disrespect.

91. Be consistent in enforcing rules.

92. Set boundaries.

93. Find opportunities for others to improve the quality of their work.

94. Differentiate between the action and the person.

95. Uncover and address, when possible, the reasons for the person’s poor performance.

96. Make sure people you work with have the skills to succeed.

97. Focus, as often as possible, on what is right rather than what is wrong.

98. Give plenty of recognition for the unique gifts of each person.

99. Keep in mind that you have power in the present moment to change your thoughts, feelings, and attitude about the past.

100. Take control of your life by focusing on the present.

101. Remove the word “try” from your vocabulary. “Try” to pick up a pencil. Either you do or you don’t.

102. Find the lesson or value in unacceptable situations.

103. Know that you have choices in spite of your past experiences.

104. Turn problems into a learning opportunity.

105. Have a clear vision of where you are going.

106. Approach problematic situations with relaxed confidence.

107. Respond thoughtfully to challenging and/or problem situations.

108. Avoid making judgments.

109. Learn problem solving:

 State the problem

 Look for cause or causes of the problem

 Brainstorm solutions

 Choose the best one

110. Always see beyond your own point of view.

111. Encourage habits of thought conducive to growth in understanding others, to think outside the box.

112. Recognize that there is no one interpretation of a situation.

# LIFE’S TREASURE TIPS

113. Begin to be now what you will be hereafter. - St. Jerome.

114. Know that you too are special.

115. Enjoy each day and each moment of life.

116. Make corrections by citing two positives for every negative.

117. Live in the present.

118. Be alert for moments of gratitude.

119. Show lively enthusiasm!

120. Create an atmosphere of fun.

121. Build on successes.

122. Create a routine with varied activities.

123. Turn people on to wanting to learn.

124. Visualize doing well.

125. Be relaxed.

126. Make everyone feel important.

127. Remember, “You are what you choose today.” -Dyer.

128. Give yourself opportunities to succeed.

129. Provide a safe atmosphere--physically and mentally.

130. Validate yourself frequently.

131. Your reality is what you make it to be.

132. Polish your people skills.

133. Hone your communications skills.

134. Take excellent care of yourself.

# MORE TIPS

135. Work towards feeling good about yourself. It is man’s highest goal.

136. Always do what you feel is right or true.

137. Your actions reveal your values.

138. Your thought is the most powerful force in your universe. “Nothing is either good or bad but thinking makes it so.” -Shakespeare.

139. Be courageous! Whatever you dwell on expands.

140. Work toward goals that cause you to feel a sense of mastery.

141. Write a list of everything you have accomplished or have been recognized for in your life. Add to it whenever you think of something new. Read it when the going gets tough.

142. Have a clear sense of purpose in life.

143. Clarify your goals and focus on them

144. Be a risk taker. Step outside your comfort zone. Try something new.

145. Positive expectations are the single, most outwardly identifiable, characteristics all successful people possess.

146. You can train yourself to think more positively by training yourself to choose what you pay attention to and what you say about it, both to yourself and others. “We know what we are but know not what we may be.” -Shakespeare.

147. Whatever you believe, picture in your mind, and think about most of the time, you eventually will bring into reality.

148. Your self-image is the most dominant factor that affects everything you attempt to do.

149. Nothing is more exciting than the realization that you can accomplish anything you really want that is consistent with your unique mix of natural talents and abilities.

150. Remember, “Change your thoughts and you change your world.” - Norman Vincent Peale.

# WORTHY QUOTES

•Assume a virtue, if you have it not. - Shakespeare.

•Act enthusiastic and you’ll be enthusiastic. -Carnegie.

•It is not the place, nor the condition, but the mind alone that can make any one happy or miserable. - L Estrange.

•Beliefs have the power to create and the power to destroy. –Anthony Robbins.

•Nothing is more likely to help a person overcome or endure troubles than the consciousness of having a task in life. -Frankl.

•When the student is ready, the teacher will appear. - Zen proverb.

•The ancestor to every action is a thought. -Emerson.

•Imagination is more important than knowledge. -Albert Einstein.

•Things do not change; we change. -Thoreau.

•Great men are those who see that thoughts rule the world. -Emerson.

•Nothing has any power over me other than that which I give it through my conscious thoughts. -Anthony Robbins.

•The greatest discovery of my generation is that human beings can alter their lives by altering their attitudes of mind.

-William James.

•The only limits you have are the limits you believe.

-Wayne Dyer.

•Anything we fail to reinforce will eventually dissipate. -Robbins.

•Patience is the companion of wisdom. -Augustine.

--Lao-Tzu.

•Vision is the art of seeing things invisible. -Swift.

•Believing is seeing. -Dyer.

•We become what we envision. -Claude Bristol

•Change your thoughts and you change your world.

-Norman Vincent Peale

•When you discover your life’s work, you will realize that you already have the gift to make it happen. -Robert Anthony

•The time to be happy is now. The place to be happy is here, and the way to be happy is by helping others.

-Charles Engelhardt

•Finding and creating your life’s work will bring you more happiness and money than any other single action you can take.

-Robert Anthony

# QUOTES FROM MAKING A LIFE, MAKING A LIVING

# by Mark Albion

•You make a living by what you get. You make a life by what you give. -Winston Churchill.

•Every person I have known who has been truly happy, has learned how to serve others. -Albert Schweitzer.

•Life is like a coin. You can spend it any way you wish, but you can only spend it once. -Miguel de Cervantes.

•A tragic irony of life is that we so often achieve success . . . after the reason for which we sought it has passed. -Ellen Glasgow.

•Give of your hands to serve and your hearts to love. -Mother Teresa.

•To work without love is slavery. -Mother Teresa.

•Until you make peace with who you are, you’ll never be content with what you have. -Doris Mortman.

•No amount of travel on the wrong road will get you to the right

destination.

•Be the change you wish to see in the world. -Mahatma Gandhi.

•Our aspirations are our possibilities. -Robert Browning.

•What we are seeking is . . . the rapture of being alive. -Joseph Campbell.

•I always wanted to be somebody, but I should have been more specific. -Lily Tomlin.

•Fear not that thy life shall come to an end, but rather fear that it shall never have a beginning. -John Cardinal Newman.

•We do not remember days; we remember moments. -Cesare Pareso.

•If the things we believe are different than the things we do, there can be no true happiness. -Dana Telford.

•It is only with the heart one can see rightly. What is essential is invisible to the eye. -Antoine de Saint-Exupery.

•To be nobody but yourself, in a world which is doing its best to make you everybody else, means to fight the hardest battle which any human being can fight, and never stop fighting. -e.e. Cummings.

•For this is the journey that men make: to find themselves. If they fail in this, it doesn’t matter much what else they find. -James A. Mischner.

•I don’t know the key to success, but the key to failure is trying to please everybody. -Bill Cosby.

•Go confidently in the direction of your dreams. Live the life you’ve imagined. -Henry David Thoreau.

•Destiny is not a matter of chance, but a matter of choice. It is not a thing to be waited for, it is a thing to be achieved.

-William Jennings Bryan.

•If you are not working on your ideal day, you are working on

 someone else’s. -Marjorie Blanchard.

•Experience is not what happens to you. It’s what you do with what happens to you. -Aldous Huxley.

•When you cease to make a contribution, you begin to die. –Eleanor Roosevelt.

•Try not to be a man of success, but a man of value. -Albert Einstein.

•The goal is not to have but to be, not to own but to give, not to control but to share, not to subdue but to be in accord . . . not to amass, but to face sacred moments. -Abraham Heschel.

•A business that makes nothing but money is a poor kind of business. -Henry Ford.

•They may forget what you said, but they will never forget how you made them feel. -Carl Buehner.

•Imagine life as a game in which you are juggling five balls--work, family, health, friends, and spirit. Work is a rubber ball. If you drop it, it will bounce back. But the other four balls are made of glass. If you drop one of these, they will never be the same. -Brian Dyson.

•There are people who have money and people who are rich. –Coco Chanel.

•Success means living the life of the heart. -Frances Ford Coppola.

•The work praises the man. -Irish Proverb.

•Where the spirit does not work with the hand, there is no art.

-Leonardo da Vince.

•Opportunities are seldom labeled. -William Feather.

•The size of your success is determined by the size of your belief. -Lucius Annaeus Seneca.

•It is not hard to make decisions when you know what your values are. -Roy Disney.

•Work is love made visible. -Kahil Gibran.

•The man who really wants to do something finds a way; the other man finds an excuse. -E.C. McKenzie.

•We are what we repeatedly do. Excellence, then, is not an act, but a habit. –Aristotle.

•Only those who will risk going too far can possibly find out how far one can go. -T.S. Eliot.

•Courage is rightly esteemed the first of human qualities because it is the quality which guarantees all others. -Winston Churchill.

•I am a great believer in luck, and I find that the harder I work, the more I have of it. -Thomas Jefferson.

•There are no wrong turns, only wrong thinking on the turns our life has taken. -Zen saying.

•If we don’t change our direction, we are likely to end up where we are headed. -Ancient Chinese Proverb.

•Success is getting what you want. Happiness is wanting what you get. -Warren Buffett.

•If he was to become himself, he must find a way to assemble the parts of his dreams into one whole. -George Eliot.

•Lives based on having are less free than lives based on doing or being. -William James.

•The moment that one definitely commits one’s self, then Providence moves, too. -Johann Wolfgang von Goethe.

•There is no security in life, only opportunity. -Mark Twain.

•You miss 100 percent of the shots you never take. -Wayne Gretzky.

•All adventures, especially into new territories, are scary.

-Sally Ride.

•There is a growing legion of businesspeople who are hungry to build something of enduring character on a set of values they can be proud of. -Jim Collins.

•The people who get on in this world are the people who get up and look for the circumstances they want, and, if they can’t find them, make them. -George Bernard Shaw.

•Life shrinks or expands in proportion to one’s courage.

-Anais Nin.

•Don’t be afraid to follow your bliss, and doors will open where you didn’t know they were going to be. -Joseph Campbell.

•If you think you’re too small to make a difference, you’ve never been in bed with a mosquito. -Anita Roddick.

•Live neither in the past nor in the future, but let each day’s work absorb your entire energies, and satisfy your wildest ambition. - William Osler.

•The great use of life is to spend it for something that will outlast it. -William James.

================================================

# FAVORITE TOP TEN LISTS

# FROM COACH UNIVERSITY COACHES

**The Top 10 Ways to Create the Life of Your Dreams**

We all deserve to live a happy, fulfilling life. YOU and only you have the power to make that happen. Here are some steps to get you started.

**1. Be quiet!**

Take time to listen to your spirit, your inner voice, whatever you choose to call it. We get too caught up in the day-to-day stresses and obligations in our lives. Get quiet and tune in to the person you really are.

**2. Find a passion**.

Everyone needs to find a passion, but as I stated in number one we are often so over stressed that we don't have a clue to what our passion may be. Here's a start: Take five minutes and write down everything that you love - partners and kids excluded - (we KNOW you love them!)

**3. Find your spirit.**

Life needs to have balance - mind, body and spirit. It's like a three- legged stool - with only two legs, or one, it falls over. It doesn't have to be organized religion; it's whatever fills your spirit – a walk on the beach, a hike in the woods, meditation, prayer. Find the force that is bigger than you.

**4. Be grateful**.

I am like a broken record with this - but it's true. Life is always richer when we have appreciation for what we have in our life.

**5. Give to others.**

Giving of yourself is always a great way to give to yourself. It's a win-win situation! Find a cause, a neighbor who's lonely, an animal shelter where they need someone to walk the dogs. It will fill your spirit - just try it!

**6. Create intentions and affirmations.**

Write down what you want to come in to your life - be specific and positive. Don't use language like "want" - as in "I want a great job." Use a present tense - "I have a job that is fulfilling that I love." It can really work if you say them everyday!

**7. Become selfish.**

By taking more time to care for yourself you bring more happiness and peace to your life. By loving yourself enough to take care of you, you have more energy and love to give to others.

**8. Work on your thoughts.**

The most powerful tool you have to change your life is your own thoughts. You can change the way you think to be more loving toward yourself, to be happier, and more at peace. Every time

you have a negative thought STOP! and replace it with a positive one.

**9. Take time every day to DO something you love.**

Make sure you enjoy yourself everyday. Dance, paint, laugh, whatever makes YOU feel wonderful!

**10. Get support!**

It's not easy to change; it takes determination. Find a friend, hire a coach, get someone who understands what you are trying to do. Life can be a wonderful adventure - it's never too late unless you don't get started!

[Originally submitted by Candace Hammond, Coach University Graduate, Personal and Life Coach, who can be reached at mantis@capecod.net.]

# The Top 10 Wisdoms to Remember to Have a Triumphant Life!

Dear Friend:

To walk triumphantly through life is joyous beyond description, and it can be done!

Constructing such a life takes time, and far more wisdom than can be mentioned here. Still, it is hoped you will find this composition to be a refreshing affirmation of some of the core aspects of your life's pilgrimage. Also, may you see that you really are triumphant in so many wonderful ways.

Love to all,

Paul

**1. The "Golden Rule" in all religions**

a. "Do not do unto others all that which is not well for oneself."

Zoroaster, 6th century B.C.E.

b. "Hurt not others with that which pains thyself."

Buddha, 6th century B.C.E.

c. "Do not do unto others what you do not want others to do unto you." Confucius, 6th century B.C.E.

d. "May I do unto others as I would want that they should do unto me." Plato, 5th century B.C.E.

e. "Do not do to others which if done to thee would cause thee pain." Mahabharata, 3rd century B.C.E.

f. "Do not do unto others what thou wouldst not they should do unto thee." Rabbi Hillel, 1st century B.C.E.

g. "Do unto others as you would have others do unto you." Jesus, 1st century C.E.

h. "None of you truly have faith if you do not desire for your brother that which you desire for yourself." Muhammad, 6th century C.E.

i. "Lay not on any soul a load which ye would not wish to be laid upon you and desire not for anyone the things you would not desire for yourself." Baha'u'llah, 19th century C.E.

**2. The "Golden Rule" is not the only rule.** The old tried and true axioms are still the best. Review them often and enjoy the trip down memory lane.

Laughter is the best medicine.

It is better to give than to receive.

Two heads are better than one.

Success breeds success.

The mouth speaks what the heart is full of.

An ounce of prevention is worth a pound of cure.

An ounce of pretension is worth a pound of manure.

That which does not kill us makes us stronger.

Time heals all wounds.

Give every crisis two years.

Smile! It increases your face value.

Haste makes waste.

Live life as if you are preparing for the next seven generations.

What's right isn't always popular, and what's popular isn't always right.

Peace is always beautiful.

Wrinkles only show where the smiles have been.

Getting older isn't for wimps.

Have an attitude of gratitude.

Don't count your chickens before they're hatched.

Always drink upstream from the herd.

Question authority. Question reality. Question.

The larger the island of knowledge, the longer the shoreline of wonder.

Ask the right question and the universe will open itself unto you.

Real eyes realize real lies.

Those who dance are thought insane by those who can't hear the music.

Don't take any wooden nickels.

Worry is like interest paid on a debt that never comes due.

You cannot live longer by worrying.

Just direct your feet to the sunny side of the street.

The person who has many friends is truly wealthy.

Hold on tight to your dreams.

Honesty is the best policy.

Unto thine own self be true.

**3. Focus and simplify.**

**4. Know who you are.** Celebrate who you are wherever you are. Joyous moments that defy description will happen when you follow your heart. Dreams do come true. John Lennon said it best, "There is nowhere you can be that isn't where you're meant to be." Savor every second, even if it means appearing strange to others.

**5. Listen to the Rosa Parks within you.**

No matter how much a person or law may try to tell you what to do and/or deny you of your liberty, do not give up your seat on the bus of life. Don't give up your freedom and integrity. Stand for something or you'll fall for anything. Today's mighty oak is yesterday's nut that held its ground.

**6. We all hit "rock bottom," and sometimes more than once.** Learn to get up and start again. If needed, forgive yourself.

"Don't take life too seriously. You are not going to get out of it alive."

**7. You are not alone!**

**8. According to the late John Denver, "Life ain't nothin' but a funny funny riddle."** Have some fun in your life. Here are two riddles:

a. Make one word out of "NEW DOOR."

b. The poor have it, the rich need it, you'll die if you eat it, it is more evil than the devil, and greater than God. What is it?

Answers appear at the end of the this "Top 10."

**9. Love. Love. Love.** You have heard it all before. Here again are some of humanity's statements about love.

Love is the answer.

Create love.

Make love\* not war. (No sexual connotation implied unless you chose to do so.)

Love like there is no tomorrow.

Come on people, now, smile on your brother everybody get together.

Try to love one another right now.

Wherever you go, whatever you do, whatever you say, say it with love.

In-A-Gadda-Da-Vida, honey. Don't you know that I love you?

Do what you love and love what you do.

Put a little love in your heart.

Love makes the world go around.

All you need is love.

The greatest is love.

"I love you." The 3 most powerful words. Constantly invent ways to use them.

**10. Have a great life!**

The answer to the first riddle is, "NEW DOOR=ONE WORD."

The answer to the second riddle is, "Nothing." O:-)

[Originally submitted by Paul DuBay, MA, who can be reached at PaulDuBay1@aol.com.]

# The Top 10 Rules for the Game of Life

**We have all been given our precious life. How can you take yours to the next level of happiness?**

**Start by realizing the following:**

**1. Life is NOT a Game.** There is no dress rehearsal.

**2. This is YOUR life.** This is not somebody else's life. Do what you really want to do. Learn to put yourself first.

**3. You no longer have to live by shoulda's, coulda's, oughta's or if only's.** Live in the present and make each day perfect for you. Have no preoccupations with your pastor future. Don't let others' beliefs that don't work for you determine how you will live your life.

**4. There is no such thing as TRYing**.

Simply put, there is really no trying--either you do it or you don't. Put your arms down in front of you; now try to lift your arm. Did you do it? My point is that either you lifted you arm or you didn't. Trying is not full effort and doesn't portray your commitment.

**5. Success is what YOU define it to be.**

If you believe you are successful, you are. Success is measured in numerous ways. If you are intrinsically successful then it would be very difficult not to let

**6. YOU are perfect just the way YOU are.**

Stop focusing on your shortcomings. Start loving yourself and your uniqueness and special gifts.

**7. Listen to YOUR inner wisdom.**

It is this voice or intuition that helps guide you and your decisions.

**8. There are many lessons to be learned.**

There is a lesson to be learned in every triumph as well as every failure. Look for the lessons.

**9. You need to have a vision.**

Having a vision is the first step toward having the life you want. Purpose gives meaning to your life and changes your attitude and perspective about life.

**10. YOU must take actions.**

If you want a more satisfying, fulfilling and balanced life, you must begin taking actions to create it. Status quo is not good enough when you have a gap between where you are and where you

want to be. Set goals to support your vision and your dreams. Focus on results and if you're not getting the results you want, find the reason.

[Originally submitted by Natalie A. Gahrmann, M.A., Coach U Graduate, and author, who can be reached at nataliegahrmann@hotmail.com.]

# The Top 10 Principles to achieving a life Beyond Balance

Recognition that words like balance or juggling don't fit is finally here! Switching off at work about what is happening at home and putting life into pockets is meaningless. It requires sacrifice or conflict. The beautiful integrated, flowing, harmonious way that people wish to live is beyond this. This Top Ten gives tips for achieving a fulfilled and guilt free life, without sacrificing the people or things you love.

**1. Design the life you want.**

It seems obvious, but it is easier to say what you don't want. Make a clear statement to yourself about the life you want. Be specific. Every day take one step towards achieving that dream - focus on what is possible, not what is impossible. Say no to what you don't want.

**2. Know what your values are.**

Think of a time when you felt honored, fulfilled, and happy and describe this to yourself or a friend. Listen to how your values show up and from today do nothing that would dishonor these. Ask - what is the cost to me of not honoring my values?

**3. Live your life fully in the moment.**

Be present in every moment, conversation and relationship you have. Know that when you forget this, you lose so much time and energy it is catastrophic. You can waste a day wondering what to do next, instead of enjoying what you are doing. Watch your children - they are experts.

**4. Value your dream time.**

Spend moments just wandering in your head or physically visit the place you dream you will live in or hang out. Gather pictures of what this future will be like. Behave like the person you want to be. Make your dreams real. Now.

**5. Know what your limits are.**

Putting up with things about yourself, the way people treat you, your environment, and your possessions uses up energy that would be better spent else where. Set these limits selfishly!

**6. Chose how you will be.**

I am self-conscious, untalented, unworthy, too busy……No! Say, "Until now I have chosen to be self-conscious, untalented., unworthy, too busy, and from today I chose to be confident, talented, worthy, and live my life at the pace I love"

**7. Know what might stop you.**

Identify the things that you know might stop you and be ready for them. Identify what you might do to sabotage this process and who might get in your way. Prepare, notice and react positively.

**8. Have a support network.**

Someone who supports you in your dreams and aspirations and is there for you when you need a friendly face is essential for this to work. A coach, a partner or a friend will keep you on track and encourage you when things get tough.

**9. Make now the right time to start.**

Listen to yourself say - "This will work when I have more money/time/space/when the kids have grown up…….Give it up! Phrase the things you desire in the here and now

**10. Start now.**

Have a handful of things that you do every day that are just for you - a good cappuccino, a hot bath, time with your children. This will nurture you and remind you of the commitment you have made to having a beautiful integrated, flowing, harmonious, wonderful, fulfilled life that is YOURS!!

[Originally submitted by Mairi Watson, Founder partner of Professional Life Coaching, Life Coach, who can be reached at mairi@professionallifecoaching.com]

# The Top 10 Steps to a Successful Life

**1. Make your intuition your ally.**

How does your intuition speak to you? Do you receive information in words, feelings, a body sensation? Do you just know? Ask your intuition questions and pay attention to the answers and act on the information you receive.

**2. What are you enthusiastic about?**

The root of the word enthusiasm is entheos. It literally means "God Within." Just think, when you feel enthusiastic about your dreams it means that God is speaking through you and saying "yes" to your goals! The feeling of enthusiasm is one of the ways your intuition speaks to you. What makes you excited, happy, delighted? What do you look forward to each day? Do more of it!

**3. Be clear about your goals.**

We are often quite clear about what we don't want. Spend time thinking about what you do want. What does your ideal life look like? Draw pictures or cut out scenes from magazines that illustrate the life you want to create. Write in your journal, envision. Spend time each day imagining your ideal life. Envision the details of that life. Imagine you are living it now. What are you wearing? What are you feeling? Who are the people around you? The power is within your

mind and heart to bring forth the new life you want.

**4. Spend time in prayer and meditation.**

Answers often come to life's questions through self-reflection. Prayer and meditation are two ways we have of slowing down enough to listen to the still, quiet voice of our Higher Self. Remember that the answers don't always pop into your mind fully formed as you meditate or pray. You may find them slowly evolving into your consciousness over several days or weeks as you ask for insight.

**5. Create positive self talk.**

Pay attention to what you tell yourself about yourself and your life. If the general tone is hopeful and positive you feel better and are more optimistic. William James said, "The greatest discovery of my generation is that human beings, by changing the inner attitudes of their minds, can change the outer aspects of their lives." It's easier to create a life you love when you give yourself affirmative message.

**6. Practice an attitude of gratitude.**

Research has shown that the happiest people are the ones who have gratitude for all that they have despite their circumstances. You don't have to postpone happiness until you have achieved all your goals. Joy is an inside job. In the Talmud it says, "In the world to come each of us will be called to account for all the good things God put on this earth which we refused to enjoy." Learn to appreciate the unfolding process of your life, not just the realization of your dreams.

**7. Take action.**

People often get stuck because they can't figure out how to get from Point A to Point Z. What is one thing you could do that would be a next step? Take a class, talk to a friend, read a book on a topic of interest, learn a new skill. Take action on what feels exciting to you.

**8. Look for coincidences and synchronicities.**

It has been said that coincidences are God's way of remaining anonymous. We often have serendipity occurring in our lives as a way to show us we are on the right path. As you trust your intuitive knowing you'll find these synchronicities occurring more often.

**9. Know that there will be ebbs and flows.**

We often reach success through a series of ups and downs. When you are in a "down" place and feeling stuck, know that it won't last forever. Find some ways to enjoy your life despite the lull and continue to focus on what you want.

**10. Trust in divine order.**

Maybe you're beginning to feel as Mother Theresa once did when she said, "I know God will not give me anything I can't handle. I just wish that He didn't trust me so much." The Universe has a

perfect plan for your growth and unfolding as a human being. As you learn to be guided by your intuition you're beginning to act on this wisdom from the Universe.

[Originally submitted by Lynn A. Robinson, who can be reached at Lynn@lynnrobinson.com]

# The Top 10 Rules for Creating a Better Life

It's said that it's the simple things in life that truly give our lives meaning. Here are 10 tips for creating that better life:

**1. Count your blessings daily.**

Even with life's challenges, there are always positive things, people, and events in our lives that keep us going. Make a list of those things in your life that keep you fueled, and give thanks for them daily.

**2. Do more than you are getting paid to do.**

Going the extra mile brings many unexpected rewards into our life. Remind yourself that it's a privilege to be able to add value to someone else's life.

**3. Shake off your blunders.**

Whenever you get knocked down by life, don't look back on it too long. Mistakes are life's greatest teachers; they help us grow and move on to higher planes, but only if we remain unstuck.

**4. Reward yourself in the best way you can after a period of long labor and achievement.** Stretch your reward by sharing it with someone special.

**5. Remember that you are God's perfect creation;** you can do anything you dream of anytime you want.

**6. Let your actions always speak of your values.** Be on guard for false pride and deceit that may halt your progress.

**7. Every day should be unwrapped as a precious gift.**

Life may offer hurdles and stumbling blocks; use these as stepping stones to reaching your goal.

**8. Live this day as if it were your last.** Today is all you have. Run with it!

**9. Extend everyone you meet all the care, kindness, love, and understanding you** can muster, without thought of reward.

Give of yourself: your time, your money, your talent or skills. Take the focus off yourself. Your life will never be the same.

**10. Laugh at yourself and at life.** Laughing causes a release of tension and worry, and clears your mind to think clearly toward a

solution that is certain to come as soon as you let go.

[Originally submitted by Carmen Stine, Personal Development & Media Coach, who can be reached at coachmentor@aol.com]

# The Top 10 Ways To Go for It!

When I ask people to list reasons why we hold back and stop short of reaching our goals and living our dreams, the reasons usually involve fear. Fear of failure, fear of success, fear of rejection, fear of not being good enough, fear of looking foolish.

We've all heard that FEAR stands for False Evidence Appearing Real. Here are 10 things you can do to get control of your FEARS and Fully Eliminate All Roadblocks to Success.

**1. Listen to your heart.**

Norman Vincent Peale wrote that when you have a desire for something that won't go away, that's the voice of God saying that's what you should do. Your heart holds the issues of your life.Listen to it.

**2. Dream big.**

A client of mine was once driving to Atlanta in her Pugeot. It was a nice car but she wanted a Mercedes, even though she couldn't quite afford it yet. She had a thought accompanied by a strong feeling that "the next time I drive to Atlanta I'll be driving my new Mercedes." Sure enough, that's exactly what happened.

**3. Have faith in yourself.**

There is no one else on earth like you. Perhaps you want to write a book but don't think it's worth it because so many others have already written a book on your topic. You have a unique

perspective that we need to hear. Even an expert can read your book and learn something from you. We're all teachers and we're all students.

**4. Have faith in others.**

Most people tend to worry too much about what other people think of them. It's your dream; it doesn't matter what others think you should have/be/do. And most people are pulling for you, especially if you're providing a service or product that helps them. They want you to succeed!

**5. Have faith in God.**

When I started my business, I had many moments of self-doubt and anxiety. How will I get clients? Will I make enough money to survive? One day a thought came to me; it was so strong it almost knocked me over. That thought was, "God got me this far, He won't drop me now." So whenever I have an anxious moment, I think about that, and am able to move forward with courage and faith.

**6. Use positive self-talk.**

When Moses asked God what His name was, He said, "I Am." What powerful words those are. And whatever adjectives we follow those two words with when describing ourselves will determine who and what we are. If you say, "I am afraid," you’ll be afraid. If you say, "I am courageous," you’ll be brave. The quality of our lives is determined by our consciousness. ACT successful, and you will be.

**7. Visualize positive outcomes.**

When pursuing a goal, imagine how success will look to you. What will you have, where will you be, who's with you? All the little details. If you're more kinesthetic than visual, imagine how applause and praise you'll receive when you've gotten there and done a good job.

**8. Ask, "Is it really too late?"**

A woman in her forties wrote to Dear Abby and asked her advice about going to college at her age. It was an unfulfilled dream for her, but she thought she was too old. She said, "I'll be 48 when I graduate." Abby asked her, "And how old will you be then if you don't do it?"

**9. Start with a small step.**

How do you eat an elephant? One bite at a time. Any task, project, or goal can look almost impossibly huge when you're standing here and looking there. It's enough to make some people give up. You can do it by planning a strategy on how to get there, and writing down the steps with deadlines. When you do it one step at a time, it's much easier.

**10. Hire a coach.**

I probably wouldn't still be in business if it weren't for my coach. Going it alone is hard for even the most dedicated self-starter. A good coach will help you get organized and focused and will

guide you to your goal, giving you praise and encouragement along the way. If not a coach, then find a mentor or really good friend who will walk with you all the way. Go For It! You deserve it! If anyone can do it, you can!

 [Originally submitted by Annette Estes, Certified

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**What the mind can conceive and believe,**

**it can achieve. -Napoleon Hill**

**HAVE A GREAT LIFE!!!!**